



FAMILY COUNCIL MEETING MINUTES

Location: Airway Heights Corrections Center (AHCC)

Date: 04/27/2019

Time: 10:00-12:00

Teleconference details: n/a

Meeting Attendees

Department/facility co-chair: Kay Heinrich Family co-chair: Anita Barker

Facility/council secretary: Jessica Robb Family secretary: Rachel Bisbee

Members Present: Yoshi Garcia, Anita Barker, Rachel Bisbee, Courtney Cannelora, Christina Current, Beth Ann Daigre, Don Gilbert, Morna Gilbert

Non-council member attendees: Dora Williams, Matthias Gyde

DOC Guests: James Key, Monica Cantrell, Officer Cox, Sgt Russel, Ann Wise

Agenda

<p>Status updates</p>	<ul style="list-style-type: none"> • Check in process for main visiting – under review • Donation process for EFV – under review • No one 8+ is allowed in the children’s area in visitation • What else would you like to see on the visitation PowerPoint? Process for EFV donations (must be approved through Mike Klemke) Possibly a flyer. Putting it online would be better. (website, Facebook, twitter) Put the website URL
<p>Ground Rules</p>	<p>Active listening</p> <ul style="list-style-type: none"> • Look at the person • Think about what is being said • What is the intent <p>Don’t defend</p> <p>Wait for your turn to talk</p> <p>Think before you speak</p> <p>No side bar conversations – Sticky notes given out. Write down side bars to address later. “Parking lot”</p> <p>Compromise</p> <p>Non judgmental</p> <p>Transparency</p>

	<p>Flexible</p> <p>Timeouts when needed</p>
<p>EFV Policy</p>	<p>Leak in the EFV. Shower rod was leaking. Plumber has been called.</p> <p>General Requirements</p> <ul style="list-style-type: none"> • LFC members are used as role models <p>Check in and check out times have changed. Time is cut off. Stopped processing two in at a time and went to only one at time.</p> <ul style="list-style-type: none"> • Switched because it was too much on the officers. • Time frames were too tight, it was delaying main visiting. • That is the time they have to clean and its cut down to a small window with only a few porters. <p>Communications from changes don't get announced well.</p> <p>The amounts of food when processing in can stall the time it takes to get checked in.</p> <p>Clean Tupperware is fine, don't need new ones every time.</p> <p>Bowser and Rambo have been great for in processing at EFV's. Quick and courteous.</p> <p>Why can't check in start at 10 for EFV's? Because of staffing schedule. Visiting staff doesn't get here till 11. We only have visiting staff check in and out EFV's unlike other facilities. It would be a security issue to have non-visiting staff check in and out visitors from EFV's.</p> <p>Minors</p> <ul style="list-style-type: none"> • If someone got married and had a biological child they would need to get a birth certificate in 1 year. If child is not biological you have to wait 3 years. Step children can come in as long as they are on the approved visitor list. (Kay to research) <p>Monica has been great with the EFV process. Admin staff have made it easier.</p> <p>Inconsistency with counselors knowing the process for ERV's. Counselor's just had to sign the EFV approvals.</p> <p>Receipts</p> <ul style="list-style-type: none"> • Monica made a spreadsheet with each individual, states balances for EFV's, who has an EFV, as well as when they are. • Incarcerated individuals get kiosk and mail responses for their EFV's. <p>Could the family schedule the EFV's? It's easier for the incarcerated individual to schedule, just in case something has happened that he is no longer able to participate.</p> <p>This is also a first come first serve basis. We have to prioritize these visits.</p> <p>Incarcerated Individuals can only wear state issued clothes during EFV's.</p>

<p>Visitor Guidelines</p>	<p>Scrubs – have pockets on the bottom. Could visitors in the medical field where their scrubs to a visit if coming from work/school? (To discuss with exec staff and get answer back later)</p> <p>Visiting needs to be consist with timelines. Someone times games is up at 3:15 and sometimes 3:25.</p> <p>Aggressive behavior in parking lot. Happens way too often. Officer Cox had 5 messages over the week regarding aggression getting into visiting. Everyone is going to the same place.</p> <p>Sup, James Key: Would like staff to be out in the parking lot watching visitors coming in, however there is a grey area, we don't have enough staff to always do this.</p> <p>This used to happen and work well.</p> <p>Parents need to keep better track of their kids. Kids should not be running around. They need to be in line with parents.</p> <p>On state property parents are responsible for their children.</p> <p>Visiting staff needs to hear about what is going with other visitors. Visitors could contact Monica and she could relay messages to visiting staff for them to address.</p> <p>If visitors let visiting staff know in the moment what is going on, visiting staff could address the behavior right away.</p>
<p>Assistant Ombuds – Matthias Gyde</p>	<p>An impartial person who looks into complaints and tries to get complaints settled on the lowest level possible. Trained to stay impartial for both sides. Help resolve complaints incarcerated individuals send in.</p> <p>Separate from DOC. Just hit full staff and fully operational in January.</p> <p>1000+ complaints</p> <p>This could be a long process with amount of staff vs how many complaints there are.</p> <p>6 early resolution officers.</p> <p>Only been established for 10 years.</p> <p>Joana Carns has been working with headquarters on improving our food.</p> <p>UA policy changing.</p> <p>1 for eastern side, 1 for western, 1 healthcare and 1 for vulnerable population.</p> <p>Incarcerated individuals have a non-monitored phone number they can call.</p> <p>Very strict levels on confidentiality. They cannot be subpoenaed or sued. They are protected by the RCW.</p> <p>Must submit a grievance first before they can go to the ombuds.</p> <p>Ombuds can decline to open investigations, but that doesn't mean they haven't done research. They can request DOC to open an investigation, but that information does go public. However DOC can decline an investigation but they must just cause. Ombuds does have the authority to go to the governor's office if DOC declines an investigation.</p>

	<p>Quarterly and Yearly reports are done of examples of situations that have been reported. This report does not give any specifics.</p> <p>They collect data on types of complaints, how many, and where they come from.</p> <p>They are here to help us get consistency.</p>
Family Friendly Events	<p>Would like more events that are not just family friendly. Would like one just for adults.</p> <p>Ann Wise doesn't have time right now to organize adult only activities.</p> <p>Why did cultural events switch from Thursday to Friday?</p> <ul style="list-style-type: none"> • Cost for staffing at facility. Visiting staff are here those days.
State Council update/Elections	<p>Ground Rules</p> <p>Introducing themselves as Family council Members</p> <p>Group buy in</p> <p>Voting mechanism coming down the line. Only Family council members can vote.</p> <p>Yoshi voted state rep.</p>
MSU Visiting	<p>Cover for the MSU visiting to stand under, rain gutter, something for snowy days.</p> <ul style="list-style-type: none"> • Key hasn't seen a proposal <ul style="list-style-type: none"> ➤ No we could not outsource for someone to come out and put up a cover. <p>Heater</p> <ul style="list-style-type: none"> • Needs a proposal <p>Pizza Party in the MSU for visiting</p> <ul style="list-style-type: none"> • Would we have to shut down MSU visiting because they would have to reserve a table?
	<ul style="list-style-type: none"> • Attached - State and local handouts • Keep ombuds in the loop with LFC • Post it notes • Voting for week day for tour and time of next meeting.

Next Meeting: Proposal for visiting check in process, parking lot conversations (Spices in EFV), Visitor Guidelines questions,

Next meeting location: Airway Heights Corrections Center (tour) Date: June 17, 2019 Time 9:30 AM-11:30 AM

Comments: _____

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