



FAMILY COUNCIL MEETING MINUTES

Location: Airway Heights Corrections Center (AHCC)

Date: 08/26/2019

Time: 3:30 – 5:00

Teleconference details: n/a

Meeting Attendees

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

Facility/council secretary: Jessica Robb Family secretary: _____

Members Present: Yoshi Garcia, Anita Barker, Christina Current, Beth Ann Daigre, Morna Gilbert, Mildred Hawthorne

Non-council member attendees: Dora Williams, Matthias Gyde,

DOC Guests: A. Ramirez, Rambo, Ann Wise, Gheorge Turcin

Agenda

CC3 Garberg	<p>CC3 – help get Incarcerated Individuals in programs, work with families on emergencies, funeral planning, housing, voucher programs, work style programming, check both positive and negative and behavior logs, watch baselines, help with facility plans and other duties as applies.</p> <p>Voucher program</p> <ul style="list-style-type: none"> • What it is about? Housing voucher program is available for every offender in WA. There could be things that preclude them. Infraction, not programming correctly. Can apply for these 30 days prior to ERD. Usually approved within 28-48 hours. Help look for housing on Incarcerated Individual needs and help call and make interviews with vendors. A pilot project was started that they did it 60 days prior to release, however it was HQ decision to keep it at 30 days. Classification counselors fought this. • Vouchers are good for 90 days. • Counselors work with many housing vendors. • How are infractions related to visiting? <ul style="list-style-type: none"> ○ There are sanction guidelines. This is more part of the hearings Dept. ○ Look into having the hearings officer at next meeting. <p>Family Services</p> <ul style="list-style-type: none"> • They check status of Incarcerated Individuals status. However sometimes these change quickly. • Incarcerated Individuals should be notified of how long they will lose visiting for when the fraction hearing is complete. <p>Facility Plans</p> <ul style="list-style-type: none"> • They can put in recommendations for transfers they don't have authority to make it happen. <p>Average case load for a classification counselor is about 70-75 upwards to 90.</p>
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	<p>What could family members do to help?</p> <ul style="list-style-type: none"> • Most scenarios only involve incarcerated individuals and counselors. They are not the ultimate authority. • Understand that counselors don't make final decisions. • This is what family services is here for. Each visiting room has numbers and contacts for family services. Family services gets questions/concerns then passing it along to classification counselors. <p>EFV</p> <ul style="list-style-type: none"> • Counselors no longer work with visiting. Everything goes directly to HQ. <p>Transfers</p> <ul style="list-style-type: none"> • Individuals get two boxes on the chain bus when they transfer. Up to the family to pick up the remaining property. <p>Letters</p> <ul style="list-style-type: none"> • If an incarcerated individual transfer any mail will be transferred to the new facility.
Visiting	<p>Bringing in newborns</p> <ul style="list-style-type: none"> • Old policy allowed up to 2 month old babies without having to be processed in. HQ has taken that out of the policy. They now need an application on file. Visitors need to try to be proactive with this. • Will bring specific policy to the next meeting <p>No person or animal is allowed to be left in the vehicles. This is a safety and security issue. Can be in the parking lot 30 min before each visiting session starts.</p> <ul style="list-style-type: none"> • Check with mainline to make sure most updated guidelines are uploaded. • Place most updated guidelines on visitation information tables. <p>Spice cabinets</p> <ul style="list-style-type: none"> • This was stopped by the previous captain. WE have a new captain so we may be able to revisit this. • It was a time problem for officers as well. They are working on other job duties and didn't have time to come unlock the cabinet each meal. • What do other facilities do for this? Incarcerated individuals can buy portion packs for spices that they can take to the EFV's. <ul style="list-style-type: none"> ○ Jess/Kay to send an email to other facilities to see what their process is. <p>What is the protocol when an individual transfer facilities for EFV?</p> <ul style="list-style-type: none"> • Previous facility is to send packet to new facility. However, they still must go through orientation at the new facility. • Facilities will talk about EFV concerns with each other. <ul style="list-style-type: none"> ○ Look up policy for next meeting • Haven't been calling for count during EFV's <ul style="list-style-type: none"> ○ Sgt. To notify the LT's of this. <p>Orientation</p> <ul style="list-style-type: none"> • Does not need to be by appointment, any officer can do it. They can just do orientation when they arrive. • Sometimes there is not enough staff to be able to do orientation. <p>What happens if there is an emergency during shift change?</p> <ul style="list-style-type: none"> • Officers know the proper channels and who they need to speak to. • When there is something of severity officers can ask permission from exec staff and sergeant. <p>Complaints from individuals</p> <ul style="list-style-type: none"> • Jess and Kay are the only ones with keys to the suggestion box. When specific things occur they can write it down and put it in the suggestion box. • Concerns can go in this box as well. Times, dates and what specifically occurred.

	<p>Why doesn't visiting start on time?</p> <ul style="list-style-type: none"> • Could be other things going on in the facility. EFV's could be taking a while to process. • Visiting staff goes outside to let visitors know if they are running behind. • Staff has been doing much better about starting visiting on time. • Could we put more adult puzzles in visiting? <ul style="list-style-type: none"> ○ Kay will look into. <p>Visitor Guidelines</p> <ul style="list-style-type: none"> • Looking into new process for checking in visitors. • Looking for new places to put the visitor guidelines.
<p>Family Services</p>	<p>Going through some changes Chain of command has changed as of August 1st. Not sure how this will effect individuals. If families or staff can think of anything they can do better, please let them know. Haven't been doing as well as they want being active with Family Council members. If individuals have questions for EFV's they can ask family services. Served over 9000 families in the last year. They want to make families feel good by the end of the conversation. Offender betterment fund</p> <ul style="list-style-type: none"> • This unit manages over 32 facilities. They must be fair with this. <p>See attachment*</p> <p>They have free transportation for indigent families.</p> <ul style="list-style-type: none"> • There isn't a bus that goes from the east side to the west. • This has been brought up at the state council level. <ul style="list-style-type: none"> ○ Gheorge to invite someone from family services on the west side to hear concerns about this. <p>Family services is a resource. This is limited. Family services will be printing a new flyer. Resource table- Could family services man this every now and then?</p>
<p>State Council</p>	<p>Volunteer needed for Sept 28, 9AM-3PM, to cover as an AHCC at state council. This is allowable if previous knowledge. There is a gas reimbursement. – Morna Gilbert could possibly cover.</p> <p>Topics discussed at state council.</p> <ol style="list-style-type: none"> 1. Mattress thickness for incarcerated individuals across the state. 2. Increasing cap for indigent fund. Hasn't been increased since 1980. This is being worked on in legislation. 3. Increase the amount of money incarcerated individuals get when they release 4. EFV Policy, changing allowable items. 5. How we can carry out changes at each level. Local, state and executive. <p>Updates on hot breakfast at next meeting Healthcare- Need recommendations. If there are any suggestions send to Yoshi Garcia</p> <p>State council wants each facility give top 5 things they want to work on this year.</p> <p>Proposals need to be done by Jan. 1st for next year.</p> <p>There is a concern that there are not enough visiting events for Incarcerated Individuals without children.</p>

Ombuds	Taking a look at visitation. In the near future they will be individually speaking with LFC members. Could contact Anita Barker (co-chair) or Yoshi Garcia (state rep) to get these facilitated.
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Next Meeting:

Next meeting location: Airway Heights Corrections Center Date: 10/19/19 Time 9:45 AM-11:45 AM

Comments: _____

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