



FAMILY COUNCIL MEETING MINUTES

Location: AHCC Muster Room Date: 2/15/20 Time: 9:45-11:45

Teleconference details: N/A

Meeting Attendees

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

Facility/council secretary: Jess Robb Family secretary, if applicable: Donna Jaramillo

Members present: Don Gilbert, Morna Gilbert, Beth Ann Daigre, Yoshikovasha Garcia, Christina Current, Anita Barker, Ellen Hargrove, Bill Hargrove, Rachel Bisbee, Donna Jaramillo, Duaa-Rahemaah Williams, Mildred Hawthorne

Non-council member attendees: Margarita Valentine,

Staff Present: Officer Kong, Murray Cox, Gheorge Turcin, Ann Wise, James Key, Eileen Herbst

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Distribution list	Would like a list of council members and contact information for the LFC members.	
Previous meeting minutes	Missing phone information	Ellen Hargrove to send Jess an email with information and Jess will add it to previous meeting min.
Family Services	Gheorge is always here for questions. You can contact him with questions and he will be a point of contact with DOC. When James gets questions he will respond briefly and forward to staff who help find the answers.	

New business

Topic	Discussion/Key Points	Next Steps
Incarcerated Individual address	How do we find their address? You can find this on the main Airway Heights website.	
Secretary Voting	This is a collaboration with Kay, Jess and Anita. Taking meeting minutes, working with council members. Donna Jaramillo is the new secretary.	
Handicap individuals	Kong: When someone is elderly or handicap, talk to the person next you in line and see if they will hold your place so they can have a seat. Just let everyone else know that you have a spot in line. Donna: Could handicap possibly be escorted to the front of the line by an officer? Dora: Could there be a wheelchair provided to help these individuals to get them through the line quicker? Family council members could approach each other about helping handicap and what they would like to see.	Make a poster in regards to escorting handicapped individuals to the front of the line. Kay to talk to Mike Klemke who is the ADA coordinator.

	<p>Rachel: Could something be posted about courtesy of letting handicap go before others? People get upset when others let you let other visitors go first in line.</p> <p>Anita: If a CO could be an escort that would help.</p> <p>Don't want Incarcerated individuals (II) getting flack on the inside because CO's are escorting handicap visitors.</p>	
SFC Update	<p>Talking about a family council subscription. Everyone can sign up and give their emails. This will be state wide. Suggestion boxes for II's to submit, possibly through JPay. Having Tier reps at LFC meeting.</p> <p>AHCC is looking into having 3 II's, one from MSU, one from MI3 and one from Medium. This will cause a room change. We will hold it in the MAIN visiting.</p> <p>Dora: Will kids be allowed to family council meetings since we are moving it into MAIN visiting? If the kids could be quiet, maybe give them crayons or something to play with.</p> <p>We also have to see if II's are allowed to be around children. This could be a barrier of which II's are allowed to come.</p> <p>We must be careful moving forward with II's in meetings. Cannot have a victim and perpetrator in the same room.</p> <p>A family member who was a member in good standing of a LFC at another facility will be grandfathered in and automatically become a member of the AHCC LFC.</p> <p>Looking at reducing the overall the child support for II's. There is a bill they are trying to decrease automatic payments. Under this proposed bill, child support will go down to \$10 per month. Average parent already owes over \$10,000 in child support.</p> <p>Grievance Program – Lisa Flynn is working on a grievance program for II's to access the law library.</p> <p>New EFV policy by March 1, 2020. This will make some consistency between institutions. They are doing an amendment at the state level to allowable items. Trying to get the inside children's program state wide.</p> <p>Changed family events. Two for Children and two for significant others.</p> <p>James: Superintendents talked about a matrix for EFV's at the Superintendent meeting a few months ago.</p> <p>Shifting video visiting oversight to HQ.</p>	<p>Airway Heights needs to get a process for public access allowing visitors into LFC meetings. This could be a posting in visiting encouraging new visitors to attend meetings and letting officers know the process as well.</p>
IIBF	<p>It will still be accepted if you submit it as OBF. New policy is coming out Incarcerated Individuals betterment fund (IIBF). What would the LFC like to see the IIBF funds spent on?</p> <p>It's previously been used for EFV's. Mattress, carpets, sheets, etc.</p> <p>Looking into bathmats for EFV's, twin comforters, fleece blankets, coffee cups.</p> <p>Stoves are great, sheets are nice, turkey roaster, baking pans.</p> <p>This could go towards games for visitation.</p> <p>James: This has to be used for the benefit of all. Dept. does have some positions funded out of the OBF. Dept. is working to get positions out of OBF and into state funds so there could be more money in OBF. Everything has a reaction and reaction. So if things get cheaper like vending and phones then there is less money in the OBF.</p> <p>IIBF policy is currently in draft.</p> <p>Will incarcerated individuals have a say in what we use this on? They will be at our meetings moving forward so they will have a</p>	<p>LFC members will come back with ideas at next meeting.</p>

	<p>say. But it must be for the betterment of everyone, not just one person or one unit.</p>	
<p>Family Services update</p>	<p>CPPC position description has changed. Now required two family events with children and two with adults only. Ann has already put this together for this year. Next year there will be one at camp.</p> <p>Celebrating Woman and Oktoberfest Bingo will be the adult's only events this year. Celebrating woman met full capacity. Bingo could be a harvest theme in October. Playing cards would be good for this event, games, and puzzles. Snacks will be provided.</p> <p>Day with Dad and Santa event will be the events for children. Santa event was great this year. Santa was awesome and present quality was great.</p> <p>This is all part of a change of family services. Gheorge will be participating more with family events and preparation for this.</p> <p>Dora: Programs for people who travel for special visits, is there a program that helps with assistance for staying at hotels?</p> <ul style="list-style-type: none"> • AHCC budget does not allow for this at this time. Lisa Flynn is talking about possibly having statewide funding for this out of OBF or state budget. • Transportation Vans don't have anything going from east to west. Flynn and Cotton with DOC are working on negotiations with western van services for this. <p>Outreach process for families – A letter from Stephen Sinclair, Secretary of the Washington State Department of Corrections, will be mailed to family and friends of the recently incarcerated. This letter has internet links with useful information for loved ones. These include information about prison facilities, contact and location information, family support, family and visitor information which includes additional links to visiting, mail, sending something. These services are free of charge from family services. Family services provide contact information for representatives.</p> <p>CPPC Ann Wise and Gheorge Turcin will be working a lot more together.</p> <p>What would families like to see on the new family guide? Family guide is meeting with families who choose to participate and working on updating this and the contracts.</p> <p>Visiting – Family services is now mandated to participate in visiting as much as possible. This is a great way to communicate with families and also give information on LFC. Will Family services have a table with all their information and resources? There is table in the main with all of these resources as you walk into visiting. MSU does not have one.</p> <p>How do individuals know Family Services are there to support them? Gheorge walks around during to speak with families. He cannot be at each visiting session however. II's and families can speak with visiting staff to relay message to Gheorge as well.</p> <p>Could MSU get a new area for resources? Currently the table and boxes are not functioning well.</p> <p>The family services poster is not in a great area at the MSU. People don't look up for it in the entrance area.</p> <p>Parentin Inside Out- Work in progress for AHCC. Looking to start March 9th. Getting materials needed and finalizing the room. By the next meeting there will something up and running and Turcin will be facilitating it.</p> <ul style="list-style-type: none"> • Is there a way to get a program for parenting kids with special needs? 	

	<ul style="list-style-type: none"> Family services is mandated to have evidence based programming. The only evidence based one currently for parenting inside out. If this isn't falling in line with what you need, contact Gheorge with your needs. There are community programs or other ways to meet these needs. 	
Medical	<p>What will happen is coronavirus breaks out here or the flu? Eileen Herbst – Everyone has been hearing a lot about the coronavirus but little is known. They get updates by CDC, and conference phone calls about what is happening. This has officially been renamed this as COVID-19. This causes respiratory infection. Individuals who are most infected by this virus are people who live in china or have recently been to china. There is a lot of work being done on the outside for people coming in and out of China. No direct flights to come to Spokane so we are pretty safe. So far Washington state only has one confirmed case. 5 states in the US have confirmed cases of this. Currently this is not spreading in the communities in the US. Here in DOC the likelihood is minimal that they will contract this. DOC sent to employees that if they have traveled to China or been in close contact with someone who has been to China that you stay home for 14 days.</p> <p>Symptoms include, fever, cough and shortness of breath. Most people will have pneumonia in both lungs. There are no vaccines at this point for the virus. CDC is working on finding something for this. DOC does have negative pressure rooms for if someone does catch this. DOC would make an action plan if this got out of hand, and CDC would come in and handle the situation.</p> <p>Health services offers flu shots to those who are high priority or anyone who wants one. These are no charge. Medical asks that if there are any signs of the flu you tell them sooner than later. We try educate good health habits. If II's want any information on coronavirus or colds or flu's they can kite medical for these questions.</p> <p>This is still very new and all of the information we get in from what the CDC is still learning.</p>	<p>WA state dept of health 1-800-525-0127 WWW.CDC.GOV</p>
Website change	<p>Family council representatives have been placed on the Airway heights website. You can find their emails on the website now.</p>	
Kudos	<p>Anita: There was a lot of great feedback when Kong was acting Sgt. Visiting went smooth and started on time, staff was happy. Visiting was not tense. Visiting staff were very friendly and approachable.</p> <p>James: Thank you for saying that! James gave this feedback to the statewide council. This collaboration at the institution is great. We want to hear when things go well. When issues happen in visiting just know I address them. We are not perfect, but we strive for it. We have done a lot of work to visiting in the last 6 months. This is an important area for families and also a high security area.</p>	
MSU waiting area	<p>Executive staff is working with visiting staff and planning to put a proposal together for having an area or building for people to wait in during inclement weather. Also looking at possibly changing parking.</p> <p>Parking was changed in the MSU many years ago because state vehicles were being damaged. We moved parking because we didn't want visitors being accused of this.</p> <p>Beth Ann has made a chart of the weather in January to show inclement weather.</p>	

	It is difficult for sick or elderly to stand in line in the wind and cold for over 30 min and are not always able to wait in their cars. MSU staff needs a female.	
Ombuds Gyde	Gyde has taken the western ombuds position. Early resolution ombuds Stella is still here. They are doing interviews on Tuesday 2/18 to fill the position. Gyde will be working with the new ombuds till June to help with a good transition.	
Paper cups for water fountain	This cannot occur due to contraband. People could spit in cups and pass contraband across the table. You could reuse water cans or pop cans in visiting. James: Kay needs to take this issue to Associate Rivera. Visiting could talk to vending staff about replacing something with more water for vending machines. But LFC needs to agree upon this.	
Key cards not being allowed to load at night	Visitors not allowed to load their cards after visiting. This was posted because people were leaving visiting right before it was closing and trying to load their cards, this was causing visiting to have to stay open longer.	

Roundtable open discussion

Next meeting location: AHCC Visiting Room Date: 4/27/20 Time: 3:30-5:00

Comments: _____

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.

Distribution: **ORIGINAL** - Family council co-chairs