



FAMILY COUNCIL MEETING MINUTES

Location: Superintendents Conference Room Date: 4/22/20 Time: 2:00PM-3:00PM

Teleconference details: _____

Meeting Attendees

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

Facility/council secretary: Nancy Webb Family secretary, if applicable: Donna Jaramillo

Staff Present: James Key, Superintendent /Kay Heinrich, Associate Superintendent/RN 4 Justin Gudvangen

Agenda

Topic	Discussion/Key Points
Teleconfer- ence	<p>LFC phone conference occur on Wednesdays each week. Please email questions to Jess Robb so they can be answered in the calls.</p> <p>Please note:</p> <ul style="list-style-type: none"> • Questions and concerns are sent to Jess Robb no later than 12 noon on Tuesday’s (Robb, Jessica M. (DOC) jessica.rob主@DOC1.WA.GOV) • Wednesday am, these questions are categorized and reviewed by the Superintendent to have responses ready for the teleconference that afternoon at 2 pm • This process has increased the response time to where there has been time for additional questions • Questions received after 3 pm will either be held over to the next week or if time allows asked during the end of the conference. <p>This process keeps the conference on track, and additional guidelines will be addressed at the beginning of the conference to include;</p> <ul style="list-style-type: none"> • Please place phones on mute so background noise is at a minimum • Please listen when answers are given and when others ask questions without interrupting • Each individual will ask one question at a time then another person will ask their question so everyone gets an opportunity. When everyone has had the opportunity to ask a question then additional questions may be asked, we are trying to be respectful of all and give all a chance to speak. <p>In addition, the calls currently scheduled between facility administrations and LFC groups are not open to the public, but rather are informational calls between LFCs and facilities only. LFC representatives are free to gather questions to ask, and to share responses. However, these calls truly need to be limited to LFC members in order to be productive, and to ensure that participation in these interactions can continue.</p>

<p>James Key: Superintendent</p>	<p>AHCC is still in emergency operations status.</p> <p>Per LCF's last meeting, the cut-off time is 12:00 pm Tuesday for questions. LFC members in good standing are to be on the call.</p> <p>Social distancing is still a high priority and Strike teams go out every day to ensure that this is happening. Emails regarding social distancing are going out to the population and staff.</p> <p>Hand sanitizer dispensers are going in around the facility. There are thirteen places for them to be installed. There will not be dispensers going in where they aren't supervised by staff.</p> <p>Out of 41 Commutations, 38 were released. The last three will release today. These commutations come from the governor's office and have been identified to have their sentences commuted.</p> <p>We've had 55 out of 96 Rapid Re-entry releases. (48 hour releases)</p> <p>Alternative housing has been implemented at the MSU to provide increased social distancing. Sixty-one I/I are placed in different areas of the institution. C4 and C5 are being looked at this week to see if more reduction is possible.</p> <p>Army of Corps Engineers came to the institution. AHCC is being looked at for becoming a long-term facility for Isolation.</p> <p>Superintendent notes a trend that every time Jpay comes out with something new that they have given the population and families, it appears to increase the amount of complaints. As issues are brought up, they are sent to Jpay. DOC has no control over fixing these.</p> <p>Checkers and pull-up bars were implemented in addition to other items to be used in the yard. There is a plan in place for those areas to be sanitized after each use.</p> <p>Tone of the facility was good after meeting with the tier reps.</p> <p>AHCC continues to enforce mask usage without going to disciplinary issues. Enforcements will be done both with staff and the incarcerated. Additional ties for the masks will be ordered for I/I.</p> <p>One bar of soap is sent out to units weekly.</p> <p>There is a telephone process in place for counselors to notify family members of the status of Medically Isolated I/I.</p> <p>The institution is working with Correctional Industries to come up with an apparatus that will separate each phone in units, to increase phone usage and decrease close contact between individuals.</p> <p>C4 is off quarantine.</p> <p>Channel 6 is doing a story regarding masks being made here at AHCC through CI.</p>	
<p>Kay Heinrich: Associate Superintendent</p>	<p>Local Family Council Co-Chairs are updated on the AHCC website.</p>	

<p>Justin Gudvangen: RN4</p>	<p>A task force was sent out through HQ. They need to identify two institutions in the state, one on the West side and one on the East. They chose us for the East side. We are closest to hospitals and that's why we were chosen as an Isolation Unit for positive cases if there were to be an influx of cases.</p> <p>Seven I/I are on Isolation and four are on quarantine as of today.</p>	
<p>Questions from family members</p>	<p><u>Questions from Emails</u></p> <p>Q: It is my understanding that specific units will not get anytime off due to being in a working unit. Is there consideration for people over a specific age, let's say over 50 60, 70, 80 or 90 that will not be required to work. Are they also being considered if they have pre-existing risk factors or is an entire unit being made to work despite meeting a basic meeting of those criteria?</p> <p>A: Superintendent: The I/I can kite medical. There chart will be reviewed. They can be laid in and won't lose their job.</p> <p>Q: How many actual kits Covid 19 has airway purchased?</p> <p>A: Superintendent: We have kits that come in through HQ through Logistics. These are not purchased. These kits are to do our part of the testing before they are sent off to get the results.</p> <p>Q. For isolated incarcerated individuals what kind of Mental Stability is being offered?</p> <p>A. Superintendent: Mental Health Staff touch base with individuals daily.</p> <p>Q: Is it true that all incarcerated individual's that are in isolation cannot take a shower for 7 days?</p> <p>A: Superintendent: Correct.</p> <p>Q: Is it true that the incarcerated population will get infected if they are not wearing a mask?</p> <p>A: Superintendent: You have a better chance of getting infected without one.</p> <p>Q: Is it true that is the incarcerated population does not have their mask on as they are going for lunch that they will be told they cannot eat?</p> <p>A: Superintendent: They wear their masks anytime they are out of their cell.</p> <p>Q: I'm still getting reports of four man cells with no TV's, because the rotations are always occurring maybe putting TV's n there permanently will eliminate this ongoing issue.</p> <p>A: Superintendent: An order is in for 20 TV's. In the plan, there will be a TV in each 4-man cell by the end of the week.</p> <p>Q: Also movies being played have been quite depressing or psychologically draining. I'm asking that a stand-ard of mental health, positive and relevance be considered to help them pass the time. Movies being played are an opportunity to build trust, connection and de-stress units.</p> <p>A: Superintendent: Feedback is taken from the tier reps and Dr. Heinrich talked this over with them. It appears that there is a good lineup for this weekend.</p> <p>Q: Ms. Rueben: I would like to request that they expand the video visiting program to slots all day.</p> <p>A: Superintendent: Social distancing for this is being looked at. More information is to come next week.</p> <p>Q: There has been statements that have been stated on the notes from meetings that are not in the notes that have been displayed for public to see, can we as families compare notes?</p>	

A: Superintendent: You can share notes and forward any of your questions.

Q: Clarification on who can join the informational calls weekly?

A: Superintendent: Family Council Members in good standing can join.

Questions from teleconference

Q: Ms. Barker: Thank you for having these meetings and making them a priority. Feedback from past members don't have movies, etc. that you have here. Movies and increased yard time has been appreciated. I can't see my husband again until my Jpay visit on May 17th. You take the time to answer our questions. Most questions are answered on past meeting minutes.

A: Superintendent: We've received kites from I/I thanking staff in Medical, Custody, and other areas of the institution. L-unit had the most this week.

Q: Ms. Garcia: There is a concern for mop heads being washed with clothing. Mop heads are abrasive. Are they being washed together?

A: Superintendent: Mop heads go to a different area to be washed. I/I clothes are also stored in a container in a mesh bag. We can follow-up with CI.

Q: Ms. Stephanie: Who is our cable provider?

A: Superintendent: I don't know. We have a satellite system. We send out a survey of what channels we can get and the I/I vote, once a year or what the contract allows.

Q: Ms. Walker: Why are the minutes displayed not including everything talked about? Why aren't we having the Secretary of LFC take notes?

A: Superintendent: We don't document word for word. We have a note taker here. Some questions are asked several times, the Co-chair is also taking notes.

Q: Ms. Walker: You stated that C4 and C5 are moving in the next couple of weeks. What do you mean by that?

A: Superintendent: We will be looking at units, tiers, and rooms at the end of the two-person cells to do our best with social distancing.

R: Ms. Jaramillo: This is Donna Jaramillo, LFC Secretary. I'm here at home taking notes and will submit tomorrow to Jess Rob.

Q: Ms. Williams: The video visits scheduled at 7:30 hasn't been scheduled for over a month. It says available but nobody is scheduled for any of them.

A: Superintendent: Dr. Heinrich is looking at getting times expanded and put into a plan hopefully by next week.

Q: Ms. Walker: CRCC has multiple options for Jpay time spots. Did you say that it is up to Jpay to open up time spots?

A: Superintendent: I said that Jpay was more willing to open up time slots on video visits.

Q: Ms. Walker: Why are we at AHCC waiting for time slots? CRCC has time slots from 7 am to 9 pm.

A: Superintendent: It has to do with our plan and infrastructure. It's unfair to compare CRCC to AHCC. We are ran differently with different operational infrastructures. We are looking into expanding those slots.

Q: Ms. Craftsman: Jpay isn't showing how many kiosks you have. Are there only a certain number of kiosks you have in each unit that just function for emails and that is why your time slots are so limited?

A: Superintendent: It's all based on infrastructure. CRCC is very new. We have different electrical lines. Our infrastructure was built in 1992.

R: Ms. Walker: I spoke to Jpay and it's just a push of a button, NOT infrastructure.

Q: Ms. Bisbee: I would like clarification on high risk medically fragile workers when they go to medical. They are being punished because a lay in means no video visits, no phone time, or no dayroom time.

A: Superintendent: If you're sick, you're laying in. The older population wants to work. If they feel they are at risk, they can kite Medical and not lose their job.

Q: Ms. Bisbee: Why is K-unit not able to work because of their age and medical condition and they are not losing privileges? They are on a more modified lockdown and a vulnerable population.

A: Superintendent: The individuals in K unit are most vulnerable. That is not to say that there are other individuals of that age group out among the population. The individuals in k-unit don't meet just one or two criteria and have some pretty complicated issues. They are not on lockdown, but quarantined with restricted movement.

R: RN4 Gudvangen: I/I have been reviewed and K-unit meets complicated Medical issues.

Q: Ms. Garcia: If a person is between the ages of 50-70, do they have other options besides laying in?

A: Superintendent: They can still go to work and send a kite through Medical.

Q: Ms. Garcia: Is there another option besides lay in?

A: Superintendent: They can write a kite to Medical and could receive an HSR based on a review of the medical case history.

Q: Ms. Walker: If our loved ones aren't wearing a mask, will they be infracted?

A: Superintendent: Regarding discipline, I want to handle things in the lowest level of discipline. There is no yes or no answer. It would depend on the situation. If they are defiant, they will be celled in. If they are swearing or using foul language, they will be infracted.

Q: Ms. Walker: There was an announcement over the loud speaker that if someone wasn't wearing their mask, they would be infracted.

A: Superintendent: If you have an example of a time and date of when that took place, we'll be more than happy to look into it.

R: Ms. Walker: Yes I do. I will email it to you.

Q: Ms. Walker: I believe everybody has a right to be on this phone call. Families should be aware of what is going on in this pandemic. I do not agree with the rules of the family council policy at Airway Heights. You stated on last week's phone call that someone was posting the phone number for this call on social media and the person who is doing this is being investigated. Is this true?

A: Superintendent: I stated that we are looking at investigating the situation. These numbers have confidential information and cannot be given out to everyone. This is coming from headquarters. In regards to Airway Heights having their own rules, we don't have our own rules, we are following the policy.

Q: Ms. Barker: With the video visit scheduled late at night, can my husband come out?

A: Superintendent: Yes, the C/O's have the schedule and can call him out.

R: Associate Superintendent: With our infrastructure, abiding by social distancing, and working with the amount of kiosks that we have, there are many challenges.

Q: Ms. Werth: Are staff required to wear masks? My husband sees staff wearing them on their head in the "Pig Pen" (C/O station)

A: Superintendent: When the staff are at work, yes. They can take it off while taking a drink.

Q: Ms. Jaramillo: Can the administration explore more exercise equipment for the incarcerated quarantined in K-Unit?

A: Superintendent: Yes, we will look into that.

Q: Ms. Williams: Are staff required to wear the bandanas as well?

A: Superintendent: Staff are required to wear a face covering. We use CDC guidelines. The mask can be bought, made, or provided by the institution.

Q: Ms. Williams: I hear complaints that the bandana is really layered. The layering is good because the covering is to protect others and not to protect ourselves from whatever somebody else has. But the bandanas are heavy and some are having difficulty breathing. I would like staff to wear and walk around with them to see how it felt for the incarcerated.

A: Superintendent: Staff has layered material that they bought themselves. It is like the layered material that was handed out to the incarcerated but maybe a different color.

Q: Ms. Williams: What is their input on that?

A: Associate Superintendent: Dora, this is Kay. It's hard to breath. You have to learn to adjust and breathe differently.

A: Superintendent: It takes a while to get used to any covering unless you are a medical professional.

A: RN4 Gudvangen: You get winded. I have to take it off in the bathroom to get a break from it.

A: Superintendent: When I talk about enforcement it has to do with common sense enforcement. If you are outside and no one is around you and you take it off to get a breath, I'm good with that.

R: Ms. Barker: When we had to do this constantly and do it for longer periods of time, you have to adapt. It took me a week.

Q: Ms. Walker: With C4 and C5, is moving people voluntary or forced?

A: Superintendent: I haven't seen the plan on that. We have to abide by social distancing.

Q: Ms. Walker: Is Ombuds on the call?

A: Ms. Robertson: Caitlin is on the call.

	<p>Q: Ms. Walker: Regarding masks, are staff being reprimanded?</p> <p>A: Superintendent: This was already discussed. It was in the last minutes. We are also enforcing it for the incarcerated and the staff.</p> <p>Q: Ms. Becky: The bulletin board information regarding masks differs from what was posted to the website.</p> <p>A: Superintendent: The staff while on duty and the incarcerated when they are outside their cell are required to wear their masks.</p> <p>R: RN4 Gudvangen: It may not be updated on the website, but there was a memorandum sent to staff that they are required to wear the appropriate PPE in areas such as in isolation and quarantine. If the staff has a bandana covering and they are going into isolation, the bandana needs to be removed and appropriate PPE used.</p> <p>Q: Ms. Craftsman: Mask information is put out in writing in a memo. It isn't announced over a loud speaker.</p> <p>A: Superintendent: No it isn't announced over a loud speaker. We are talking to tier reps and getting suggestions. I'm requesting compliance from both staff and incarcerated.</p>	
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Comments: _____

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