



FAMILY COUNCIL MEETING MINUTES

Location: AHCC Date: 8/24/20 Time: 1:30-2:30 PM

Teleconference details: 1-360-407-3825

Meeting Attendees

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

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

Members present: Ellen Hargrove, Christina Current, Rachel Bisbee, Anita Barker, Beth Ann Daigre, Julianne Presson, Donna Jaramillo, Yoshi Garcia, Stephanie Colunga

Non-council member attendees: Ann Wise (DOC), Caitlin Robertson (OCO), Superintendent James Key, Sgt. Russel

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Review of LFC Guidelines	<ul style="list-style-type: none"> Come together for the betterment of our loved ones. Identify issues that affect relationships with loved ones. Resolve issues that can be handled on a local level. Communicate with LFC Statewide Rep to bring issues to the Statewide Family Council that cannot be resolved at the local level. Local family council members are to be a support and encouragement to families at the facility. Partner with facility leadership teams to improve programs and opportunities. 	
Secretary Review of the 2/15/2020 Minutes and Open Action Items	<p>2/15/2020 was the last meeting held at AHCC. The topics included</p> <ul style="list-style-type: none"> the distribution list of council members and contact information, how to locate the mailing address for the incarcerated, voted Donna as the new secretary, topic was raised about the difficulty of severely handicapped individuals entering visiting, Yoshi gave an update on SFC (tier Reps at LFC, grandfathering a LFC member from another facility, automatically being a member in LFC, new EFV policy and changed family events), Incarcerated Individual Betterment Fun (IIBF), Update on Family Services (upcoming family events for children and adults, outreach program for newly incarcerated, family guide), Coronavirus update, kudos, 	<p>Gheorge Turcin-gturcin@doc1.wa.gov 509-990-3906</p>

<p>Q and A</p>	<ul style="list-style-type: none"> • issues about the waiting area at MSU, • new western ombudsman position, • Water cups and key cards. <p>Rachel: I have noticed Bill Copeland on the weekly calls. Is he replacing Gheorge?</p> <p>Associate Heinrich: That was temporary, Gheorge is teaching Mondays and Fridays. He will be back on the Wednesday weekly conferences. Jess will add his information to the notes.</p> <p>Christina Current: I don't understand why we can't fill the key cards after, filling them before is difficult with waiting in line.</p> <p>Donna: The answer is on page 5 of the previous minutes. This was causing visiting to stay open longer.</p>	<p>Kay will look into options for filling key cards.</p>
<p>Action Items</p>	<p>Very soon after the February meeting the facility closed. Some action items have remained open;</p> <ul style="list-style-type: none"> • Handicapped Individuals being at the front of the line. <p>Associate Heinrich: I have spoken with CPM Klemke and Associate Rivera and we were looking at different options, we had a proposal then COVID hit. So we will have to revisit this before the next meeting.</p> <ul style="list-style-type: none"> • Process for public access to allow visitors in the LFC meeting. <p>Associate Heinrich: One of the public access officers was not aware of who the LFC members were. This caused a delay, we did talk to the SGT and CPM Klemke. We will make sure officers have the correct information and processes. We added the process to join LFC on the display board. This item can be closed.</p> <ul style="list-style-type: none"> • What would the LFC like to see the IIBF used for? <p>LFC members were to generate ideas for the betterment fund. No recommendations have been officially generated.</p> <p>Donna: Have these funds been used for recreation or other events during the quarantine?</p> <p>Associate Heinrich: I don't believe any of this has been used for COVID. Anything that we have increased as far as books and puzzles and cards came from funds out of HQ.</p> <p>Donna: Moving forward how can we send in recommendations?</p> <p>Yoshi: Maybe the tier reps could start writing ideas. I am joining the committee at SFC for the safe start plan for visiting. Please send me ideas you might have for this, I will add ADA suggestions to this as well. We had a list of ideas we sent in last year for OBF, but we missed the deadlines.</p> <p>Jess: I will send an email to LFC members asking if they have any recommendations for IIBF.</p>	<p>LFC members to send visiting ideas and ADA considerations to Yoshi for SFC.</p>

	<ul style="list-style-type: none"> An area for visitors to wait in during inclement weather. <p>Associate Heinrich: We were working with maintenance on this, and because COVID we have not finalized this. We will have to revisit in the future.</p> <p>Anita: Is this something that could be resolved before visiting reopening? I know this is at the forefront of MSU visitors.</p> <p>Associate Heinrich: I will need to check with maintenance and have an update at the next meeting.</p> <ul style="list-style-type: none"> MSU to get a new table and the Family services information isn't as easily accessible as the main. <p>Associate Heinrich: We can work with Gheorge and Ann when we re-set up the visiting room to make this information more accessible.</p>	<p>Associate Heinrich to follow up with maintenance.</p>
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New business

Topic	Discussion/Key Points	Next Steps
Introduction of Participants	Roll call was done for members and non-members present.	
Tier Rep Meetings	<p>Donna: There was a concern that tier rep minutes had not been posted in K unit since April.</p> <p>Associate Heinrich: This has already been resolved. Local Family weekly teleconference notes will also be posted on the units.</p> <p>Donna: Are tier reps meeting in a group or on an individual basis with the associate superintendent?</p> <p>Associate Heinrich: We meet with the 4 I/I in the MSU in a group in a large room. We meet in the main in a group setting in a large room, there are 10 I/I. We have staff representatives from the kitchen, recreation, medical and the CUS's to answer questions. K unit does not attend. The minutes are posted in K unit and I am meeting with them and their CUS for their concerns. They also meet with CC3 Garberg weekly with their concerns and questions.</p> <p>Anita: Will these minutes be posted on the units as well with the COVID ones?</p> <p>Associate Heinrich: Yes we will do that.</p>	
Hot Breakfasts	<p>Ellen: When will hot breakfasts start at AHCC?</p> <p>Supt. James Key: We have funding approved, and are working with Correctional Industries (CI) to get this picked up in the mornings. I expect this to be happening within the next 3 weeks for the population. They will still be grab and go, but we need to work on the 24-hour movement schedule and CI had to hire extra staff. I do not want any seating in the chow hall as they cannot social distance.</p>	
Dates for Upcoming LFC Meetings	<p>Donna: The issue was discussed having the LFC meetings on a weekend to accommodate more family members. It was noted that Jeneva Cotton from DOC Headquarters directed the facilities to schedule the meetings during normal working hours due to the</p>	

	<p>overage of work due to COVID which is co-mingled with mandatory furloughs.</p> <p>Associate Heinrich: We are looking at the week of October 19th for our next meeting. Wednesday, we have our COVID teleconference and Thursday are Tier rep meetings. Monday, Tuesday or Friday work best for the facility.</p> <p>Anita: Can we vote on a time that works for everyone? Are there times that don't work for admin staff?</p> <p>Yoshi: Could you send out a list of times that works for admin staff and we can vote on that?</p> <p>Jess: I will do that.</p>	<p>Jess will send out a list of potential times for LFC members to vote on.</p>
<p>LFC Meeting Agenda Process</p>	<p>Donna: The AHCC Family Officers want to follow the policy by mutually developing an agenda with the co-chairs and publishing it two weeks before the meeting. The LFC officers are to compile and submit agenda items. To this end, the Co-Chair and Secretary of the Airway Heights LFC and the AHCC Representative to the State Family council wish to open communication directly to the Local Family Council members. We are here to support and to advocate and to do this most effectively, we must have an avenue for communication. It was noted that in the past, some council members did not want their email address given out. It was assured in the meeting that the emails would only be used by the officers and all group emails would be sent as a blind carbon copy, exactly as that used by Jess Robb when she sends a notice of an upcoming teleconference or the Minutes from a recent meeting.</p> <p>Anita: If everyone wants to send their agenda items to Jess then she can forward onto me and Donna and we can compile the agenda.</p> <p>Associate Heinrich: Those who would like to work with Donna and Anita privately are welcome to and Jess can filter those who are not willing to share their information.</p>	<p>Jess will re-send an email to the new list of LFC members asking permission for those emails to be sent to the LFC committee.</p>

Roundtable open discussion

Key cards: Prior to the visitation being closed due to the COVID-19 pandemic, a sign was posted on the key card vending machine which disallowed key cards to be filled after the last visitation. It was noted that the sign was seen posted as early as at 7:00 PM. When we can't fill these cards after visiting we have to leave early, that cuts into our time with our loved ones. Do the visiting officers leave at 8:30?

Associate Heinrich: Visiting staff leave at 9. However, we do have staff assisting in strip searches. So this does cause trouble with our staff.

Anita: When does the public officer staff leave? It causes issues when we try to fill it before visiting with waiting in line.

Associate Heinrich: Lets re visit the process and schedules

Donna: This will be added to the Open Action Items form.

Beth Ann: Is there a way to load your key card online?

Associate Heinrich: No there is not, at this point in time.

Next meeting location: AHCC Teleconference Date: 10/20/20 Time: 05:30PM-06:30PM

Comments: _____

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