



FAMILY COUNCIL MEETING MINUTES

Location: AHCC Date: 10/20/2020 Time: 05:30-06:30 PM

Teleconference details: 1-360-407-3825

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

Facility/council secretary: Monica Cantrell Family secretary, if applicable: Donna Jaramillo

Members present: Michelle Mason, Christina Current, Rachel Bisbee, Bill Hargrove, Yoshi Garcia, Julianne Presson, Ellen Hargrove, Beth Ann Daigre, Kehaulani Walker, Anita Barker, Donna Jaramillo

Non-council member attendees: Ann Wise (DOC), Superintendent James Key (DOC)

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| Agenda |
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Old business

| Topic | Discussion/Key Points | Next Steps |
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| Secretary Review of the 8/24/2020 Minutes and Open Action Items | <p>8/24/2020 was the last meeting virtually held for AHCC. The topics Included</p> <ul style="list-style-type: none"> • We reviewed the LFC Guidelines. • The secretary reviewed the 2/15/2020 minutes • Topics of Discussion were: <ul style="list-style-type: none"> Tier Rep Meetings Hot Breakfast Dates for upcoming LFC Meetings LFC Meeting Agenda and Process • Round table Discussions included: <ul style="list-style-type: none"> Key Cards When do the public officers leave • If all the participants went through the minutes • Motion to approve minutes / approved as written | |
| Handicapped individuals being at the front of the visitation line | Update by Associate Superintendent Heinrich: Mr. Klemke the ADA Coordinator requested this be put on hold until he reviews all the information. | Continued until Dec meeting |
| Key Card Reloads | Associate Superintendent Heinrich: We had a meeting with the visiting Sgt. We will be able to accommodate this request. As soon as visiting opens we will give you times that those cards can be filled. | |

New business

| Topic | Discussion/Key Points | Next Steps |
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| Introduction of Participants | Roll call was done for members and non-members present | |
| What would the LFC like to see IIBF funds used for | No one had specific examples | Anita and Donna to work on this together. An e-mail will be sent to LFM to get ideas for next meeting. |

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| MSU Family Service Information | <p>Ann Wise: I have not spoken with Mr. Turcin recently, and he was going to talk to the visiting folks about this. As you know visiting has been closed and I am not really sure where he is with that. I believe that the pamphlets were coming from him.</p> <p>Associate Superintendent Heinrich: MSU visiting has been closed and is a staging area for I/I and there are no visiting staff in there.</p> | Continued to December |
| Hotel Voucher | <p>Anita Barker: I received an e-mail from Mr. Turcin to continue this to next month he is ill and will not be attending meeting</p> | Continue in December |
| Nominations of LFC and SFC | <p>Co- Chair nominee, Ms. Bisbee: Request my name be removed for this position</p> <p>Co-Chair nominee, Anita Barker: I would like to maintain this position because I was nominated last year and I finally have a good understanding of what is needed and I could serve better in this upcoming year. I continue to learn and grow, then I could share the information with the next person and help them as well. I will continue with better communication with all the members.</p> <p>Secretary Nominee, Ellen Hargrove: The LFC provides a way for families to get updates on issues that affect them and their loved ones. This gives us a way to make suggestions that benefit the entire incarcerated population. This is an important group and I would like to see more people become members of LFC. I feel that I am qualified to be the secretary because, I have a BA in education, with a major in English and a minor in library science. I am currently retired. I worked 28 years for the Spokane County Library District as an information specialist and for several years I was the Secretary for the Medical Lake Chamber of Commerce, and later when it became the West Plains Chamber of Commerce I was their Secretary. I think I can do a good job as secretary and thank you for considering me for this position.</p> <p>LFC Sate Rep Nominee, Rachel Bisbee: I feel that I would do a good job as the State Rep because I advocate for incarcerated individuals, and over the past many years I have built a good rapport with DOC staff. Although I am here for my loved one, I get great pleasure from advocating for other families as well. I have a background with working for those with special needs. I believe in treating people fairly and listening to them, and other opinions. Although this has been a hard journey, I am thankful for being a part of it.</p> <p>Conclude: All LFC members will vote no later than October 23, 2020 by sending an e-mail to Monica Cantrell.</p> <p>Update: The votes have been received and the new elected officials of AHCC are as follows: Co-Chair: Anita Barker Secretary: Ellen Hargrove LFC State Rep: Rachel Bisbee The elected officials will begin their term January 2021.</p> | |
| MSU Parking Area | <p>Beth Ann Daigre: In the February meeting I handed out a roaster for the 4 weeks of January on how the weather felt.</p> | |

Since then I have driven through the parking lot looking for a more equitable way of us parking closer to the building. There are 30 tables in the visiting room so no need for more than 30 parking spaces. The two rows closest to the building have handicap spots. There are 16 parking spaces in each row and the employees that work in C-building could have the first 8 in the first 4 rows. Sometimes we must stand out in the elements for 30 minutes waiting to get into the building. The lobby in this building is tiny, you can only fit 5 people in there and if a woman needs to be patted down it takes up even more space. There is a lengthy ½ mile walk from the area where visitors are allowed to park to the entrance of the MSU Visitor Center. Further, the walk is not illuminated. This is the reason that I made a map. It would not cost the state anything and seems to be the most reasonable.

Anita Barker: I know that this is an ongoing topic for last several years I do not have experience with this since I do not go to MSU. I use the main and wait in my car. There was the suggestion of a covering, but that did not pan out. In the winter it would be difficult having to wait in the cold. I am wondering where you stand on it.

Associate Superintendent Heinrich: I have reviewed the presentation/ proposal. I will meet with staff and walk the area and report back to you once that is done.

Beth Ann Daigre: Thank you that would be appreciated. It may be next year before visiting opens again, but it would be great to be able to park closer to the building in the inclement weather

LFCM: It is slick on the sidewalk and dark. Is there any recommendation to take away handicapped parking from there?

Associate Superintendent Heinrich: No, we cannot do that by law. I would like Anita to come and walk with us at her convenience to represent the LFC and we will get back to you.

Anita Barker: Of course, I know this has been a concern and I would love to fix it in some way. Just because I do not have to deal with it does not mean it is not a concern for me either. It would be my goal to do this before visiting starts.

Associate Superintendent Heinrich: If you can send me a couple of times that you are available, then I will set that meeting up.

Kehaulani Walker: I have a question, why are other family members not able to be a part of this excursion?

Associate Superintendent Heinrich: This is not an excursion. This is a meeting with the Co-Chair, myself and Mr. Klemke just to have an overview. This is part of the responsibility of the co-chair and secretary to represent the LFC.

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| | <p>Kehaulani Walker: Well I have a disability and thought maybe you would want to walk with a person that has a disability and I think you might take that into consideration.</p> <p>Associate Superintendent Heinrich: I think that between myself, Mr. Klemke, who is the ADA Coordinator, and Ms. Barker the Co-Chair that we will come up with viable solutions.</p> <p>Kehaulani Walker: Well that is your opinion and I just want to make that clear.</p> <p>Associate Superintendent Heinrich: Yes, thank you.</p> | |
| | <p>Yoshi Garcia: There are photos on I/I JPay players that they do not want to lose. With the known problems with JPay they are worried about losing them. Right now, they can only print them in black and white. This does not do justice for these old family photos. Some of them are ones of deceased family members. I know there is a color printer in the visiting room that was used for photos, just wondering if we can use that.</p> <p>Associate Superintendent Heinrich: I do not know if JPay has the color capabilities I will have to check into that.</p> <ul style="list-style-type: none"> • Update: This up to the facilities capabilities. AHCC currently does not have a color printer in the mailroom. <p>Yoshi Garcia: Just looking for a way to download those photos. I heard an I/I had a photo of their grandmother and mother, if printed in black and white vs. color the photo isn't as good of quality.</p> <p>Associate Superintendent Heinrich: I do not have the answer and will need to get back with you since I do not want to give false information. Just to make sure I have this correct. We are looking to download pictures from JPay and print them in color. Right?</p> <p>Yoshi Garcia: Yes.</p> <p>LFCM: Yoshi I am new to this. What do you mean about photos and printing them? Do they have to pay for them? Do you know the cost? Is that for black and white? Does it come off their commissary?</p> <p>Yoshi Garcia: The photos on their JPay players. Yes, they pay for them. They are a dollar; I believe that is for black and white. I do not have the sizes in front of me so I cannot tell you the size. No, the information is not on the commissary.</p> <p>Anita Barker: Can we move this to the roundtable? We are on a limited amount of time.</p> | <p>Move to December for Action Items</p> |
| <p>IIBF (Formerly OBF)</p> | <p>Michelle Mason: Since the Incarcerated Individual Betterment Fund (Formerly known as the Offender Betterment Fund) was set up for its sole use to be used for the Incarcerated Individuals and the activities that enhance the security and orderly operation of each facility, why is it that 25% of that</p> | |

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| | <p>fund is removed and diverted to the Crimes Victims fund each month?</p> <p>How are funds from the Crime Victims fund spent at Airway Heights Correctional Facility on the Incarcerated Individuals since 25% of IIBF funds are removed each month to fund a different fund?</p> <p>In DOC Policy # DOC 200.200, DIRECTIVE, III Expenditures, B, 5(d):</p> <ul style="list-style-type: none"> > What are the salaries and benefits packages for each and every employee that is paid for from the IIBF? > How many, if any, are Teamsters Union Members? > What part of the Facility do “unspecified staff” work in that have been authorized in the current fiscal years spending plan for 2020? <p>In DOC Policy # DOC 200.200, DIRECTIVE, III Expenditures, B, 5(b):</p> <ul style="list-style-type: none"> > What are the top 5 prizes for \$1.00 that and incarcerated individual can be awarded per fiscal year? <p>In DOC Policy # DOC 200.200, DIRECTIVE, III Expenditures, B, 6:</p> <ul style="list-style-type: none"> > What are the top 5 purchases for cultural activities and/or events at Airway Heights Correctional Facility up to \$5.00 maximum that an incarcerated individual may purchase each fiscal year. <p>In DOC Policy # DOC 200.200, DIRECTIVE, III Expenditures, B, 6(a):</p> <ul style="list-style-type: none"> > What exactly was purchased with the \$2.00 additional per individual at Airway Heights Correctional Facility that is above the Washington State Nutritional Program for Holiday meals and was that \$2.00 split between Thanksgiving and Christmas? > If so please separate what was purchased for Thanksgiving and what was purchased for Christmas <p>In DOC Policy # DOC 200.200, DIRECTIVE, III Expenditures, B, 7(a):</p> <ul style="list-style-type: none"> > Who is the current cable and/or satellite television services provider? > What are the monthly cable fees? > Why is the cable or satellite internet service for Airway Heights Correctional Facility {for incarcerated individuals only use} also not paid for from this fund? <p>In DOC Policy # DOC 200.200, DIRECTIVE, III Expenditures, B, 8:</p> <ul style="list-style-type: none"> > What are the top 5 Earned Incentive Program awards given to Individual Incarcerated inmates at Airway Heights for Non-DOC supplied hygiene and/or food items? | |
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| | <p>In DOC Policy # DOC 200.200, DIRECTIVE, III Expenditures, B, 11:</p> <ul style="list-style-type: none"> > Why is gym floor refinishing coming out of the IIBF instead of the DOC Annual Maintenance and General upkeep fund for the Correctional Facilities and/or in areas where Washington State Correctional Industries are operating why is that cost not coming from Correctional Industries yearly fiscal profits? > If the majority of the Incarcerated population are exempt from using the gym floor on a daily basis wouldn't such an expense fall under the guidelines of C [funds will not be used for], 1: Expenses on behalf of any individual or group, to the exclusion of the majority of the population, except for approved family-centered programs/events. <ul style="list-style-type: none"> • With that said the following questions are: <ul style="list-style-type: none"> > Do MSU and CAMP incarcerated individuals have daily access to the gym? <ul style="list-style-type: none"> • Update: MSU and Camp are the same area. Each unit in MSU is allowed gym time daily. > What Family- Centered programs are held on the Gym floor? <ul style="list-style-type: none"> • Update: We hold family centered events in the visiting rooms, not on the gym floors. <p>In DOC Policy #DOC 200.200, Directive, III Expenditures, C, 10[Funds will not be used for]:</p> <ul style="list-style-type: none"> > Incarcerated worker's wages, legal services, or copies/supplies for the law library. > When as stated in Policy #DOC 200.200, III Expenditures, B, 1. That Betterment Supplies and Equipment are an authorized expenditure? <ul style="list-style-type: none"> • Wouldn't copies and supplies for the law library enhance the Incarcerated Individual as well as typewriters and related supplies under Policy #DOC 200.200, Directive, III Expenditures, C, 9? <ul style="list-style-type: none"> • Update: The betterment fund financial status is publicly reviewed quarterly, please check the DOC website for questions pertaining to policy 200.200. <p>JPAY State Contract # K8262 clearly states that they are not required to cover the costs of the Internet feed coming into Airway Heights Correctional Facility that is needed to supply the correct MB {megabytes} and Mbps {megabytes per second} speed needed to run JPay software in each of their owned KIOSKS which are to be new or like new at each Department of Correctional Facilities.</p> <p>Who is the current Internet Provider for Internet Service(s) needs that is ONLY to be used by the individual incarcerated population?</p> <p>What is the most Current Contract # and Revision date for that Internet Providers Service?</p> <ul style="list-style-type: none"> • Update: AHCC does not have this information, you will need to contact HQ for this information. | |
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| | <p>Associate Superintendent Heinrich: Please resend these questions in bullet format specific to AHCC and we will certainly look into these questions.</p> <p>Julianne Presson: The internet provider is an AHCC issue because of the JPay issues.</p> | |
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Roundtable open discussion

Next meeting will be in December. Are we going to do it like the last one where Monica or Jess send a couple options and then we vote on it. Will that work for everyone?

Associate Superintendent Heinrich: Yes.

LFCM: Why are we having elections in October when we still have another meeting in December?

Associate Superintendent Heinrich: It is per policy.

LFCM: Are we going to get an e-mail with the e-mail address that we are supposed to send our votes to?

Anita Barker: It is Monica Cantrell.

Facility Secretary Monica Cantrell: I can send an e-mail to everyone and they can send it back. Then we know that it goes to the correct e-mail.

LFCM: I would like to submit a proposal that we talk about the PREA Act. Can we have a speaker on this topic and how AHCC facilitates such things?

Associate Superintendent Heinrich: We can provide educational material and have in the past, for the LFC members. I am the PCM (PREA Compliance Manager) and would be more than happy to facilitate.

Anita Barker: Yes, e-mail me what you would like to add, and I can look at it and add it to the agenda.

Next meeting location: AHCC Phone Conference Date: 12/08/2020 Time: 4:00-5:30 PM

Comments: _____

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