

# Local Family Council COVID-19 Informational Call Notes

## Call Details

**Facility:** AHCC

**Date and Time:** 10/14/2020, 2:00PM

## Attendees

- James Key, Superintendent
- Mike Klemke, CPM
- Caitlin Robertson, OCO
- Paige Perkinson, Program Specialist
- Michelle Mason, LFC Member
- Ellen Hargrove, LFC Member
- Christina Current, LFC Member
- Bryenna Johnson, LFC Member
- Jess Robb, AA3 to Associate Heinrich, PhD
- Stella Spracklin, OCO
- Ann Wise, CPPC
- Donna Jaramillo, Family Secretary
- Anita Barker, Family Co-chair
- Rachel Bisbee, LFC Member
- Kehaulani Walker, LFC Member
- Julianne Presson, LFC Member

If you would like your friend/family member/loved one to be a part of the Local Family Council, please have them write to Monica Cantrell at the following email address:

[mecantrell@DOC1.WA.GOV](mailto:mecantrell@DOC1.WA.GOV)

**Monica Cantrell, Facility Secretary**

**Airway Heights Corrections Center**

**PO Box 1899**

**Airway Heights, WA 99001**

To be part of the Local Family Council, one must be on the Incarcerated Individual's approved visitation list, and "any approved visitor in good standing may attend" (policy 530.155). If one is not on the inmate's visitation list and wish to fill an application to become a visitor, please go to the following website:

<https://www.doc.wa.gov/corrections/incarceration/visiting/prison-visits.htm>

## Weekly Update from Superintendent Key

- Re-stated conference call rules. Please keep it to 1 question per round. We can go as many rounds as we need to.
- We are in day 266 of COVID-19.
- There have been 2,723 staff tests since we started serial testing. We currently have 1 positive.
- We have 5 I/I in the RCF and 15 on intake separation (work release or community custody).
- There is a safe start task force working on starting searches. We are looking at PPE that will be required.
- We are looking at a process for resuming marriages.
- If you have tried to contact anyone at the Prisons, we have 8 days of mandatory layoffs for our staff, so staff are in and out for the next few weeks.
- We have no grievance information as the grievance dept. is on layoffs this week.
- A memo was sent out from HQ in regards to the flu vaccine.
- Stimulus information
  - I have a task force of 20+ people in various staff areas to get this process implemented. We put the packets together that included the fact sheet 1040 and all the information. These were distributed to the units. A day later we had to add an attachment for information including seniors. We are working with the mailroom and the packets re going out swiftly. The October 15<sup>th</sup> deadline was extended to October 30<sup>th</sup>. I have been working with the business office and these checks are subject to deductions. DOC 200.000 will outline the deduction percentages. I worked with classification staff to get these distributed. The counselors are allowed to provide them with their SSN but cannot provide legal advice. We are giving them envelopes that are .61

cents to mail out their information, so it does not come from their spendable accounts. I spoke with the mailroom SGT. As we are receiving these, we are getting them to the post office the same day they are turned in. The checks that had already come in have been given to the business office to process on Monday.

- Safe Start visitation
  - We sent in our barrier measurements and information to HQ last week. This is still a work in progress.
- Nov. 2<sup>nd</sup> is still good to go for hot breakfast.

### Pre-Submitted Questions:

#### Question

We are aware the IRS packets are being handed out at Airway. Have all inmates received a packet? If not, can you expedite that by having Tier Reps hand them out?

#### Answer

We have a consistent process for every unit for these to be handed out. In some of the units the packets are with the game porter, and in some units the tier reps are handing them out.

#### Question

What is DOC policy on what money can be taken from Federal checks? I am aware child support can be. I was told nothing else can be taken out.

#### Answer

If you go to policy 200.000 online, it has an attachment for the deduction matrix and this has detailed percentages.

#### Question

If you do not have an answer for the above question, then can you say if they are talking about making policy pertaining to stimulus checks?

#### Answer

There is one, policy number 200.000.

#### Question

Can we send our loved ones a print out of the PDF of the form on how it is to be filled out for the Stimulus correctly?

#### Answer

I suppose you could, but I do not see a need as we have given out all the forms that were sent to us. With the mailroom being so busy if you send it in it might be slowed down.

#### Question

Have the I/I been given the 1040 forms and information they need to file for the stimulus payments? If not, can family members send them the paperwork?

#### Answer

Yes they have. Packets were distributed to the units.

#### Question

Are I/I allowed to purchase face masks from a legitimate business? If not, can HQ be contacted to see if this can be allowed?

#### Answer

An email was sent to HQ Prisons/Health Services and the response given was "The Policy group decided that the Department will provide masks/ face coverings and or/ appropriate PPE for the population, the population will not be able to order their own."

#### Question

Would Union Supply Direct be able to sell face masks?

#### Answer

No.

### Additional Questions

#### Question

Since the stimulus checks are open for deductions, could you fill out the form to transfers funds to the debts of their choice?

#### Answer

If you go to the policy, it should say in there the process for that and what is allowed.

#### Question

I have been getting a lot of concerns of video visits being cancelled for people showing cell phones and taking photos, but there is nothing in policy saying that is not allowed? Where can we find the rules?

#### Answer

In video visiting rules it does talk about cell phones, and showing pictures to the incarcerated or taking pictures of the incarcerated. I have been screening ours locally to help out. I will contact HQ to get these rules placed on the DOC website.

#### Question

So you are saying that AHCC has their own policy for video visits?

#### Answer

No, we are following HQ protocols.

#### Question

How is that fair for those who have a suspension when the rules are not online?

#### Answer

There is a process to appeal this.

#### Question

This was not a facility issue, this was a JPay issue. There were times they would say were not logged on, so I took pictures showing we were online. Is this against regulations?

#### Answer

The original question was the use of the phone during the visit. This is a different issue, and if used to rectify your visit to JPay that is okay.

#### Question

Some of the units did not get the 1040 form with instructions. What happens to those who have filled it out wrong? Can they fill out a separate one with corrections?

#### Answer

I have no idea if they can fill out a second form. We will check to make sure the packets include the instructions.

#### Question

Do you have updated information on mandatory court programming?

#### Answer

We are hoping for a November start date on SOTP. I am also working with another task force next week to send proposals to HQ, to increase CD and step down the protection level of K unit to get more access.

#### Question

What vegetables out the vegetable garden were added to the meal plan?

#### Answer

I don't have that information before me, but if you want to submit the question for next week we can look into that.

#### Question

There was not consistency with passing out the stimulus packet. Is there a way to send a memo ensuring the packet and the form were handed out?

#### Answer

I am going to be sending staff out to each unit. They will have the original packets and all the correct paperwork. They will make sure each individual has access. I will do this every 2-3 days until the 30<sup>th</sup>.

#### Question

I am in contact with attorneys who filed for the Cares Act. They stated that family members could file online claims for incarcerated and it's extended until Nov. 21<sup>st</sup>.

#### Answer

I am unaware of that. Thank you for the information. If you want to share the email from the attorney's office with the co-chair she can share it with LFC.

**LFM:** That was not for incarcerated individuals. As of 10/10/2020, family members were not allowed to file.

- Update from LFM Secretary: I reviewed the information on this by going to the website of the law firm that brought the class action suit, <https://www.lieffcabraser.com>. In their website, the following was provided. *"Please note that the IRS has not agreed to approve electronic claims submitted by loved ones and third parties for people currently incarcerated. Please continue to check this web page for further updates."*

#### Question

Is it DOC debts or county debts that can be deducted?

#### Answer

If you go through the deductions policy and look at the matrix, it will show in detail what deductions will be taken out.

#### Question

What's going to happen with the guys who already sent in stimulus checks that might be incorrect?

#### Answer

We are unsure. I would assume that if it was sent in wrong there would be some sort of notification received back in regards to that.

- **LFM:** The IRS will accept or reject the packet and then send a notification.

#### Question

You had mentioned there were no grievances due to layoffs. Is the population still able to file grievances?

#### Answer

I didn't get the grievance information this week as my grievance staff is on layoffs. I/I can still send in grievances.

#### Question

During the COVID-19 restrictions how are incarcerated able to access the law library?

#### Answer

We are working with HQ for a process to be implemented. There are open slots for folks to be able to go to law library. We do have a process in place and the legal guidelines are being followed.

#### Question

Mr. Rivera looked into dayroom slots at other facilities. Are you still looking at this?

#### Answer

Most institutions are doing the 45 minutes of out-time and 15 minutes of cleaning time. I know he is still following up on this and looking at what options we have. We will need to put in a proposal with HQ to move forward with any changes.

#### Question

How are the sales books being recorded and books getting to the library and funds for IIBF per RCW requirements?

#### Answer

How am I supposed to know about RCW if it is not submitted beforehand? If you would like to know these specific questions answered please get them submitted by Tuesday at 12.

#### Question

Does AHCC have hot lunches?

#### Answer

We are 1 of 4 institutions where CI took over our food service. At other institutions the Superintendent oversees the kitchen. We currently run a grab and go lunch. We are looking at doing other hot meals more than just breakfast in the future.

#### Question

Do the I/I at camp have access to the law library?

#### Answer

If you read policy 590.500, we do have a process that if MSU individuals have a legal need, they can be transferred into the main for law library access.

#### Question

Who is the onsite ADA liaison to contact for COVID-19 restrictions?

#### Answer

That is CPM Mike Klemke.

#### Question

Could you share the information you have from the Washington's Innocence Project?

#### Answer

- **LFM:** According to the Washington Innocence Project, the form has to be filled out on paper by the incarcerated and sent in.

#### Question

I know visitation is looking at re-opening, is there any COVID-19 federal funding for purchasing laptops? These could be used for family members to use in the lobby and the incarcerated in the visiting room.

#### Answer

Last week I went over the phase 2 plan and what is going to be done. That is the only information I have and there is no exception to that. That is the process that is going to be put in place.

#### Question

Isn't it true that Washington State inmates can't have access to the internet?

#### Answer

That is correct as far as the population. We have WIFI specifically for JPay and that is it.

#### Question

Do you have a general estimate of when visiting will open?

#### Answer

I do not. They have come in and measured for the barriers. There is a construction timeframe for those, but this takes time. There is no firm date. Each institution visiting room is different, so that plays into the process as well.

#### Comments/Closing:

I will have staff go out and do a quality assure check to make the instructions are there for the stimulus checks and they have the information they need. We will report out on that next week. I understand how frustrating Jpay is. We are here to help you report to JPay, but we cannot do anything with the JPay machines as that is a contract with HQ. When specifics questions about JPay and bandwidth are brought up, we do not have that information. This is contracted service. That is all managed by HQ. Please get your questions by Tuesday at noon. Wear your mask and be safe.

**LFM:** Our LFC meeting will be next Tuesday at 5:30 PM.