



FAMILY COUNCIL MEETING MINUTES

Location: AHCC Date: 2/27/21 Time: 0900-1100

Teleconference details: 253-372-2181 Conference ID 760 075 702

Meeting Attendees

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

Facility/council secretary: Jess Robb Family secretary, if applicable: Ellen Hargrove

Members present: Julie Burden, Donna Jaramillo, Rachel Bisbee, Christina Current, Caitlin Robertson, James Key, Gheorghe Turcin, Kehaulani Walker, Beth Ann Daigre, Connie Myers, Paige Perkinson, Valerie Smith, Yoshi Garcia, Michelle Mason

Non-council member attendees: _____

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Introductions	<p>A. Barker: Please show respect to everyone and let others speak. If you would like to know more about Local Family Council (LFC) please look up DOC policy 530.155. We have an agenda for today's meeting and would like to stay on topic to ensure we hit every subject.</p> <p>K. Walker: Is this being recorded? Associate Heinrich: No, it is not.</p>	
Review of previous minutes and open action items	<ul style="list-style-type: none"> • The last virtual LFC meeting was held Dec 8, 2020. • Caitlin Robertson, Assistant Ombuds for the Eastern Region, gave a presentation on the purpose of the Office of the Corrections Ombuds (OCO). She encouraged members to join weekly information calls held on Thursdays. This information is posted on the OCO website. • Associate Heinrich gave a PREA presentation and referenced policies posted on the website. LFC members expressed concerns for reporting PREA in the gym during the outbreak. Colorado forms were placed in the gym. • D. Jaramillo gave information on the walkabout of the MSU parking area. Kay stated that they would need to work with the Captain and Associate Rivera to make any proposed adjustments to the parking area. They are unable to work on it right now, but Kay is certain there will be a resolution to the situation before Phase 4. • Medical Release of Information forms (ROI) were discussed. It has been determined that the fastest process is for the I/I to request this form from medical. • Associate Heinrich presented a list of IIBF suggestions. She stated we will work with the Business Manager to determine how the funds can be spent. Tier reps will be surveyed and the list will be voted on. 	

	<p>Action Items are topics that have been discussed at previous meetings. Open action items can be put on the next agenda or placed on hold. These are used to track the status of topics brought up at LFC meetings.</p> <p>Previous actions are:</p> <ul style="list-style-type: none"> • The issue of handicap individuals being allowed at front of line. This is on hold until visiting returns. • IIBF voting results are on today's agenda. • MSU parking area is on hold as we cannot work on this right now. • Hotel vouchers and family service update is on today's agenda. • Color photos for JPay is on today's agenda. 	
SFC Update	R. Bisbee: We've had quite a few COVID meetings. After listening to how things are done at other facilities AHCC seems to be doing well even with the outbreak.	

New business

Topic	Discussion/Key Points	Next Steps
Family Service Update	<p>G. Turcin: The Family Services Unit provides services to families of the incarcerated and the I/I. It's a full array of services addressing questions, concerns, or whatever an individual wants to address. The unit has moved to full time telecommute. We no longer have physical offices or an office number. You can contact me via my cell phone at 509-990-3906.</p> <p>G. Turcin: I was tasked to provide additional materials in the visiting area. The visiting rooms are closed at this time. I have not had a chance to meet with the visiting SGT to determine the best location for these items. We are looking at changing many things in regards to Family Services and should be coming out with new pamphlets. This will be forwarded to the visiting units I work with.</p> <p>G. Turcin: There was a note sent to SFC reps and the LFC members that DOC is looking at updating the family guide. This is a booklet with all the information about Family Services and what is offered including systems, contracts, and contact information. We go through periodic reviews. The guide is coming up for review, as is the policy that outlines Family Center Services. These are updated to promote inclusion. Anyone interested in participating in workgroups for either document is urged to contact Dawn Taylor at DMtaylor@doc1.wa.gov by March 10, 2021. The work groups and meeting dates will be set shortly after March 10, 2021. We are going to have reps from HQ, CPPC from facilities, custody staff, visiting, Family Services and work releases. If you are not able to attend but would like to provide feedback, send suggestions to Dawn Taylor so your voice can be heard.</p> <p>G. Turcin: Parenting Inside Out (PIO) was implemented at the beginning of March 2020. With assistance from the facility, we were able to carry this through the pandemic up until the COVID surge at the end of November 2020. Two classes graduated and we started a third class in MAIN. We also had a class in the MSU. We are currently working with the facility to resume programming.</p> <p>G. Turcin: There was information sent to LFC members about the DOC lodging assistance program. This has an overview of the understanding and supporting relationships with I/I and their families.</p>	<p>Gturcin@doc1.wa.gov 509-990-3906</p>

	<p>The program will provide \$50 assistance for lodging. This is not finalized. The process is still fluid. We are still working with the Business Office and hotels. Three hotels in the Airway Heights area have agreed to participate. We are waiting for the memorandum and direction on how we will process requests at the facility level. The CPPC will have an active role in this.</p> <p>G. Turcin: Project Avary is a virtual program for children of the incarcerated between 10 and 15 years old that offers opportunities for leadership programs. It consists of six weekly community sessions lasting approximately 60-75 minutes. Project Avary promotes brighter futures for children with a parent in prison or otherwise involved with the criminal justice system. Project Avary promises to keep annual statistics for how many children in WA will be referred to the program. Kiosk messages with this information were sent to the I/I.</p> <p>G. Turcin: I do participate in the weekly COVID meetings. I am humbled by the involvement of the families and the support the I/I have received from them.</p>	
<p>Law Library/ Library Printer</p>	<p>C. Myers: Would it be possible for a printer to be available in the Law Library connected to the legal research computers?</p> <p>Law Librarian: No, we will not be installing a printer, as that would require the computers to have access to the internet in order to use the DOC printer network. This is a direct violation of DOC Policy 280.925, as it states offenders may only access dedicated offender information networks/systems. Policy prohibits individuals from accessing the internet, portable storage devices, or any system on the State Government Network except kiosks.</p> <p>C. Myers: I understand the inmates have to spend valuable library time handwriting references, citations, etc. and then go back to their cells to compile their briefs.</p> <p>Law Librarian: The Law Library provides access to legal materials/resources for research assistance. Most individuals choose to use their Law Library time to take notes / research and write their motions in their cells. While this maximizes their time to conduct research, they do have the option to write their motions in the Law Library. However, the majority of the participants write their motions in their cell as this allows for a quieter environment free from interruptions.</p> <p>C. Myers: The inmates should be responsible for fees associated with the copies and also be subjected to review by the officer in the library to make sure nothing is printed that should not be. This would place a 10 or 15 minute call out for anyone needing their printed copies reviewed prior to leaving the library.</p> <p>Law Librarian: Many of the individuals are indigent and cannot afford to pay for copies. The Law Librarian will provide copies of RCWs, WACs, House Bills, etc.... at the cost of 20 cents per page, if the individual has sufficient funds at the time of the request. Case law is strictly prohibited (per DOC Policy 590.500) from being printed and a large portion of their time is spent researching case law.</p> <p>C. Myers: This printer could be a huge asset to those researching and trying their best to pull together briefs for the courts as these often have time restrictions placed on them. Avoiding these long hours handwriting references from the computer would definitely help these men to meet their deadlines for court.</p>	<p>*Questions and responses from the law librarian were pre-submitted for the meeting.</p>

	<p>Law Librarian: The computers do not have any Microsoft programs, and are not meant for personal typing or retention of documents. The computers strictly offer legal resources for research/viewing. Union Supply offers individuals the opportunity to purchase typewriters if they prefer to submit typed documents. Please note, the courts do not require the motion/filing to be typed, and many individuals hand write their filings.</p>	
Chapel Library	<p>C. Myers: Will the Chapel be available soon? Associate Heinrich: We are discussing the topics of beginning programming again. However, there is no set date.</p> <p>C. Myers: Will the "Chapel/Spiritual" Library be re-established? Associate Heinrich: In time we hope to resume the libraries both in MAIN and MSU. Religious books and pamphlets have been distributed to the units throughout COVID. If an I/I is looking for specific material, they can kite or kiosk the Religious Coordinator.</p> <p>C. Myers: Would it be possible for someone to be assigned to helping with receiving and logging in and making available spiritual materials for the inmates once the Spiritual Library is reopened? Associate Heinrich: Prior to the shutdowns, we had a very successful team working on donations. They processed an amazing number of donated materials for the religious libraries in MAIN and MSU. Religious Coordinator Luce, Karen Colon (Administrative Assistant 2 to the Religious Coordinator), and our RAC inmate clerks worked very hard on this ongoing process. We hope to return back to this in due time. I/I can kite the Religious Coordinator with any specific concerns or requests.</p> <p>Associate Heinrich: The Chapel was turned into a Regional Care Facility. We are looking to start services in the MSU and MAIN. We just recently were removed from restricted movement and outbreak status. Everything must be done by cohort. I am working with the Religious Coordinator to begin religious programming. We are working on reopening some space to have services in the MAIN and MSU. Any programming is contingent on approval from HQ. This is not a decision made at the local level.</p>	
JPay photos printed in color	Associate Heinrich: Per contract we only offer black and white photos in Washington state.	
IIBF Survey Results	<p>D. Jaramillo: At the last LFC meeting I presented all of the recommendations to the members. There were about 15 at that time. We decided to send an email to the LFC members asking them to submit their top three votes. Nine LFC members responded.</p> <p>Results</p> <p>#1- Providing shade or coverage in the yard. – 8 votes</p> <p>#2 – A drinking fountain in the yard. – 4 votes</p> <p>#3 – Exercise equipment – 3 votes</p> <p>#3- Providing more ice machines. – 3 votes</p> <p>Tier Rep recommendations: Grass for the soccer Field. Gravel for the track. Repairs to the baseball field.</p> <p>Associate Heinrich: We will send these to Henry Brown for AHCC. This will have to go through the approval process with the Superintendent.</p>	

Overview of DOC 101	E. Hargrove: I went to the DOC website. The first page of the website has highlights of different information being featured. There is a video that explains what the concerns are with DOC as far as interactions with I/I and families. Associate Heinrich: This gives a brief introduction of prisons.	https://www.doc.wa.gov/news/2021/02032021.htm
Event in lieu of special event for women	Associate Heinrich: This was a family gratitude proposal. This was initiated as Ann Wise was unable to do Oktoberfest bingo. The I/I wrote a letter and gratitude journal to an adult on their visit list. These were sent to the person of their choice. This was not a replacement to the woman's event. We have not had any family events at this point in time due to restricted movement, and the pandemic. When we hire a new CPPC these services once approved will continue.	
Concerns about SFC memos not being distributed	A. Barker: I will be forwarding information to Jess, and Jess will forward to the members on the LFC distribution list. That way everyone can have access to these.	

Roundtable open discussion

Associate Heinrich: There were concerns about water contamination in 2017 at AHCC. Once this was discovered, AHCC immediately changed from where we receive our water. Since 2017 we have been on the City of Spokane water, not Airway Heights water. HQ did a complete environmental testing of all of produce in our gardens at that time. The produce was fine, but we still had to dispose of it all. They did a comparative analysis and used our veggies and several from the grocery stores. AHCC's were better and uncontaminated compared to the community. We are working on rebuilding our gardens to get fresh produce to the kitchens and community.

R. Bisbee: None of my concerns had to do with the produce. Many individuals drank the contaminated water. My concern is if there are lingering health issues from those contaminants and if it was a contributing factor of how large the outbreak was.

Associate Heinrich: I do not have the information on the water. I have sent an email to the environmental group at HQ. When I get this information, I will report on it.

- **Update from HQ: If someone from outside of DOC is requesting records that DOC may have, we should be referring them to the Public Disclosure Office and process. Additionally, we may need to refer them to DOH and DOE public disclosure as well as those samples would have been taken by those agencies.**

A. Barker: This should be added to the open action items.

C. Myers: I know all the I/I have access to the legal computers to access just legal internet websites. Why could printers not be connected in a closed circuit where they only can print what they have access to?

Associate Heinrich: To my understanding, they do not have access to the internet.

C. Myers: Because they can bring up on the screen their legal research, why can they not print it?

Associate Heinrich: The law library will provide copies of RCWs, WACs, and House Bills etc. at the cost of 20 cents per page.

K. Walker: You use the word prohibited. I am concerned about this as well. I encourage I/I to be doing their own research. What policy is that in?

Associate Heinrich: DOC policy 280.925. Policy prohibits individuals from accessing the internet. The law librarian can print things off at 20 cents a copy.

K. Walker: So, they are able to do their own research?

Associate Heinrich: Yes, absolutely.

K. Walker: Why would the incarcerated individuals have to pay for copies instead of it coming out of the IIBF?

Associate Heinrich: The IIBF funds have to be used for something for all incarcerates, not individual use. Even for any other program we cannot use the IIBF as it must be used for all I/I.

M. Mason: Why are the printers in the DOC system not part of the technology system? And why can't they take a certain amount of money each quarter for printing costs? Everyone has access to the Law Library.

Associate Heinrich: I think printing costs might be a good idea to run by IIBF. We will check with Henry Brown on this.

- **Update from business office: These are considered individual use items as they go to specific individuals. They cannot be paid for from the IIBF.**

Y. Garcia: Does Airway heights already have a dedicated baseball field?

Associate Heinrich: There is one in the MSU and MAIN.

Y. Garcia: Could we get a dedicated soccer field?

Associate Heinrich: We will have to check with recreation and maintenance.

- **Update from Recreation Specialist: There is a soccer field, including goals, at both MAIN and MSU.**

A. Barker: Is there any way we could get the tier reps on the LFC virtual calls?

Associate Heinrich: According to the policy, it's not unit reps, it's I/I.

A. Barker: I know that you are doing the tier reps virtually.

Associate Heinrich: MSU tier rep meetings are in person. In the MAIN we have them in the CUS office virtually. We would have to figure out the logistics behind this.

A. Barker: Would it be possible to put this on the open action items?

Associate Heinrich: We can put this on the action items and look into it. I cannot guarantee or say yes or no.

M. Mason: Can you look at any I/I, not just a rep?

Associate Heinrich: It can't be a unit rep, or anyone related to a family member on family council.

K. Walker: I guess the policy changed as the tier rep was at the SFC meeting.

- **Update from policy DOC 530.155:**
 5. Whenever possible, incarcerated individuals will be allowed to attend and participate as a representative of the population, however, a family member/visitor cannot be a part of the council or in attendance.
 - a. If attendance is not an option, Superintendents will provide an avenue for incarcerated individuals to provide input.

K. Walker: I know other facilities took some money out of the betterment fund and the I/I had made things for the families and sent them out of the facilities. Could that be considered for any event at AHCC this year?

Associate Heinrich: This is something I'd have to look into.

- **Update from Business Office: These are considered individual use items as they go to specific individuals. They cannot be paid for from the IIBF.**

C. Current: I heard we lost officers in Visiting to MSU?

Associate Heinrich: Since the pandemic and visiting being closed, they are just relocated. Once in person visitation starts again, they will return to their normal post.

M. Mason: I never received the answers for my IIBF questions sent in back in October. How many months or years is it going to take to receive those?

Associate Heinrich: We were directed to send those responses to the State Representatives to be distributed.

M. Mason: Directed by who?

Associate Heinrich: Jeneva Cotton.

Y. Garcia: I sent those questions specifically to Michelle Mason. All the questions that could be answered were answered. They gave us the answered questions and some specifics. I thought this was already done. This was between Jeneva, myself and M. Mason.

K. Walker: I am concerned with how the distribution of things is going. There needs to be a code of ethics. Donna had mentioned there was some kind of voting system. I never got an email. I never voted. What page on the policy does it talk about the distribution of these?

J. Robb: I sent out the list of IIBF suggestions by BCC email to every family council member. I can double check if you were sent this email.

E. Hargrove: We did talk about the distribution list and how it's important to protect privacy. Not everyone who is a member wants information sent to them. Jess sends out an email to everyone asking if they want to be on the distribution list.

K. Walker: I respect the positions that are held. I have not received any emails from Ms. Bisbee, and I am concerned.

Associate Heinrich: These do not come from Ms. Bisbee. These come from Ms. Robb to protect personal information. Many individuals are not comfortable sharing their personal email addresses. It was decided by Jeneva Cotton, and our LFC officers that information goes to Jess, and she BCCs the LFC members. We will double check that those emails were sent to you. If you heard about something and did not receive the email, please send Jess or me an email and we will look into it.

C. Myers: You may want to check and see if the email was missed, as these date back all the way to December. Thank you for keeping my email as BCC.

K. Walker: I would like to know the date of that email.

D. Jaramillo: That email was sent out by Jess on Dec. 22.

R. Bisbee: In the meeting yesterday, I heard about an LFC email box. Only the LFC officers would be able to check and have access to this. Both DOC and family positions would have a centralized place for those emails.

E. Hargrove: It was my understanding that each facility could have an email address specifically for the co-chair positions. That could be passed down to the next co-chair. Each LFC officer would have a local family council email address. New incoming officers would continue to use the email address specific to their office.

K. Walker: I think there needs to be a talk about the LFC policy. It seems there are meetings happening with some members. I understand how the council works and that all of the council should be a part of these meetings.

Associate Heinrich: The meeting yesterday was called by Ms. Cotton. This included the LFC officers.

C. Current: Why was this held without the whole council?

Associate Heinrich: You would have to ask Jeneva.

M. Mason: Why are the families being made contractually responsible for the vouchers and not being given the whole amount of the stay?

G. Turcin: That was determined by HQ. Each hotel has its own rates. I am not sure how the agency determined those rates.

M. Mason: Who is in charge at HQ for that?

G. Turcin: That would be Dawn Taylor. You can email her, or I can reach out. You can send me an email and I will forward it to her.

K. Walker: I attended the IIBF meeting. There was a question about comfort items. It was allocated at AHCC. Is this something that AHCC will be handing out to the population?

Associate Heinrich: I don't have that list. I do know that twice during the holiday season, we gave each I/I two goodie bags with items.

- **Update from ICP: Each I/I received 3 goodie bags.**

K. Walker: Could we find that what were in those bags?

- **Update: Goodie bags included; Degree Men Ultra Clear solid deodorant – 2.7 Oz , Nature Valley Oat and Honey granola bars, Nature Valley Sweet and Salty granola bars, Liquid IV pouch, Nabisco Cookie and Cracker variety pack (sent out by individual packs), Colgate Total Advanced Whitening Toothpaste – 6.4 Oz, Motts fruit sacks, Swiss Miss hot chocolate , Pepperidge Farm Goldfish Crackers, Kellogg's Rice Krispies Treats, Welch's Fruit Snacks, Alpine Spiced Cider Mix, Chocolate Croissant, Country Archer Mini Beef Sticks, Svenhard's Danish, Quaker Chewy Granola Bars, Hi-Chew Fruit Chews, Starbucks VIA Instant Colombia Coffee, Candy Canes, and assorted mini chocolates.**

M. Mason: Could you find out why every facility did not receive those items?

Associate Heinrich: I am not sure what each facility did. I know AHCC did goodie bags.

M. Mason: Can you find out what was distributed at each facility?

Associate Heinrich: If you send me the list of questions, I will follow up on these.

M. Mason: Do you know how many days/months/years that will take?

Associate Heinrich: No, I do not.

K. Walker: I was going to ask Rachel about the SFC meetings. Has it been said if the department will be drafting a new policy?

R. Bisbee: I have not heard of anything about drafting a new policy.

K. Walker: I did appreciate the tier rep notes that were handed out. Will the I/I be able to attend this meeting? I definitely would like to address this. Every time we bring this up, it's always said the facility will think about it. I would really like this answered sooner than later.

Associate Heinrich: Logistically we need to look into this. We have to look at cohorting and have someone help facilitate that.

K. Walker: If they are not able to attend, could we go over the tier rep notes in these meetings?

Associate Heinrich: This would have to be addressed with the LFC officers.

A. Barker: If you email it to me, I can add it to the agenda.

M. Mason: Does Superintendent Key know why there are only three working phones at AHCC? Why do all of my video visits in the last 30 days state that I am not on my loved one's visitation list?

Associate Heinrich: This an individualized situation. Please send an email to us and we can look into this.

R. Bisbee: This was an issue throughout the state. If you go back on and look at your visits, this should be fixed by now. I had the same issues. This was a JPay problem statewide.

A. Barker: They had said it had nothing to do with DOC. You shouldn't lose your visits. They should just be pending.

A. Barker: Are we replacing the COVID meetings with LFC meetings?

Associate Heinrich: We are off restricted movement and outbreak status, so HQ has given us permission to have the COVID calls every other week. Not everyone can make the LFC meetings on a weekend and/or weekday. There seems to be a lot of participation on the weekly COVID calls so we wanted to continue with that for the LFC meetings.

K. Walker: Was does off outbreak status mean?

Associate Heinrich: We have decreased the amount of COVID positive cases. We are trying to get back to a new normal.

M. Mason: If the produce at AHCC is better than the produce that you're purchasing at the grocery store, why is less than 21% being used to feed the I/I and how come it's only being used in the MSU and not the entire facility?

Associate Heinrich: We don't have as many gardens as we used to. This is also up to CI. I want to clarify that all of our food comes from CI. This was just a comparative analysis in 2017 that the environmental department completed.

M. Mason: Did they test the produce CI purchased?

Associate Heinrich: All produce CI was using at the time was coming from other institutions.

M. Mason: Does CI utilize the produce grown at the facilities into the meals, or do they outsource it?

Associate Heinrich: All of the produce that comes out of our gardens is adjunct to the menus. This was not occurring in the MAIN per CI last year. AHCC asks CI in the MAIN if they can use the produce.

M. Mason: Do all facilities utilize produce grown out of their gardens?

Associate Heinrich: I can't answer that for other institutions. At this institution it's adjunct to the menu.

C. Current: Is there any way we can vote in or do rounds like the COVID calls? I have not been able to ask more than 1 question.

Associate Heinrich: It's up to the committee chairs if they would like to do numbered rounds of questions like the COVID calls. You can send questions ahead of time to Jess Robb and Dr. Heinrich, similar to the COVID calls.

Next meeting location: Teams Teleconference Date: 4/14/2021 Time: 2-3PM

Comments: Thank you for being present on the call. I appreciate the input. We will consult on a format for questions on upcoming meetings.

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

FAMILY COUNCIL ACTION ITEMS

Reference	New Action Items Opened	Assigned To	Date Opened	Date Due	Date Closed
	<p>Name of Issue Discussed in Meeting: Key Points/Discussion: Description of issue Update: Update from each meeting till closed</p>	Owner of Issue	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
	<p>Handicapped Individuals being allowed to be at the front of the visitation line; Making a poster in regards to escorting individuals to the front of the line. Update (8/2020) Kay Heinrich met with Mike Klemke the ADA Coordinator to look at different options. Together they had ideas for a proposal on what can be done in and outside the building, parking, as well as other options. These areas will be revisited and presented at the next meeting. Update (10/20/2020) This topic is on hold until all the information is available regarding how visitation will be like once it is opened. Update (12/08/20) This item is on hold until visitation resumes. Update (2/27/21) This item is on hold until visitation resumes.</p>	Kay Heinrich	2/15/2020	When visiting resumes	
	<p>What would the LFC like to see Incarcerated Individual Betterment Fund funds used for? Update (8/2020) Jess will send a questionnaire to LFC members and gather responses. She will distribute the responses to the LFC officers. Update (10/20/2020) Donna and Anita will send an email to LFC members asking them for their suggestions. These will be assembled and presented at the 12/2020 LFC bi-monthly meeting. Update (12/08/20) A list of suggestions will be sent to LFC members asking them to pick the top three suggestions that they would like to see implemented. Dr. Heinrich will meet with tier reps for their suggestions.</p>	Jess Robb Yoshi Garcia Anita Barker Donna Jaramillo	2/15/2020	04/14/2021	

	<p>Update (2/27/21) D. Jaramillo reported that a survey was sent out to LFC members listing the items LFC members had suggested for funding from the IIBF fund. Members were asked to pick the top three items they would like to see funded. Nine LFC members responded to the survey. The results are as follows:</p> <ol style="list-style-type: none"> 1. 8 votes for a cover for shade in the yard. 2. 4 votes for another drinking fountain in the yard. 3. The vote was a tie with 3 votes each: exercise equipment and ice machines in the units. <p>Associate Heinrich reported the top three suggestions from the tier reps:</p> <ul style="list-style-type: none"> • Grass for the soccer field. • Gravel for the track. • Repair the baseball field. <p>Associate Heinrich will take the survey results to Henry Brown AHCC Business Manager for consideration.</p>				
	<p>MSU Waiting Area - Proposed area or building for visitors to wait in during inclement weather Update (8/2020) There have been some preliminary meetings with maintenance on this. Talks were suspended when COVID-19 hit. There are plans to regroup. Kay Heinrich will provide information on ideas we can consider. Update (10/20/2020) A LFC member proposed that 30 parking spots near the MSU visiting center be designated to be used by visitors. Kay Heinrich will meet with Mr. Klemke, the ADA Coordinator and Anita Barker, the LFC Co-Chair. Together they will walk the area proposed and report back. Update (12/08/20) Donna met with Mike Klemke and Associate Superintendent Frank Rivera to do a walkabout in the parking area. Kay stated that they would need to work with the Captain to make any proposed adjustments to the parking area. They are unable to work on it right now, but Kay is certain there will be a resolution to the situation before Phase 4. Update (2/27/21) This is will be addressed before visiting opens.</p>	Kay Heinrich	2/15/2020	Before visiting opens.	

	<p>Can MSU get a new area for Family Services resources (pamphlets) and a more prominent placement of the Family Services Poster.</p> <p>Update (10/20/2020) None at this time as Gheorghe Turcin has not been able to go in, look, and talk to visitation staff as the MSU visiting room is currently being used for another purpose related to COVID-19.</p> <p>Update (12/08/20) Gheorghe Turcin and Ann Wise were not in attendance at this meeting. This is continued to February meeting.</p> <p>Update (2/27/21) Updates are being made to position descriptions, pamphlets and the family guide. Contact Jeneva Cotton to make suggestions.</p> <p>The policy regarding Family Centered Services is being updated. Contact Dawn Taylor: dmtaylor@DOC1.wa.gov to participate with this or to make suggestions.</p> <p>New materials will be available when visiting reopens. A more prominent place for displaying resources will be determined when Gheorghe is able to go to the visiting area and talk to staff.</p>	Gheorghe Turcin	8/24/2020	04/14/2021	
	<p>2017 Water contamination at AHCC. Concerns about the possible long-term health issues that could result for any I/I or staff who drank the AHCC water. Associate Heinrich has sent a request for information to the Environmental Department, but has not had a response. She will provide an update when she has more information.</p>	Dr. Heinrich	02/27/2021	04/14/2021	
	I/I attendance at virtual LFC meetings.	Dr. Heinrich	02/27/2021	04/14/2021	

Reference	Closed Action Items	Assigned To	Date Opened	Date Due	Date Closed
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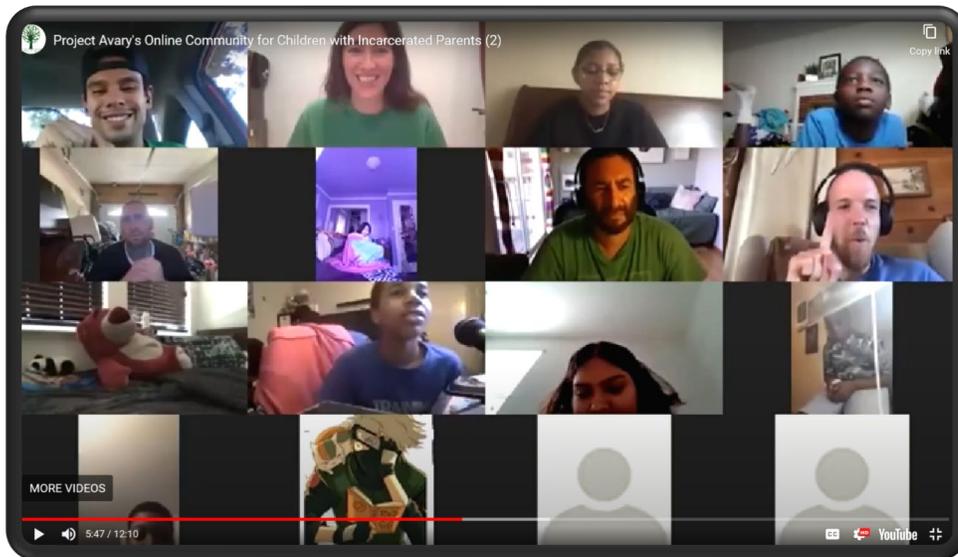
	Name of Issue Discussed in Meeting: Key Points/Discussion: Description of issue Update: Update from each meeting till closed	Owner of Issue	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
	<p>A process needs to be implemented for Public Access to allow visitors into LFC meetings. This could be posting in visiting room encouraging new visitors to attend meetings and letting officers know the process as well.</p> <p>Update (8/2020) There will be some posting and additional education. Information was also put on the video TV monitors. There was a glitch when the officer who normally processes was on annual leave. Item has been resolved and to be closed.</p>	<p>Kay Heinrich and Visiting Room Sergeant</p>	<p>2/15/2020</p>		<p>8/24/2020</p>
	<p>Prior to the visitation being closed, a sign was posted on the key card vending machine which disallowed key cards to be filled after the last visitation. This caused a great inconvenience to family members. It is difficult for family members to fill their cards prior to visitation as the area is crowded, and visitation is often opened late which further cuts into the time loved ones have to visit. Dr. Heinrich will look at this and the schedule and get back to the family council on this.</p> <p>Update (10/20/2020) Dr. Heinrich reported that there was a meeting on this and when visitation is open, times will be scheduled so that this can be available. Item resolved and considered closed.</p>	<p>Dr. Heinrich</p>	<p>8/24/2020</p>		<p>10/20/2020</p>
	<p>There are some incarcerated individuals who have color photos on their JPay tablet who would like to download these and have the photos printed in color. This is currently available for a black and white photograph. There is a color printer in the visiting room and the LFC member is wondering if color printers may be made available to the incarcerated as an option. Kay Heinrich will investigate if color photos can be downloaded from JPay and then printed in color. She will also check the contract with JPay. If color printers are an option, it was suggested that IIBF may possibly be used to pay for these.</p> <p>Update (12/08/2020) Due to Covid, continued to February meeting.</p> <p>Update (2/27/2021) Associate Heinrich: JPay only offers black and white photos in Washington state. Item is closed.</p>	<p>Dr. Heinrich</p>	<p>10/24/2020</p>		<p>02/27/2021</p>
	<p>Can IIBF funds be used for: Paying for all copies made for I/I.</p> <ul style="list-style-type: none"> • Update: These are considered individual use items as they go to specific individuals. They cannot be paid for from the IIBF. <p>Paying for items made by I/I and sent to their loved ones.</p>	<p>Dr. Heinrich</p>	<p>02/27/2021</p>		<p>02/27/2021</p>

	<ul style="list-style-type: none"> Update: These are considered individual use items as they go to specific individuals. They cannot be paid for from the IIBF. Paying for comfort items for all I/I. Update: We gave out goodie bags in December as AHCC's comfort item. <p>Based on updated information, these items are closed.</p>				
	<p>The possibility of establishing a dedicated soccer field.</p> <ul style="list-style-type: none"> Update: There is a soccer field, to include goals, at both the MAIN and MSU. <p>Based on updated information, this item is closed.</p>	Dr. Heinrich	02/27/2021		02/27/2021

Distribution: **ORIGINAL** – Family Council Co-Chairs

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.

OPPORTUNITY FOR: CHILDREN WITH AN INCARCERATED PARENT



Program Summary:

6 Weekly community sessions lasting approximately 60-75 minutes

Sessions will be held online using Zoom video conferencing platform

Groups will be assigned 2 experienced adult facilitators, and a teenage junior counselor, all who have experience with parental incarceration

After 6-week program, youth may apply to return for additional sessions or apply for the teen leadership program which supports them in becoming leaders & counselors within the Avary Community.

Your Kids do not have to go through this experience alone!

For more information and/or to apply, have your child's caretaker go www.projectavary.org or view their information video at <https://youtu.be/41a11bMCLoA>

VIRTUAL PROGRAM
for your child between
10-15 years old

Fun opportunity

**Teen Leadership
Program**

**Join other kids from
across the nation**

Mission: Project Avary
promotes brighter futures for
children with a parent in prison
or otherwise involved with the
criminal justice system.

**We build a community of
support and healing, and
empower children to achieve
essential leadership and life
skills.**

**We strive to end cycles of
generational incarceration, one
child at a time.**

*Child must be aware of parent's
incarceration and must have
internet and device access during
scheduled group times.*

**Providing a community of support and healing
for children impacted by parental incarceration.**