



FAMILY COUNCIL MEETING MINUTES

Location: Teams Teleconference Date: 4/14/21 Time: 1400-1530

Teleconference details: 253-372-2181 Conference ID 164 803 572

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: Donna Jaramillo, Bill Hargrove, Beth Ann Daigre, Rachel Bisbee, Virginia Chapman, Christina Current, Julianne Presson, Teresa Golden, Kim Raap, Paige Perkinson (HQ), Stella Spracklin (OCO)

Non-council member attendees: Bonnie Scott (CI), Barb Arnett (CI)

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Introductions	Ellen: Welcome everyone to the call, Rachel Bisbee SFC rep is on the call and we are glad to have everyone here.	
Secretary Review of Minutes and Action Items	<p>The last virtual LFC meeting was held Feb 27, 2021. Co-chair, Anita Barker made introductions. Secretary, Ellen Hargrove reviewed the previous minutes and action items. Family Services update: Gheorge Turcin</p> <ul style="list-style-type: none"> • Family Services Unit no longer has a physical office; it now is full time telecommute. • The Family Guide and the policy that outlines the Family Center Services are being updated. Contact Dawn Taylor if you would like to be part of either workgroup. • Gheorge discussed Parenting Inside Out, the lodging assistance program, and Project Avery. <p>Law Library/Library printer: Dr. Heinrich</p> <ul style="list-style-type: none"> • A request had been made to make a printer available for I/I to use when doing research in the Law Library. • According to the Law Librarian, that is not possible since such a printer would have to have access to the internet in order to use the DOC printer network. DOC Policy 280.925 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>Chapel Library/receiving books: Dr. Heinrich</p> <ul style="list-style-type: none"> • There is no set date for beginning programming in the chapel. • Religious materials are available in the units. • A very successful team has processed donations in the past. This will resume in due time. <p>JPay photos printed in color: Dr. Heinrich</p> <ul style="list-style-type: none"> • Per contract, JPay only offers black and white photos in Washington state. This item is closed. 	

	<p>IIBF Survey Results: Donna Jaramillo and Dr. Heinrich</p> <ul style="list-style-type: none"> • LFC member survey: cover in yard, drinking fountain in yard, exercise equipment/ice machines. • Tier reps: grass for soccer field, gravel for track, repair baseball field. • Suggestions will be sent to Henry Brown. Mr. Brown will address this in his presentation today. <p>Overview of DOC 1: Dr. Heinrich</p> <ul style="list-style-type: none"> • There is a video on the DOC website that gives a brief introduction to prisons. <p>Event in lieu of special event for women: Dr. Heinrich</p> <ul style="list-style-type: none"> • I/I wrote a letter and gratitude journal to an adult on their visit list. • This was initiated since Ann Wise was unable to do Oktoberfest bingo. • This did not replace the women’s event. <p>Concerns about SFC memos not being distributed: Co-chair, Ms. Barker</p> <ul style="list-style-type: none"> • Ms. Barker will forward information to Jess and Jess will forward it to members on the LFC distribution list. <p>Roundtable: An LFC member asked about health concerns related to people drinking water in 2017 that was found to be contaminated.</p> <ul style="list-style-type: none"> • Update from HQ on drinking water concerns: If someone from outside 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 the Department of Health (DOH) and the Department of Ecology (DOE) public disclosure as well, as those samples would have been taken by those agencies. <p>This action item is closed per update.</p> <p>Using IIBF funds for:</p> <ol style="list-style-type: none"> 1. Paying for all copies made for I/I. 2. Paying for items made by I/I and sent to their loved ones. <ul style="list-style-type: none"> • Update from the business office: These are considered individual use items as they go to specific individuals. They cannot be paid for from the IIBF. 3. Paying for comfort items for all I/I. <ul style="list-style-type: none"> • Update from ICP: Each I/I received three goodie bags in December. <p>These action items are closed per updates. Mr. Brown will talk about comfort items in his presentation today.</p> <p>An LFC member asked about having a dedicated soccer field.</p> <ul style="list-style-type: none"> • Update from Recreation Specialist: there is a soccer field, including goals, at both MAIN and MSU. <p>This action item is closed per update.</p>	
<p>DOC Updates/ Announcements MSU Parking</p>	<p>Associate Heinrich: We went and walked the parking lot yesterday with maintenance, the Captain, and MSU LT. There are approximately 38 parking spaces that will be allocated for MSU visitors right in front of visiting. They will be marked, painted, and allocated on visiting days. They will be the first 4 rows. As visitation gets closer, we will send out more information in regards to this. This will hopefully alleviate some concerns.</p> <ul style="list-style-type: none"> • Update: The parking lot changes were completed on 5/13/21. A map was sent out to LFC members showcasing the updates. <p>Associate Heinrich: Due to logistics at this time I/I will not be able to attend virtual meetings. We are sending out copies of the tier rep meeting minutes. The</p>	

	agenda was full for this meeting, so tier rep minutes are not on the agenda to review. Hopefully they can be on the next meeting's agenda.	
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New business

Topic	Discussion/Key Points	Next Steps
Co-Chair Step down	<p>Due to job and personal commitments, Anita will be stepping down from Co-chair.</p> <p>Anita: I am not sure who all got the email. I personally am not in a spot to where I have the time or dedication to give to the LFC. I feel it deserves someone who has the time, effort and dedication. I am going through a lot personally. It's difficult to balance, and not being able to see my loved one is difficult. I no longer have the drive to be the co-chair that the family council deserves. It would be best to have someone who can dedicate the time in this position.</p> <p>Ellen: We thank you for the time you have put in the past.</p>	
SFC/LFC/DOC Virtual Etiquette and Expectations	<p>Rachel: Statewide got together and made ground rules for virtual meetings.</p> <p>Associate Heinrich and Ms. Bisbee went over the Virtual Meetings Guidelines, DOC Guidelines, SFC Guidelines, and LFC Guidelines.</p> <p>Associate Heinrich: Please keep copies of these for future use.</p>	All Guidelines are attached.
SFC Report	<p>Rachel:</p> <ul style="list-style-type: none"> The main focus is on informing the I/I about the Covid 19 vaccines. There is information about the vaccines on the kiosks. SFC is trying to put something together to put on the kiosks for recruiting for LFC and find more information on why individuals might be hesitant to join LFCs. 	
CI Kitchen	<p>Bonnie Scott and Barb Arnett are on the line representing CI.</p> <p>Ellen: Could you give us an idea of the layout of the kitchen, how big, how many sinks and the workflow?</p> <p>Arnett: The kitchen is in F building, it is a round building, half that circle are the three dining halls. The other half is a food prep area: veggie prep, dish area between dining halls, cooking area, coolers, and storage. The original intent when it was built in 1992 was for something different then it is used for now. It is very congested and difficult to move around the area.</p> <p>Bonnie: The majority of the space is in the dining rooms. The other space is where food is cooked, stored, and some assembly space. We have a sink with three compartments, a dish tank between the dining halls, and in the center of the kitchen we have a wall that splits the dining halls. On one side we have a tilt grill and upright ovens. On the other side we have stove tops, ovens, and a mixer. We have a receiving dock where we receive and ship out materials.</p> <p>Ellen: How many workers does the kitchen have?</p> <p>Bonnie: The max capacity is 55 and will not allow more. In the morning we perform with 25-35 individuals as we are not doing hot breakfast yet. In the core of the day for mainline we have 55 workers. There are three lines operating at the same time, A, B, and C lines. There are 6-8 individuals who work on both sides of the lines serving the trays.</p> <p>Ellen: So, you fix the food and it goes from the kitchen to the inmates and they go to the dining room?</p> <p>Bonnie: Right now, due to cohorting, they are going back to the units.</p> <p>Ellen: But if COVID was not present they would go to the dining room?</p>	

	<p>Bonnie: Yes, that's correct.</p> <p>Ellen: Where does the produce and food served come from? Bonnie: We buy food supplies from Spokane Produce, the CI Food Factory, and other local vendors.</p> <p>Ellen: What is the food factory? Arnett: It's manufacturing operation. They support the entire department and also external customers. For example: jails and Meals on Wheels. They manufacture frozen meals, bread products, and kettle items that get sold to DOC kitchens.</p> <p>Ellen: Where are they located? Arnett: They are located on the south side of the kitchen at the AHCC facility.</p> <p>Ellen: That is a separate building? Arnett: Yes.</p> <p>Ellen: How is the garden produce used? Arnett: The facility is really good at reaching out to us as far as what can be used. But they are used as an enhancement. We feed a population of 2100. It would take a lot of produce to feed the entire population full meals. Enhancements are an addition to the regular menu.</p> <p>Associate Heinrich: We have three gardens: J garden is in the back of the facility, MSU has a garden, and there is one small garden in the courtyard. Last year we could not give any produce to the main kitchen, but we could give some to the MSU kitchen. 75% of produce must be donated to the community as an agreement from a non-profit we get seeds donated to us from.</p> <p>Ellen: Is hot breakfast going to start May 23rd? Arnett: We hope to begin on May 23rd. We have to organize this with co-hort and movement schedules. I am meeting with leadership next week to hopefully finalize this decision to plan and prepare for this.</p> <p>Rachel: Why does the kitchen buy food from the Food Factory? I thought the kitchen and the Food Factory were all part of DOC. Arnett: Here at AHCC we are the largest Correctional Industries (CI) operations. We have optical, textiles, commissary, food services, and a food factory. These industries are independent of each other and have to support themselves. Food service is unique as it is support by DOC. The rest of the industries have to support themselves and they are non-profits who can only sell to non-profits. We are part of the re-entry division to teach the I/I skills.</p> <p>Rachel: So, CI is not DOC? Arnett: Yes. DOC has five divisions: Administration, Health, Community Custody, Prisons, and Re-entry. CI is part of Re-entry. CI is independent fiscally. It has to make money to support itself.</p>	
IIBF Overview	<p>Henry Browne was not able to attend. Once we get the responses to the pre-submitted questions, we will add those to the meeting minutes.</p> <p>Q. How is IIBF Funded? Answer from Business Office: This is specified in policy 200.200, section II.</p> <p>Q. What can the funds be used for?</p>	

	<p>Answer from Business Office: This is specified in policy 200.200, section III.</p> <p>Q. How much money is in the fund? Answer from Business Office: You can request this information through a public disclosure request.</p> <p>Q. Does each facility have its own IIBF? Answer from Business Office: Yes.</p> <p>Q. How much money is available to AHCC? Answer from Business Office: The only money available to AHCC at this time is unspent restricted money. By my calculations that amounts to \$25,653.97.</p> <p>Q. How were AHCC IIBF funds spent in 2019? Answer from Business Office: You can request this information through a public disclosure request.</p> <p>Q. How are funds requested? Answer from Business Office: At the beginning of each biennium a request is sent out to facilities to submit for family friendly projects. Other items like cable tv payments are allocated based on actual and anticipated costs. HQ also allocates a certain amount per population and my belief is that amount is based on the amount of revenue. Requests to spend funds are made using a Tracks request.</p> <p>Q. How often can funds be requested? Answer from Business Office: Funds from HQ for the budget are requested biennially. Funds already allocated can be requested at any time they are needed.</p> <p>Q. What are comfort items? Answer from Business Office: These were the goodie bags handed out to the population in December. Specifics can be found in the LFC Meeting Minutes from 2-27-21.</p> <p>Q. What are the next steps for the IIBF items the AHCC LFC voted on? Answer from Business Office: These will be reviewed by the Superintendent for feasibility then submitted to the Business Office.</p>	
<p>Co-Chair Vacancy</p>	<p>Juanita and Ellen volunteered. However, Juanita was not present. Therefore, it was voted on that the interim co-chair position defaulted to Ellen Hargrove.</p> <p>Ellen: I am the secretary at AHCC, I have learned a lot about how LFC works, it gives family members a chance to express their concerns and make their suggestions. I think we need more information about various workings of DOC. I would like to have presenters talk to us about health care, education and other areas. I think information is very important. I would like the managers of areas to give periodic information at our meetings. I think the incarcerated population needs more information about our LFC. Maybe putting up posters in the units, sending out memos, posting notices on I/I's tablets could make them more aware of what LFC is and does. I would like to see more members in the LFC. If the I/I's are aware of who we are then they could encourage their loved ones to become members. Since I have been involved with LFC I have not missed any regular meetings or COVID calls and I have been at SFC meetings in the past. Thank you for your consideration.</p> <p>Associate Heinrich: At the next meeting we will need to fill the secretary position.</p>	

Closing	Associate Heinrich: Ellen and Rachel thank you for all the work put into this meeting. I think we are doing better at being collaborative and following the policies and procedures. This is a lot of work and time consuming. The next virtual Statewide Family Council Meeting will be on May 15, 2021. The next virtual AHCC Local Family Council Meeting will be on June 19, 2021.	
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Roundtable open discussion

Anita: As far as Jpay, do we know what's going on?

Ms. Robb: DOC and Jpay are still in negotiations and once we know that information, we will get that to you.

Rachel: What is happening with Safe Start and visiting right now? Are the barriers up in visiting?

Associate Heinrich: We have been doing walk throughs twice a week. Both visiting rooms were at one time alternative housing during the outbreak. We are making final accommodations for those areas. The barriers are up. We are doing extra cleaning. We are hiring porters for extra cleaning. The visiting staff is back to their regular work schedules. We will be ready for no contact visiting when visiting opens again.

Anita: Have the EFV areas been restored to their original status? Has DOC been proactively working on those so we don't have to wait when that time comes?

Associate Heinrich: We are working on restoring them. We have no idea when they will return, but we are getting them ready.

Beth Ann: No questions, I just want to thank you for following through on the MSU parking lot.

Associate Heinrich: You're welcome. We have been working hard on that.

Next meeting location: Teams Teleconference Date: 6/19/2021 Time: 9-11AM

Comments: Thank you for attending and to Kay and Jess. Thank you for all the fast responses to the questions.

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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. Update (4/14/21) 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</p>	Jess Robb Yoshi Garcia Anita Barker Donna Jaramillo	2/15/2020	06/19/2021	

	<p>would like to see implemented. Dr. Heinrich will meet with tier reps for their suggestions.</p> <p>Update (2/27/21)</p> <p>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>Update (4/14/2021) Mr. Brown was not able to attend this meeting. His report is attached to these minutes.</p>				
	<p>MSU Waiting Area - Proposed area or building for visitors to wait in during inclement weather</p> <p>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.</p> <p>Kay Heinrich will provide information on ideas we can consider.</p> <p>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.</p> <p>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</p>	Kay Heinrich	2/15/2020	Before visiting opens.	

	<p>unable to work on it right now, but Kay is certain there will be a resolution to the situation before Phase 4.</p> <p>Update (2/27/21) This is will be addressed before visiting opens.</p> <p>Update (4/14/2021) Associate Heinrich: We went and walked the parking lot yesterday with maintenance, the Captain, and MSU LT. There are approximately 38 parking spaces that will be allocated for MSU visitors right in front of visiting. They will be marked, painted, and allocated on visiting days. They will be the first 4 rows. As visitation gets closer, we will send out more information in regards to this. This will hopefully alleviate some concerns.</p>				
	<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> <p>Update (4/14/2021) Gheorghe was not in attendance at this meeting. This is continued to the June meeting.</p>	Gheorghe Turcin	8/24/2020	06/19/2021	

Reference	Closed Action Items	Assigned To	Date Opened	Date Due	Date Closed
	<p align="center">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>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. 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>	Kay Heinrich and Visiting Room Sergeant	2/15/2020		8/24/2020
	<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. 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>	Dr. Heinrich	8/24/2020		10/20/2020
	<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. Update (12/08/2020) Due to Covid, continued to February meeting. Update (2/27/2021) Associate Heinrich: JPay only offers black and white photos in Washington state. Item is closed.</p>	Dr. Heinrich	10/24/2020		02/27/2021
	<p>Can IIBF funds be used for: Paying for all copies made for I/I.</p>	Dr. Heinrich	02/27/2021		02/27/2021

	<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 items made by I/I and sent to their loved ones. • 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
	<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> <ul style="list-style-type: none"> • Update (4/14/2021) Update from HQ on drinking water concerns: If someone from outside 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 the Department of Health (DOH) and the Department of Ecology (DOE) public disclosure as well, as those samples would have been taken by those agencies. <p>This action item is closed per update.</p>	Dr. Heinrich	02/27/2021		04/14/2021
	<p>I/I attendance at virtual LFC meetings. Update (4/14/2021) Associate Heinrich: Due to logistics at this time I/I will not be able to attend virtual meetings. We are sending out copies of the tier rep meeting minutes. The agenda was full for this meeting, so tier rep minutes are not on the agenda to review. Hopefully they can be on the next meeting's agenda. This action item is closed per update.</p>	Dr. Heinrich	02/27/2021		04/14/2021

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