



FAMILY COUNCIL MEETING MINUTES

Location: AHCC via Teams Date: 10/16/21 Time: 8:30AM – 10:30AM

Teleconference details: 253-372-2181 ID 362599232

Meeting Attendees

Department/facility co-chair: Kay Heinrich Family co-chair: Ellen Hargrove

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

Members present: Hattie Wolf, Christina Current, Bill Hargrove, Julie Burden, Caitlin Robertson (OCO), Supt. James Key, Rachel Bisbee (State Rep)

Non-council member attendees: Don McIntyre (Health Services), Henry Browne (Business Office) Paige Perkinson (HQ)

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Welcome/Roll Call/Virtual Etiquette	<p>Ellen Hargrove</p> <ul style="list-style-type: none"> • Gave introductions and thanked Henry Browne and Don McIntyre for doing presentations for us today. • Everyone received ground rules. The main takeaway is to have respect for each other. Please allow those speaking to finish. If you are calling in, please state your name and your questions. • We will be using the rounds format for additional questions so everyone has a chance to speak. 	
Family Secretary Report	<p>Donna Jaramillo:</p> <ul style="list-style-type: none"> • In the interest of focusing our time to new topics, which is the Health Services and IIBF presentations, the tier rep minutes and LFC Meeting Minutes are not being summarized. All stakeholders received a copy of these minutes as attachments to the call-in information. • AHCC currently has two open action items. Open action items are topics that have been brought up at a previous LFC meeting for which there was no resolution. These topics are on a list and we review these at the current meeting. We have two items that are open but are on hold until regular visiting. There was no updated information on the proposed area or building for visitors to wait in during inclement weather. 	
DOC Updates/Announcements	<p>Associate Heinrich: We have a temporary SGT in visiting who is assisting until we have a permanent SGT coming in November.</p> <p>CPPC updates: We are finishing the “Read to Me,” quarterly program. Nineteen incarcerated signed up to read a book to their child. The I/I picked out an age-appropriate book to read to a child on their visit list. They have been practicing reading the book and we are recording them. The videos will be sent out in the next couple of weeks as recordings finish. Approximately 22 children will receive a book and a video of their father, grandfather, uncle etc. reading the book to them. I/Is are encouraged to promote reading and success in school in their video as</p>	

well. This program will continue three or four times per year depending on participation.

We are starting the Video Greeting Program:

Terminally ill and Eulogy Video: This provides family support and helps manage grief via a video. In lieu of visiting a terminally ill loved one or attending their funeral or memorial service the I/I prepare about a five-minute speech which is recorded and sent to a surviving family member. We have four incarcerated signed up for this program currently.

Birthday Party Program: I/I can write a birthday card to a child on their visit list. The I/I will pick out a gift from a list of age-appropriate gifts and a dozen mini cupcakes will be purchased for the child to take home. Once gifts and food are approved in visiting, they will get to open the gift with the I/I and share cupcakes. This will begin November 1st.

Coming Up:

Two Adult activities:

- Adult Night (This will most likely be a mailing event for adults only.)
- Significant Woman's Event (Scheduled for April)

Two Child Focused Activities:

- A mailing event (Something like "Stay Connected" activity will replace the "Day with Dad" event that did not happen.)
- Santa Comes to Visiting (This will most likely be a mailing event of gifts. We are currently waiting on CMA (Christian Motorcycle Association) who have expressed an interest in purchasing gifts for children ages 0-11. CPPC will mail the gifts to children. If approved, CPPC will purchase and mail the gifts for youth 12-17. (This has not been approved yet.)

Volunteers:

We have been preparing religious volunteers to return. So far, we have three groups trained who will return soon. (Catholic, Latter Day Saints, Jehovah's Witness). Latter Day Saints volunteers came in on Oct. 10th. We have four more groups that will start training soon (Buddhist, Wicca, Seventh Day Adventist, and Christian Alliance). The other non-religious programs will be considered once we have the religious programs started. We need to have space and work out logistics to have time and rooms as we don't have our chapel since it is being held as a Regional Care Facility.

Associate Heinrich (Incentive's Update)

- We had a meeting this week. There will be a memo coming out at the end of next week. This will be a phased program and will most likely start early November. This phased incentive will include ice cream and fundraisers.
 - **Update: The phased incentive program began November 1. The LFC members received a copy of this phased program.**
- Paintings: I had a meeting yesterday regarding the paintings in M unit and C4. We are looking at the paintings that are not pro-social or reentry initiated. We will meet with tier reps and unit I/Is to discuss what we will do to replace the ones that are not pro-social. M unit CUS said that when we take a painting out, the I/I can have a contest to give a template of their ideas to pick and replace and receive a prize. We are not just removing them. We will replace them.

	<p>Ms. Robb (Tier rep and LFC minutes being posted on I/I tablets)</p> <ul style="list-style-type: none"> This is not an option at this time. It would take 6-8 weeks to process the documents for upload, and the files are too large to be posted on the kiosk. We send out these documents to be posted in the unit. If an I/I would like a copy, they can ask their counselor or CUS. 	
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New business

Topic	Discussion/Key Points	Next Steps
SFC Report	<p>SFC Representative Rachel Bisbee:</p> <p>LODGING ASSISTANCE PROGRAM (LAP)</p> <p>The Department of Corrections has created the Lodging Assistance Program (LAP) which will pay \$50 towards the cost of a hotel stay for qualifying applicants who travel over 150 miles to visit the facility. This program is offered as funding is available through the Incarcerated Individuals Betterment Fund-Family Friendly Lodging Assistance Program.</p> <p>Guidelines</p> <ul style="list-style-type: none"> One stay per month per incarcerated individual. If you cancel an approved reservation prior to the date of stay, it will not count towards the one stay per month per incarcerated individual. Must apply at least 20 days (and no more than 90 days) in advance to allow time for processing of application. Applicant cannot re-apply for assistance until current stay has been used. Exceptions to the timelines may be made, especially during the first three months of the program and for those with extensive travel plans. Be sure to check cancellation policy with the hotel/motel prior to your stay. If reservation gets cancelled or visitor does not arrive at hotel/motel, visitor is fully financially responsible as agreed upon with the hotel/motel when reservation was made, and DOC will not assist in the funding of that stay. Check the family friendly and visitation calendars on the website under Prison Visits to confirm the days you are wanting to visit are available prior to making your reservation. <p>NOTE: Having a hotel/motel reservation does not serve as an exception or give precedence in participating in a special event.</p> <ul style="list-style-type: none"> If my reservation is cancelled or if I do not show for an existing reservation, I understand that I am fully responsible for any costs charged as agreed upon with the designated hotel when I made my reservation. Visitor will be denied future use of funding assistance if misuse is determined. <p>Qualifying Criteria</p> <ul style="list-style-type: none"> In order to receive the Lodging Assistance Program, you need to meet the following qualifications: Must travel over 150 miles each direction to visit your loved one Address must be current with the Visiting Program (to update your address, email the Visitation Unit dochqvisitunit@doc1.wa.gov) Must have current photo ID with matching address Applicants must be at least 18 years old and on the incarcerated individual's approved visit list <p>Lodging Options</p> <p>There are two lodging options available. Both options require pre-approval:</p> <ol style="list-style-type: none"> Stay at the hotel/motel of your choice and get reimbursed \$50: Submit a copy of your paid hotel receipt and pre-approval confirmation, and you will be reimbursed directly in the amount of \$50 or your cost of the stay, whichever is less as long as the stay was pre-approved. Stay at a participating hotel/motel and pay all but \$50: If booking with a participating hotel/motel, the hotel/motel will bill guest all but \$50. The 	

remaining \$50 will be billed to DOC Lodging Assistance Program and payment will be made directly to the hotel/motel as long as the stay was pre-approved. DOC is working hard on expanding their list of participating hotel/motels.

How To Apply

1. Schedule your visit (if needed)
2. Make your reservation! If you are wanting to stay in one of our participating hotel/motels, and pay all but \$50 of your bill, be sure to check out the most recent list of participating hotel/motels. (For a current list of participating hotels/motels, please contact the Family Services Unit docfamilyservicesunit@doc1.wa.gov)
3. Complete and submit your Lodging Assistance Program Application
4. Once you're approved, you will receive an email and you are all set
5. Enjoy your stay

If pre-approved to stay at participating hotel/motel, you will pay for all but \$50 of your hotel bill. The hotel will bill the DOC Lodging Assistance Program after your stay. Payment will be made directly to the hotel/motel. This option may not be available for reservations made through a third party such as Expedia, Travelocity, etc. or when pre-payment is required. Participating hotels/motels are subject to change, so be sure to please contact the Family Services Unit prior to applying to make sure the hotel is on the approved list.

If you choose your own hotel and will be paying for your hotel stay in advance then requesting \$50 reimbursement, you will need to submit a copy of your pre-approved application along with a copy of your paid hotel receipt to the Lodging Assistance Program.

<https://www.doc.wa.gov/corrections/incarceration/visiting/docs/lodging-assistance-program-application.pdf>

<https://www.doc.wa.gov/corrections/incarceration/visiting/support.htm>

COVID-19 RELATED:

Q: Why is DOC not rapid testing incarcerated individuals before they go into visits?

A: If the family or the incarcerated individual themselves request testing prior to the visit, clinically that would be reasonable and we would support that, especially since we don't know if the visitor is higher risk or if the visit will include unvaccinated children. We don't think testing the population to and from the visit needs to be done routinely as the main goal of testing of visitors is to prevent entry of Covid into a congregate setting. Testing is not routine for face-to-face visits in the community either, but other precautions are still in place like masking, hand hygiene, and ideally vaccination to protect everyone.

Q: Since visit numbers are so low, can families schedule a second visit if the facility has room later in the month?

A: DOC is currently prioritizing basic operations to get through the October 18th deadline. Once that deadline passes, facilities and clinical teams will look at revisions to the Safe Start plan to consider this option and others.

It appears that most facilities are looking at November 1st as a viable time to bring back volunteers, starting with religious volunteers.

Beginning the October 18th deadline, all staff working will be vaccinated!

	<p>INCARCERATED INDIVIDUAL BETTERMENT FUND (IIBF)</p> <ul style="list-style-type: none"> • \$500,000 will go to visiting and EFVs. DOC is using paper surveys to gather feedback from incarcerated individuals on what types of recreation and wellness activities they would like to see and participate in. However, DOC is currently moving forward to create a survey system within kiosks for individuals to participate in the future. Improving TV programming is budgeted for \$200,000. 1.2 million dollars of reserve will thereby be reinvested back into beneficial services. Mid October DOC will be launching a digital survey for families on visiting and EFV needs for IIBF. DOC can make adjustments to this preliminary placeholder allocation based on survey results. DOC has also realized that they need to improve messaging to LFCs concerning the opportunity to request additional funding if LFCs have ideas that can't be funded by existing LFC IIBF budget. <p>DIVERSITY IN LFC/SFC:</p> <ul style="list-style-type: none"> • I have brought up the need to have LFC/SFC information in multiple languages. • We need to advertise LFC/SFC more. AHCC does a great job posting information to the bulletin board, but it has to be viewed while in the visiting foyer while going to and/or from the visit. • How can we bring more diversity and advertise more? I am happy to bring suggestions to meetings. rachelmsbisbee@gmail.com <p>VICE FAMILY CO-CHAIR POSITION:</p> <ul style="list-style-type: none"> • There is a new SFC Vice Family Co-Chair position being added for upcoming 2022 year. This position will work with the current Co-Chair to keep momentum going on our open items. For the next year, Co-Chair position will remain the same and Vice Co-Chair will be voted in with the idea that they would go on to be the Co-Chair in 2023. During this time DOC will be updating the Family Councils Policy 530.155, working with families to address concerns with existing policy. • * The creation of the Vice Family Co-Chair position will allow the Family Co-Chair to cross train and educate the Vice to prepare to take over as Family Co-Chair in the following year. Each year the elected Statewide Family Council representatives will elect a new Vice Family Co-Chair to work with and alongside of the Family Co-Chair. This shares the workload and communication to better support families and enhance the commitment to supporting the mission and vision of Family Councils, "to problem solve and address relevant issues that lead to improving the lives of incarcerated individuals and their families (530.155 Policy I)."Legislative: House Bill 1282. Increased earned time. I have emailed Tara Simmons to find out where they are. Trying to implement for next legislative session. <p>https://www.doc.wa.gov/corrections/incarceration/visiting/docs/lodging-assistance-program-application.pdf</p> <p>https://www.doc.wa.gov/corrections/incarceration/visiting/support.htm</p>	
<p>Health Services Presentation by Don McIntyre, Health Services Manager for AHCC</p>	<p>Health Services Presentation</p> <p>Q: Provide some details about the assessment that is completed at intake. Don McIntyre: The department has a number of standardized assessments and screenings that take place at reception. These are updated periodically. Head to Toe assessments are conducted. This is to inform initial treatment and care plans.</p>	

	<p>Q: What types of mental health therapies are available to the I/I? Don McIntyre: Dialectical Behavioral Therapy (DBT) and Cognitive Behavioral Therapy (CBT) are provided on an individual basis. Pre-Covid had more groups taking place. House of Healing is a popular primary group. Mental health therapy also includes psychiatric assessment, medication as clinically indicated. Psychiatry leads that care.</p> <p>Q: What are the ways I/I can access health care? Don McIntyre: This is very much like in the community. For emergent care, I/I can declare a medical emergency with a staff member. The I/I can request appointments by writing a kite. Medical kites are larger than normal kites. In-between these are the urgent care requests for a non-chronic, but an acute sickness. With the urgent care request, the expectation is that the I/I will be seen within two to three business days.</p> <p>Q: What are processes for requesting onsite and offsite medical care? Don McIntyre: The practitioners order the appointments for medical necessity. These include labs onsite to offsite specialty appointments. Follow up appointments are also ordered by the practitioners.</p> <p>Q: How soon an inmate can expect to see medical personnel after sending a kite requesting needed care? Don McIntyre: This depends on the nature of the circumstance. More acute matters are going to be seen sooner. More chronic considerations might have to wait.</p> <p>Q: Are inmates given annual physicals? Don McIntyre: They receive a thorough physical at intake. We don't do an annual physical. There are some conditions that may call for more frequent updated physicals.</p> <p>Q: What is the makeup of the healthcare staff? Don McIntyre: We have one medical director, and four advanced care practitioners. These can be either a physician's assistant or a registered nurse practitioner, and one FMD (Facility Medical Director). We also have two on-call advanced care practitioners which were used lot more during COVID. We have one psychologist and five primary therapists in the mental health unit. On our dental team we have two dentists, three dental assistants and one dental hygienist. In terms of nursing, we have a nurse manager, 35 permanent nurse positions, and another dozen on call positions. Our nursing staff by numbers is the largest. We have 24/7 nursing when you include our inpatient unit. During COVID, a lot of contract nursing was needed to help meet all the needs of the I/I. We are hopeful for additional health service positions in the next year. We have approximately ten administrative support staff, myself included, behind the scenes.</p> <p>Q: How does the HSR process work? Don McIntyre: The HSR, Health Service Report explains to people outside of medical why somebody has a medical supply or a piece of medical equipment. The most common pieces of equipment would be a wheelchair, a walker, perhaps a knee brace or an elbow brace. In the past, a transfer patient used to have to request a continuation of an HSR. Now the department has an expectation is that HSR will absolutely move with the patient now. If there is to be an adjustment to an HSR, there will be a face-to-face conversation to explain it. If an HSR involves a medical device, a DME (Durable Medical Equipment) form is filled. It is an agreement between the I/I and the person who is letting out the equipment. It keeps track of who has the equipment and for how long.</p>	
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	<p>Q: What is the phone access process for I/I who are in isolation or quarantine because of Covid? Don McIntyre: There is access on the units available. The I/I can request a portable phone from the officers. This is sanitized between uses.</p> <p>Q: What resources are available to I/I to alleviate stress and anxiety? Don McIntyre: The I/I were given packets during the pandemic. These were boredom busters that were passed out. These ranged from crossword puzzles, picture mazes, and literal puzzles.</p> <p>Q: Are packets available to I/I that demonstrate relaxation techniques? Don McIntyre: The mental health team did a tremendous job of distributing boredom buster materials to the population and House of Healing workbooks for those in mental health groups.</p> <p>Q: Since COVID is being reduced inside Airway Heights why are the medical visits being scheduled as far out as 2-3 months? Don McIntyre: The very same reasons that one may need to wait two or three months in the community. Chronic care appointments were most affected. Even acute needs were on waiting lists based on access to specialists. Some of the offsite contracted specialists reduced the number of patients due to COVID precautions.</p> <p>Q: If an I/I is taking daily medications and still experiencing symptoms and has additional medical concerns why are they not being able to see the provider they are assigned to in a timely amount of time? Don McIntyre: When an I/I signs up for sick call or urgent care, there is not a guarantee they will see their normal provider. The medical team rotates and takes turns on handling calls.</p> <p>Q: How do the incarcerated receive results from testing such as from lab work, MRIs, and X-rays? Don McIntyre: If there are significant findings, we deliver those findings in person. If the results are within normal limits, those will be provided in writing to be discussed at the next available appointment.</p> <p>Q: How do you determine if the I/I needs a full eye exam for corrective lenses? Why do the I/I need to screen at 20/40 or worse to be able to have an optometrist test for vision? How often do the I/I get a full eye examination to determine the health of their eyes? Don McIntyre: A visual acuity test tells us about the uncorrected vision. If someone uses corrective lenses, showing 20/40 or better can be reason to say they don't see an optometrist. If the practitioner has a concern, they will make an optometry referral. There are certain medical conditions, for example glaucoma, hypertension, etc. Those individuals will be referred for annual exams,</p> <p>Q: Why are I/I only given one hearing aid? Don McIntyre: Per the DOC health plan, medical necessity states only a single hearing aid is medically necessary. There is a durable medical equipment request for an I/I to request additional equipment at their own expense.</p>	
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	<p>Q: Why can't the I/I have more than one issue addressed at a medical appointment? Don McIntyre: If they sign up for sick call, the expectation is that the exam will be on the acute presenting concern. Sick call appointments aren't to discuss several chronic care conditions. This has loosened up in the last year where if we can, we will address more than one medical concern at the same appointment.</p> <p>Q: Briefly explain the Release of Information form and the length of time it is applicable. Don McIntyre: There are two types of permissions. One is to give permission for me or another healthcare manager to talk to family members about their health conditions. The other type of release would be for records. The patient determines how long the release is good for and has the right to revoke the authorization at any time. They can specify how long, or if left blank, it will expire upon release from DOC custody or six months from when it was signed by the I/I. In the past, the Release of Information was site specific. Now, it gives DOC Health Services permission to speak to families so the patient does not need to fill out another release if they are transferred.</p> <p>Q: Who do family members contact with concerns about their loved ones' medical care? Don McIntyre: That would be me, Don McIntyre, the Health Services Manager or Mary "Kathleen" O'Connor, the Assistant Health Services Manager that non-clinicians such as family members and attorneys would call.</p> <p>Q: Are family members notified when loved ones are sent to the hole? Don McIntyre: No. This is for safety and security.</p> <p>Q: When I/I are sent to the hole are they given a physical and mental exam? Don McIntyre: Yes, nursing assessments are conducted prior to seg placements. Mental health exams take place most often the same day, or the first business day following the weekend.</p> <p>Q: When an I/I dies, how are family members notified--in person, by mail, by phone call, by email, or some other way? Don McIntyre: Phone calls from the HSM or the Religious Coordinator.</p> <p>Ms. Bisbee: When an I/I is prescribed hearing aids, why do they need a separate HSR to get batteries for the hearing aid? Don McIntyre: I don't why the originating HSR couldn't say both. I will discuss that with the MD.</p> <ul style="list-style-type: none"> • Update: We have contacted the vendor and explained that we need HSRs to include battery to go with hearing aid. <p>Q: Are the noise levels in each unit recorded? Maintenance: We do not measure noise levels on a prescribed frequency.</p> <p>Q: Are there any noise abatement processes in place? Maintenance: No noise abatement processes are in place.</p>	
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	<p>Ellen: In the future could you put in a process for the noise to be abated? For example, there are metal panels that are perforated and backed with sound absorbing materials to be installed in a facility without jeopardizing the security.</p> <p>Associate Heinrich: I can check with the executive team, but I am not sure this is feasible.</p> <ul style="list-style-type: none"> • Update: This is not possible at this time. <p>Ms. Bisbee: The release of information form is being ignored and medical is not giving family members answers. Specifically, where is the I/I and if they were COVID positive.</p> <p>Don McIntyre: I personally received many calls when there were a lot of transfers in the RCF. I could confirm if someone is here or not. I understand the concern, but within reason I could confirm whereabouts. I can't speak to classification and movements. If I can be educated and allowed to do so, I am willing to do this.</p> <p>Associate Heinrich: It will depend on who the family member is calling. It must be a call to the HSM or Assistant HSM. No one else can give that information out.</p>	
<p>IIBF Presentation by Henry Browne, Business Manager for AHCC</p>	<p>IBF Presentation</p> <p>Q: Can we have a brief explanation of how the AHCC IIBF budget amount is determined?</p> <p>Henry Browne: The IIBF budget is determined by headquarters. This is based on several factors. The paramount factor being the amount of revenue that the fund is expected to bring in and once they determine that level of revenue, they then request from all the facilities any known cost factors. For most facilities that biggest single one is cable television payments and programming. Family friendly activities are all restricted funding. The non-restricted funding is based on strictly on the population. It is usually it \$10 per capita of the average daily population. The non-restricted funding is broken down between three areas of expenditure: recreation which includes all sports and hobbies; unit expenditures which includes games, etc. and the third category is visiting which includes both regular and extended family visiting. It's usually a 50/30/20 split.</p> <p>Q: Please provide an overview of the FY21 IIBF budget for AHCC, i.e., what monies were budgeted for each category.</p> <p>Henry Browne: Total IIBF budget allocation for the fiscal year was \$129,843. Of that amount, \$101,556 was allocated to cable TV payments with \$10,544 expected to be collected from cable tv fees. A total, of \$17,421 was allocated to family friendly programs as follows:</p> <p>Day with Dad \$1,300.00 Santa Comes to Visiting \$1,625.00 Octoberfest \$1,254.00 Celebrating Significant Women \$1,482.00 Craft and Book Fair \$1,000.00 Family Birthday \$260.00 Video Greeting \$500.00 Hotel Voucher Program \$10,000 TOTAL \$17,421.00</p> <p>The balance of \$21,410 was allocated for everything else in the non-restricted category. Of that amount, \$9,410 was allocated to recreation, \$3,600 to units and \$8,400 to visiting.</p>	

	<p>Q: Provide a detailed breakdown of what was actually purchased for each category in the FY21 IIBF budget. Henry Browne: It would not be possible on this forum to list each individual purchase. We spent money on Back to School, Craft and Book Fair, Nurturing Fathers, recreation, equipment repairs, and unit activities. The biggest part of the non-restricted budget was spent on incentives for the incarcerated population. We did overspend the budget.</p> <p>Q: What was the balance in each category at the end of FY21. Henry Browne: We had balances only in restricted funding which was for family friendly events and things like motel vouchers which we didn't use up. We spent way more than what they allocated for the incentive program.</p> <p>Q: An overview of the AHCC IIBF budget for FY22. Henry Browne: The budget for fiscal year 2022 is pretty similar to the 2021 budget. We have the same \$101,556 for TV cable programming because we had a five-year contract with no price increases. Our contract expires next year. Our annual non restricted is reduced to \$18,930 and we broke it down with \$9470 for recreation, \$5670 for units and \$3780 for visiting. We had \$32,500 allocated for family friendly activities. We were only supposed to allocate \$25,067 with the other \$7433 being retained at headquarters for a grand total budget for the year of \$144,096.</p> <p>Q: Who manages the AHCC vending machines? Henry Browne: This is managed by an outside vendor, Empire Vending.</p> <p>Q: A survey was sent to LFC members regarding what they would like IIBF funds to be used for. The number one suggestion was a cover for shade in the yard. The number two suggestion was another drinking fountain in the yard, and the third suggestion was exercise equipment and ice machines in the units. The tier reps' number one suggestion was grass for the soccer field, then gravel for the track followed by a request for repairing the baseball field. Were any of these specific suggestions implemented? Henry Browne: Not at this time. IIBF at HQ took input from the facilities on the ready list. When they release funds, this list is looked at to be funded. AHCC submitted a list. It was replacement of the weight deck roof, additional drinking fountains in main and MSU yards, cable improvement, floor scrubbers, new gym floor, gravel for track, chairs for religious activity center, stair stepper, rental program TVs, and replacement of soccer fields. I have not been informed if any funding has been released for these. It was submitted to DOC HQ.</p> <p>Q: How much money has been budgeted for each unit to spend in FY 22? Henry Browne: The budget is not broken down by units. There is a unit activity fund that is used for all units, not each individual unit.</p> <p>Q: How do I/I in a unit suggest ways to spend the money? This is done through the tier reps and/or the LFC. Sometimes we receive kites directly.</p> <p>Who submits a request for funds? Henry Browne: The owner of the program requests those to be used. REC is done by Mr. Witt. Family Friendly is done by the CPPC Katie Pavao.</p>	
Elections of Officers	The only volunteers for officer positions were Ellen Hargrove for LFC Family Chair, Donna Jaramillo for Family Secretary, and Rachel Bisbee for State Rep. These individuals held the positions for the 2021 year.	

	<p>Ellen Hargrove: I am volunteering to be the family co-chair again next year. I believe that the Local Family Council offers a way for family members and friends to be informed about what is happening with DOC. It also offers members a way to let DOC know about any concerns and suggestions they may have.</p> <p>Donna Jaramillo: I just want to share that I think that the family council is a very important component for the incarcerated, their friends and families. I really believe that significant changes have been made through our collaborative efforts. I'm willing to continue to serve as local family council secretary, but I do encourage the local family council members to consider volunteering for an officer position. The secretary position is lot of work, but it is important that the information is made available and documented for all stakeholders to access.</p> <p>Rachel Bisbee: I am running for State Family Council representative because I have had an amazing time meeting families and representing them. When I first stepped in a family council meeting, I did not understand it, but as I have been a part of it, I have watched our amazing team and things got done and we got answers and action. It has been a wonderful experience.</p> <p>By default, Ellen, Donna and Rachel will resume their positions as the AHCC LFC officers.</p> <p>Ellen Hargrove: We appreciate the collaborative efforts in the ever-changing environment.</p>	
Closing	<p>Ellen: Please be thinking about topics you would like to see covered in future meetings and send them to Jess so we can add them to the agenda.</p> <p>Hattie Wolf: I just want to express appreciation for staff and LFC members and all the work everyone does.</p> <p>Associate Heinrich: Thank you all for being present, appreciate comments and feedback. Stay happy and stay healthy.</p>	

Roundtable open discussion

R. Bisbee: In the August tier rep meeting minutes there were questions from I/I about getting charged full price for using the weight deck, yet only getting to use it 50% of the time. Is this something that can be temporarily lowered?

Associate Heinrich: I don't believe so. This is very similar to the community. We have restricted access, but we still have to pay our monthly fees. This is a HQ decision, but we are trying to figure out a way to allow more numbers in. We are trying to maintain the weight deck and follow cohort.

C. Current: Last month K unit was going 4 days a week on the weight deck and now they only have 2 days a week?

Associate Heinrich: I'll have to check with Mr. Witt.

- **Update: K Unit is allowed to go to the weight deck once per a day.**

J. Burden: Is the state library open yet?

Associate Heinrich: It is. I/I have to send kites in for information. It is not open 100%. We are

still waiting some social distancing clear barriers to be received. The library opening up is not an institution decision. That is up to Laura Sherbo who facilitates the state library.

J. Burden: In R unit, my son is having a problem with smudging Mondays, Tuesdays and Wednesdays.

Associate Heinrich: That is a Native American ceremony. There are criteria for each unit. I'll look into this.

- **Update: Per OM 560.200 Religious Programs the smudging process is as follows:**
 - Smudging will be held outside the unit on the fresh air pads.
 - Any access to the outside fresh air pads is on an individual basis. No group smudging allowed.
 - Must be during a time in which there is no movement.
 - Individuals are allowed one match and a striker to be used for their ceremony. These must be accounted for when they are done and returned to the officer.

- **If this process is being followed and he is still having trouble, then the I/I will need to follow up with their CUS**

C. Current: Why is it that visitors who are eligible to participate in EFVs for 24 or 48 hours also get an in-person visit, and we only get one visit for three hours per month?

Associate Heinrich: This is all driven by headquarters. At AHCC, we are currently the only facility having EFVs on the east side of the state. EFV visitors have to go through rapid antigen testing coming and going. The EFVs are only allowed every 30 days.

R. Bisbee: Do you have more details on staff shortages due to the October 18th deadline? Do you foresee areas being shut down or programming shortened?

Associate Heinrich: At this point we won't know until Monday morning. We do have contingency planning if any emergent situations come up.

Next meeting location: AHCC Teams Date: 12/8/21 Time: 2:00PM – 3:30PM

Comments: _____

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Distribution: **ORIGINAL** - Family council co-chairs

Reference	New Action Items Opened	Assigned To	Date Opened	Date Due	Date Closed
	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
1.	<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.</p> <p>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.</p> <p>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.</p> <p>Update (12/08/20) This item is on hold until visitation resumes.</p> <p>Update (2/27/21) This item is on hold until visitation resumes.</p> <p>Update (4/14/21) This item is on hold until visitation resumes.</p> <p>Update (6/26/21) This item is on hold until regular visitation resumes.</p> <p>Update (8/18/21) This item is on hold until regular visitation resumes.</p> <p>Update (10/16/21) This item is on hold until regular visitation resumes.</p>	Kay Heinrich	2/15/2020	When regular visitation resumes.	
2.	<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 (6/26/21) This item is on hold until regular visitation resumes.</p> <p>Update (8/18/21) This item is on hold until regular visitation resumes.</p> <p>Update (10/16/21) This item is on hold until regular visitation resumes.</p>	Kay Heinrich	2/15/2020	When regular visitation resumes	

3.	<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> <p>Update (6/26/2021) The Lodging Assistance Program, the Family Services Policy and the Family Services Guide are being finalized by headquarters. The availability of a table or prominent place for Family Services literature will be discussed in an upcoming meeting among Gheorghe Turcin, Kay Henrich, and Sgt. Russell.</p> <p>Update (8/18/2021) There will be an established table in the visiting room where Gheorghe can put all of his updated information. This issue is resolved and will be closed.</p>	Gheorghe Turcin	8/24/2020		8/18/2021
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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	0/24/2020		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.</p> <p>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
	<p>What would the LFC like to see Incarcerated Individual Betterment Fund funds used for?</p> <p>Update (8/2020) Jess will send a questionnaire to LFC members and gather responses. She will distribute the responses to the LFC officers.</p> <p>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.</p>	Jess Robb Yoshi Garcia Anita Barker Donna Jaramillo	2/15/2020	06/19/2021	06/26/2021

	<p>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> <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>Update (4/14/2021) Mr. Brown was not able to attend this meeting. His report is attached to these minutes.</p> <p>Update (6/26/21) All IIBF information is available on the DOC website. To access it go to Corrections>Services>Betterment Fund. On this webpage you can find the budget reports, meetings and materials, FAQs, resources to policies and much more.</p> <p>The recommendations for the IIBF from the Tier Reps and the LFC members went to Supt Key who reviewed and put them on a ready list and sent them to HQ for review. We are awaiting word from HQ on what has been approved on this ready list. This action item is closed per update.</p>				
	<p>A LFC member proposed that 30 parking spots near the MSU visiting center be designated to be used by visitors.</p> <p>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 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</p>	Beth Ann Diagre Dr. Heinrich	2/15/21		5/13/21

	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. This action item is closed.				
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Distribution: **ORIGINAL** – Family Council Co-Chairs

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