



FAMILY COUNCIL MEETING MINUTES

Location: AHCC via Teams Date: 12/8/21 Time: 14:00PM – 15:30PM

Teleconference details: 253-372-2181 ID 462583903

Meeting Attendees

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

Facility/council secretary: Acting Family Secretary Nancy Webb Family secretary, if applicable: Donna Jaramillo

Members present: Ellen Hargrove, Bill Hargrove, Donna Jaramillo, Julie Burden

Non-council member attendees: Kay Heinrich, Joseph Luce, Katie Pavao, Nicole Freese-Turns, Gheorghe Turcin, Paige Perkinson, Caitlin Robertson, Paul Duenich, Dennis Abel, Nancy Webb

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Welcome/Roll Call/Virtual Etiquette	<p>Ellen Hargrove: Local Family Council Family Co-Chair</p> <ul style="list-style-type: none"> • Gave introductions and thanked everyone for being present. • 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. Jess Robb is on extended leave. 	
Family Secretary Report	<p>Donna Jaramillo: Local Family Council Family Secretary</p> <p>Neither the minutes from the October meeting, nor the Tier Rep minutes will be reviewed as this will allow time for our presenters in Visiting, Religious Services, and Family Services. This meeting will also cover the COVID-19 Information call scheduled for 12/1/2021, as technical issues resulted in the 12/1 Microsoft Team's meeting not taking place. All stakeholders received a copy of these minutes at attachments to the call-in information.</p> <p>Family Council Action Items: There is one open pending item, “A proposed area or building for visitors to wait in during inclement weather.”</p> <p>Kay Heinrich: No update other than this issue is on the table again for discussion. There have been discussions with visiting room staff so that when people come in on busses, they do not wait outside in the rain or cold. We will make accommodations for them.</p> <p>Update: Sgt. Abel has ensured that the outside green light that alerts visitors that the visiting room is open is working again.</p>	
DOC Updates/Announcements	<p>Goody Bags: We can't move forward with goody bags until we receive direction from Lisa Flynn and Deputy Uttecht at Headquarters.</p> <p>Incentive Program update: The yellow zip ties for thirty days major infraction free went smoothly. It started November 1st – December 1st. It is up to the prison population to go the sergeant to get the yellow ties. They were able to earn evening gym, a curio item, and a haircut.</p>	

	<p>January 1st, I/I will receive a green zip tie if they are major infraction free for 60 days. They will earn one soda pop, evening gym, and one hygiene item. After 90 days, I/I will receive a gray zip tie. They will earn ice cream, evening gym and intramural sports.</p> <p>LFC Member - I was talking to my son and he said they had initially posted a sign in his unit saying that the green zip ties would be available on December 1st and then they took the sign down and put up a sign saying not until January 1. There was confusion. Kay Heinrich - It was confusing because it should have been January 1. We have sent out a revised incentive sheet which clarified it. And so yes, it was confusing, and I apologize for that.</p> <p>LFC Member – What is the status of the State Library? Kay Heinrich - The State Library will be opening up next week. There is only going to be ten people at a time due to cohorting and they will have to sign up for that. A message on the kiosk went out Friday with times, days, and units for access to the library. There will be three I/I per unit, so nine would probably be the max.</p> <p>LFC Member – What is the status of the painting in the M Unit? Kay Heinrich - The tier Reps and CUSs in M-unit and C5 went out to the units and spoke with the population. Once the paintings are painted over, Ms. Saiz will have an art contest each month of a reentry type positive pro social drawing. The incarcerated will vote and the best one will receive a prize. We will put something back up that is that's geared to pro social, reentry, family, positive interactions.</p>	
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New business

Topic	Discussion/Key Points	Next Steps
SFC Report	<p>Rachele Bisbee was not in attendance so Ellen Hargrove gave an update on the State Family Council Meeting.</p> <p>The Statewide Family Council was held on November 20th. The first part of the meeting focused on the statewide elections. On October 15, Tom Fithian sent a memo stating that there was going to be a new position created for statewide family council officers and this position would be a vice co-chair. The person who was elected to that position would work with the current co-chair for a year and then would become the co-chair the following year. After a lot of input from local family council members, it was decided that this would not happen. An election was held On November 30th, a new co-chair, Emijah Smith, and co-secretary, Elise McKinnon were elected. Sean Murphy led the discussion regarding the entire policy for local family councils and statewide family councils being revised. They hope to have this completed by August 2022. They plan to form some type of a workgroup to address revising this policy. Secretary Strange talked for a period of time and stated future statewide LFC meetings will be a hybrid of both virtual and in person when we can get back to the point where we can have in-person meetings. She also announced that sometime in January they will launch a list serve or some type of platform on the DOC website where family members and DOC staff can communicate. We will be aware of surveys and everything else that's going on. People can subscribe to that and don't have to give out their email addresses. Hopefully, this will improve communication amongst everybody. Mike Oberlin announced that incarcerated individuals are now eligible for Camp when they are within six years of release, instead of four.</p>	

<p>Religious Services</p>	<p>LFC Member - My understanding is the local family council members are supposed to be able to attend the State Family Council meetings. There was no way to be able to attend the November meeting.</p> <p>Family Co-Chair - On the DOC website, under the Family Councils, the agenda is posted. There is a link on the agenda to join. This site also has the minutes and they also record their meetings. The November meeting minutes have not been posted as of this date. At one time the secretary of the Statewide Family Council sent out an email to everybody, but then, several months ago they started just posting it on the website.</p> <p>Chaplain Luce, Chaplain of Religious Services at AHCC, responded to questions asked by LFC members.</p> <p>Q. Please tell us something about yourself: How did you become a prison chaplain, what type of training have you had?</p> <p>A. I had a long career with Department of Labor and Industries. I worked for three other state agencies, but I felt a calling to ministry. I left the state, completed my Masters of Divinity degree, and then right about the time I graduated, a former DOC officer who was also a military chaplain really urged me to fill this spot of prison chaplaincy.</p> <p>Q. What is the mission of the chaplaincy program?</p> <p>A. To provide for expression of religion even while incarcerated.</p> <p>Q. Who is on the staff?</p> <p>A. The staff is myself, an assistant, and we have numerous volunteers. Right now, we have about 14, but normally we run a couple hundred.</p> <p>Q. What are their job descriptions?</p> <p>A. DOC has specific job descriptions for the chaplain and assistant; the volunteers work only with their own specific faith group.</p> <p>Q. How many volunteers are in the program?</p> <p>A. Usually over a hundred, but many have stepped away for the time being due to COVID.</p> <p>Q. What are their job descriptions?</p> <p>A. The volunteers work specifically with their own religions, and the type of services differs with the different religions. Some are preachers, they do sermons; others are priests who bring the sacraments; others are lay persons who lead Bible studies or the equivalent, again based on their own specific faith group and religion.</p> <p>Q. How do you decide if someone can be a volunteer?</p> <p>A. Policy gives screening criteria that we follow. There is an application process and we do interviews and training.</p> <p>Q. How are volunteers recruited?</p> <p>A. The best recruiters are the volunteers themselves. Also, the chaplain is authorized to recruit by going to different religious organizations or churches.</p> <p>Q. What kind of training is given to volunteers?</p> <p>A. Very extensive which includes facility safety and security.</p> <p>Q. How and where are programs being held while the religious center is being reserved for Covid needs?</p> <p>A. We have two Religious Activities Centers: one in MSU and one in MAIN. Right now, the MAIN chapel is a Covid care facility, so we meet in the "old chapel" in a programs area. This was the chapel before G-3 was built. We have services every week in both locations.</p>	
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	<p>Q. Are programs being held using cohort protocols? A. Yes</p> <p>Q. If an incarcerated individual has a terminal illness, what kind of spiritual counseling is available? A. This is an area of special concern to me so I make myself very available. Most individuals choose to wait until they are hospitalized in our infirmary. We have the type of prison infirmary where the other facilities will send us their dying as we have the huge hospitals just minutes away.</p> <p>Q. When there is a death in a unit, do you hold a memorial service? If not, is this something that could be done? A. Yes, before COVID cohorting we regularly did memorial services, and we look forward to cohorting being lifted again someday to resume these. Attendance is optional, and over the years the turnouts for memorial services have been very small.</p> <p>Q. If a family member is concerned about their loved one, can they ask you to check on them? A. Yes, this is not uncommon.</p> <p>Q. Do you counsel inmates and their families if they request it? A. Yes</p> <p>Q. Do you collaborate with Family Services and Health Services staff to provide care for the inmates? A. No</p> <p>Q. What do you need to help you improve or expand the chaplaincy program? A. Please pray for us, for health, and strength, and wisdom, and insight.</p> <p>Q. What worship services do you lead? A. I do them all, but I delegate religious groups to volunteers now that we have them back. Several religions have a precise curriculum for each week. We have materials and they study it. I only preach three times per week.</p> <p>Q. Do you officiate weddings? If not, what role do you have in the marriages taking place at AH? A. Most individuals do not take the time for the counseling that I require. They choose to seek someone outside to officiate. I've only officiated one wedding. There is a lengthy checklist of steps through the process. I do 60% of the steps.</p>	
<p>Visiting Staff</p>	<p>Sergeant Able, the new Visiting Room Sergeant, responded to questions submitted by members of the LFC.</p> <p>Q. What was your motivation in applying for the Visiting Sergeant position at AHCC? A. I have been at Airway for twenty-one years and held different positions. I feel that I am more of a people person who wants to see I/I better prepare for their release. And with that being said I want to do what I can to make visiting a family friendly area and a place that they can help build those relationships again.</p> <p>Q. What long-term and short-term goals do you have for visitation at AHCC? A. My long-term goals are to try and make visiting a family friendly place that allows all visitors to feel welcome.</p>	

	<p>Q. Do you anticipate any changes under your leadership? A. I don't see any changes under my leadership. I expect my staff to treat everyone with respect and make visiting an area that allows I/I to be able to build the family bonds that will help them when they are released.</p> <p>Q. Please describe the process for donating a DVD or a game to the visiting room. Include the rating for DVDs and where one can access the form to be filled out. A. Donations will follow DOC 210.060. All Donated DVD's, CD's must be rated Early Childhood, Everyone, G, Everyone 10+, Teen, PG, PG-13 or equivalent. Unrated items will not be allowed. All donations from the public or organizations will be submitted on DOC 21-966. This form can be found on the DOC web page for visiting and donations. Once the form is completed, it can be emailed to: docahccvisitrequests@doc1.wa.gov.</p> <p>Q. Would a book of puzzles such as Sudoku and word searches be allowed? A. Yes, for EFVs, one book as long as it does not contain obvious racial, sexual or construed as sexual in nature, decimator, violent, or gang affiliated content.</p> <p>Q. Are there any requirements for the type of games allowed? A. All video games must be rated Early Childhood, Everyone, Everyone 10+ or equivalent. Unrated will not be allowed.</p> <p>Q. When the vending machines are up and running, will you be consulting to see what I/I want in the machines? A. I think when we get to that point, I'll have to get the directions from headquarters. I know we've done that in the past when some of the items in the vending machines were not good and didn't last. We have no date when that's going to happen. And when it does, I'm sure we'll get some more direction from headquarters.</p> <p>Q. If two adults are visiting their brother at an EFV, can one adult leave early and the other stay? A. This could be something that the executive management team can talk about. But initially I do not see an issue if someone would want to leave early. We will get it cleared up and come back with a solid answer. Update: There is no security issue with someone leaving early.</p>	
<p>Family Services</p>	<p>Katie Pavao, Community Partnership Program Coordinator (CPPC) provided an update on the Community Partnership Program (CPP)</p> <p>Currently: Just finished the "November Children's Family Book Activity" (In lieu of Book and Craft Fair) Each child who attended visiting in the month of November received an activity book and pack of 24 crayons if they wanted it. Approximately 38 books were handed out during the month.</p> <ul style="list-style-type: none"> •The family was able to work through the activities together which included coloring pages, Thanksgiving holidays and traditions topics, mazes, games, word searches, etc. •There was no sign up for this activity, just that the child had to be present at visiting to receive it. •The child took the activity book and crayons home at the end of visiting to continue working on the activities. (This activity will continue in February, May and July with different holiday or topics or until the Book and Craft Fair is allowed again.) 	

Santa Sends Gifts Program: (In lieu of “Santa Comes to Visiting” Child focused activity). Incarcerated Individuals (I/I) with children, grandchildren, stepchildren and foster children 17 and under on their visit list, signed up to have a gift mailed to their child (if they have a visit scheduled, it will be available for pick up in public access after visiting or arrange pick up with CPPC). Approximately 26 I/I signed up with 44 children receiving gifts.

- They will also create a handmade card to be sent with the gift. They either created the card from their own materials or could sign up for a call out to use supplies like stencils, paint, stickers, Christmas tree cut outs etc.
- The Christian Motorcycle Association purchased gifts for children 0-11 and CPP purchased gifts 12-17.
- CPP is mailing the gifts or arranging pick up.
- Candy will be sent if funds are left.

December Visiting Activity Bags: (Pop Up Funds approved and in Lieu of “Santa Comes to Visiting”): Each family attending visiting in December is receiving a visiting room activity bag if they choose. No special sign up for receiving the bag but must attend visitation.

- The bag has simple games, crafts, conversation starters, and activities that the family can work through together.
- These activities are meant to promote family teamwork and communication that will strengthen the family unit.
- All supplies would be in the bag and available to all visitors if they desire. All materials go home with the family when they leave.

Ongoing Programs:

Video Greeting Program:

Terminally Ill and Eulogy video – provide family support and help manage grief via a video. In lieu of visiting a terminally ill loved one or attending the funeral or memorial service, the I/I prepares about a 5-minute speech which is recorded and sent to their loved one. We have sent out four videos so far. There was a question if the I/I was terminally ill if they could send a video to a loved one and the answer is yes if the counselor approves.

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

Read to Me program. January will be the next start date. The I/I pick out an age-appropriate book to read to a child on their visit list. They practice reading the book and are then recorded reading the book. I/I's are encouraged to promote reading and success in school in their video as well. This program will continue 3 or 4 times per year depending on participation.

Coming Up:

Adult activities:

Artistic Drawing and sketch book to a loved one (Jan./Feb. Adult Only)

Artistic drawing and sketchbook replace the approved Fall Adult Night (2021) that was canceled due to the COVID 19 pandemic. This program will provide a sketch book and up to 3 drawings to a special loved one on the Incarcerated Individual's (I/I) visiting list, a sketch book (one adult only 18 and over) will be sent to a loved one on the I/I's approved visit list as well as up to 3 drawings/sketches by the I/I. This program provides an opportunity for I/Is to create sketches for a loved one and have the family make their own sketches and discuss later.

Significant Woman's Event (Scheduled for April). In person event where the I/I chooses one special woman in their life to honor with lunch and a letter of gratitude. If this event is not allowed, we will be looking at a "Paint and Sip" adult activity. Not sure the sipping would be approved, but if so – the I/I could choose coffee or cocoa and CPPC would play a video for them to paint a canvas. Then the link to the video and another canvas, paints and directions plus the canvas I/I painted would be sent for the loved one to complete at home. When displayed together, it makes a nice piece of artwork.

Child Focused Activity:

"Stay Connected" activity replaces the "Day with Dad" event that did not happen due to Covid. This program will provide a hand drawn puzzle created by the Incarcerated Individual for each child/ren on the I/I's visiting list, a decorated specialty box, and extra puzzle for the child to create at home (one address only). This program provides an opportunity to discuss why they choose to create the puzzle for the child and children can have something that the I/I made for them to keep in a special box and put together over and over. Both items will be mailed to the approved family designated by the I/I.

Volunteers:

Religious Volunteers:

We have three religious groups trained and approved to volunteer in the facility. (Catholic, Latter Day Saints, Jehovah's Witness). We have 7 more groups that will start training in January (Buddhist, Wicca, Seventh Day Adventist, Christian Alliance, Rock of Ages, Victory Faith and Victory City.) This is currently the maximum capacity of religious volunteers that we can accommodate at this time due to the space and availability of the facility and the Chaplain's ability to cover the service if a volunteer does not show up.

Non-Religious Volunteers:

Some non-religious programs will be considered in February as long as HQ approves. The volunteers will also need to come in for an in person Covid mitigation strategies orientation. Once we have the volunteers through the Covid orientation, we will be able to notify the Incarcerated Individuals for the restart date of the approved programs.

Gheorghe Turcin, Family Services Specialist, responded to questions submitted by members of the LFC.

Q. Do we have an updated Family Guide, more recent than 2018?

A. FSU created the Family guide for the families and friends of the incarcerated in 2015. With new changes experienced by DOC, the initial guide was reviewed, updated, and presented to the Families and friends of the incarcerated on 7/2018. The updated guide can be found on www.doc.wa.gov. With the incoming new Secretary, Deputy Secretary, policy revisions, new contracts and other changes, The Family guide has been looked at for another update in 2020. A work group, including FSU representation, family members, CPPC representation and a formerly incarcerated individual, has been working at this update. The updated guide is currently under review of the FSU manager and upper chain of command. We hope to see the updated guide soon.

Q. Are the programs conducted through FSU available to only I/I and their family and friends on the I/I visiting list?

A. The programs conducted through FSU are available to all II willing to participate. With the assistance of each facility CPPC, the available programs / resources are posted for all II in the living units. The I/I and supervising CC will work at building the referral for them. At the current time, the FSU coordinates all requested Parent Teacher conferences and Parenting classes. FSU also

	<p>recruits new resources for the I/II and their family, friends, and children. An example would be Project Avery.</p> <p>Q. Please tell us about parenting classes. Who can attend? Who conducts the classes?</p> <p>A. In June 2015 the Department purchased Parenting Inside Out (PIO) with the intent of having all prisons provide one evidence-based parenting curriculum. PIO is the leading parenting program for criminal justice involved families and appears in the National Registry of Evidence-Based Programs and Practices. PIO is designed to help incarcerated parents improve their interactions with their children and their children's caregivers during times of incarceration. PIO aims to provide participants with the capacity to improve their cognitive and behavioral skills in order to reduce post-release criminal behaviors. The program consists of 60 hours of curriculum, delivered 1-2 times a week. Any incarcerated parent who has children, having contact with children, acting in a parental role, and/or caregiver role can sign up for the PIO. Also expecting to become parents, grandparents, lifers receiving visits with children and enrolled in EFV, can attend the program.</p> <p>All FSU Specialists were mandated to become certified PIO Trainers in 2019 and facilitated PIO at the assigned facilities. At AHCC we have started the PIO program on March 9, 2020, just a few weeks before the COVID 19 pandemic came, with me facilitating PIO. The program was not placed on hold during the pandemic, except for the COVID surge we had at AHCC, when all programs were suspended for a couple of months last year.</p> <p>We have graduated four cohorts at the Main, three at MSU and have weekly classes at Main and MSU. Thus far we have reached out to about 53 incarcerated parents. The participants enjoy the class, and their word-of-mouth advertising, built a waiting list of 26 at MSU and 24 at Main.</p> <p>This year we were interviewed by a Solutions journalist from Moldova Republic, on the successful PIO program we have at AHCC. Moldova Republic Correctional system is looking for programming that could lower the recidivism rate that stands at about 60%. The write up is scheduled to come out by the end of this year.</p> <p>Q. How does FSU assist with reunification?</p> <p>A. Many of the I/II have open CPS / DCYF cases. For those enrolled in the PIO, we provide progress reports to the agencies involved. We also get correspondence from II and help as needed. The supervising CCs also address questions related to the reunification.</p> <p>Q. What is the FSU role in re-entry?</p> <p>A. For those II enrolled in the PIO, we have specific classes addressing the transition to the community. Families and friends of the I/II also address specific re-entry related issues and needed resources. All FSU specialists worked the Risk management release program for a long time prior to working in the FSU, therefore are familiar with Re-entry. We do not belong to the re-entry division.</p>	
Covid #'s	<p>Numbers as of 11:30 PM per the website:</p> <p>AHCC new I/II positive cases in the last 30 days – 2</p> <p>AHCC I/II Confirmed cases – 1687</p> <p>AHCC Staff Confirmed cases – 302</p> <p>AHCC I/II deaths – 4</p> <p>AHCC I/II in the RCF –0</p> <p>Moderna Vaccine administered to both I/II and staff:</p> <p>AHCC Initiating Vaccination Administered – 1598</p> <p>AHCC Second Vaccination Administered – 1538</p>	

<p>Roundtable/ Wrap Up</p>	<p>Third Vaccination Administered - 18 Total Vaccines Administered at AHCC – 3154 Johnson and Johnson Vaccines Administered AHCC - 271</p> <p>We are still following all the processes and protocols. We are actually tightening that up a little bit to make sure that when we have an unexpected quality assurance team come, I know that we're continually monitoring that situation.</p> <p>Q: Have booster shots started with the I/I? A: Update: Per Zina Blancher RN3, booster shots will start December 17th.</p> <p>Q: Will Covid numbers affect Union Supply delivery of packages as these come out of Monroe? A: TRU does this in Monroe and they will be delayed.</p> <p>Q: Are there dates of visitation for the month of January? A: We will have to get back to you. Update: The dates for visitation from January to June are posted on the DOC website.</p> <p>Q: I don't understand with the I/I count, why there isn't more involvement with our LFC? Do you believe it's because of the day or time that we perhaps have these meetings? A: We have a lot of family council members and very few who wish to participate. Participation goes down during the holidays. We alternate meetings between weekdays and Saturdays because a lot of people work. We try to accommodate all by having if on both a Saturday and a weekday. But hopefully, more people will choose to join us in the future. R. I just think it would be a really good thing to support their loved one and also get some of the answers you need.</p> <p>***If you have submitted the form for a 3-hour visit(s), and you have not received a response, please be patient and do not submit multiple visitation forms for the same visit(s) as this slows the process down.</p> <p>Our next virtual statewide family council meeting is on January 8th which is a Saturday.</p> <p>Our next LFC meeting will be in February. I'm not sure if the date at this point. UPDATE: next LFC meeting 2 23 2022</p>	
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Next meeting location: AHCC Teams Date: 12/8/21 Time: 2:00PM – 3:30PM

Comments: _____

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