



FAMILY/ COUNCIL MEETING MINUTES

Location: AHCC Teams

Date: 4/29/23 Time: 9:00-10:30 AM

Teleconference details: +1 564-999-2000,,871238950#

Meeting Attendees

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

Facility/council secretary: Taylor Jordan Family secretary: Michelle Clark

Members present: Leslie Gatherer and Wendy Rodriguez

Non-council member attendees: **DOC/AHCC/OCO Staff present: Sgt. Andrew Camacho**

Agenda

Topic	Discussion/Key Points	Next Steps
Secretary Report	Ellen summarized the minutes from the 2/22/2023 LFC meeting.	
Action Items	<p>There is only one item on the action item list: MSU Covering</p> <ul style="list-style-type: none"> • <i>Per ASP Heinrich: Maintenance initially looked at a portable covering but the maintenance manager felt it wasn't sustainable to last multiple seasons so he put this in for a capital project to get an actual bus stop covering like the city and the county have. Currently, we are just waiting for the capital project to get funded then it will be ordered.</i> <ul style="list-style-type: none"> ○ <i>When will this be approved?</i> ○ <i>Per ASP Heinrich: We will know in about a month when the fiscal year ends.</i> 	
Unit Representative Minuets Summary	<p>March and April Unit rep meetings</p> <p>The major concerns at Main and MSU centered around issues with Securus: apps on the tablets not working, pictures I/I sent to loved ones not being able to be put on the I/Is tablets, and questions about refurbished tablets being sent to families.</p> <ul style="list-style-type: none"> • Dog program. • Phones not working. • Dungeon and Dragon starter kits. 	
Sate Wide Family Council Report	<p>SFC Meeting 03/18/2023</p> <ol style="list-style-type: none"> 1. Discussion was held about the DOC Mission & Vision Statement. 2. The DOC Strategic Plan gives information about academy training, staff in-service training, supervisors training, and new employee orientation. There is a link to the Strategic Plan on the DOC website. 3. DOC is working on finding a vendor with better-quality shoes. 4. Discussion was held on ways to encourage other family members and friends to join their facility LFC. 5. Caitlin Robertson from OCO talked about how to improve communication with I/I and family members. 	

	<p>6. Staff is working on clarifying what is allowed for table-top role-play games at all the facilities.</p> <p>7. The next SFC meeting will be held Saturday, May 20, from 10 am to 3 pm.</p>	
<p>DOC Updates/ Announcements</p>	<p>Update on Cultural Events</p> <ul style="list-style-type: none"> <i>The Asia/Pacific Islander Cultural Event will be happening on Thursday, May 18th.</i> <p>Parental Navigator</p> <ul style="list-style-type: none"> <i>This is a new full-time position at AHCC. This position is held by a formerly incarcerated person and the goal of this position is to help I/I's who have lost parental rights with their children and help them regain contact if they qualify to. The parental navigator will also teach parenting inside out which is a program that teaches parenting skills.</i> <p>Chaplin resigned this week (week of 4/29/23) but this will not affect any services that are currently running.</p> <ul style="list-style-type: none"> <i>The position has been posted and we are just waiting for applicants at this time.</i> <ul style="list-style-type: none"> <i>Can I/I still have memorial services?</i> <i>Per ASP Heinrich: No, we need to wait until we have a new Chaplin.</i> <p>There is a new Fundraiser for May it is pizza from Pizza Rita. I/I can order 1 large pizza. Pizza options are below.</p> <ul style="list-style-type: none"> <i>Pepperoni and sausage</i> <i>Beef, onion, and green pepper</i> <i>Olive, green pepper, and tomato</i> <p>Community Reintegration</p> <ul style="list-style-type: none"> <i>This position was filled with 2 community corrections officers from Spokane that will work at AHCC and have meetings with I/I 60 and 30 days before release to help connect the I/I with their Community Corrections officers as well as other services they qualify for.</i> <p>Mattresses for EFV upgraded</p> <ul style="list-style-type: none"> <i>The mattresses in the EFVs are currently full-sized, we ordered new queen-sized mattresses to replace the full-sized ones.</i> <p>Update on I/I Mattresses</p> <ul style="list-style-type: none"> <i>Per CPM Duenich: We are still actively removing the blue ones from the Main Facility and replacing them with gray. All of MSU now has blue mattresses.</i> 	
<p>IIBF</p>	<p>The IIBF expenditure report included with the minutes of the February 22 LFC meeting shows how much money was spent in each category, but does not show what items the money was spent on.</p> <ul style="list-style-type: none"> <i>Per LBA Browne: That is normal for such a report</i> 	

Please present the report showing what the funds were spent on in each category.

- *Per LBA Browne: There is no such report showing specific items that were purchased in each expenditure category.*

In barbershop supplies \$387.96 was taken out of that fund on 12/30/2022 and again on 1/9/2023. What was that money used for? Is this amount taken out every two weeks?

- *Per LBA Browne: The money was used for barbershop supplies. Typical expenditures for barbershop supplies include clippers, blades, oils, disinfectant, etc; things one would normally find in a barbershop. Amounts are requested when needed. There was no expenditure on 1/9/23. The expenditure was made on 12/30/22 using the credit card paid for by the general fund. The IIBF then reimbursed the general fund on 1/9/23.*

In barbershop supplies \$142.20 was taken out of that fund on 12/30/2022 and again on 1/9/2023. What was that money used for? Is this amount taken out every two weeks?

- *Per LBA Browne: Same answer as #1.*

Recreation supplies: \$4,038.02 was taken out. What was that money used for?

- *Per LBA Browne: Pro rower*

Recreation equipment: \$716.03 is taken out on 12/30/2022 and 1/9/2023. What is this money spent on? Is this amount taken out every two weeks?

- *Per LBA Browne: Again, the expenditure was on 12/30/22 and there was no expenditure on 1/9. The IIBF reimbursed the general fund on 1/9/23. No amount is taken out every two weeks. Amounts are spent as needed. Money was spent on recreation equipment and supplies including a squat rack, lat and leg hold-down, and EZ curl bars.*

Recreations equipment: \$174.46 is taken out on 12/30/2022 and 1/9.2023. What is this money spent on? Is this amount taken out every two weeks?

- *Per LBA Browne: Olympic leg curl attachment. Same answer as above concerning dates and two-week purchases.*

Unit supplies: \$275.46 is taken out of this fund on 12/30/2022 and 1/9/2023. What is this money spent on? Is this amount taken out every two weeks?

- *Per LBA Browne: Same answer as above concerning dates and 2-week purchases. Purchased games, body wash, and shampoo*

Unit supplies: \$2,803.66 is taken out on 12/7/2022. What is this money spent on?

- *Per LBA Browne: Various supplies for the units to include Games, ironing board covers, hygiene items, keyboard, puzzles*

	<p>Family Focus: \$503.29 is taken out of this fund on 12/30 and 1/9/2023. What is this money spent on? I this amount taken out every two weeks?</p> <ul style="list-style-type: none"> • <i>Per LBA Browne: I believe this is for the Birthday Party Program board games and toys for children’s birthday in visiting (used throughout the year)</i> <p>Family Focus: \$1,096.91 was taken out on 12/7/2022. What was this money spent on?</p> <ul style="list-style-type: none"> • <i>Per LBA Browne: This is for the “Santa Sends Gifts” program which included Visiting Activity Bags (Crafts, games, and candy) and decor and gift wrapping for the Stuffed animals for children. This also included Items for the Valentine Craft Activities for children (Book and Craft Fair in Feb.).</i> <p>Family Focus: \$790.93 was taken out on 2/7/2023. What was this money spent on?</p> <p><i>Per LBA Browne: Looks like supplies for Celebrating Women Event, gifts, decorations, coffee supplies, AND part of the Book and Craft Fair items. Craft supplies and books</i></p>	
Securus	<p>How is it determined if an I/I needs to pay for tablet replacement?</p> <ul style="list-style-type: none"> • <i>Per Securus Liaison Freese-Turns: If the screen is shattered they will have to pay to get a new one. This process is still with HQ on how this will operate.</i> <ul style="list-style-type: none"> ○ <i>Per ASP Heinrich: This will be determined on an individual basis and the screens are very strong and will not break unintentionally. If the apps are not working or if it just goes blank, I/I won’t have to pay for that. Some I/I have been rewiring them so they can override the system when that occurs, they have to pay for a new one.</i> <p>The headphones that came with the tablets are not good so my loved one bought a new pair from union supply but the property room took them from him.</p> <ul style="list-style-type: none"> • <i>Per ASP Heinrich: I will look into this for you. (ASP Heinrich obtained the I/I DOC# to follow up)</i> <p>Who is the new Securus Rep now working on site, and what is his schedule?</p> <ul style="list-style-type: none"> • <i>Per Securus Liaison Freese-Turns: Kirk Flowers is the new Field Service Client Administrator. He is still in the learning stage of his job. So his schedule is not set just yet. But the future schedule will alternate like the following:</i> <ul style="list-style-type: none"> ○ <i>Mon- Friday one week at AHCC. The next week he will be working down in CRCC for Two Days and then back to AHCC for the rest of that week. He will work Monday through Friday from 8:00 Am to 5:00 Pm and while at AHCC he will rotate between being at the Main Facility and at MSU.</i> 	
Medical	<p>Who is the new Medical Director?</p> <ul style="list-style-type: none"> • <i>Per RN3 Ensminger: Janel Simpkins</i> 	

	<p>New Healthcare Manager</p> <ul style="list-style-type: none"> Per ASP Heinrich: Don McIntyre retired, and our new Healthcare Manager is Kathleen O'Connor. <p>Clarification for staff returning to work after testing positive for Covid-19. If they test positive and isolate for 6 days and test positive at that time, then they isolate for 3 more days. Are they tested again after three days?</p> <ul style="list-style-type: none"> Per ASP Heinrich: They have to test until they get back a negative result. <p>Update on the availability of the Omicron booster and high-dose flu shot</p> <ul style="list-style-type: none"> Per RN3 Ensminger: We have the booster available and are setting up appointments via kite/kiosk requests. We are no longer giving flu shots at this time. <ul style="list-style-type: none"> What if our loved one has sent a kite to medical but hasn't gotten the booster yet should they send another kite? <ul style="list-style-type: none"> Per ASP Heinrich: Yes Will high-dose flu shots be available during the next flu season? <ul style="list-style-type: none"> Per Pharmacy Director Hayes: We are looking to provide the flu vaccine recommended for patients over 65 years of age during the next flu season. Additional information will be provided to the IPC Nursing Staff on how to accomplish this task as we get closer to the administration time period 	
<p>Visitation</p>	<p>Update on additional microwaves for visitation.</p> <ul style="list-style-type: none"> Per AA3 Jordan: Maintenance updated the electrical to support the new microwaves and 2 new microwaves were ordered on 4/19/23 and will be installed as soon as they arrive. <p>We are working with headquarters to update the visitor guidelines and once HQ gets the new copies from every facility they will be posted on the website.</p> <ul style="list-style-type: none"> Per ASP Heinrich: This update includes that each I/I can have 4 visitors at a time and this is including children. <p>Updating/revitalizing the visitation room.</p> <ul style="list-style-type: none"> New chairs and tables (the number of tables is being increased in the visitation room) have been ordered and they will be on-site in about 60 days. We are working on getting the visitation room painted and updated. <p>Update on Trauma-informed Training</p> <ul style="list-style-type: none"> Per SGT Camacho: The training itself is different from what DOC usually does it was similar to the de-escalation training. The view of the training was very insightful to how we are taught to interact with I/I's and we have always used it with visitors as well. We never gave it a second thought and this training gave us a different viewpoint. Communication with visitors needs to be more friendly and understanding. The staff was receptive and we have had some good conversations about it. The 	

feedback we are getting from the public is that interactions with staff are not about what the officer said it's how they said it.

- *Per ASP Heinrich: They also covered the neurobiology of trauma and how it affects behavior and we need to be more sensitive to it. People with trauma can be hyper-sensitive and cautious and they can react to authority. The training also covered how people with PTSD can be triggered and how staff needs to be aware of that..*
 - *Was nonverbal communication talked about in this training?*
 - *Per SGT Camacho: That was part of it and we are trained to interact with I/I in a safe way but we need to be cognizant of when we are dealing with incarcerated versus visitors.*
 - *Is there anything that the visitors can do to communicate more effectively?*
 - *Per SGT Camacho: How we communicate works both ways and sometimes visitors can be aggressive so the response is to give space they need to be aware of their tone and body language. If a visitor has an issue, I always have someone else be a part of the conversation and visitors have asked others to do the same for them.*

Right now visitation is only two units at a time, will this continue?

- *Per ASP Heinrich: Yes*

Only 4 visitors are allowed at a time right now but is there a chance to get one extra person?

- *Per ASP Heinrich: Yes, you will need to fill out a special visit form.*

If the visiting room gets filled up what will you do?

- *Per ASP Heinrich: The people that are turned away will get priority for the next session on the same day.*
 - *Per LFC Member before Covid:*
 1. *If the visitation room was filled those visitors were allowed to remain in visiting for 1 ½ hours.*
 2. *If other people wanted to come into visiting, the visitation staff would ask if anyone would volunteer to leave.*
 3. *If there were enough volunteers, the waiting visitors were brought in.*
 4. *If there weren't enough volunteers, the visitors who first checked in were asked to leave.*
 5. *The only people who were not asked to leave were persons who had traveled a great distance to come to the facility.*
 - *Visitors were allowed in any time during the 12:30-3:30 and 5:30-8:30 sessions. The "Visiting is Open" sign was not turned over until the end of the session. If the visiting room was full, people could be waiting to come in. Now the sign saying "Visiting is Open" is turned over at or before 12:45 and 5:45 so people cannot wait to be allowed in visiting.*

	<p>How is the check-in process going for visitors?</p> <ul style="list-style-type: none"> • <i>Per SGT Camacho: The process has been changed and was going well but there have been staffing issues recently that have slowed things down and we are getting a new officer soon.</i> <ul style="list-style-type: none"> ○ <i>Prior to COVID visitors were constantly being processed in through the Sally port but now we are waiting for everyone to get there before they start moving people through, why is that?</i> <ul style="list-style-type: none"> ▪ <i>Per SGT Camacho: I can't speak to prior to COVID due to not being the Sgt at that time but my biggest thing is safety and security for everyone. We believe in safety in numbers and we don't have a large staff so we are trying to do it efficiently and safely for all. We are still trying to work out the kinks with processing visitors at this time.</i> <p>I have to fill out a special visit form, who do I need to send this form to?</p> <ul style="list-style-type: none"> • <i>Per ASP Heinrich: You can send the form to either Nichole Montalvo or Taylor Jordan and these forms need to be sent in at least 5 days in advance. We can only accommodate 5 special visits per each visiting session during the weekend, so we ask that you get the forms in as soon as possible as the weekends have been filling up. Below is the visitation email you can send special visits to as well as Nichole and Taylor's email addresses.</i> • taylor.jordan@doc1.wa.gov • nichole.montalvo@doc1.wa.gov • docahccvisitationform@doc1.wa.gov <p>If two different visitors want to have individual special visits with the same I/I during a given month, can they do that?</p> <ul style="list-style-type: none"> • <i>Per AA3 Jordan: The I/Is are limited to one special visit per month. There are multiple dates on the form and visitors can choose multiple dates.</i> <p>Can we get ice cream in the vending machines?</p> <ul style="list-style-type: none"> • <i>Per AA4 Kranches: I reached out to empire vending and they are looking into this.</i> <ul style="list-style-type: none"> ○ <i>Previously when there was an Ice cream vending machine in visiting it was a different machine than the ones in visiting right now.</i> <ul style="list-style-type: none"> ▪ <i>Per AA3 Jordan: I will pass along that information to Mrs. Kranches who works with the vending machine company.</i> <ul style="list-style-type: none"> • <i>UPDATE: We will be unable to add ice cream vending machines to visitation at this time due to having to order a machine to replace a current food one and the maintenance on these machines being extensive.</i> 	
<p>Election of SFC Representative</p>	<p>Currently, no Local Family Council members have volunteered to be the State Wide Family Council Representative.</p> <ul style="list-style-type: none"> • <i>Ellen asked if anyone would volunteer to be the SFC representative. Wendy Rodriguez said she would think about it but may not be able to do it due to conflicting schedules.</i> • <i>Another notification will be sent out to the LFC members to see if there are any other volunteers.</i> 	

Roundtable/ Wrap Up	Our next LFC meeting will be held in June	
Attached Additional Documents	CPPC Family Friendly Programs/Events/Volunteers Flyer	

Next meeting location: Microsoft TEAMS Date: June 21st 2023 Time: 2:00 to 3:30 PM

Comments: _____

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