

Location: AHCC Teams

Date: 10/25/23 Time: 2:00-3:30 PM

Teleconference details: +1 564-999-2000,,649522966#

Meeting Attendees

Department/facility co-chair: Kay Heinrich

Family co-chair: Ellen Hargrove

Facility/council secretary: Taylor Jordan

Family secretary: Michelle Clark

Members present: Ellen Hargrove, Valerie Smith, Leslie Gatherer, Wendy Licon

Non-council member attendees: **DOC/AHCC/OCO Staff present: James Watkins, Nicole Freese-Turns, Jason Mathiason**

Agenda

Topic	Discussion/Key Points	Next Steps
Secretary Report and Action Items	<p>Action Item: Covering at MSU</p> <ul style="list-style-type: none"> • <i>Per Facility Plant Manager Parker: The funding for the cover has been requested on the facility-ready list but has not been approved.</i> <p>Can a green light be added at MSU like there is at the main?</p> <ul style="list-style-type: none"> • <i>Per Facility Manager Parker: I am sure a green light of some sort can be added.</i> <ul style="list-style-type: none"> ○ <i>Per AA3 Jordan: I put in a service request so this can be completed.</i> <p>Community compensation program: Anita Kendall</p> <p>IIBF: Mr. Browne</p> <p>Commissary Account</p> <p>Juanita Boissineau elected SFC rep for AH</p>	
SFC Report	<p>Best bed project</p> <p>Restrictive Housing</p> <p>Re-entry</p> <p>IITS update-more frequent facility visits</p> <p>Religious & spiritual programs</p> <p>Substance abuse recovery unit</p> <p>CIE</p>	

	Education	
Tier Rep Minutes Summary	<p>Main</p> <ul style="list-style-type: none"> • <i>Status of handbooks</i> • <i>Can fundraiser proceeds go to victims of the Medical Lake fire? Yes</i> • <i>Securus: reimbursement for music and games no longer offered; new process for headphones; how to get a replacement charger;</i> • <i>Cable: issues with signal.</i> • <i>Recreation/Yard: 5-6 weather-resistant tables for yard-asking superintendent; Status of ping-pong tables</i> • <i>Vendor list for getting models.</i> • <i>Education: Status of unit tutor</i> <p>MSU</p> <ul style="list-style-type: none"> • <i>TV channels</i> • <i>Securus: reimbursement for music and games, earbuds</i> • <i>Education: GED testing not working at MSU, hope to have the computer working in a week or two (9/27/23 tier rep meeting)</i> <ul style="list-style-type: none"> ○ <i>CUS Saiz: This has been fixed and they are doing testing now.</i> • <i>Schedule for religious services</i> 	
Pre-Submitted Questions	<p>Can the LFC be promoted on the DOC website banner?</p> <ul style="list-style-type: none"> • <i>Per EA Cravens: After contacting the Communications unit, that banner is tied to whatever HQ's feature story is for the week.</i> <ul style="list-style-type: none"> ○ <i>Per LFC Member: Can we put something on the AHCC part of the DOC website?</i> <ul style="list-style-type: none"> ▪ <i>Per CS4 Hainline: Something can be posted under the community involvement section on the AHCC page.</i> <p>What is the status of the benches being installed in the yard?</p> <ul style="list-style-type: none"> • <i>Per CPM Duenich: A purchase request for 2 ADA benches has been sent to the Superintendent for approval.</i> <p>What is in the new Dungeons and Dragons starter kit and where do I/I buy it from?</p> <ul style="list-style-type: none"> • <i>Per Security Specialist Schneider: I am actively working with the Security Management Unit to work on a process by which they can order those pieces that they would like to play the game.</i> <p>Did the funds from the last fundraiser go to the victims of the Elk and Medical Lake fires as the unit representatives suggested?</p> <ul style="list-style-type: none"> • <i>Per CPM Duenich: Yes</i> 	
DOC Updates/Announcements	<p>Cultural events have been completed for the year.</p> <p>CPPC family game day event is scheduled for 10/26/23 in both the Main facility and MSU.</p> <p>Visiting is now under the custody side and the new 2024 visiting calendar is on the DOC website. (Document Attached)</p>	
Medical/ Dental Services	<p>Have you received the new shot that just came out for COVID?</p> <ul style="list-style-type: none"> • <i>Per HSM1 Mathiason: Not yet</i> 	

	<p>Are you giving out RSV and flu shots?</p> <ul style="list-style-type: none"> • <i>Per HSM1 Mathiason: Yes, (RSV age 60+ with provider order)</i> <p>How many incarcerated individuals are currently at AHCC?</p> <ul style="list-style-type: none"> • <i>Per HSM1 Mathiason: 2,009 as of 10/23/23</i> <p>Are there dental clinics in both Main and MSU?</p> <ul style="list-style-type: none"> • <i>Per HSM1 Mathiason: No, just in Main</i> <p>What hours are the clinics open?</p> <ul style="list-style-type: none"> • <i>Per HSM1 Mathiason: First dental patients scheduled at 7:30 AM, last scheduled at 2:55 PM</i> <p>How many dentists work at AHCC?</p> <ul style="list-style-type: none"> • <i>Per HSM1 Mathiason: Two</i> <p>How many hours per week do they see patients?</p> <ul style="list-style-type: none"> • <i>Per HSM1 Mathiason: 7:30 AM – 2:55 PM, approximately every hour</i> <p>How many support staff (i.e., technicians, etc.) work in the clinics?</p> <ul style="list-style-type: none"> • <i>Per HSM1 Mathiason: 3 Dental Assistants, 1 Hygienist, 1 contract Denturist.</i> <p>How many hours per week do they see patients?</p> <ul style="list-style-type: none"> • <i>Per HSM1 Mathiason: 7:30a – 2:55p, approximately every hour (Denturist here 1 day per month)</i> <p>What dental services, i.e., cleanings, x-rays, fillings, extractions, etc., are performed at AHCC?</p> <ul style="list-style-type: none"> • <i>Per HSM1 Mathiason: Cleanings, x-rays, fillings, extractions, limited root canals, and dentures via contract Denturist.</i> <p>If an incarcerated individual needs dental care in order to get dental clearance before surgery, how soon will they get the needed dental care?</p> <ul style="list-style-type: none"> • <i>Per HSM1 Mathiason: If it is life-threatening (i.e.: cancer treatment) immediate. If it is routine (i.e.: knee replacement) 6-9 months between appointments.</i> <p>How many incarcerated individuals are seen in the dental clinic on a typical day?</p> <ul style="list-style-type: none"> • <i>Per HSM1 Mathiason: September had 266 patients seen which is an average of 13.3 per day.</i> <p>If it is determined that an incarcerated individual needs to have a tooth filled, why does it take 6-8 months before the tooth is filled?</p> <ul style="list-style-type: none"> • <i>Per HSM1 Mathiason: We are still trying to catch up from the very lengthy shutdown that occurred during COVID with current budgeted staffing levels.</i> 	
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	<p>What types of dental procedures are done off-site?</p> <ul style="list-style-type: none"> • <i>Per HSM1 Mathiason: Oral surgeries AHCC is not equipped to handle, biopsies, or those patients requested.</i> <p>What is the process for requesting off-site dental care?</p> <ul style="list-style-type: none"> • <i>Per HSM1 Mathiason: It is a multi-step process that begins by completing form DOC 13-460 (Patient Request for Outside Health Services). The incarcerated individual is responsible for all costs associated with outside care.</i> 	
<p>Family Friendly Programs</p>	<p>Pop-up funds (not events) are used for activities, supplies, or possibly events that were not preapproved for the year. The funds are for unexpected expenses or opportunities.</p> <p>How much money is allotted for pop-up events each month?</p> <ul style="list-style-type: none"> • <i>Per CPPC Pavao: We do not get budgeted monthly; we get a yearly budget in July.</i> <p>What types of events are considered pop-up events?</p> <ul style="list-style-type: none"> • <i>Per CPPC Pavao: Again – not specified as events. But it could be for things like supplies, crafts, or events.</i> <p>Can family members suggest ideas for pop-up events?</p> <ul style="list-style-type: none"> • <i>Per CPPC Pavao: They can provide suggestions, the BEST time for them to provide input is in Feb./Mar. before we put in our budget requests. We may have an unexpected expense or opportunity.</i> <p>Can I/I suggest ideas for pop-up events?</p> <ul style="list-style-type: none"> • <i>Per CPPC Pavao: They can provide suggestions.</i> <p>How can someone suggest ideas for pop-up events?</p> <ul style="list-style-type: none"> • <i>Per CPPC Pavao: At your family Council Meeting (Requests are asked for in Feb./Mar for the upcoming year).</i> <p>What are some of the pop-up events that have been held at AHCC in the past?</p> <ul style="list-style-type: none"> • <i>Per CPPC Pavao: Some past pop-up funds were used for mail-out activities during COVID like “Stay Connected” puzzles and handprints, Popcorn Machine, Event tables, Event Canopies, Relationship-building books for visiting, visiting activity bags, Comedy/Improv Events.</i> <p>How are these programs chosen?</p> <ul style="list-style-type: none"> • <i>Per CPPC Pavao: Family Friendly Events are chosen by each CPPC at the facility and approved by Executive Staff. LFC has an opportunity to give input in Feb/Mar for consideration for the upcoming year.</i> <p>How many can you do per month?</p> <ul style="list-style-type: none"> • <i>Per CPPC Pavao: We are required to do 2 adult events and 2 Children events per fiscal year – it is not month-specific.</i> 	

	<p>Do you take suggestions for these programs?</p> <ul style="list-style-type: none"> • <i>Per CPPC Pavao: Yes! Again, this is requested from LFC in Feb/Mar. I get requests from I/I throughout the year as well which are considered. I also hand out an event evaluation at each event that has a question about what kinds of things you would like to see at next year's event.</i> <p>Other facilities do an ice cream social for visiting and a Thanksgiving dinner is this something you can accommodate?</p> <ul style="list-style-type: none"> • <i>Per CPPC Pavao: I am not planning on this. I do have activity packets planned for visiting in December and possibly a treat if approved.</i> <p>Is the read-to-me daddy event going to happen at AHCC?</p> <ul style="list-style-type: none"> • <i>Per CPPC Pavao: Yes, we are currently running Read to Me and just sent out the videos and books to the families in October. We do Read to me 3 to 4 times per year depending on interest.</i> <p>Can we have Mrs. Pavao's email?</p> <ul style="list-style-type: none"> • <i>Per CPPC Pavao: Yes kpavao@doc1.wa.gov</i> <p>Does Mrs. Pavao organize the religious and cultural events as well?</p> <ul style="list-style-type: none"> • <i>Per CPM Watkins: No, she does the family-friendly events, the religious coordinator does the religious events, and Mr. Christenson does the cultural events, but Mrs. Pavao does attend a lot of these events and helps the other staff who are running them.</i> 	
IIBF	<p>Are families charged for any of the family-friendly programs?</p> <ul style="list-style-type: none"> • <i>Per LBA Browne: No</i> <p>Are family-friendly funds used to pay for staff to be at any events?</p> <ul style="list-style-type: none"> • <i>Per LBA Browne: No</i> <p>From July 1st to September 30th, 2023, \$3140.90 was spent on packs, school supplies, and crafts. What ages received backpacks? How many backpacks were given out?</p> <ul style="list-style-type: none"> • <i>Per CPPC Pavao: This total is actually for both Day with Dad and Backpack Event – Funding is for the “Back to School Event”. Money was also spent on crafts, prizes, supplies, and lunch for Day with Dad. 27 backpacks were handed out and 46 children attended Day with Dad for both the Main and MSU.</i> 	

Under birthday celebrations, ink cartridges were purchased. What were they used for?

- *Per LBA Browne: No ink cartridges should have been purchased for birthday celebrations so that must be a typo. The only ink cartridges I have approved from IIBF funds are for the hobby shop and for the free photo program.*
 - *Per LFC member: Are these funds being used to celebrate the incarcerated' s birthday or just their children? There used to be a board in visiting that told about celebrating children' s birthdays, what happened to that?*
 - *Per CPPC Pavao: The funds are just to celebrate children' s birthdays and I am unsure what happened to the board but the incarcerated have to request this and this information is available to them in the units and via kiosk.*

Adult Day: \$472.04 spent for Fall game day. When and where was this held? How many people attended?

- *Per CPPC Pavao: This was only for PART of Fall Game Day. I start purchasing well in advance, so the supplies arrive in time. The event is this Thursday, Oct. 26th in both the Main and MSU. I am expecting 85 in the Main and 20 in the MSU.*

No monies were budgeted for: family art, family focus events, read to Me Daddy, or IINBF Popup, why?

- *Per LBA Browne: Monies are budgeted as they are allocated by the HQ IIBF Administrators. While those categories still exist in the chart of accounts, not all events are funded every year for all facilities. Popup funds are held at HQ and only put into facility budgets when specific approval is given by HQ IIBF Administrators to spend the Popup funds on specific items/events/projects.*

This is FY24, not FY23?

- *Per LBA Browne: Correct*

Who sets the IIBF budget for AHCC?

- *Per LBA Browne: DOC HQ staff. Some items are fixed like cable TV. Family-friendly is approved for specific events and expenditures and is restricted to those expenditures. Non-restricted is based on a fixed amount per incarcerated individual using the average daily population (ADP).*

Who approves how the money is spent?

- *Per LBA Browne: Certain amounts are approved for specific items/expenditures and can only be used for those. The Business Manager approves expenditures based on requests from responsible staff.*

Why were no monies budgeted for Cultural Activities? What are cultural activities? Pow Wow? Hispanic Heritage Event?

- *Per ASP Heinrich: The cultural events are Hispanic Heritage, Asian Pacific Islanders and Juneteenth. These events are paid for by the incarcerated.*

What is the difference between 88160 NR18 Rec Supplies and 88160 NR19 Recreation?

- *Per LBA Browne: Nothing. They are both Recreation.*

Why are hygiene products included as an expense in recreation?

- *Per LBA Browne: Recreation purchases hygiene products as prizes for tournaments and events.*

Why weren't any monies budgeted for Rec Supplies?

- *Per LBA Browne: Because they were budgeted under Recreation.*

What is the difference between 88180 NR03 Unit Activity craft supplies, 88180 NR27 Unit Activity, and 88190 NR27 Craft supplies?

- *Per LBA Browne: Nothing. They are just different lines in the budget for essentially the same things. All non-restricted unit stuff should be 88180.*

No monies were budgeted for 88190 NR27 Craft Supply, but \$509.02 was spent for irons for visiting from that fund. Where did the money come from? Were the irons used for crafts or for visiting? How many irons were purchased?

- *Per LBA Browne: Unit supplies from IIBF should be 88180. Irons were purchased for the units and not for visiting as there is no need for irons in visiting. The money came from the IIBF. 24 irons were purchased.*

What is the difference between 88190 NR08 EFV supplies, 88109 SP69 EFV, and visiting and 88110 EFVC Facility EFV?

- *Per LBA Browne: 88190 is unrestricted funding for EFV supplies. 88190 is special funding that was given last year for EFV enhancements but not this year. 88110 is special funding given this year for EFV. You may recall my original email with the report included that line item.*

What can the funds in these accounts be used for?

- *Per LBA Browne: EFV's*

What is the difference between 88190 NR30 Visit room 89130 F104 Visiting room A? No monies were budgeted for 88190 NR30, but \$201.44 was spent for photo booth backdrops. Where did the money come from? Where are the photo booth backdrops used?

- *Per LBA Browne: Sometimes the descriptions on the purchase requests are not very specific. Photo booth backdrops should have been coded to 89130 FF107.*

	<ul style="list-style-type: none"> ○ <i>Per AA3 Jordan: These newly purchased photo backdrops are being utilized in visiting for the free photo program.</i> <p>Nothing was budgeted for wellness enhancement. How much money has HQ allotted for this fund in the past? How was the money spent?</p> <ul style="list-style-type: none"> ● <i>Per LBA Browne: There is never any money allotted for wellness enhancement. Money is kept at HQ and is only disbursed with approval by HQ for specific items or programs. I believe we purchased some outside yard equipment last year.</i> 	
Elections	<p>Election of officers for 2024: Co-chair, secretary, SFC rep</p> <ul style="list-style-type: none"> ● <i>No one volunteered to run for these offices. An email will be sent out to LFC members asking for volunteers.</i> 	
Visiting	<p>The visiting guidelines still have errors and need to be updated like how it states that visitors are allowed \$40 dollars to be put on their vending machine card.</p> <ul style="list-style-type: none"> ● <i>Per AA3 Jordan: I will review these again and get them updated.</i> 	
Securus	<p>Message from Securus</p> <p>We know some of you are still missing music or games that you had on your old JPay tablets. We have been working to remedy that and intend to restore everything soon. If we cannot restore your music and games by that date, we will issue you a credit for the purchase price of the media.</p> <p>We are aware that the transition to Unity has been frustrating to the people who have had issues getting their old media transferred to their new devices. As a thank-you for bearing with us through the switch, we are giving everyone 30 free games to keep for the duration of time that you use Securus tablets at the Washington Department of Corrections, consistent with our Terms and Conditions. We will mark the selection of 30 games as FREE in the Media Store. If you would like these games, you must download them between Friday, August 25 and Monday, November 27, 2023.</p> <p>Also, for a limited time, we are offering you free access to the premium Newsstand App, powered by the Associated Press – from Tuesday, August 29 through Sunday, December 31, 2023. Newsstand delivers constantly updated feeds with the latest local, regional, national, and global news, including articles on sports, entertainment, and more. Much of the content is available in English and Spanish. Just tap the Newsstand App on your tablet to let the news flow!</p> <p>Again, we sincerely apologize for the inconvenience your missing media has caused and hope you enjoy the games and news app.</p>	
Roundtable/ Wrap-up	<p>Why do money orders take so long to be deposited into I/I accounts?</p> <ul style="list-style-type: none"> ● <i>Per LBA Browne: Banking deposits all money orders within one business day of Banking receiving the money orders in accordance with state law and DOC policy. What we do not control is how long the money orders take to reach us. We get a lot of complaints from</i> 	

I/I's saying my "so and so" mailed a money order a week or two weeks ago and why is it not on my account? The answer is Banking has not received it in order to deposit it into your account. I/I's get a receipt from the mailroom when a money order is received for them at AHCC.

Does DOC have a contract with an outside vendor to put money on I/I account with a card?

- *Per LBA Browne: Currently money can be put on accounts through JPay and Western Union using a card. At this time money cannot be deposited to the new commissary account using a card.*

The visiting sign at the main does not get turned over until 1230 and by the time we get into the visiting room it's 1245 but I/I don't get there until after 1 p.m. Why is this and can the sign be flipped at 1215 when check-in opens?

- *Per ASP Heinrich: This is being reviewed by the Lt, Captain and myself*

Visiting staff is now requiring all visitors to get into the sally port together instead of breaking up the group like they used to do. Why is this happening, and can it stop because we are very cramped in the Sally port together?

- *Per ASP Heinrich: This is being reviewed by the Lt, Captain and myself*

The vending machines only really have burgers can we get different items like dill pickles, sandwiches, salads, fruit cups, veggies with ranch, and pot pies?

- *Per AA3 Jordan: I contacted Empire Vending to get a catalog to see what they offer and what we can accommodate.*

There are discrepancies between the new list that was posted for curio and the policy.

- *Per CPM Watkins: There was an HQ memo that paused the new recreation policy and the changes to curio*

Next meeting location: Microsoft TEAMS

Date: 12/16/23 Time: 9:00-10:30 AM

Next SFC meeting: November 18, 2023 at 10am-3pm

Comments: _____

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

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