



FAMILY/ COUNCIL MEETING MINUTES

Location: AHCC Teams

Date: April 27th 2024 Time: 10:30 AM to 12:00 PM

Teleconference details: +1 564-999-2000,,43314240#

Meeting Attendees

Department/facility co-chair: Kay Heinrich

Family co-chair: Vacant

Facility/council secretary: Taylor Jordan

Family secretary: Vacant

Members present: Bethany Clark, Andrea Triggs Connie Hollis, Bill Hargrove, Ellen Hargrove, Sandy Hickey, Gwen McIlveen and Chelsea Hammel

Non-council member attendees: **DOC/AHCC/OCO Staff present:** Lt. Chad Young, Superintendent Ron Hayes, Officer Keri Waller, Officer Johnny Walling, Sgt. Roy Simons

Agenda

Topic	Discussion/Key Points	Next Steps
Secretary Report & Action Items	Covering for MSU <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>	
SFC Report	Action item: 1/20/2024 <ul style="list-style-type: none"><i>Visit Room photos</i><i>Family member asked for clarification on the number of photos allowed to be taken in the visiting room—is it two per incarcerated person (total) or two per person in total, and is it one pose/two prints or two separate poses?</i><i>Response: Two per person and two poses (includes the incarcerated and all visitors-includes children).</i> Facility Updates <ul style="list-style-type: none"><i>WCC: requested and received stats on contraband coming into the facility.</i><i>CRCC: Significant Other events included movies, music, and events.</i><i>WCCW: Concerns were expressed about I/I with indeterminate sentences not being able to access substance abuse treatment programs.</i>	

	Secretary Strange <ul style="list-style-type: none"> • <i>Listed funding approved for DOC.</i> • <i>I/I confined for longer than six months will be given an ID card when released.</i> • <i>Funding has been approved to implement an electronic health care records system.</i> • <i>ICoach</i> <ul style="list-style-type: none"> ○ <i>Presentation is attached to SFC minutes (attachment #3)</i> • <i>Community Partnership Presentation</i> 	
Tier Rep Minutes Summary	Main 2/29/24 <ul style="list-style-type: none"> • <i>Information posted regarding calling Veteran's Affairs</i> • <i>Securus app</i> • <i>Adding TVW to the current cable package.</i> • <i>Gluten-free options for fundraisers.</i> • <i>Quality of the bread, it falls apart.</i> • <i>Cleaning the vents in the chow hall.</i> Main 3/21/24 <ul style="list-style-type: none"> • <i>I/I paintings that will be hung around the facility.</i> • <i>Updated catalogs.</i> • <i>I/I suggestions for the menu for field days.</i> • <i>Crumbly bread.</i> • <i>New state kiosks.</i> • <i>Cable TV: ESPN goes off frequently; Smile is for kids.</i> MSU 3/28/24 <ul style="list-style-type: none"> • <i>Can toastmasters come to camp?</i> • <i>Photos not available.</i> • <i>Adding tables to the front of the unit.</i> • <i>Poor quality earbuds.</i> • <i>Access to kiosks for video visits.</i> • <i>Gym schedule.</i> 	
DOC Updates	Dog Program <ul style="list-style-type: none"> • <i>Per CUS Rainville:</i> <ul style="list-style-type: none"> ○ <i>Contract with Spokanimal is completed.</i> ○ <i>All volunteers have gone through volunteer orientation</i> ○ <i>The dog room is coming along, all supplies have been ordered and the room is just about ready.</i> ○ <i>Handler applications have gone out and we are in the process of screening handlers.</i> ○ <i>The facility will be setting up the first meeting with handlers once screened and approved.</i> ○ <i>Once handlers have been orientated, the facility will receive dogs.</i> 	

	<p>Family Friendly Program surveys</p> <ul style="list-style-type: none"> • <i>Per CPPC Pavao: Surveys come in the packets for visiting activities and are given after events for feedback. Families can place suggestions in the Visiting/Family Friendly Suggestion box located in visiting.</i> <ul style="list-style-type: none"> ○ <i>What about at MSU?</i> <ul style="list-style-type: none"> ▪ <i>Per CPPC Pavao: Yes they are by the microwaves in MSU</i> <p>CPPC Business cards in visitation</p> <ul style="list-style-type: none"> • <i>Per CPPC Pavao: CPPC business cards were ordered and are available at the Family Friendly tables as you enter visiting.</i> <p>LFC Brochures in visitation</p> <ul style="list-style-type: none"> • <i>Per AA3 Jordan: I made brochures for visiting but this area is still being revamped and as of right now there is not a place for them until the room is finished.</i> <p>ID for LFC officers</p> <ul style="list-style-type: none"> ○ Per 2/28/24 meeting minutes - <i>Per Captain Marry: We are trying to avoid unnecessary movement in the visiting room and limit distractions. Can we put photos of them on the TV in the visiting room with some info about what the LFC is and how to contact them?</i> <p>Sage unit move to AHCC MSU</p> <ul style="list-style-type: none"> • <i>Per ASP Heinrich: Construction is reported to start in the fall.</i> <p>Memorial services for I/I who have passed away.</p> <ul style="list-style-type: none"> • <i>Per Religious Coordinator Whitman: September 11th at 1250-1420 we have a memorial service for the I/I's. Depending upon how many we have for sign-up, will determine when the next one will be. I/I can kite or kiosk the religious staff to request to participate in the memorial service.</i> 	
IIBF	<p>Which accounts can family members make suggestions about how to spend the funds?</p> <ul style="list-style-type: none"> • <i>Per LBA Browne: Any that are labeled NR for Non-Restricted.</i> <p>Who should family members contact to suggest ideas for spending IIBF funds?</p> <ul style="list-style-type: none"> • <i>Per LBA Browne: Associate Heinrich's Office.</i> <p>Who should I/I contact to suggest ideas for spending IIBF funds?</p> <ul style="list-style-type: none"> • <i>Per LBA Browne: Associate Heinrich's Office.</i> <p>What are restricted accounts?</p> <ul style="list-style-type: none"> • <i>Per LBA Browne: Restricted accounts are designated by HQ for specific purposes and the institution does not have discretion in using those funds.</i> 	

	<p>Which accounts are restricted?</p> <ul style="list-style-type: none"> Per LBA Browne: Every budget category that does not say NR is restricted. NR stands for non-restricted. <p>Can funds be moved from one account to another account?</p> <ul style="list-style-type: none"> Per LBA Browne: Restricted funds have to be used for the purpose specified by HQ. In the non-restricted categories, we can overspend in one category as long as we underspend in other categories. <p>According to the Jul 1, 2023-Feb 29, 2024 budget:</p> <ol style="list-style-type: none"> There was \$ 203,084 in the budget for 26 accounts. Fee recovery of \$21,207.36 was added to the budgeted amount for a total of \$224,291.36 available funds to be spent. Expenditures totaled \$140,299.86. Subtracting \$140,299.86 from \$224,291.36 equals \$83,991.50 remaining in the budget as shown at the bottom of the column titled Remaining FY 24 Budget. The last column shows the amounts remaining in the budget for each account. <ol style="list-style-type: none"> 16 accounts were in the black for a total of \$95,566.06. 10 accounts were in the red for a total of \$11,574.56. (This includes \$115.00 expenditures for IINBF popup that was not budgeted for or listed as a debit in the last column. If the \$115.00 debit is not included in the last column, the total remaining in the budget would be \$84,106.50.) Subtracting \$11,574.56 from \$95,566.06 equals \$83,991.50. How much money is actually in the accounts that were in the black since the total remaining in FY 24 Budget is not \$95,566.06? <ol style="list-style-type: none"> Per LBA Browne: The amounts as stated on the report. The \$115 was authorized by HQ for an event and they did not put into the budget and there should be a negative \$115 in the last column. The total remaining including the fee recovery is the \$83,991.50. This amount includes both restricted and non-restricted funds. <p>When is the AHCC IIBF budget audited?</p> <ul style="list-style-type: none"> Per LBA Browne: Expenditures are audited monthly both locally and by HQ. <p>Who does the audit?</p> <ul style="list-style-type: none"> Per LBA Browne: Business Manager locally and IIBF Administrator for HQ 	
Visitation	<p>New schedule: 12:30-8:30. How is it working?</p> <ul style="list-style-type: none"> Per ASP Heinrich: It seems to be going well and we haven't received any complaints yet. 	

	<p>Suggestions for what to post on the TV in Main:</p> <p>Family Events</p> <ul style="list-style-type: none"> • <i>Information about lodging and transportation reimbursement.</i> • <i>LFC information:</i> <ul style="list-style-type: none"> ○ <i>Goals & purpose,</i> ○ <i>How to join.</i> ○ <i>Pay for officers.</i> ○ <i>Rules and Guidelines</i> ○ <i>Bathroom Times</i> <p>A Family Member asked for clarification on the number of photos allowed to be taken in the visiting room – Is it two per incarcerated person (total) or two per person in total, and is one pose/two prints or two separate poses?</p> <ul style="list-style-type: none"> • <i>Two per person and two poses (includes the incarcerated and all visitors- includes children).</i> <ul style="list-style-type: none"> ○ <i>Does this include people who leave and come back? Will they get another 2 photos?</i> <ul style="list-style-type: none"> ▪ <i>Per APS Heinrich: No this is 2 photos per day no matter how many sessions you attend.</i> <p>In MSU I/I are not getting called down until all the visitors come in.</p> <ul style="list-style-type: none"> • <i>Per Lt Young: I will discuss this with staff.</i> <p>Are the bathroom times going to change due to visiting being all day now??</p> <ul style="list-style-type: none"> • <i>Per LT. Young: Visitors can use bathrooms between 1 pm and 8 pm but we will still accommodate emergencies.</i> <p>Video games: when and where will they be installed?</p> <ul style="list-style-type: none"> • <i>Per AA3 Jordan: We are working with maintenance to get the other enhancements finished before we install the TV's or video games.</i> <p>Who communicates with the vendor when machines are not working?</p> <ul style="list-style-type: none"> • <i>Per AA3 Jordan: The custody visiting staff</i> <p>Dolly Parton's Imagination Library- books for visiting were featured on the DOC website on April 8, is this happening at AHCC?</p> <ul style="list-style-type: none"> • <i>Per ASP Heinrich: We did receive these and they will be in the main and MSU for distribution.</i> <p>Before Covid, there were 49 tables for visitors. Double tables for larger groups counted as one table. Now there are only 34 tables for visitors. Will there be 49 tables again?</p> <ul style="list-style-type: none"> • <i>Per ASP Heinrich: No additional tables will be added at this time.</i> 	
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	<p>Does visitation staff have a vendor card that can be used by a visitor if they lose money in a machine?</p> <ul style="list-style-type: none"> • <i>Per ASP Heinrich: I have the card but we were waiting for a way to track the funds before the cards were given to the visiting staff.</i> • <i>Per Lt Young: We redid the vendor form, and the visitor will fill it out and then the item will be repurchased by the visiting staff.</i> <p>Estimated date for the carpet in visiting?</p> <ul style="list-style-type: none"> • <i>Per Superintendent Haynes: No but has to be in by the end of June.</i> <p>Instead of having painting on the walls we are going to have some I/I paint on a canvas for the visiting room.</p> <p>EFV times are going to change so we need to reconsider the late time allowed for visitors to check in, right now we allow a 1-hour grace period for EFV visitors.</p> <ul style="list-style-type: none"> • <i>Suggestion from LFC members: Give EFV participants 30 minutes and if they are late they should have them wait until after in-person visiting has been checked in to be process for their EFV.</i> <p>How would you recommend we address hygiene issues with visitors?</p> <ul style="list-style-type: none"> • <i>Suggestion from LFC members:</i> <ul style="list-style-type: none"> ○ <i>Put hygiene expectations in the guidelines.</i> ○ <i>Address in a discreet way</i> 	
Election	<p>Volunteers for Co-Chair:</p> <ul style="list-style-type: none"> • <i>Chelsea Hammel</i> • <i>Gwen McIlveen</i> • <i>Sandy Hickey</i> <ul style="list-style-type: none"> ○ <i>The election will be held at the June LFC meeting.</i> 	
Roundtable/ Wrap-up	<p>What graduation is happening soon?</p> <ul style="list-style-type: none"> • <i>Per Assoc. Dean Robertson: We will hold two graduation ceremonies (6/4/24 and 6/5/24) for I/Is who graduated in 2022 through 2023 and for certain exceptions for 2024 graduates who have an ERD of less than 6 months.</i> <p>Can a large digital clock be purchased for the visiting rooms?</p> <ul style="list-style-type: none"> • <i>Per ASP Heinrich: Yes we will get a couple for each visiting room.</i> <p>Suggested enhancements for EFVs</p> <ul style="list-style-type: none"> • <i>Waffle maker</i> • <i>Blender</i> <p>Is there an update on AHCC getting an optometrist?</p> <ul style="list-style-type: none"> • <i>Per CS2 Garcia: We are working on it and they know there is a backlog of I/I who need services. For people who qualify to go off-site to get the exam, we are still issuing state glasses.</i> 	

Next meeting location: Microsoft TEAMS – AHCC Main Training Room Date: 6/26/24 Time: 2:00-3:30

Comments: If you will be attending in person please RSVP to AA3 Jordan by 6/17/24

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