



FAMILY/ COUNCIL MEETING MINUTES

Location: AHCC Main Training Room

Date: Wednesday, June 26th, 2024, Time: 14:00-15:30

Teleconference details: +1 564-999-2000,,794625048#

Meeting Attendees

Department/facility co-chair: James Watkins

Family co-chair: Vacant

Facility/council secretary: Taylor Jordan

Family secretary: Vacant

Members present: Ellen Hargrove, Gwen McIlveen, Connie Hollis, Andrea Triggs, Sandy Hickey and Todd Caffey

Non-council member attendees: **DOC/AHCC/OCO Staff present: C/O Ramirez, Lt. Young, and C/O Miller**

Agenda

Topic	Discussion/Key Points	Next Steps
<p align="center">Secretary Report & Action Items</p>	<p>Covering for 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> <ul style="list-style-type: none"> ○ <i>Per LFC Member: Who can we reach out to try and push this project along?</i> <ul style="list-style-type: none"> ▪ <i>UPDATE Per Facility Plant Manager Parker: There is not a contact person at HQ for the facility-ready list. Ready list funding has been directed at facility maintenance projects for existing infrastructure (water heaters, roofs, siding, windows, etc..) No new infrastructure has been approved from this ready list – hence why the covering has not been approved.</i> 	
<p align="center">SFC Report</p>	<p>SFC Report May 18 SFC minutes posted on DOC website</p> <ul style="list-style-type: none"> • <i>Facility reports: CCCC tour in June, CRCC tours: MSC June 10, MSU Aug, 2.</i> • <i>Securus is concerned about possible bankruptcy.</i> • <i>Secretary Time Sean Murphy</i> <ul style="list-style-type: none"> ○ <i>Preparing concept papers for what is being asked for in the next budget.</i> ○ <i>Trauma care for I/I in isolation.</i> • <i>Financial aid grants for I/I individual students.</i> • <i>Commissary Pricing</i> • <i>Classification Process</i> 	

<p>Tier Rep Minutes Summary</p>	<p>MSU 5/30/24</p> <ul style="list-style-type: none"> • <i>Concerns about construction and losing housing.</i> <ul style="list-style-type: none"> ○ <i>Per CPM Duenich: Once we receive bids from contractors and select a company for the work, we will determine which side of the unit will be renovated.</i> • <i>Still waiting for transmitters/TVs:</i> <ul style="list-style-type: none"> ○ <i>CPM Watkins: New TVs have arrived. The new TV provider is Sky Systems.</i> <p>Main 5/16/24</p> <ul style="list-style-type: none"> • <i>Elevated cleaning in the kitchen has been scheduled.</i> <ul style="list-style-type: none"> ○ <i>CPM Watkins: Elevated cleaning has been completed.</i> • <i>New menu starting July 1.</i> <ul style="list-style-type: none"> ○ <i>CPM Watkins: This has been pushed back by C.I. and will probably start September 1.</i> • <i>Next fundraiser to benefit SpokAnimal CARE.</i> <ul style="list-style-type: none"> ○ <i>CPM Watkins: The pizza fundraiser was held yesterday. (6/25/24)</i> ○ <i>What is the dollar limit for fundraisers?</i> <ul style="list-style-type: none"> ▪ <i>CPM Watkins: \$10,000.</i> <ul style="list-style-type: none"> • <i>UPDATE Per LBA Browne: Not sure where they got the information that it is limited to \$10,000 but that is inaccurate. The recent fundraiser was more than \$10,000. Maybe they are confused by some information I recently gave the fundraiser organizers. That information concerns purchasing rules and not fundraisers specifically. It is good purchasing practice to obtain multiple quotes if possible before purchasing anything. It is required if the amount is over a certain threshold. I advised the organizers that they need to obtain multiple quotes in the future if the amount going to the vendor is at least \$10,000. That is not the same as saying the fundraiser is limited to \$10,000.</i> • <i>Flyers handed out re-reentry services, will be available in units.</i> <ul style="list-style-type: none"> ○ <i>Are they available in the units now?</i> <ul style="list-style-type: none"> ▪ <i>CPM Watkins: Yes.</i> 	
<p>DOC Updates/ Announcements</p>	<p>It was suggested that meetings be changed to alternating Fridays/Mondays and Saturdays from 10:30 to 12:00 so LFC members can attend visiting after the meeting.</p> <ul style="list-style-type: none"> • <i>The first Friday meeting will be held on October 25th, 2024. The LFC calendar on the DOC website as been updated to reflect this. Meetings now will alternate between Fridays and Saturdays.</i> 	

Facility tours: when will they resume? Can LFC members go on tours?

- *Per SVM Hainline: This is a facility decision.*
 - *Per ASP Heinrich: Let me talk to the Superintendent about this but keep in mind per DOC Policy 530.155 Family Councils “facility tours for LFC elected representatives”*
 - *Per LFC Member: Can all members be authorized to attend and when can a tour be scheduled?*
 - *Per DPC 530.155 – Family Councils: Other LFC participants may be approved to attend on a case-by-case basis with Superintendent approval.*
 - *UPDATE Per Director of Correctional Services Spooner: The facility Superintendent can authorize any tours into their facilities.*

Heat Mitigation Efforts in Prisons

- *WADOC Heat Mitigation Efforts in Prisons In preparation for the coming warmer months the Washington State Department of Corrections is now implementing its heat mitigation efforts for prison facilities across the state. Throughout the warmer months, we will update this information as needed to provide the most accurate and up-to-date information. The following are general efforts facilities may take during warmer months if necessary to mitigate any excessive impacts in our facilities; mitigation efforts do vary by facility due to each facility’s unique layout, makeup, and needs. Facilities will communicate with incarcerated and staff when the need arises to implement the following efforts. However, the consistent approach at each facility is to ensure the safety and well-being of the incarcerated and our staff. The general efforts facilities may take during periods of excess heat include, but are not limited to:*
 - *Providing ice water. Ice machines have been inspected for the season and are working. Plans are in place to address if problems arise.*
 - *When ice machines are in use to mitigate excessive heat, ice will be made at night while people sleep to keep up with the demand during the day.*
 - *Cooling station areas have been identified should the need arise, misting stations will be available in the yards.*
 - *Shorts and t-shirts may be allowed outside of units; Incarcerated persons may be allowed to wear shower shoes with no socks.*
 - *Incarcerated individuals will be allowed to wear wet towels to mitigate the excessive heat.*
 - *Sunscreen has been purchased by DOC and will be made available to individuals wanting to access the yard.*
 - *Extra movement may be established for recreation for the population to leave the yard early.*
 - *Medical staff are looking at locations where patients can be housed if temperatures cannot be controlled in the infirmary.*

- *Facilities should also consider alternative options for heat mitigation in visit areas. These options may include (but are not limited to) additional access to water, ice where available, additional fans, etc.*
- *Per AHCC Handbook: Page 10 - Heat Mitigation - When temperatures are at or above 89 degrees incarcerated individuals are allowed to wear shower shoes with no socks in the outside yard and recreation, except the weight deck. Securus tablets, earbud (one ear only), cooling towels, and clear tumblers are the only personal items authorized in the yard.*
 - *Per LFC Member: Are I/I allowed to leave the yard early?*
 - *Per LT. Young: If it's too hot the yard gets closed and all I/I are required to come inside.*

Has an optometrist been hired?

- *Per CS2 Garcia: We have a contract optometrist who works part-time. He is here Wednesday and Thursday.*

Why is it taking 6-9 months to get a tooth filled, why can't they have a mobile clinic come in and fill those cavities? Why are they not doing dental exams at Shelton?

- *Per CMP Watkins: They examine the general health only at Shelton unless the I/I expresses a dental concern. I know this is a statewide issue.*
- *Per LFC Member: We heard that one of the two dentists left, when will a new dentist be hired?*
 - *Per CPM Watkins: A posting has been made to hire another dentist.*
 - *UPDATE Per HSM2 Mequet: I cannot answer for Shelton but we are looking for creative ways to increase Dental services here at AHCC. Recruitment for additional Dentists and even contract Dentists has been largely unfruitful. Currently, we are exploring having Dentists from other facilities to assist us but the response has not been that great but have one coming out soon for a couple of days. We have been advising and working with HQ and the Chief of Dentistry on this to explore other options. We are working on it!*

There will be dogs onsite starting this week but they are the trainer's dogs. The classes start this Friday 6/21/24 and will go through October. We will have dogs coming onsite on July 12th and there will be three dogs in Lincoln Unit, two dogs in Robert Unit and one dog in Tom Unit. An announcement will go out informing everyone of what the colored collars mean and more information about the program.

	<p>Per PM1 Shuster: As you may or may not know, we will switch to a new television vendor/system called Sky Systems on June 26, 2024. Sky Systems has been providing I/I television at CBCC and OCC for several years and is the new statewide vendor. On the transition day of June 26, the TV system could potentially be non-operational for about 2 to 3 hours that day most likely mid to late morning. Once the new system is connected, the I/I's and dayroom TVs will need to run a channel scan to see the new channels.</p>	
<p>Visitation</p>	<p>What are the evacuation plans in case of fire at Main and MSU?</p> <ul style="list-style-type: none"> • <i>Per Security Specialist Bolinger: That would depend on the need however, our first and foremost would be to separate the visitors from the incarcerated. There is a map located in both Visitation rooms and it has a primary and a secondary evacuation route. The primary for Visitors is to back out through Public access. The secondary route is out the back doors towards SMU and the door used for EFVs. However, it would be up to the incident commander and situation dependent.</i> • <i>Per Lt. Young: We have fire drills every quarter and if you think we need to have a full fire drill in visiting we can. In the case of an emergency, staff would direct visitors and incarcerated.</i> <ul style="list-style-type: none"> ○ <i>Per LFC Member: Yes we would like to have a full fire drill in visiting every 6 months to a year.</i> ○ <i>Per LFC Member: Are there fire extinguishers in the visiting rooms?</i> ○ <i>Per Lt. Young: Yes</i> ○ <i>Per LFC Member: Can a slide be put on the TV for fire drills?</i> <ul style="list-style-type: none"> ▪ <i>Per CPM Watkins: Yes</i> ○ <i>Per LFC Member: Can we get non-recycled paper towels?</i> <ul style="list-style-type: none"> ▪ <i>Per CPM Watkins: No</i> <p>Can a P/A system be installed in visiting for making announcements or giving directions?</p> <ul style="list-style-type: none"> • <i>Per Facility Manager Parker: This project has been looked at in the past and would be pretty difficult to complete. I think the need has never outweighed the cost.</i> <p>How many photos/poses are allowed?</p> <ul style="list-style-type: none"> • <i>Per SVM Hainline: Two per person and two poses (includes the incarcerated and all visitors-includes children).</i> <ul style="list-style-type: none"> ○ <i>Per LFC Member: This is not happening in MSU.</i> ○ <i>Per Lt. Young: I will talk to the staff.</i> <ul style="list-style-type: none"> ▪ <i>Per LFC Member: What happens to the photos that are not picked up?</i> ▪ <i>Per Lt. Young: They hold on to them and try to get them to the I/I or visitor the next time they are in.</i> <ul style="list-style-type: none"> • <i>Per LFC Member: Can we go back to getting our photos at our tables instead of picking them up outside?</i> 	

- *UPDATE Per Sgt. Simons: Most of the photos are left because the visitor or the I/I leave before they are printed out. Staff will not be delivering photos to the tables due to this being another function that will take the staff's attention off the room as a whole.*

Does soda need to be dumped into a new container?

- *Per CPM Watkins: Anything that is not in a clear plastic container will need to be transferred.*

Visitation vending update.

- *Per AA4 Zehm: We met with Dave from Empire Vending and we looked at the area where the current vending machines are located in both the Main visiting room and MSU. We are planning to remove the current machines and replace them with machines for the Fresh Market food items, a machine for frozen items, a snack area, a drink machine, and new pay stations. We are scheduled to have the new machines in place by Aug. 1st. Empire Vending also plans to install the new machines for visitors to load cards before Aug. 1st so they can create their accounts before Aug. 1st and streamline the process when it's put into use. The new pay system will not cost anything for the cards, they can load more money on them than they currently can, the new machines will work as they do in the Main staff break room so they can select their item(s), pay, and then heat the item. The frozen foods will last longer and there will be a better selection of fresh food items to choose from. With the new system, Empire Vending will be able to track what is purchased and can replenish items as needed.*
 - *Per LFC Member: Will we be able to transfer money from the old card to the new one?*
 - *Per AA4 Zehm: It can be spent down between now and when the new system is in place and any remaining balance can be transferred to the new cards. Empire Vending would like the visitors to set up their accounts in advance to make it easier for when they transfer their balance or add to their new cards. Around the middle of July Empire Vending will provide a message that can be put online to announce the new process for visitors so they are ready to transition when it becomes active.*

Why do I/I have to wait so long in MSU to be sent back to the unit after their visitors leave?

- *Per Lt. Young: Not sure why they would sit there unless there was an emergency or we were in count. 30 minutes is a reasonable amount of time but I will look into this.*
 - *UPDATE Per Lt. Young: Two Saturdays ago when the one individual had to wait was due to an informal count being called. The bottom line is, IF we do not have staff to assist in C2 to conduct the strip search the I/Is will have to wait.*

	<p>Were there more tables in the MSU visiting room pre-covid can we get more tables added? Can the units visit at the same time?</p> <ul style="list-style-type: none"> • <i>Per Lt. Young: There were more tables in the MSU pre-covid. They were removed partly to accommodate the additional microwaves. We could remove the microwaves that are along the west wall of the MSU visiting room and place 2 more table there that have room for 2 chairs. I do not see the need for this, seldom is MSU at capacity. However, if the families and I/Is are okay with the removal of the microwaves then it is certainly something we can look at.</i> ○ <i>Per Sgt. Simons: No, we will not be adding more tables. We do not currently use the ones we have. No, we won't be running visitation for both units at the same time. We do not have the staffing.</i> <p>Can we go back to getting our photos at our tables instead of picking them up outside?</p> <ul style="list-style-type: none"> • <i>Per Sgt. Simons: No, between the bathroom breaks for visitors and I/I's plus the other duties we must perform this has the potential to just create another diversion of Staffs primary function. All they must do is pick them up on the way out. They at least need to be responsible for picking up the free photos they are given.</i> <p>Has the issue of I/I being allowed to wear a sweatshirt in visiting been addressed?</p> <ul style="list-style-type: none"> • <i>Per Superintendent Haynes: Yes they are allowed to wear sweatshirts in visiting</i> <p>Why do visitors have to wear their sweaters the whole time?</p> <ul style="list-style-type: none"> • <i>Per Captain Marry: We can put a place for visitors to hang their coats in the foyer area and visitors who wish to take off their sweaters can leave the visiting room, hang their sweater up, and return to the visiting room.</i> 	
<p>Election</p>	<p>Per DOC Policy 530-155 – Family Councils (Page 5 – IV - B) “Elected family representatives must be a visitor in good standing at the facility where their loved one is housed and be able to meet the roles and responsibilities” and (Page 4 – III - A) “Nominations and elections for the LFC will be conducted annually during the month of October.” All newly elected co-chairs for AHCC at the June 26, 2024, meeting will be in a temp position until October for the LFC and November for the SFC to get back on track.</p> <ul style="list-style-type: none"> • <i>Gwendolynn McIlveen and Sandy Hickey both volunteered for the position of Co-Chair</i> <ul style="list-style-type: none"> ○ <i>A vote was held, and Gwendolynn McIlveen was elected as co-chair.</i> 	
<p>Roundtable/ Wrap-up</p>	<p>The new free educational information that was added to the tablets is very popular, can we get more bandwidth to support this?</p> <ul style="list-style-type: none"> • <i>Per Securus Liaison Freese-Turns: We provide the platform and then it would be up to WA DOC to support the usage of the education as they see fit.</i> 	

	<p>Can we get a list of what is allowed in hobby boxes?</p> <ul style="list-style-type: none"> • <i>A list of allowable in-cell items is attached.</i> <p>Is Securus going to be replacing broken chargers?</p> <ul style="list-style-type: none"> • <i>Per Securus Liaison Freese-Turns: Once we get the accessory store opened, they should be able to buy chargers there.</i> <p>The WA Department of Health is writing a new section to WAC 246-230 concerning ionized security screening systems in prisons: WAC 246-230-001. You can contact Ashlie Laydon: at Ashlie.laydon@doh.wa.gov for more information and to request an invite to future meetings of the DOH group working on this.</p> <p>When I/I want to do DNR they have to do the pack test but if they fail it they get kicked off security crews, why is this?</p> <ul style="list-style-type: none"> • <i>Per CS2 Jackson: The OM reflects this requirement, as well as I/I's may not have any work restrictions of a medical nature due to the arduous work that is conducted on security crews/DNR.</i> <p>When I/I get their laundry back why can't they keep it in their laundry bag?</p> <ul style="list-style-type: none"> • <i>Per CPM Watkins: The laundry bag is mesh and they can keep it in there but the canvas bag should be emptied</i> 	
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Next meeting location: Microsoft TEAMS and AHCC Date: Saturday, August 24th, 2024

Time: 10:30 AM – 12:00 PM

Comments: Next SFC meeting Saturday, July 20, 2024, 10:00 am – 3:00 pm

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