

# Airway Heights Corrections Center LOCAL FAMILY COUNCIL

Date: Saturday August 24<sup>th</sup> 2024  
Time: 10:30-12:00 pm

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## AGENDA

Topic	Presenter	Time
Welcome/Roll Call/Introductions Virtual Etiquette	Gwen McIlveen/Dr. Heinrich	5 minutes
Secretary Report & Action Items	Gwen McIlveen	5 minutes
SFC Report	Ellen Hargrove	5 minutes
Tier Rep Minutes Summary	Gwen McIlveen	5 minutes
DOC Updates/Announcements	Dr. Heinrich	10 minutes
IIBF Report	Ellen Hargrove	5 minutes
Visiting/EFV Q&A	Dr. Heinrich	15 minutes
Fundraisers	DOC Staff	10 minutes
Roundtable/Wrap Up	Gwen McIlveen/Dr. Heinrich	30 minutes

Next virtual Statewide Family Council Meeting: Saturday, September 21, 2024 10am-3pm

Next virtual AHCC Local Family Council Meeting: Friday, October 25, 2024 10:30am-12:00pm



**FAMILY/ COUNCIL MEETING MINUTES**

Location: AHCC Main Training Room

Date: Saturday, August 24<sup>th</sup>, 2024 Time: 10:30-1200

Teleconference details: +1 564-999-2000,,841229024#

**Meeting Attendees**

Department/facility co-chair: Kay Heinrich Family co-chair: Gwen McIlveen(TEAMS)

Facility/council secretary: Cooper James Family secretary: Ellen Hargrove

Members present: Chelsea Hammel, Michelle Groves, Bill Hargrove, Connie Hillis(TEAMS), Todd Caffey(TEAMS)

Non-council member attendees: DOC/AHCC/OCO Staff present: C/O Boot, C/O Waller, Ron Haynes

**Agenda**

Topic	Discussion/Key Points	Next Steps
<b>Secretary Report &amp; Action Items</b>	<p>MSU Cover, still on ready list.</p> <ul style="list-style-type: none"> <li>• <i>Per Haynes: It has bounced back and forth from capital project to ready list. We are looking for options that will be sturdy and are cost effective. Projects require permits from city and other construction permits are required.</i></li> <li>• <i>Without the cover some safety concerns arise with visitors lining up outside.</i></li> </ul> <p>12:30 is the line up time for visitors. 12:15 line up time was for COVID due to testing. Email will go out to all visitors regarding time change.</p> <ul style="list-style-type: none"> <li>• <i>UPDATE: Email regarding time change and updated visitor guidelines sent 8/27/24.</i></li> </ul> <p>Last AHCC LFC meeting was 6/24/24.</p> <p>LFC Meetings will begin alternating Friday's and Saturday's beginning in October.</p> <p>I/I's wearing sweatshirts in visiting.</p> <ul style="list-style-type: none"> <li>• <i>Per AHCC Executive Staff: This will not be allowed.</i></li> <li>• <i>Per family member: Possible solutions if sweatshirts cannot be worn in visitation:</i> <ol style="list-style-type: none"> <li>1. <i>Put heaters in the visitation rooms.</i></li> <li>2. <i>Do pat searches of all visitors before they enter visiting rooms.</i></li> </ol> </li> </ul> <p>AHCC LFC Co-Chair position is open due to Mrs. McIlveen's family member no longer being at AHCC.</p> <p>Per DOC Policy 530.155, Family Councils, it is stated that elections will be conducted annually during the month of October for the following positions: Local Family Co-Chair, Local Family Co-Secretary, and Facility SFC Representative.</p> <p>Elections for the previously mentioned positions will occur at the next AHCC LFC meeting, which will take place on Friday, October 25, 2024. If interested in any of the three positions, please let us know by October 1, 2024 , so that all nominations can be received prior to the meeting.</p>	

<p><b>SFC Report</b></p>	<p>Last SFC meeting was 7/20/24.</p> <p>They add the minutes from their meetings online, they can be viewed on DOC website for reference.</p> <p><u>Facility Concerns:</u></p> <p>One thing brought up was increasing the bandwidth for Securus tablets.</p> <ul style="list-style-type: none"> <li>• <i>This is a common issue statewide and will be assessed at each facility.</i></li> </ul> <p>There have been instances of audio from other video calls leaking into another I/I's video call.</p> <p>Securus is lacking support statewide. No response to tickets, app not available yet.</p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: Starting next week, a Securus rep will be onsite three days a week. Hopefully that will mitigate some of the AHCC issues.</i></li> </ul> <p>A large need for Securus tablet chargers' replacements.</p> <ul style="list-style-type: none"> <li>• <i>Per CSI Freese-Turns: Accessories app on track to open end of October. Chargers will be available to purchase on the app.</i></li> </ul> <p>Earphones are needing to be replaced frequently.</p> <ul style="list-style-type: none"> <li>• <i>I/I's can KITE the Securus rep to get earphones replaced by Securus.</i></li> <li>• <i>I/I'S need the proper paperwork to replace earphones through property.</i></li> </ul> <p>Brought up in the meeting regarding communication, can there be a posting on the DOC website under each facility who specific area sergeants are and how to contact them in case of issues?</p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: AHCC will route these questions through AA3 Cooper James or Secretary Senior Nichole Montalvo for the time being.</i></li> </ul> <p>Dental availability is not just an AHCC issue, it is statewide. This will be assessed at each facility.</p> <p>Can monthly \$0.50 TV charge for I/Is be eliminated?</p> <ul style="list-style-type: none"> <li>• <i>Per Diane Doonan: This fee is set by WA legislature. This is being looked into.</i></li> </ul> <p>30-day policy change notice has not been happening.</p> <ul style="list-style-type: none"> <li>• <i>This will be followed up on.</i></li> </ul> <p>SCCC urgent care clinics have been set up and are working well. Looking into this at AHCC potentially.</p> <p>List of TV channels will be sent out so I/I can request to swap out channels. Some channels are children's channels.</p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: We are working with the tier reps to facilitate the swapping of tv channels.</i></li> </ul> <p><u>Deputy Secretary Time: Sean Murphy</u></p> <p>Strategic planning will be focusing on stabilizing staff, substance abuse disorder &amp; treatment, and technology.</p> <p>AMEND has been fully implemented at WSP, WCC, and SCCC. Budgeting is not available for other facilities at this time.</p> <p><u>Open Discussion</u></p> <p>WAC hearing schedule on DOC website is not up to date.</p> <ul style="list-style-type: none"> <li>• <i>Per Scott Russell: that will be looked into.</i></li> </ul> <p>Presentations (Substance Abuse Recovery Unit, Extended Family Visits) from the meeting will be attached to the SFC meeting minutes. They will be posted online.</p>	
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<p><b>Tier Rep Minutes Summary</b></p>	<p><b>Main 7/18/24:</b></p> <p>Shorts are not allowed in chow hall or pill line during heat mitigation.</p> <p>I/Is can have 3 headphones.</p> <p>Can fans be purchased for EFV's?</p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: I will follow up with maintenance on the fans. Maybe we could order better curtains for the front windows to help with heat.</i></li> </ul> <p>The vents are dirty above the silverware area in the chow hall.</p> <ul style="list-style-type: none"> <li>• <i>Per IM3 Chinchillas: I will get another work order in place with photos identifying the area.</i></li> </ul> <p><b>MSU 7/25/24:</b></p> <p>This meeting was cancelled due to the Field Day event. Minutes were not available for LFC to review.</p>	
<p><b>DOC Updates/Announcements</b></p>	<p>Dog program is underway at our facility. We have 6 dogs at AHCC that are being trained.</p> <p>Fresh produce is being sent from WSP gardens to AHCC. Superintendent Haynes has ensured that it is all being used.</p> <p>AA3 to support Associate Superintendent Heinrich hiring process is currently taking place.</p> <p>Would 2 small bags of charcoal be allowed instead of 1 big bag for EFV's?</p> <ul style="list-style-type: none"> <li>• <i>Per policy, 1 small bag under 8 pounds is allowed.</i></li> </ul> <p>Has a second dentist been hired?</p> <ul style="list-style-type: none"> <li>• <i>Not yet. Dentist from WSP was at AHCC last week to provide support.</i></li> </ul> <p>Regarding facility tours, who can attend? And when can they start?</p> <ul style="list-style-type: none"> <li>• <i>Per policy 530.155: Each Superintendent/designee may provide facility tours for LFC elected representatives twice per year. Other LFC participants may be approved to attend on a case-by-case basis with Superintendent approval.</i></li> <li>• <i>Per ASP Heinrich: Tour start dates will be discussed at next LFC meeting.</i></li> </ul> <p>Hopefully Winter will be starting date for Sage Unit renovations. C4 will be retrofitted to become Sage Unit.</p> <p>Will Sage unit I/Is go to Main for medical/dental needs?</p> <ul style="list-style-type: none"> <li>• <i>No, that will be in Sage Unit for Medical. Superintendent Haynes could not speak for dental.</i></li> </ul>	

<p><b>IIBF Report</b></p>	<p>The last IIBF meeting was held on July 25.</p> <p>James Key is the point of contact for IIBF funds questions.</p> <p>Funds paid into the IIBF from phone and video commissions in FY24 was \$4,000,000.  Funds paid into the IIBF from vending machine purchases in FY24 was \$117,000.</p> <p>State law requires that each month the Betterment Fund Administrator will transfer 25% of all revenue received to the Crime Victims' compensation Fund.</p> <p>Current IIBF balance as of last meeting was \$12,327,805  Current IIBF budget for AHCC FY24 is \$214,480.</p> <p>IIBF funds pay for:</p> <ul style="list-style-type: none"> <li>• Family Friendly programs: Day with Dad, motel and transportation vouchers for visitors living 150 miles from the facility their loved one is at, birthday celebrations for kids, back to school, etc.</li> <li>• motion picture license,</li> <li>• satellite TV/cable fees,</li> <li>• law library subscriptions,</li> <li>• cultural events,</li> <li>• recreation supplies</li> <li>• EFV supplies</li> </ul> <p>On July 18, 2024 the Federal Communications Commission voted to cap prison and jail calling rates and prohibit companies from paying commissions to contracting agencies. Some impacts of this vote include capping the per minute cost of phone calls at \$.06 per minute and capping the per minute cost of video calls at \$.16 per minute.</p> <p>Washington DOC already meets the rates set by the FCC.</p> <p>This prohibits companies from paying commissions to contracting agencies.</p> <p>For Washington DOC this ruling will take effect January 1, 2025.</p> <p>The FY25 IIBF budget has already been set and approved by Secretary Strange.</p> <p>DOC staff and Secretary Strange are meeting to determine how to ensure that sufficient funds will be available to IIBF so that programs covered by IIBF can continue. A report will be given at the next meeting.</p>	
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<b>Visitation</b>	<p>Sgt. Camacho is the visiting sergeant.</p> <p>Can additional officers be added to speed up in process at MSU?  Informal counts happen right before calling for visiting at MSU, this has delayed the process, sometimes I/Is are not arriving until 1:30.</p> <ul style="list-style-type: none"> <li>• <i>New process with additional staff began on 9/6/24.</i></li> </ul> <p>Can photos be taken of visitors in EFV's?</p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: No, due to staffing.</i></li> </ul> <p>Before covid how many visitors were allowed, were visiting time frames different?</p> <ul style="list-style-type: none"> <li>• <i>No changes have been made to numbers of visitors allowed. AHCC will maintain current practices for visiting. Recreation will stay the same as well.</i></li> </ul> <p>Would visitors be allowed to use AHCC issued trays/baskets to carry vending items?</p> <ul style="list-style-type: none"> <li>• <i>A new process is under development.</i></li> </ul> <p>Font size enlarged on TVs.</p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: This has been completed.</i></li> </ul> <p>DVDs in EFVs, where are they?</p> <ul style="list-style-type: none"> <li>• <i>Per Lt. Young: 5 brand new DVD players have been located in the main porter closet. These all have the HDMI cable and reportedly can connect to the TVs in the MSU EFVs. Visiting staff will get them placed in EFVs Friday the 30<sup>th</sup> (August).</i></li> </ul> <p>Special Visits are required for kids that exceed policy limits.</p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: We will continue to accommodate on a case-by-case basis. Keep in mind that special visits can only happen 1 time per month.</i></li> </ul> <p>Coil key chains for visitors to hold their vending cards.</p> <ul style="list-style-type: none"> <li>• <i>Per Captain Marry: That will be allowed, AHCC will provide the keychains.</i></li> <li>• <i>UPDATE Per ASP Heinrich: The keychains are in process of being ordered.</i></li> </ul> <p>Carpet in MSU is getting dirty.</p> <ul style="list-style-type: none"> <li>• <i>Per Superintendent Haynes: We will place work order and get outside vendor to clean the carpet if need be. He will talk to Facility Manager Parker.</i></li> </ul> <p>An email will be sent containing the original instructions for vending machines.</p> <ul style="list-style-type: none"> <li>• <i>Email containing original vending instructions to be resent on 9/24/24.</i></li> </ul> <p>Visitors needing to contact Empire Vending can reach out to the number below.</p> <ul style="list-style-type: none"> <li>• <i>(509) 926-2500</i></li> </ul>	
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<p><b>Securus</b></p>	<p>What is the proper recourse for I/I when they are having problems with their tablet? Continues to get error messages when photos and videos are sent to them.</p> <ul style="list-style-type: none"> <li>Per CSI Freese-Turns: This is due to a Securus fix from a couple months ago (May). This fix they pushed caused the following issue that Securus is still working on a fix for.</li> </ul>	
<p><b>Fundraisers</b></p>	<p>Could the fundraiser days for MSU and Main be split? Might raise more money.</p> <ul style="list-style-type: none"> <li>Per ASP Heinrich: AHCC will maintain current protocol for fundraisers.</li> </ul> <p>If an incarcerated individual pays \$15.00 for a fundraiser:</p> <ol style="list-style-type: none"> <li>How much of that \$15.00 is spent for the food itself, i.e., sandwiches, pizza etc.?  <ul style="list-style-type: none"> <li>Per LBA Browne: It depends on the specific fundraiser and vendor. The normal markup is usually 30% but can sometimes be less. This means that on a \$15 fundraiser about \$11.50 will be spent for the food and about \$3.50 will go to the charity.</li> </ul> </li> <li>How much of that \$15.00 goes to the nonprofit?  <ul style="list-style-type: none"> <li>Per LBA Browne: See answer to question #1.</li> </ul> </li> <li>Does the \$10,000 limit include both the cost of the food and the amount that goes to the nonprofit?  <ul style="list-style-type: none"> <li>Per LBA Browne: There is no \$10000 limit. I think this question has already been answered before. The \$10000 is a threshold at which point it is mandatory to get at least three quotes for the product of service being purchased. It is a good idea to get multiple quotes for any purchase if possible, but required if it is \$10000 or more. The \$10000 refers to the amount being paid to the vendor for the food.</li> </ul> </li> <li>Why is there a \$10,000 limit on fundraisers?  <ul style="list-style-type: none"> <li>Per LBA Browne: See answer to question #3. There is no limit.</li> </ul> </li> </ol> <p>What will the next fundraiser be?</p> <ul style="list-style-type: none"> <li>Per CUS Rainville: The next fundraiser will be muffins. We are currently working with Costco to arrange this.</li> </ul>	
<p><b>Roundtable/ Wrap Up</b></p>	<p>The next Statewide Family Council meeting will be held Saturday, September 21, 2024 at 10am-3pm. You can join the meeting by going to the DOC website: Click on Family &amp; Visitors, Family Support, Statewide Family Council, click on the agenda for the meeting. There will be a link on the agenda to join the meeting.</p> <p>The next AFCC Local Family Council meeting will be in-person and on Teams on Friday, October 25, 2024 at 10:30am-12:00pm.</p>	

Next meeting location: Microsoft TEAMS and AHCC (in-person) Date: Friday, October 25<sup>th</sup>, 2024

Time: 10:30am-12:00pm

Comments: Next SFC meeting Saturday, September 21<sup>st</sup>, 2024, 10:00am-3:00pm

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