

Local Family Council COVID-19 Informational Call Notes

Call Details

Facility: Coyote Ridge Corrections Center

Date and Time: 10/15/2020 @ 0900

Attendees

- **Local Family Council Members**

- **DOC Staff:**

Michelle Duncan, Associate Superintendent

Tim Taylor, Health Services Manager

Kate Jansen, Administrative Assistant

Jeff Kinne, Chief Investigator

Bill Copeland, Family Services

Paige Perkinson, Engagement and Outreach

Jeff Uttecht, Superintendent

- **OMBUDS**

Caitlyn Robertson, OCO

- Please note:

- Questions for upcoming meetings are to be emailed to Kate Jansen at catherine.jansen@doc1.wa.gov no later than 8:00 am Wednesday. It is important that we received questions in advance to provide us time to research the answer. Not receiving questions may create a delay in a response.
 - All questions received afterwards will be held over to the next week or if time allows asked during the end of the conference call.
 - All questions sent to our staff before the informational sharing phone call during the week, will be answered on the Friday phone calls or forwarded onto DOCCOVID19@DOC.WA.GOV for appropriate response.

- Additional guidelines:

- Meeting time will be one (1) hour.
- We will answer all the questions first and open up for questions/comments afterwards.
- If any questions are left unanswered at the end of the meeting, we will add them to the next meeting.
- Please ensure your phones are on mute.
- Please provide your name before asking a question or responding.

- **Please do not share COVID-19 informational call phone-In Information with others, especially via social media.**

- If you, or you know someone that has a loved one at CRCC and would like to be added to the LFC list to receive call in information, meeting minutes and other correspondence the facility may send out please send an email to catherine.jansen@doc.wa.gov or miduncan@doc1.wa.gov.

Weekly Update

Testing

Incarcerated Individuals: 233

In hospital: 0

Isolation: 0

Quarantine: 0

In Intake Separation: 8

Recovered: 231

Safe Start

CRCC is currently in phase 1

UNIT OPERATIONS

We are still operating the same operational period. This period will end on 10/22/2020.

MI3 Operations – I, G, H, F Units

Dayroom activity continues with one tier at a time, 20-24 cells at a time, with each tier having 2.5 hours of dayroom in the morning, and 2.5 hours of dayroom in the evening daily. Today the rotation begins with the upper tiers and will rotate daily. All workers will have the opportunity to shower after they get off work. Dayrooms will be open from 10:00 PM to 11:00 PM for late night dayroom on a rotational basis, the late night dayroom will start today with the upper tiers.

Medium Unit Operations – B, C, D, E Units.

Medium unit operations to coincide with the MI3 operations and dayroom activity will still consist of one tier at a time, with each tier receiving 2.5 hours out in the morning and in the evening each day on a rotational schedule. Today the rotation begins with the upper tiers and will rotate daily. From 8:00 PM to 8:45 PM is for the kitchen workers to have access to the dayroom. Medium unit workers will return at 5:30 PM at which point they will be given the opportunity to shower.

Each unit will have 50 minutes a day for yard. In regards to meals, individuals will report to dining hall for breakfast and dinner. Lunch will be picked up with their breakfast meal. For religious activities, four individuals from the Medium side and four from the MI3 side are permitted to meet with the Chaplains in one of our classrooms to discuss upcoming religious matter.

Question 1

When individuals are called for mainline, are they allowed to grab water or use the microwaves?

Answer:

I will need to ask some questions regarding that. If there is a specific issue or a specific unit than that information would be helpful to have so that I can look into that.

Update: Individuals are allowed access to the dayroom, to include the microwaves and ice machines, only during their scheduled dayroom times.

Question 2

Was there ever a ping pong table ordered for H Unit?

Answer

Yes. Those have been ordered.

Question 3

How is the Religious Activities planning going?

Answer

We continue to plan for Religious Activities. Religious coordinators are visiting the units each week, and meet with individuals in M Building to discuss upcoming religious matters.

Question 4

Where are the stimulus checks being mailed to?

Answer

I believe they would go to the address that was on the form whenever the form was filed. What they have been instructed to do is file by today, as that is the deadline, if they feel they qualify for the stimulus check.

Question 5

On the forms, are those protected mail because of the sensitive information?

Answer

It is not protected; however, if it is addressed to the IRS it is unlikely that they will be inspected before being sent out. Legal mail refers to correspondence between their attorney and themselves. Tax documents aren't classified as legal mail.

Question 6

Is the Mailroom closing? If so, for how long?

Answer

The mailroom is not closing. There was some misinformation sent out. There will be limited staff due to temporary layoff, however; the mailroom will maintain operations.

Question 7

How would I go about filing for my son's stimulus check as their power of attorney?

Answer

Family member discussed 28-48 Form and the process for filing as a power of attorney.

Question 8

Have we gotten any information on the correction to the time out?

Answer:

I haven't heard anything, which is generally a good thing. I have forwarded the information to the unit management staff. The schedule should be posted. I will follow-up and make sure that this has been handled.

Question 9

There is a Kiosk down in F Unit, do you know if there has been any maintenance or anything on it?

Answer:

We are aware of that and the JPay repair technician is onsite today. He should be looking at the Kiosk today. We became aware of the issue in regards to scheduling and we have corrected that error.

Question 10

Has there been any more news on when Visitation will open?

Answer:

No. Headquarters is still working on the logistics of visitation, but we will share that information as soon as we are able.

Question 11

Have you received the barriers for visitation yet?

Answer:

We have not. We don't know when we will receive them.

Question 12

Why don't we create our own barriers in Correctional Industries?

Answer:

We don't have the equipment required to manufacture those. Each facility is specialized in regards to Correctional Industries and the products that they make and provide. Furthermore, I believe that Headquarters would like these barriers as uniform as possible.

Question 13

I know that your area has moved into Phase 2, does that affect the prison at all?

Answer:

I would recommend that you take a look at our website. DOC has a Safe Start Phase program, and any updates will be shared on that website. If we do move to Phase 2 within the Department, it will be a Department-wide decision. They are not changing Phases based on each area.

Question 14

Who all have been affected by the furloughs?

Answer:

Everyone that isn't essential staff have been affected. The furloughs are broken up by job class, and so they are staggered. It is designed so that there is always staff within the unit in the instance that one is needed for any situation. In regards to processes and workload, I don't see this having a significant impact on those in the living unit.

Announcement:

*If you were on the Local Family Council Call this last Friday and you would like your name on the notes, please let us know and we will make sure that your name is added. We misplaced the roll call sheet and are unable to find it, so if we missed your name then I apologize for that.

- Thank you for joining us. Next week's call will be Thursday October 22, 2020 @0900.