



FAMILY COUNCIL MEETING MINUTES

Location: Olympic Corrections Center Date: 2/9/23 Time: 1530

Teleconference details: Join on your computer, mobile app, or room device Click here to join the meeting Meeting ID: 298 503 243 526 Passcode: jA4xVa Download Teams | web Or call in (audio only) +1 253-372-2181,,845486235# United States, Tacoma Phone Conference ID: 845 486 235# Find a local number | Reset PIN Learn More | Meeting options

MEETING ATTENDEES





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|-------------------------------------|--|
| <u>Superintendent Scott Speer</u> | <u>N/A</u> |
| <u>Department/facility co-chair</u> | <u>Family co-chair</u> |
| <u>CPPC Elena Friesz</u> | <u>N/A</u> |
| <u>Facility/council secretary</u> | <u>Family secretary, if applicable</u> |

Members present: Skyler Robbins

Non-council member attendees: OCO Heather Bates, Captain Ginger Price, CPM Jamie Kerschner and LBM Nick Riggan

AGENDA

Old business

| Topic | Discussion/Key points | Next steps |
|--------------------------------|---|--|
| Spoiled food packages | When incarcerated receive spoiled food packages at OCC | Warehouse manager, Mr. Sergeant said to send a kite to him to resolve food package issues. He will contact his contacts at MCC that work with Union Supply to resolve complaints and issues. |
| Incarcerated Welfare Committee | 4 th Quarter meeting was held in November with the unit representatives from each unit. |  IWC 2022.4 Minutes.pdf |
| Future LFC Meetings | In February 2023 the first in person OCC local family council meeting since 2019. | Plan to meet after visitation Saturday, February 11 th |
| Informational | Lodging and Transportation Assistance Program Family Support & Navigational Guide Calendars | To find out more information and to apply, visit the DOC website at: Visiting Help & Support Washington State Department of Corrections Family Support & Navigational Guide   2023 OCC Local Family Council Meeting Statewide Family Council Meeting Sc  OCC 2023 LFC - Holiday Visits - Fami |


New business

| Topic | Discussion/Key points | Next steps |
|-------|-----------------------|------------|
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|--------------------------------|--|---|
| Religious programing | Anything in the future may be offered for more religious services | <i>Most recently, Asatru Blots with sponsor have been reactivated, Asatru weekly group time has been expanded, Jehovah Witness group time with volunteers has been expanded, Native Drumming time with sponsor has been expanded, monthly Christian volunteer service has been added, new cultural Mexican/Central American group has been added.</i> |
| Schooling | Any online school opportunities, trade/skills-in-person such as constructio/building | <i>Peninsula College education staff plan to expand classes to evenings. Laptops are in the future for students. There is a recruitment for instructor to teach C-TAP (building/construction). As interest, population increases, and educators are available more will be offered. OCC has a very motivated reentry staff, eager to get men on the correct path to be successful upon release.</i> |
| Incarcerated on the job injury | Process of management be better directed, especially on a holiday or staff vacation? | <i>After business hours accidents/illnesses are reported to the local on call medical provider by the Shift Commander. Recommendations/instructions are followed</i> |
| Donations | May families donate items? Some areas considered would be EFV's and the unit libraries particularly for listening to learn a language? | <i>There is a statewide standardized list of items that belong in the EFV units now. Listening to learn a language would create an issue as we do not allow CD's in and do not provide players for them in either area. Policy 210.060 Donations and 21-162 Donation Approval Request form can be submitted prior.</i> |
| DNR | DNR restroom process departing DOC facilities. | <i>Individuals go from the living unit to the DNR compound. There are restrooms located in both areas.</i> |
| Locker Space | Individuals having to have everything in their locker, which is difficult for some with personal belongings and commissary | <i>If individuals are in compliance with already established policy standards all items will fit in their assigned locker with the exception of large electronic items. Staff are working to bring them back into compliance.</i> |
| Vending machines | A consideration for more healthier options | <i>Working with the vendor post Covid, OCC is fortunate to get the</i> |

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| | | <i>food items in visit room. The Captain will continue to communicate with the vendor. As the covid regulations lift and better weather the vending machine will get more use as more loved ones come to visit will assist in a possibility of more options.</i> |
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Roundtable open discussion

| Topic | Discussion/Key points | Next steps |
|--|---|--|
| Rescheduling today's meeting | Apologizes for changing meeting time and location on short notice. Due to the Covid cluster in areas of the facility it is important to do our best not to spread the virus. | |
| Meetings times and location that work for the council. | Sending an email to the council members asking what schedule will be most desired to attend local family council meetings, TEAMS or in person, weekend, or weekday. Currently the next meeting is currently scheduled for April 8 th after visiting hours. | |
| Incarcerated Welfare Committee | 1 st quarter minutes |  IWC 2023-1 Minutes.pdf |

Next meeting location: Asking council Date: April Time: ?

Comments: _____

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Distribution: **ORIGINAL** - Family Council Co-chairs

Olympic Corrections Center IWC

1st Quarter 2023

February 13, 2023

Ozette: 0900 Hoh:1330

Hoh Unit Representatives

DELACRUZ, Jason #319869

BAKER, Joshua #383611

WILLIAMS, Toney #362721

Ozette Unit Representatives

COUSINS, Anthony #422364

NASON, Kenneth #307305

REYES, Benjamin #868150

WARREN, Michael #329508

OCC Staff

Superintendent Scott Speer

Captain Ginger Price

Marc Thomas, Security Specialist

Kate Wahlgren, AA4

Program Area Updates

Policy/Operational Memorandums

Volunteer and Family Friendly

Resolution Program

Religion

Food Service

Operations & Security

Classification

Natasha Riggan, CS2

Elena Friesz, CPPC CS1

Tonya Pleines, CS2

Victor Marshall, Chaplain

Robert Warner, Food Services Manager

Ginger Price, Captain

Jamie Kerschner, CPM

Policy/PDU/Virtual Hearings *Natasha Riggan, Policy/LLO CS2*

Policy/OM

DOC 590.500 Legal Access for Incarcerated Individuals

DOC 640.020 Health Records Management

DOC 530.150 Family Centered Services

DOC 530.155 Family Councils

DOC 120.500 Tort Claim by Incarcerated Individuals

DOC/OM 490.860 PREA Investigation

DOC 260.050 Research Review and Use

PDU:

We have processed 18 public disclosure requests this quarter.

Please be specific when you submit a request for records to headquarters.

An example: If requesting a J&S file be specific as to which J&S file you are wanting by providing the cause number. If a cause number isn't provided and you only say J&S file, we must process the request for all your J&S files. You pay per page and for shipping. Many times, the total comes to over \$20 when we must process all an individual's J&S files.

Virtual Hearings

When starting the process to quash a warrant you will need to reach out to records. When you make the request through records to quash a warrant if you want the hearing to be virtual you must specify that to records.

Volunteer and Family Friendly *Elena Friesz, CPPC CS1*

Kiosk CPPC-M01 for any of the following topics:

- Self Help Volunteers
 - Alcoholic Anonymous on Thursday evenings and Narcotic Anonymous Tuesday evenings. OCC will have more volunteers coming on board for AA and NA.
- Fundraiser
 - 8 Piece Chicken Tenders and 2-liter soda will be delivered on February 17th in the afternoon.
- Local Family Council
 - LFC meet six times a year, every other month. Family and Friends that are encouraged to be a part of the local council. Policy 530.155 Family councils advise, collaborate, problem solve, and partner with the Department and the community. This month's meeting was rescheduled to February 9th on a TEAMS appointment due to the Covid level at the facility.
- Library Cards
 - Washington State Library, in partnership with public libraries around the state, will be issuing library cards to individuals who are within two months of release.
- Food Pantry Cupboard Project in the Hoh Unit
 - Possibly losing its appeal in the unit? Nothing was in the box for the last two weeks. Would Ozette be interested
- Family Friendly
 - To assist approved visitor's travel expenses there is Lodging and Transportation Assistance Program (LTAP) found on the DOC.WA.GOV/family/support

- On Saturday, April 8th there will be springtime crafts for individuals and their approved visitors to do in the visit room.
- Progressive Incentive Bingo Game will start up again in March

Resolution Program *Tonya Pleines, Resolution/Training CS2*

4th Quarter 2022 data

23 new resolution requests filed for the 4th quarter. All were closed by the end of the quarter as well as 1 level 1 review and 1 level 2 review that were carry overs from the last quarter. (25 resolutions processed all together)

Top 3 concerns:

- Unprofessional conduct (4 concerns)
- Infractions/sanctions/hearings (3 concerns)
- Discrimination & Accounts (2 concerns each)

Of the 23 concerns 10 were not accepted as they either had an established appeal/review process (i.e. mail rejections, disciplinary process, classification, etc.), or based on restrictions in the resolution program (i.e. filed beyond timeframes, hearsay/speculation, an incident that has not yet occurred, etc.) Currently working with Mr. Thomas to get the Resolution Manual and Resolution Appeal Tool onto everyone's Securus tablet. This will allow everyone Resolution information at their fingertips rather than asking a staff to see the manual.

Food Service *Robert Warner, Food Services Manager*

Nothing to report

Religion *Victor Marshall, Chaplain*

Nothing to report

Operations and Security *Ginger Price, Captain*

Prison Discipline - 4th Quarter Serious Infraction Summary

Violence and drug usage has increased.

- 2 - WAC 549 violations for providing false/misleading information during a sexual misconduct investigation.
- **5 - WAC 607 violations for failing/refusing to provide a UA.**
- **3 - WAC 633 violations for assaulting another incarcerated individual.**
- **15 - WAC 752 violations for possessing or receiving a positive test for unauthorized drugs.**
- 1 - WAC 734 violation for STG activity.
- 2 - WAC 709 violations for being in another individual's cell or unauthorized area with another individual.
- 1 - WAC 657 violation for having four general infractions within a 90-day period.

- 1 - WAC 658 violation for failing to comply with a post-hearing sanction.

Informational News - An individual who was housed at OCC in 2021 recently received a guilty finding during a jury trial. He received a sentence of 90 months for delivery of a controlled substance, 55.5 months for introducing contraband in the second degree, and 6 months for conspiracy to deliver a controlled substance. This crime occurred while he was housed at OCC and prosecuted by Jefferson County. Three civilians were also charged in this case for delivery of a controlled substance and introduction of contraband.

Property - We are still scheduling property pick-up once a week. That will be increasing as needed within the next few months as we can increase our staffing to accommodate.

Visits & EFV - We will continue to test all visitors prior to all contact visits. No changes to either program at this time.

Classification *Jamie Kerschner, CPM*

- Population should have received this KIOSK message from GRE. The biggest piece is that the facility counselors will no longer be referring individuals for screening, but rather an assigned GRE person will complete the screening.

Effective 1/12/2023 the following has changed regarding screening for the GRE program:

- **Classification Counselors will no longer refer an individual for screening into the GRE program**
 - Individuals will be screened based on eligibility criteria, time frames and as resources allow
 - Individuals and their loved ones **cannot influence** when or if an individual is screened
 - All screening decisions will be documented in OMNI and accessed by Classification staff
 - Each facility is assigned a GRE Screener who will only work from the list provided to them by DOC staff and will not be able to screen based on requests from individuals, Classification staff or loved ones
- The new PREA Compliance Specialist will be Mr. Oliver.

New Agenda Items

LIVING UNITS

- Bunk Storage – requesting a tote to store items under beds (SCCC does this) as the lockers are completely full.

This request is denied, we will not be authorizing additional storage. Stafford Creek uses totes because they don't have lockers, they have two shelves. In most cases at OCC individuals have double lockers. Theft becomes a concern when items are not secured.

- Hangers for lockers – Is there a way to purchase hangers? (WSP's commissary offers them) Hangers are on the allowable items matrix.

There is no approved vendor to purchase hangers since they are no longer available through Union Supply or Commissary. (WSP confirmed they are no longer offered there. Superintendent Speer also checked other camps and confirmed they weren't offered for purchase there either.) We will continue to allow up to 6 hangers per the OM.

- Additional shelf in lockers – requesting a shelf for the right-hand side under clothes rod.

This request is supported. We are working towards standardizing the lockers, TV stands, rooms, etc.

- Shoes – requesting the ability to store all shoes under bed, feel it is unsanitary to put shower shoes inside locker.

No, we will maintain the current allowance of one pair of shoes and shower shoes under the bunk, per the OCC handbook.

- Microwave recipes – Would like to print/laminate recipes to hang up in the kitchen areas.

This is supported, will need to look at the funding source for laminating supplies, etc. CS Thomas advised he would be able to put the recipes on the Securus tablets, will just need to establish a process/schedule for collecting the recipes. (Could possibly expand to collecting recipes from all 12 prisons if there is a coordinator.)

- Beanies in bunk – individuals have been receiving infractions for wearing beanies while on their bunk, requesting permission to wear them on the bunk.

This request is supported. Individuals must remove head coverings when told or when leaving the bunk. If the beanie is covering the face that is a different issue, beanies must not be used to conceal identity.

- Toilet curtains – request second set of curtains so they can swap out when the first set is being cleaned.

This request is supported.

VISITS

- Vegan options in vending machines – requesting update on previous IWC concern

Captain Price has requested vegan options from the vendor, but it is dependent on that the vendor has available to stock. The vendor is aware that we would like vegan and other healthier options. This is also a supply and demand issue- if the vegan items are not being purchased the vendor may choose not to discontinue stocking them.

- Shoes for visits – many of their state issue shoes are dirty from being required to wear them to work. Request ability to wear personal shoes to work or visitation (maybe with by signing a waiver?)

The policy states that only state-issue clothing may be worn to visits.

- Donating new DVDs to EFV

This is already allowed if done IN ADVANCE with the proper paperwork approved.

PROGRAMS

- Status/availability of veteran programs

We have an active vet point of contact at OCC and two DVA reps from both state and federal levels to assist with incarcerated vets. All vet questions should be kited to Mr. Curtis at Mental Health.

- Status of Dog Program

The dog program was put on pause with the COVID pandemic, and with our current population being so low and having the mandatory jobs we must fill, it is not practical to bring the program back at this time. If our facility census fills up, we could entertain looking into it again. There is also an issue with not having the staff to manage the program as well, and due to our location we don't have the outside resources coming to assist like many other facilities do.

EDUCATION

Maria Ethier, Education Director: Peninsula College is bound by the contract with DOC which limits what we are able to offer. Currently we are only contracted to offer basic skills classes. There are lots of changes coming to education so these are the answers right now but things could change rapidly.

- Commercial Driving Class
Maria Ethier, Education Director: No
- Possibility of getting Food Handlers Permit
Maria Ethier, Education Director: No

Superintendent Speer: We will discuss the possibility with Mr. Warner, Food Services Manager.

- CTAP update
Maria Ethier, Education Director: The CTAP program was moved to a different facility

- Possibility of getting computer basics (maybe on tablet?)
Maria Ethier, Education Director: This may be possible if I can find an instructor
- Pell Grant like Cedar Creek and WSP
Maria Ethier, Education Director: Not at this time but there are likely changes to how PELL is used in WA DOC and we may be able to in the future.
- Basic First Aid/CPR/AED
Maria Ethier, Education Director: Not at this time but possibly next fiscal year.

Superintendent Speer: We are looking into the possibility of offering this with a non-Peninsula College instructor, using the same process as the flagger's class. (Individuals would be responsible for the class fee, which would be cost of books.)

OPERATIONS

- Raising commissary spending limit

This request is denied. The limits were looked at recently by HQ and were adjusted. At \$90 a week the lockers are already overflowing.

DNR

- Request ability to take extra set of dry clothes to change into (DNR/CSC)

The request is denied, no extra clothing will be allowed.

- DNR workers requesting access to their hours (chainsaw, fire, etc.) for use on resumes, etc...

Have not received a response from DNR.

- DNR workers requesting better/warmer socks

Have not received a response from DNR.

Securus

- Securus Tablets do not have calendar app
Not available now, but Securus is considering it.
- Ability to print emails has been removed
Correct, this is not an option at this time, may come later
- Able to change background picture on tablet?
No
- Kiosk is super low, request they be raised
CS Thomas will check into it
- Can't send pictures from kiosk any longer
Correct, can't send messages from the kiosk, only from the tablet

CS Thomas:

- Video Visits – if the kiosks are down, the “visitor” on the outside trying to schedule a video visit will get a message saying “This incarcerated individual isn’t authorized for video visitation.” This only means the kiosks are down, it is not an issue with the individuals Securus account status. Once kiosks come back up video visits can be scheduled.
- Still no ability to transfer money from accounts, but it’s coming. HQ is talking with Securus to push out an app to move money from spendable to Securus on the tablet.
 - Currently there is still the ability for friends/family members to put money on the JPay account. However, JPay will be going away, unannounced, as soon as all facilities are online with Securus. To avoid having to request refunds from JPay and/or possibly losing money, start transitioning to only adding funds through Securus.