



Stafford Creek Corrections Center LOCAL FAMILY COUNCIL

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Phone Conference ID: 579 246 440#

Date: February 11, 2023

Time: 9:00 - 11:00 a.m.

Location: MS Teams Meeting

BI-MONTHLY AGENDA

TIME	TOPIC	DISCUSSION LEADER
9:00 am	Welcome / Ground Rules / Introduction of Associate Karin Atnold	Gina Penrose, Facility Co-Chair Tammey Bertrand, Family Co-Chair
9:10 am	Fiesta	Fiesta
9:20 am	Action Items	Tammey Bertrand, Family Co-Chair
9:30 am	Financial Overview	Samantha Richardson, Local Business Administrator
9:45am	CPPC – Family Friendly Updates	Toni Grun, Community Partnership Program
9:55 am	Pre-Submitted: Unit Rep Items	Gina Penrose, Facility Co-Chair
10:05 am	Meals/Nutrition	Ronald Attard, Food Service Manager
10:15 am	Programming	Gina Penrose, Facility Co-Chair
10:25 am	Visiting	Robert Schreiber, CPM
10:35 am	Pre-Submitted: SFC Update	Shawnte Holmes-Davenport, SCCC LFC State Representative
10:40	Pre-Submitted: Amend Update / Pre-Submitted Questions	Gina Penrose, Facility Co-Chair
10:45	Roundtable	Gina Penrose, Facility Co-Chair
10:55	New Action Items / Closing	Tammey Bertrand, Family Co-Chair

Next Virtual Local Family Council Bi-Monthly Meeting: April 8, 2023, 9:00 - 11:00 a.m.



FAMILY COUNCIL MEETING MINUTES

Location: Stafford Creek Corrections Center Date: 2/11/2023 Time: 9-11 AM

Teleconference details: Call in number: (833) 332-1218; Phone Conf. ID #: 579 246 440#

MEETING ATTENDEES

Gina Penrose/Karin Arnold, SCCC ASP Department/facility co-chair
Tammey Bertrand Family co-chair

Amber Carlson, SCCC ASP's AA3 Facility/council secretary
Joanne Todd Family secretary, if applicable

Members present: Rec. Specialist K. Wakefield, CUS T. Cardin, LBA S. Richardson, FSM R. Attard, CPM S. Baltzell, Captian E. Mainio, CUS Z. Fenn, Superintendent J. Bennett, Sgt. J. McGinnis, CPPC Fill In OA T. Grun, Diane Sifres, Patti Hicklin, Fernando, Anna Ivanov, Beathany Duschene, SCCC LFC State Rep S. Holmes-Davenport, CPM R. Schreiber, Sarah Leon, Catherine Antee, Sgt. Eric Garcia, Unidentified Individuals

SCCC LFC Unit Representatives: (Not in attendance due to meeting being held via TEAMS): G - M. Burnam, H1 - F. Faagata, H2 - A. Ivanov, H3 - W. Adams, H4 - B. Gumabon, H5 - B. Gunn, H6 - S. Gonzalez

Non-council member attendees: Fiesta: Greg Gourlie, Charlie Norris, Bob Heckard

AGENDA

Old business

Topic	Discussion/Key points	Next steps
	See Action Items Form	

New business

Topic	Discussion/Key points	Next steps
<p>Fiesta</p> <p>Greg Gourlie: Operations Manager</p> <p>Charlie Norris: Sales Manager</p> <p>Bob Heckard: Service Tech Manager</p>	<p>Request for more vegetable options (in the past there were pickled carrots, cauliflower, etc.), IIs are craving fresh vegetables if that is an option somehow.</p> <p>A: We are going to bring in trays of fresh vegetables. Due to rising costs and the short shelf life of veggies the cost may seem high, and I apologize for that. We are looking at our options for vegetables and what makes the most sense for us. As for the pickled vegetables, our supplier discontinued the pickled carrots, beans, and peas. We are still</p>	<p>SCCC's whole system is set to be upgraded. Target time frame is 2nd week of March. Public access will have 2 card dispensers (card only) and 2 loading stations. To add value, staff and families will be able to use cash and debit. Debit will require \$20 increments. This upgrade will require families to purchase a new card.</p> <p>Transfer stations will be onsite for about 2 months to allow everyone to transfer money from old card to new card.</p>

able to get the pickled pickles of that brand but I will look into alternatives for the other items (carrots,beans,peas).

Request less of the items they get on store (Yakisoba meals, noodles)

A: For the request of less of the duplicate items that aren't selling well, we are actively taking care of it. I have removed many rows of the Yakisoba, as those were placeholders until we were able to get product that can fit in those rows. I only try to have duplicate rows of the best selling items and the Noodles will continue to move down to an amount that is needed while we continue to bring in new items to fit those spaces.

More options to accommodate Halal, Vegetarian & Vegan (if you don't eat pork, it can be difficult to find protein snacks)

A: I am looking into "Halal, Vegetarian & Vegan" options right now and I requested some of these items from one of our Brokers yesterday. They have some new items coming in that fit that description and should start to roll in around March/April if all the information I have been given is correct. Sadly sometimes our supplier has issues with getting and keeping new items in stock and I have stressed the importance of these new items.

Sugar free and dairy free ice cream and yogurt options

A: I am contacting our ice cream and yogurt suppliers to find out about sugar free and/or dairy free options. Currently our ice cream supplier doesn't carry

Fiesta will be onsite for about 2 weekends to assist visitors with the change.

Biggest change will be the tap feature at the vending machine.

Fresh fruit and veggie request.... Fruit and veggie trays have been brought in. vegan option is being looked into.

Dairy free ice-cream is selling well. Chobani yogurt has been brought in. Fiesta is looking into bringing in more healthy options and are open to more suggestions of what people want. Fiesta is also working on getting the 2nd ice cream machine up and running.

Q: Do we have to pay for the new cards? Yes, new cards will be a \$5 purchase due to the id chips in the old cards not being compatible. Current \$5 to purchase card and \$3 autoloading will be staying the same

Q: Where can we send our cards to get a refund? Cards can be sent to the Fiesta office. Refunds request can also be sent to
Dawn Dougherty
50 Schouweiler Tracts Rd. E.
Elma, WA 98541
Main (360) 482-4820
Direct (360) 470-7686
Dawn.dougherty@harborpacifi
c.us

The new cards will have the address and instructions to send in for refunds.

Request: Could we please have coffee machine get a

	<p>any of those options on his truck so he will check if he has any of those things available and I will see what I can find elsewhere. Same issue with our yogurt supplier not having those options. I will see what I can find.</p>	<p>good scrub down, the door is sticking and the such</p> <p>Request: Could Fiesta do a survey to the population, so they also have a say so in what they are eating? Yes, requests are taken into consideration, and we do pay attention to the best sellers. *The population's vending machine requests can be sent to the LFC Facility Secretary via ASP Kiosk box</p>
<p>Financial Overview</p>	<p>See Attached Document</p> <p>What are the planned events & planned spend for remainder of the fiscal year? (Please provide both forward looking financial information on plans as well as backward looking financials on completed spend)</p> <p>A: LBA – Planned events are a facility level question. CPPC – Our events calendar for 2023 has been published:</p> <p>How can this be a collaborative effort that ensures that our betterment funds are used (if an in person event is not an option what things have we done in the past and what are the parameters for remote options)</p> <p>A: CPPC - Families can email recommendations, feedback, and suggestions to the SCCC LFC mailbox, docsccllocalfamilycouncil@doc1.wa.gov. The LFC facility secretary will then acknowledge and forward to CPPC</p> <p>LBA -- The collaboration for this is really at the facility level, not the business office.</p>	<p>There have been more requests for lodging assistance this last quarter.</p> <p>During audit \$3600 in rec fees has been miscoded. This will be updated and available next quarter</p> <p>SCCC has asked for \$10k for the violence prevention event and for an increase for the sound system</p> <p>Mattresses: Back in production, and we should see them rolling out again soon. 200-300 a month for SCCC.</p> <p>Q: Are they switching out the blue for the new ones? Penrose - we have not been officially told if they are going to switch them out LBA - they are working on what CI ordered 1st...which will take us through June.</p> <p>Visitation: Now offers 1 free photo per visitor/incarcerated during visit. HQ has given us \$1200 to start with and if we need to request more, we can do that. SCCC got approved to redo kids area in visit and have submitted a request for 12 Nintendo Switches and 2 PS5's, and games. Nintendo</p>

		<p>Switches are planned to be used on a tv and/or at tables to play same game against loved ones. However, all is still in the works. Visitation currently has just about \$1,600 spending.</p> <p>Q: The request for additional funds in visitation..what line would that come from? Funds for the kids area is coming from HQ. The older kids/adult area is an enhancement request though HQ.</p> <p>Q: Is it possible for families to use kiosk or Incarcerated to use coupon to purchase additional photos? We asked HQ and we were told no.</p> <p>Q: There is a photo coupon machine in the visiting area that was used in the past to purchase additional photos. Can this be used again for families who want more than 1 free photo? No, they're two separate programs, and they are trying to keep them separate programs. So no, it is just the one free.</p> <p>Broken Hearts: hearts have been returned. We will get a credit but 10 were not able to be returned</p> <p>TV Purchases: Being looked at with HQ and our maintenance department</p> <p>Units: now have extra funds, \$2400, since we moved the meal enhancement elsewhere.</p>
<p>CPPC – Family Friendly Updates</p>	<p>See attached event flyer and current DOC event protocols.</p> <p>How can families recommend and discuss ideas for events per policy 530.155</p>	<p>Q: Bears with the hearts...ours stopped working the night we got it. When we were shopping, we read all the reviews. Those hearts came with 4-star review, we are so sorry this happened.</p>

	<p>A: Families can make suggestions before the end of March each year to the SCCC LFC mailbox, docsccllocalfamilycouncil@doc1.wa.gov. The LFC facility secretary will then acknowledge and forward to CPPC</p>	<p>Request: Can we get a spreadsheet from CPPC as well as list of events that have been done in the past.</p> <p>Q: Who do we contact about volunteers? Generally, the CPPC. However, since Toni is filling in you can contact her or go through the SCCC Local Family Council inbox.</p> <p>Q: Is the new CPPC being hired soon? Hiring process has been started. We will have someone appointed prior to</p> <p>Q: Are we going to bring back Family Fun Night? Yes, currently it's being revamped to go back to CPPC.</p>
<p>LFC Unit Rep Items Pre-Submitted</p>	<p>Could it be allowed for families of 3 or more going to EFV to bring in 2 blue totes instead of 1?</p> <p>A: We do allow 2 extra sacks with the 1 tote. And have let EFV's with more people take 2 but keep in mind. there is a point of excess. -Sgt. McGinnis</p> <p>Can the process to donate movies to EFV be simplified, people have been waiting months for approval</p> <p>A: We are looking into revamping this process</p> <p>A lot of people have lost contact with friends and family abroad because Securus e- messaging doesn't work. Can our state Rep present at the next meeting for HQ to allow the text and outbound connect features. Outbound allows family to call us.</p> <p>A: Request was emailed to LFC State Representative on 2/01</p>	<p>Q: Volunteers for fundraising...Does it have to be staff only? No, we have additional non doc who are volunteers. Those non doc employed volunteers have to go through a screening and badging process with the facility. Information and paperwork for that process can be acquired through CPPC.</p> <p>Q: Are infractions being given for having 2 mattresses when that's what they were issued? *Added to Action Items</p> <p>Q: Is yoga back up and running? And do they get mainline? Yoga has been moved to the gym. Yes, they will go to mainline.</p>

We are needing transparency around new mattresses. It's been years since the initial OCO report and more than a year since we were expecting to get them. They have been distributed to some individuals, but the distribution has stopped. Now we are hearing that somebody from HQ is complaining about the dark blue color, saying its gang related? When are we getting new mattresses?

A: See status update on Action Item form

Securus installed new Wi-Fi routers in the gym. When will we be able to bring our tablets to the gym? If not, what was the point of installing Wi-Fi and why are we able to bring out tablets to the yard and not gym?

A: DOC 280.925 Page 2 section I.B provides for prohibitions: paragraph 2 states: Using media players in Prisons other than the recreation yard or in the assigned living unit. Exceptions may be approved by the Superintendent for individuals that do not have access in the living unit [Emphasis added]. However, the issue is being reviewed as a policy update. -- Superintendent Bennett

II are asking for their indigent limit be raised from \$25 to \$50. The store prices/package prices has all risen for the past 9 months and our pay has remained the same. We in H3 are not only raising this for H3 but for all the II at SCCC. Please take this very seriously as it will help us being able to survive and be sound in health the best we can

A: This is beyond facility control. Recommended that the SCCC LFC State Representative present this at the SFC Meeting.

Requesting a pay raise for all classes, but especially Class 3, to make up for the lack of raises since 1995 and recent price hikes. Existing cap of \$55 raised to \$100

A: This is beyond facility control. It is our recommendation that the SCCC LFC State Representative present this at the SFC Meeting.

Why does SCCC always get told no when we try to get an ice cream shack? Every other facility does have something, as we should too.

A: Van Ogle - Ice Cream Shacks have been disapproved by every appointing authority we have had.

Bennett - WSP Camp and CBCC Medium (does not include CC) has the only Ice Cream Shacks presently in operation. CCCC has one but it has been closed for the past 14 months, CRCC does have a week opportunity to purchase Ice Cream incentive based (no infractions).. The other 7 facilities do not operate any ice cream shacks.

Medical – I have stated that they have put in request to be seen from Medical as of October 2022 and still have not been scheduled. Wondering why it is taking so long? Is there another process that we can get a better process and an answer that Medical received our kite?

A: Lynch - All kites are tracked and responded to within 5

	<p>days. If there is a specific example that you would like me to look into please let me know and I will be happy to follow up.</p> <p>Fundraisers -- It would like to request that fundraiser be more consistent. It helps with moral and they look forward to them which also helps keep the unit at the lowest level for behaviors, so they may have something to work towards. It was suggested that K. Linker being the Violence Prevention would be a good fit for heading fundraisers sine R. Graves is no longer in recreation</p> <p>A: Van Ogle - K Linker will not be doing fundraisers as she has changed jobs. SCCC needs to find a volunteer to do fundraisers. Some Counselors may be interested.</p>	
<p>Meals/Nutrition</p>	<p>Can we plan for gardening in such a way that we can incorporate fresh foods into existing meals plans, examples: adding fresh carrots to the mainline peas/vegetables, adding fresh kale into the mainline salad mix</p> <p>A: Penrose - FSM Attard and SPP Peterson and Ed Baldwin are working together to be able to incorporate our fresh produce into the salads and meals for the population.</p> <p>Attard - SCCC produce can only be added to the menu if there is enough of an item for all I/I, approximately 2000.</p> <p>In 2022 there were 3 different goodie bags available for II at holiday: Diabetic, Vegan/Gluten Free, Kosher, Mainline. How do we ensure for 2023 that IIs all get goody bags that they can enjoy? (We understand that</p>	<p>We are starting to ramp our bakery back up again.</p> <p>This year we have Ramadan and Passover at the same time for a 3rd of our population.</p> <p>Super bowl - a double boat sent out from HQ via CI. We did not make the hoagies</p> <p>Q: Incorporating vegetables – is there not a way to incorporate the fresh food items into what is already being served? It will be supplemented. We just have to wait for things to grow</p> <p>Q: Goodie bags – do they go through the kitchen or admin? Food service does not handle goodie bags at all. A couple years ago we used to do them ourselves but now HQ</p>

	<p>there was a voting process this year, which statistically is irrelevant because at most 10% of the population is represented by diabetics – so even if every diabetic voted for healthier option that would accommodate their therapeutic diet – they would only represent 10% of total vote.</p> <p>A: Goodie bags where ordered DOC wide, SCCC had no input on this or any part of the distribution.</p> <p>Fresh cookies were provided at holidays annually, and that was missed this year. What happened? How can we ensure that is available in 2023.</p> <p>A: Cookies where not provided because we did not make the bags. We did ensure that more desserts were incorporated into other meals during the Holliday Season.</p>	<p>does a blanket purchase for all the facilities</p> <p>Q: Are the oven locked during cooking? As far as the big oven locking...No they cannot be locked. The control panel is locked but the oven door is not. Control panel controls the temperature, and such.</p>
<p>Programming</p>	<p>Family members have heard from II that all peer-led programming was cancelled, including programs like Yoga. DOC has always had a strong pro-peer led focus, not only sharing the success of such programs with legislators, but also via multiple media releases and website pages dedicated to the importance and success of such programs. During COVID many programs were cut. Was this a SCCC issue only? With staffing still being a challenge and yard and gym still being cancelled regularly, can you please tell us what needs to happen for peer-led programming to be reinstated?</p> <p>A: Penrose - All peer led programs must have a sponsor or staff member supervise the program, since COVID we have lost most of our volunteers</p>	<p>Q: Who is teaching yoga right now? Also, Incarcerated have been told that when it does start up...a dance class will be on the other side. Can we work on having that fixed so we can have a calm yoga environment? 2 Incarcerated who have received training from Yoga Behind Bars. Toni Grun spoke with the yoga participants and told them about the schedule issue, they were ok with that.</p> <p>*Follow Up: The dance class has been moved out of the gym.</p> <p>Q: Yoga behind bars was built to not have a sponsor and staff, why is this all being changed? HQ has sent down direction that DOC can no longer have peer led</p>

	<p>across the state, all facilities are struggling to get these type of programs up and running again now that we are clear.</p> <p>Van Ogle - Yoga is being moved from P building to the gym and will no longer need a sponsor to occur.</p> <p>Will/Were all yards/gym cancelled during upcoming CPR courses</p> <p>A: Yes. A kiosk announcement was sent out from the Captain's office prior to each training.</p>	<p>groups/programs. Each group/program is required to have a sponsor.</p> <p>Q: What is the time frame for yoga? Currently yoga is meeting Monday-Friday 1100-1200</p> <p>Q: Yoga went from 2 hours to 1? Why was that? Due to the change in peer led programming, yoga had to be moved and this 1 hour block is what was available in recreation.</p>
<p>Visiting</p>	<p>Visit clothing standards seem to change based on guard checking you in, what is the standard?</p> <p>See attached photo of clothing guidelines poster in SCCC's public access.</p> <p>More paper plates and real napkins</p> <p>A: Due to the changes in visitation over the last 6 months we have not figured out a happy medium for our paper supply order. This is a work in progress please be patient.</p>	<p>Q: Fur boots – are you guys aware that they are allowed now? Boots with fur on the outside it is not allowed, inside the boot is allowed.</p> <p>Q: Is it possible to change the outdated posters at the front of the facility?</p> <p>*Added to action items list</p> <p>Q: Blue tote rule for EFV's...Is there a policy for that?</p> <p>Not in a policy, it is just what SCCC has been going by. We do 1 tote and 2-3 additional grocery bags. The one tote rule is to ensure there are enough for everyone.</p> <p>Q: Can we get the measurements of the tote</p> <p>*Added to action items list</p> <p>Q: Little girl needed to use bathroom but was turned away due to not going through rat testing...could this change? Maybe allow people to put on a mask and use the restroom. Maybe SCCC add a porta potty?</p>

		<p>It has been an issue in the past and Sgt. McGinnis will talk with CPM Schreiber to see if we can change that.</p> <p>*Added to action items</p>
<p>SFC Update Pre-Submitted</p>	<p>Sarah Leon:</p> <p>1st statewide family council meeting minutes are posted on the doc website.</p> <p>New structure to meetings, each facility now has a designated 10 min to speak about their facility</p> <p>Securus -- there was concerns and frustrations from other facilities as well</p> <p>Visitation -- each facility had different concerns</p>	<p>If anyone has legislative bills regarding incarceration questions, please email Sarah Leon.</p> <p>Next SFC meeting is March 18</p>
<p>Amend Update Pre-Submitted</p>	<p>See attached update from Amend.</p> <p>There was a request for an AMEND project update every meeting A: Decision was made to add update to agenda starting December 2022. Update will be delivered via email or during meeting.</p> <p>There was a question on "how a respectful attitude from COs could be implemented right away" A: We have been providing Amend training on the principles of Normalization, Dynamic Security, and Progression. We have also been offering job shadowing with officers from the Norwegian Correctional Service for staff to learn the concept of dynamic security from one another. The goal of the Amend project is to create culture</p>	<p>Staff transition -- Lance Graham has gone to HQ, Eric Garcia is now our local contact.</p> <p>Group of Incarcerated are meeting with amend weekly. This was asked for by the population.</p> <p>Q: Have all staff received training on amend? No, but we are continually working on providing training.</p> <p>Q: In some units staff are starting to do prosocial engagements. But other staff are stopping these prosocial engagements. Are you aware of that? No, we are not aware of that happening.</p> <p>H1 CUS Tyler Cardin -- H1's Sgt. is working with me on incorporating prosocial interactions into the general</p>

	<p>change in our facilities where all parties value each other for the humans we all are.</p>	<p>population. He has been working with the unit's population and staff to get everyone moving into that positive direction.</p> <p>Q: Staff are telling Incarcerated that Amend is bunked. And Incarcerated in the general population are seeing posters that make them think it is rolled out to them but that's not true. Can we have clearer communications for them on the status and progress of amend in the facility?</p> <p>We will forward this information to Sgt. Garcia. Maybe Amend needs to send out updates and other announcements via kiosk...that could be an option</p> <p>*Follow Up: Question and answer has been forwarded to Sgt. Garcia to discuss with SCCC's Amend team.</p> <p>Q: Is II the new term? Can we call them people instead? II is an acronym for Incarcerated Individual, we will work on retraining ourselves to say it fully.</p>
<p>Pre-Submitted Family Questions</p>	<p>Are IIs being infracted for having two mattresses when they were given two mattresses by COs because there were not enough new mattresses and production had stopped?</p> <p>*Added to Action Items</p> <p>Have they received them yet? What is the process for distribution? Will/When will the II's be informed of the process?</p> <p>A: See status update on Action Item form. II's have requested/received updates on mattresses through LFC notes and Tier Rep notes. Updates will</p>	

continue in this manner. An announcement will be made when mattresses are onsite for distribution.

When can we do tours again?

A: Currently, to go into a DOC facility volunteers, contractors, sponsors and staff must be vaccinated. We will need to look into this further. Also, please review Family Councils policy 530.155 p.7 Local Facility Tours. Here you will find that the LFC Facility Co-Chairs does not make the decision on who, beyond elected representatives, may participate in facility tours.

Can the commissary spending limit be raised, or frequency changed to help with getting adequate store since prices have increased so much (what can the facility do, vs. what is an HQ decision – example: could Supt. Bennett choose to increase the current commissary spend from \$125 to \$150, is that a local facility decision?)

A: Bennett - With the exception of AHCC, The spending limits at Stafford Creek are consistent all major facilities. As such we will maintain current spending limits. See attached Spending Limit Sheet provided by Correctional Industries

Could free hygiene, such as soap, shampoo, toothpaste, be provided for indigent population? Is that a local facility or state question?

A: This is beyond facility control. It is our recommendation that the SCCC LFC State Representative presents this at the State Family Council Meeting.

	<p>How can we improve communications between medical and families when something happens? LFC Family Co-Chair was emailed 1/25 to get more information about question. No information was received. Please email Family Co-Chair or Facility Secretary with more information so an accurate answer can be provided by SCCC.</p>	
New Action Items	4 new items were added	See Action Items Form for details.
Roundtable / Open discussion		
<p>Q: Video grams have been an ongoing issue. They're either not getting them at all, or they are showing up later. Is there a plan in place to make this situation better? A: Is this for CPPC's video grams? No, the ones that are through Securus. A: ASP Penrose - Securus is statewide, and we don't really have the knowledge on that. Unfortunately, we don't really have an answer for that</p>		
<p>Q: Do we have a secures liaison assigned to our facility? CPM Baltzell - We do have a liaison. They come to the facility every Wednesday and meet with the tier reps. In the unit resource rooms there is a form that the tier reps takt that to that liaison. Securus liaison assigned to SCCC: Joshua Deknoblough</p>		
<p>Q: Where are we on the video visits? A: CPM Baltzell - I believe it was tabled until we get the new video visit machine. New machines will allow video visits.</p>		
<p>Q: New video visit schedule will go back to the half hour? A: CPM Baltzell - I believe that was the discussion that we had and are looking at moving towards</p>		
<p>Q: Can we get memos that go out to II. We have not been having that happen in quite a while A: AA Carlson - Yes</p>		
<p>Q: H5 A kiosk that allows video visits is not working. Are you aware of this? A: CPM Baltzell - we were notified of that on the 8th and immediately put in a help ticket for that. A technician will be out today, 2/11.</p>		
<p>Q: I heard that cultural events are now going to be remote now? A: CPM Baltzell - there will be a new cultural policy now coming out A: ASP Arnold - There is now a requirement for the population to go through testing so now we are looking at virtual options. A: ASP Penrose - The upcoming diversity event was planned and then the new ruling for events came out...so our involved Incarcerated opted to go virtual for the event. Our II have been pretty strong willed with not wanting to test due to the possibility of cohorts, and outbreaks, etc. However, we are not moving all things to virtual.</p>		
<p>Q: Do we have a calendar for cultural events?</p>		

A: AA Carlson - No not yet. Everyone is trying to get through this first event. Hopefully we will have a calendar in the next month or so.

Q: Is testing required for the attending Incarcerated for events? Is it also being done for visiting?

A: ASP Penrose - That was a decision made from DOH and our clinical up at HQ. They don't consider visiting the same as events. This is the only way we could move forward with having in person events again.

Roundtable open discussion

Next meeting location: Stafford Creek Corrections Center Date: 4/08/2023 Time: 9-11AM

Comments: _____

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

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

REFERENCE	NEW ACTION ITEMS OPENED Name of issue discussed in meeting Key points/discussion: Description of issue Update: Update from each meeting till closed	ASSIGNED TO Owner of issue	DATE OPENED mm/dd/yyyy	DATE DUE mm/dd/yyyy	DATE CLOSED mm/dd/yyyy
Visitation (In Progress)	LFC Family Member requested access to the list of purchase requests SGT. McGinnis is compiling in hopes of donating or contacting IIBF for Funding 2/11: Sgt. McGinnis stated most things on list have been purchased. However, the list is still in progress and constantly changing.	Visitation SGT J. McGinnis / CPM R. Schreiber	12/10/2022	4/08/2023	
EFV (In Progress)	<p>What are the new EFV check in times, and will the forms be updated to reflect them?</p> <p>With the reduction in number of visits per week, who is tracking the data on the gap between visits and what visitors are experiencing, who is monitoring whether the change is positive or negative overall, and when will results be shared? A: Tracking is being completed on a spreadsheet and through the EFV scheduler. Superintendent Bennett will conduct a review in April 2023 but due to privacy concerns with attendance only aggregate data will be shared.</p> <p>There is still concern over reduced scheduled days and a feeling there should not have been a reduction. A: G. Penrose - The reason for a reduction in how many times a week the EFV's are available was not due to the hours changing. It was to ensure we were cleaning the units appropriately between every use, as required by policy. The reason for the hour change was to make it so the EFV's were also within policy guidelines of a minimum of 20 hours. There wasn't an option to skip the cleaning between visits.</p>	Visitation SGT J. McGinnis / Assoc. Supt. Penrose / Superintendent Bennett	12/10/2022	4/08/2023	

	Superintendent Bennett - I understand there is a concern; that is why we are tracking the data.				
Donations (In Progress)	LFC Family member requested information on and list of items that can be donated to visit room and EFVs. As well as the process to donate	CPM R. Schreiber	12/10/2022	4/08/2023	
LFC Unit Rep Item (In Progress) 2/11: Not addressed during Bi-Monthly Meeting	<p>Our medical care/needs are not given to the proper care/attention like it should!! Individuals are being neglected of the care that Doctors, Nurses, CNA, etc, are hired here to provide!! Individuals are in worth/critical/life threatening condition the they were when initially seek for medical attention!! Remedy: Need better and respectable service we deserve..And hold these care providers accountable for their negligence</p> <p>A: M Lynch - Our patients have access to 24 hour medical care. We offer sick call 5 days per week and each patient is also assigned to a primary care provider. If a patient needs a higher level of care we send them out of the facility to receive the care that meets their needs. Please let me know if there are specific issues that you would like me to look into and I will be happy to do so. It is my goal that all of our patients receive the appropriate care that they need and that all of our patients are treated with dignity and respect. Thank you.</p> <p>S Evans - Health Services strives to provide timely and appropriate services to all patients that require clinically appropriate care. The clinic conducts sick call daily Monday thru Friday and on average sees more than 12 to 15 patients daily. Additionally, those providers not conducting sick call, are seeing 12 to 15 patients daily that are assigned to their current patient panel. The facility with the support of our security partners provide access to off site specialists on average 11 to 15 patient out trips Monday thru Friday all over Western Washington. The clinic is still</p>	RN M. Lynch / HSM S. Evans	12/10/2022	4/08/2023	

	addressing some backlog on non-critical services due to COVID 19 over the last year. These numbers do not include infirmity services, nursing services, and other on-site specialty services. As always, the health service team appreciates any productive feedback from patients and families to better assist services provided to patients. Thank you.				
Securus (In Progress) 2/11: Not addressed during Bi-Monthly Meeting	LFC Members would like a separate Securus meeting scheduled *An inquiry email was sent by Facility Secretary A. Carlson. A: Email response: What works best is if we could get a list of the questions so they can be answered. Availability of staff for meeting not clarified. Family Co-Chair please develop a list of questions to send. Recommend this be taken to next SFC meeting as Securus is not facility exclusive	Assoc. Supt. Penrose / State Representative Shawnte Holmes-Davenport	12/10/2022	4/08/2023	
Rain Jackets (In Progress) 2/11: Not addressed during Bi-Monthly Meeting	Better quality rain jacket for Incarcerated. What is the process, timeline for approval and distribution? A: Rain jackets will be brought to the committee on 2-9-2023. Process: 1. We have to get the request approved 2. the budget has to determine where the cost will be absorbed if approved 3. determine how long it will take the orders to get filled 4. Develop a distribution at each location	Assoc. Supt. Penrose	12/10/2022	4/08/2023	
Video Visits (In Progress) 2/11: Not addressed during Bi-Monthly Meeting	Going back to pre-covid schedule	CPM Schreiber	12/10/2022	4/08/2023	
Mattresses (In Progress)	Status Update as of 2/01/2023: Production of mattresses was stopped last August due to a security issue that the fabric was blue. Unfortunately, it has taken this long for the new	CPM R. Schreiber	2/11/2022	4/08/2023	

2/11: Not addressed during Bi-Monthly Meeting	gray fabric to arrive due to supply chain issues created by the pandemic and quantity needed. However, the fabric has now arrived, and production has restarted. We are now awaiting further direction from DOC HQ on how they would like them rolled out.				
TB (In Progress) 2/11: Not addressed during Bi-Monthly Meeting	TB Updates A: As of 2/01/2023 SCCC has reinstated monthly TB teleconference meetings. Please refer to those notes, and all future notes, for TB updates at SCCC. LFC Facility Secretary emailed February's TB notes on 2/02/23.	HSM S. Evans	12/10/2022	4/08/2023	
Goodie Bags (In Progress) 2/11: Not addressed during Bi-Monthly Meeting	Sign-Ups to accommodate diabetic, halal, mainline alternative, and regular mainline A: Goody Bags were provided to the facilities pre-purchased and prepackaged by HQ. Additional inquiry email has been sent by A. Carlson- no response received. Recommend this be taken to next SFC meeting as this is not a facility decision	Family and Volunteer Services Manager D. Taylor / State Representative Shawnte Holmes-Davenport	12/10/2022	4/08/2023	
IIBF (In Progress) 2/11: Not addressed during Bi-Monthly Meeting	Spend for restricted funds; in the past, families were able to make recommendations and collaborate on events, monies were not spent, and creative solutions were not explored in lieu of in-person events, these questions are for FF01; FF15, FF37, FF61, FF69, FF91, FF97, FF96, and there are questions regarding the total amount available in FF40. A: CPPC – Families can email recommendations to the SCCC LFC mailbox, docsccllocalfamilycouncil@doc1.wa.gov . The LFC facility secretary will then acknowledge and forward to CPPC LBA – FF40 is the only one managed by HQ, the total amount available (as of 1/26) is \$14,450. HQ issues the funds to the families that qualify. All	LBA Samantha Richardson / CPPC	12/10/2022	4/08/2023	

	other FF's stated are restrictive funds and fall under CPPC.				
Dishwasher (In Progress) 2/11: Not addressed during Bi-Monthly Meeting	Last Update was in October. What has been done and where are we on completion? A: Dishwasher installation progress has stalled. We are placing this on the Capital Projects list due to the scope and price of work. This is a very expensive project. In addition to the dishwasher, we will also need to purchase a new boiler to run the units, a new steam system, and new dish tank.		10/08/2022	4/08/2023	
Mattresses (New)	Are infractions being given for having 2 mattresses when that's what they were issued?	Captain Eric Mainio	2/11/2023	4/08/2023	
Posted Information (New)	Removing outdated information from front of facility (flyers on doors and windows of public access porch)	CPM Robert Schreiber	2/11/2023	4/08/2023	
Visitation (New)	Measurements of blue totes used for EFV's	CPM Robert Schreiber	2/11/2023	4/08/2023	
Visitation (New)	Options for visitors being allowed to use restroom prior to RAT test being completed.	CPM Robert Schreiber	2/11/2023	4/08/2023	

REFERENCE	CLOSED ACTION ITEMS Name of issue discussed in meeting Key points/discussion: Description of issue Update: Update from each meeting till closed	ASSIGNED TO Owner of issue	DATE OPENED mm/dd/yyyy	DATE DUE mm/dd/yyyy	DATE CLOSED mm/dd/yyyy
Visitation/LFC	LFC Family Member requested a feedback form in visitation room A: An existing form was altered to include a questions and comments section and SCCC's LFC officers. New form was placed in visitation room on 1/13/23. See attachments.	Facility Secretary A. Carlson	12/10/2022	02/11/2023	2/11/2023
Special Visits	There is no mailing address on the special visit forms. Also, how will notifications of approval/denial be received A: Special Visit forms can be emailed to scccvisit@doc1.wa.gov or mailed to: Stafford Creek Corrections Center Attn: Visitation	Visitation SGT J. McGinnis / Assoc. Supt. Penrose	12/10/2022	02/11/2023	2/11/2023

	<p>191 Constantine Way Aberdeen, WA 98520</p> <p>Approval and denial of special visits will be made to II via kiosk message from CPM Schreiber's office. The II will need to contact their visitor with the news.</p> <p>The special visit form is a DOC document. Therefore, we cannot add the SCCC mailing address to it.</p>				
Visitation / LFC (In Progress)	<p>Is there a place in the visit room for LFC items? Boxes were once set up for family members who could not attend the council meeting for questions to be put in there. There was also one in the women's bathroom. There was also a place to grab minutes from the previous meeting. Used to have something on tv in lobby that announced officers were named</p> <p>A: The LFC 2023 schedules are placed on the bulletin board. Previous meeting notes are being placed in the Family Councils wall box between the bathrooms. LFC form for joining/submitting questions and comments are located by entrance. Drop box for forms is located near bathrooms. The drop box that is located inside of a bathroom does not belong to the LFC.</p>	Facility Secretary A. Carlson	12/10/2022	2/11/2023	2/11/2023
CPPC (In Progress)	<p>IIBF Status of refund for broken bears</p> <p>A: 1/08 Return request had to go through a negotiation process with Amazon. DOC was able to obtain a refund for all but 7 hearts. We are looking into options of repurposing the remaining 7. Outstanding amount for 7 hearts is roughly \$32.38.</p>	CPPC	12/10/2022	02/11/2023	2/11/2023
Violence Prevention	<p>Event prizes with food options that accommodate diabetic, halal, mainline alternative, and regular mainline</p> <p>A: Penrose - Van Ogle indicated he and his staff would definitely consider including healthy options for event prizes.</p> <p>Van Ogle - Healthy food choices for fundraisers will be considered in the future.</p>	Assoc. Supt Van Ogle	12/10/2022	02/11/2023	2/11/2023

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

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

9:00 am Welcome verbiage via Family Co-Chair Tammey Bertrand

Thank you all for coming, we have a few housekeeping notes and updates based on feedback from families and our partners at Stafford.

- First, for our friends joining by phone, please note that *5 will raise and lower your hand, *6 will mute and unmute you.
- We ask that everyone have themselves muted, and video off, unless they are speaking.
- Our speakers today will work hard to leave the last 3 minutes of their scheduled time for questions specific to their topic. To keep us on schedule, we ask that questions beyond the allotted scheduled time are saved for the scheduled roundtable.
- We ask that as a whole, we avoid acronyms and jargon that would not be known to those outside of DOC, including job title acronyms.
- You may also post your questions in the chat, or email them to me or Amber and we will work to get answers included in the meeting minutes, action items list, or added to the next agenda.
- Please remember, per DOC policy, DOC staff will not be responding in chat. As a team, we will collect any unanswered questions from chat so that we can work to get you answers in the event we run out of time today.
- We are now using the DOC Action Items form 03-514 to record action items and ensure that we have an ongoing list of issues that do not meet immediate resolution.
- Thank you to everyone who responded to the survey that Family Council sent out. This allowed us to identify the top 3 agenda items for the meeting and enabled Stafford (thank you Amber) to work to get as many questions answered in advance for inclusion in the meeting packet. Your participation in the survey also ensures we get the right people at the meeting so your questions and concerns could be addressed.

Your new council co-chairs met and reviewed DOC Family Council Policy and Guidelines as we prepared to kick off this year with the spirit of collaboration. We will include a link to the Family Council Policy 530.155 and The Family Council Resource Guide with the minutes. These are both great documents to familiarize ourselves with, as they lay out best practices and expectations of families and DOC staff as partners in this collaborative effort. Per these documents:

The Department is responsible for:

- Engaging in respectful and inclusive interactions,
- Providing meeting space, either in-person or virtually,

- Necessary teleconference communication,
- Collaborating with the family co-chair/co-secretary to provide updates to action items and address council concerns,
- Providing timely posting of meeting minutes both online and within the facility, and
- Support LFC recruitment efforts

Families are responsible for:

- Engaging in respectful and inclusive interactions,
- Utilizing elected family representatives to bring forth agenda items, concerns, and/or ideas regarding local facility operations,
- Collaborating with facility personnel to offer suggestions for family-friendly activities,
- Offering thoughts and asking questions regarding Incarcerated Individual Betterment Fund (IIBF) expenditures and annual planning, and
- Family council recruitment efforts, family orientation for new members, and providing navigation for families based on lived experience with agency operations.

We ask that you are patient with us as we work to co-facilitate and figure out our rhythm as we learn to work together as your DOC/LFC team.

CPPC UPDATE

1. Winter Event final cost was \$4,944.77. Supplies (bears, stuffing, etc.) came to \$3,513.59 and shipping was \$1,431.18. We have requested pop up funds to cover the shortfall of \$264.77 from shipping costing more than expected. Headquarters has already told us that shipping cost overages should come out of pop ups as those expenses weren't planned in the original event allocations.
2. Back to School cost \$1,883.71. The remaining funds will be used to replace the items used in last year's event. Supplies for this event are bought with the previous year's budget incase there is a delay in getting allocations finalized so that school supplies are handed out before the beginning of the school year.
3. Upcoming events are Significant Others in March, which is planned to be an activity based off of "Paint and Sip". Allocated funds are \$975. Spring Event will take place in April with a budget of \$1,690. Parents and Mentors will take place in mid-June and has \$1268 set aside.
 - a. If they ask: Event specifics are not planned more than a month or two in advance, so specifics for Spring and Parents/Mentors are not available. This is standard across the state as things can change and at this time are changing with the new COVID protocols for Family Events and Ms. Mansford leaving.
4. Until a new CPPC comes in the process for events is: Approximately 1 month before the event notification will go out to the population by fliers in the unit and over kiosk announcing the dates, times, event requirements, and how to sign up. It will also include the date that sign ups end. Families cannot sign up, it has to come through the population and it is their responsibility to let their guests know they have been signed up.
5. Event budget requests are due from the facilities in mid-April. If anyone has suggestions they would like to be considered for the 2023/24 fiscal year they can email recommendations to the ~~CPPC or MSXO~~ until the position is filled. Suggestions must be received by the end of March to be considered. Feed back and other non-budgetary suggestions can be made throughout the year by emailing the ~~CPPC~~ **Emails can be sent to the SCCC Local Family Council inbox
6. Money left over from events at the end of the year will be used to restock or replace items used during the year, or to purchase items that can be used at multiple events but would take too much out of a single event's budget. Previous purchases have included pop-up tents for outdoor events, a cotton candy machine, and similar. Items that families would like to see purchased can also be emailed as suggestions.
7. Family Centered Programs are planned to provide meaningful and intentional relationship building opportunities. Events are not only a fun occasion with loved ones, they are also meant to foster and develop healthy interaction and relationship building skills between incarcerated individuals and their families. Participants in events are required to participate in learning workshops to develop communication and pro-social skills. Please keep this in mind when offering suggestions



Local Family Council

Family Representative

Full Name: _____
Last *First*

Email: _____

Family Member Housed at SCCC

Full Name: _____
Last *First*

DOC# _____ Relationship: _____

Questions and Comments

Facility Co-Chair: Associate Superintendent of Programs Karin Arnold
Family Co-Chair: Tammy Bertrand

Facility Co-Secretary: Administrative Assistant Amber Carlson
Family Co-Secretary: Joanne Todd

SCCC LFC State Representative: Shawnte Holmes-Davenport

If you would like to join SCCC's Local Family Council, ask a question or leave feedback; please complete form and place in the Family Council drop box located by the restrooms or email to docsccllocalfamilycouncil@doc1.wa.gov

Stafford Creek Corrections Center (SCCC)
Incarcerated Individual Betterment Fund (IIBF)
FY23 Quarterly Budget to Actual Report from July 2022 to December 2022

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY23 Budget	Expenditures	Fee Recovery	Remaining FY23 Budget	Brief Description of Expenditures to Date
89130	F107	IIBF Free Photo Program	1,200.00	144.84		1,055.16	Kasi 4x6 media pack
89130	FF01	BACK TO SCHOOL	3,415.00	1,152.51		2,262.49	14-10 pack assorted classic color markers, 1 box glue sticks, 8 boxes of black pens, 8 boxes blue pens, 1 pack highlighters, 24 colored pencils, 3 plastic folders, 3 paper, 4 20-sets binder, 288 notebooks, 32 rulers, 9 20/pack erasers
89130	FF15	FAMILY FOCUS EVENTS	1,800.00	0.00		1,800.00	
89130	FF37	MARRIAGE CLASS/SEMINAR	300.00	0.00		300.00	
89130	FF40	HOTEL VOUCHER PROGRAM	15,000.00	550.00		14,450.00	Lodging assistance program
89130	FF61	SPRING EVENT	1,690.00	0.00		1,690.00	
89130	FF69	WINTER EVENT	4,680.00	3,461.50		1,218.50	200 Bears. Voice recorders, fiber fill for bears, holiday greeting cards,
89130	FF91	VIDEO GREETING	500.00	67.43		432.57	park scenery backdrop, shipping tables
89130	FF97	SPECIAL ADULT EVENT	1,268.00	0.00		1,268.00	
89130	FF96	SIGNIFICANT OTHER APPRECIATION	1,268.00	0.00		1,268.00	
89130	FPOP	POP-UP ALLOTMENTS	700.00	595.92		104.08	candy corn turkey craft kit, hedgehog magnet kit, cheery ornament craft kit, Grinch Christmas snow globe kit
88125	NR08	EFV - SUPPLIES	980.00	73.75	(480.00)	1,386.25	Shower curtain, 4 can openers
88115	NR14	MEAL ENHANCEMENTS	0.00	0.00		0.00	
88160	NR19	RECREATION SUPPLIES	7,955.00	928.55	(714.00)	7,740.45	Whistles, Prizes for Violence Reduction event-Bath sponges, x2 porter cable for hobby router, treadmill belts, x2 basketballs, x15 rook card game, x2 barbells, x4 scrabble, x18 volleyballs
88170	NR23	TELEVISION PURCHASE / INSTALLATION SUPPLIES	0.00		(15,913.57)	15,913.57	
88180	NR27	UNIT ACTIVITIES	6,393.00	3,992.70	0.00	2,400.30	39 puzzles, board games-28 Scrabble, 14 Risk, 3 Pandemic, 21 Uno and Skip Bo, 3 Backgammon, 14 Rook card game, 14 Dominoes, 10 Sequence, 14 Chess
88190	NR30	VISITING AREA SUPPLIES	2,082.00	418.86	0.00	1,663.14	5 napkin dispensers, heavy duty plates, markers,
89170	OP03	TELEVISION SERVICES	141,882.00	74,331.22	(5,824.09)	73,374.87	
Report Total			191,113.00	85,717.28	(22,931.66)	128,327.38	

Local Family Council Meetings

Bi-Monthly meetings are held from 0900-1100

February 11

August 12

April 8

October 14

June 10

December 9

Family Friendly Events

Full Eligibility Criteria will be listed on Family Friendly Event Flyers and Announcements.

No one with Justice and Sentencing Restrictions limiting contact with children will be eligible to attend events with minors, regardless of individual visitation allowances.

Participation in workshop may be required for attendance at events.

Events, Workshops, and Activities are subject to change, rescheduling, or cancellation due to COVID 19 Requirements

Alternative Events will replace events cancelled due to COVID-19 during the month of the event they are replacing when possible

Significant Others -March 18th, 2023

An event to show love and appreciation to your closest loved ones. An evening for a romantic dinner, special activities, and games to bring you closer. Pre-event workshops will focus on relationship building. Sign ups open in January 2023, adult guests only.

Spring Event -April 15th, 2023

Come learn team building and positive reinforcement techniques as adults and children compete together in fun challenges to win prizes and bragging rights. Pre-event workshops will teach positive parenting strategies. Sign ups open in March 2023. Must have a minor child in attendance.

Parents and Mentors -June 17th, 2023

Show how much your strongest and longest supporters mean to you. Enjoy a pleasant afternoon with your loved ones playing games and working on projects together. Pre-event workshops will lean into the many ways that appreciation can be shown. Sign ups open in May 2023, adult guests only.

Back To School Summer Barbeque -August 19th, 2023

Get your students ready for the new school year with an event that centers on the fun side of learning. Pick up a back pack and enjoy exploring the world we live in. Pre-event workshops will work on how to encourage children's love of learning. Sign ups open in July. Must have minor children in attendance.

Winter Event -December 2nd & 3rd, 2023

Share holiday joy with your loved ones with food, music, and activities. Pre-event workshops will be on how to stay connected during the holidays. December 2nd is for adults only. December 3rd must have a minor child to attend.

Prisons Indoor Event Procedures

General Expectations:

- Indoor events will only be authorized if the county category is **GREEN**.
- Cohorting is not enforced during the event, but physical distancing is important to reduce risk of exposures.
- Given that enclosed spaces combined with the consumption of food indoors creates a greater risk for the visitors, population and staff, masks will be worn at all times for staff, incarcerated individuals and visitors/guests, regardless of COVID-19 local county levels.
- All visitors and guests will receive a Rapid Antigen Test (RAT) and have a negative result before being allowed to participate.
- If minor children are participating in the event, two (2) additional officers must be provided.
- The identified event area must provide for appropriate physical distancing.
- Hand Sanitizer and additional masks will be available.
- If the facility is on outbreak status or is located in a county identified in the **YELLOW** or **RED** category, the event will be rescheduled unless discussed with Clinical Leadership.

Visitor Processing:

- Only visitors that are on the Incarcerated Individual's (I/I) visiting list and identified in advance are authorized to participate.
- Visitors and Guests will be processed through public access.
- RAT will be administered for all incoming visitors and program guests.
- Designated personnel will encourage physical distancing during escort from Public Access to the event area.

Incarcerated Individuals:

- Incarcerated Individuals will be placed on callout.
- Individuals will receive the RAT prior to the event and clear the test with a negative result before being allowed to proceed to the event area
- Individuals must be masked at all times.
- Individuals actively on Quarantine/Medical Isolation are not authorized to participate in events.
- If event does not involve any outside visitors (family, community members, performers, etc.), then incarcerated individuals are not required to test before or after a planned event. Testing should be made available if requested.

Physical Distancing Expectations for Families and Guests:

- Incarcerated individuals may hug family members upon initial entry and prior to exiting at the end of the event.

- Families may hold hands and touch arms, but are encouraged to use available hand sanitizer frequently and especially before engaging with other guests.
- Kissing is not authorized.

Presenters and Dancers:

- Presenters may remove their masks while performing if physically distanced from others, but must replace the mask immediately upon completing their presentation.
- Dancers may remove their masks during dancing and can remain physically distanced from other individuals, visitors, and guests.

Food Distribution:

- Facility food service will prepare event meals in grab-n-go containers.
- Tables will have numbered tents and families and guests will be called by table numbers to pick up the meal and return to their seats.
- Communal eating will be allowed; however masking is still required, masks may be lowered to take a bite/drink and then immediately replace the mask for enhanced safety at the tables.

Completion of Event:

- Visitors and guests will be escorted back to Public Access by designated personnel.
- Staff will supervise designated incarcerated individuals as they assist in the clean-up of the area following the completion of the event.
- Upon completion of clean-up, individuals will be called by units to return to their assigned housing.

Post-event Testing and Mapping:

- All incarcerated individuals will agree in writing to participate in the safety measures below prior to the event.
- All incarcerated individuals will be assigned a table and full resident sitting list will be available for future mapping if positive cases are identified.
- After the event, participating incarcerated individuals will return to general population. On day 4 and day 7 after the event, all event participants will undergo symptoms check and temperature check by medical staff. COVID19 Rapid antigen test will be offered on these days, but not required.
- Facility leadership will coordinate with medical so staff is available for scheduled symptoms and temperature checks post-event.
- If patient refuses to have checks done, staff can document refusal, but at least assess patient's general condition at the cell front. If patient is visibly symptomatic, IPN team or designated medical staff should be notified so appropriate protocol can be followed.
- If any result is positive or patients are symptomatic, patient management will continue per COVID19 protocols.
- If a patient tests positive after the event, any Incarcerated Individuals identified as a close contact will follow current guidelines per protocol.

Prisons Outdoor Event Procedures

General Expectations:

- Approved visitors and guests only.
- Cohorting is not enforced during the event, but physical distancing is important to reduce risk of exposures.
- When COVID-19 local county levels are low (GREEN) per CDC and COVID-19 activity is minimal at the facility (not on any outbreak status or Facility Wide Cluster status), then masking will be encouraged but voluntary. If the facility is located in a county identified in the YELLOW category, masks will be worn at all times for all incarcerated individuals and visitors/guests.
- All visitors and guests will receive a Rapid Antigen Test (RAT) and have a negative result before being allowed to participate.
- If minor children are participating in the event, two (2) additional officers must be provided.
- The identified event area must provide for appropriate physical distancing.
- Hand Sanitizer and additional masks will be available.
- If the facility is on outbreak status or is located in a county identified in the RED category, the event will be rescheduled unless discussed with Clinical Leadership.

Visitor Processing:

- Only visitors that are on the Incarcerated Individual's (I/I) visiting list and identified in advance are authorized to participate.
- Visitors and Guest will be processed through public access.
- RAT will be administered for all incoming visitors and program guests.
- Designated personnel will encourage physical distancing during escort from Public Access to the event area.

Incarcerated Individuals:

- Incarcerated Individuals will be on callout.
- Individuals will receive the RAT prior to the event and clear the test with a negative result before being allowed to proceed to the event area.
- When COVID-19 local county levels are low (GREEN) per CDC and COVID-19 activity is minimal at the facility (not on any outbreak status or Facility Wide Cluster status), then masking is not required but encouraged. If the facility County status is YELLOW, individuals must be masked at all times.
- Individuals actively on Quarantine/Isolation are not authorized to participate in events.
- If event does not involve any outside visitors (family, community members, performers, etc.), then incarcerated individuals are not required to test before or after a planned event. Testing should be made available if requested.

Physical Distancing Expectations for Families and Guests:

- When COVID-19 local county levels are low (GREEN) per CDC and COVID-19 activity is minimal at the facility (not on any outbreak status or Facility Wide Cluster status), then

current Safe Start Corrections guidance for Visitation applies. If Facilities are in the elevated YELLOW level, the following rules apply:

- Incarcerated individuals may hug family members upon initial entry and prior to exiting at the end of the event.
- Families may hold hands and touch arms, but are encouraged to use available hand sanitizer frequently and especially before engaging with other guests.
- Presenters and Dancers:
- Masking is only required if County Status is YELLOW status and/or the facility has increased COVID19 activity (any outbreak status or Facility Wide Cluster). Presenters may remove their masks while performing if physically distanced from others but must replace the mask immediately upon completing their presentation.

Food Distribution:

- Facility food service will prepare event meals in grab-n-go containers.
- Tables will have numbered tents and families and guests will be called by table numbers to pick up the meal and return to their seats.
- Communal eating will be allowed; however, if County status is YELLOW per CDC, masking is still required, masks may be lowered to take a bite/drink and then immediately replace the mask for enhanced safety at the tables.
- Completion of Event:
- Visitors and guests will be escorted back to Public Access by designated personnel.
- Staff will supervise designated incarcerated individuals as they assist in the clean-up of the area following the completion of the event.
- Upon completion of clean-up, individuals will be called by unit to return to their assigned housing.

Post-event Testing and Mapping:

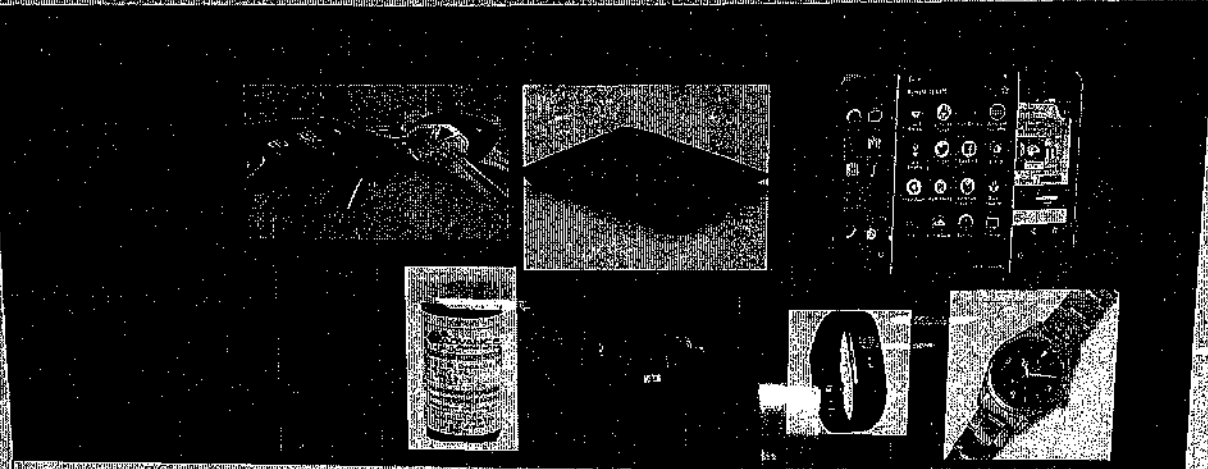
- All incarcerated individuals will agree in writing to participate in the safety measures below prior to the event.
- All incarcerated individuals will be assigned a table and full resident sitting list will be available for future mapping if positive cases are identified.
- After the event, participating incarcerated individuals will return to general population. On day 4 and day 7 after the event, all event participants will undergo symptoms check and temperature check by medical staff. COVID19 Rapid antigen test will be offered on these days, but not required.
- Facility leadership will coordinate with medical so staff is available for scheduled symptoms and temperature checks at the cell front post-event.
- If patient refuses to have checks done, staff can document refusal, but at least assess patient's general condition at the cell front. If patient is visibly symptomatic, IPN team or designated medical staff should be notified so appropriate protocol can be followed.
- If any result is positive or patients are symptomatic, patient management will continue per COVID19 protocols.
- If a patient tests positive after the event, the residents sharing the same table will be identified and tested per protocol.

Commissary Spending Limits

<u>Institution/Unit</u>	<u>Limit</u>	<u>Notes</u>	<u>Frequency</u>
AHCC	\$ 150.00		8 Working Days
CBCC	\$ 125.00		8 Working Days
CCCC	\$ 90.00		Weekly
CRCC	\$ 125.00		8 Working Days
MAX-SEG (includes WCCW)	\$ 10.00	Amount varies by level - \$35.00 max	Weekly
LCC	\$ 90.00		Weekly
MCC ITU PRP	\$ 20.00	Amount varies by level - \$35.00 max	Weekly
MCC SOU	\$ 125.00		9 Working Days
MCC WSR TRU MSU	\$ 125.00		9 Working Days
MCC WSRU IPU	\$ 75.00		9 Working Days
MCC Hospital	\$ 75.00		9 Working Days
MCCCW	\$ 100.00		Weekly
OCC	\$ 90.00		Weekly
SCCC	\$ 125.00		10 Working Days
WCC Receiving	\$ 25.00		Weekly
WCC TC	\$ 90.00		Weekly
WCCW CCU Level 1	\$ 100.00		Every 2 Weeks
WCCW Main	\$ 90.00		Weekly
WCCW Receiving	\$ 50.00		Weekly
WCCW Babies	\$ 90.00		Weekly
WCCW TEC Acute	\$ 20.00	Amount varies by level - \$20.00 max	Weekly
WCCW TEC Residential & IPU	\$ 90.00		Weekly
WSP	\$ 125.00		Every 2 Weeks

Welcome to Stafford Creek Corrections Center visiting

Please remember these items are not allowed in the facility:



-Please get a locker key to hold the above items. This key will be kept on your person for the duration of the visit.

-Fill out the information card found on the wall.

-Please have your Informational Card and all visitors (over the age of 18) ID cards in your hand and ready **BEFORE** you enter the line.

Please do not hold places for anyone in line.



Locker Key

Information Card

You may only have 2 rings, 1 bracelet, and 1 necklace

While waiting in line, please be ready to remove your shoes, jackets, oversized jewelry and belts before approaching the scanner.

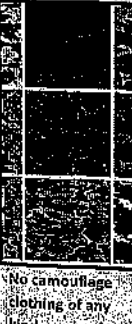
The following is an example of some of the clothing not allowed in the visit room:



Clothing that is considered too difficult to search such as shirts or pants with pockets or anything with excessive padding or anything that is not a uniform or other clothing.



High Heels will be limited to no more than 4 inches. Quilted or fur lined footwear will not be allowed.



No camouflage clothing of any kind.



No Hats or Sunglasses

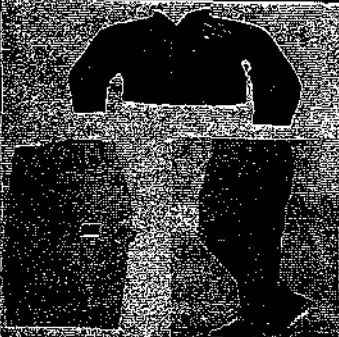
The following clothing is no longer allowed because it is the same type and/or colors that the incarcerated are issued to wear:



Khaki shirts
Khaki Pants
Red Shirts
Grey Sweat Tops
Grey Sweat Bottoms

Dress standards are necessary to ensure the safety and security of visitors and the incarcerated to promote a non-offensive, family oriented environment and to provide efficient processing of visitors. Appropriate, modest clothing should be worn by all visitors. Buttons or closures should be fastened to the degree necessary to maintain modesty. All clothing must be clean and in good repair. No holes, rips, or tears. No scarves, neck ties, or handkerchiefs allowed. These guidelines are for events on non-visit days as well.

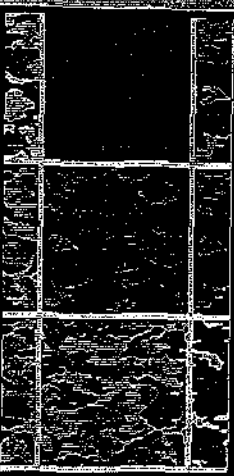
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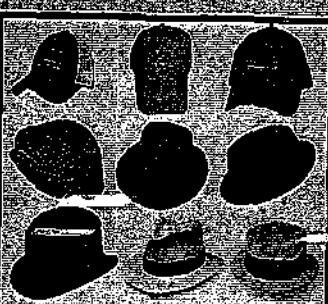
Clothing that is considered too difficult to search such as cargo or painter pockets or anything with excessive pockets, padding, or layering of one outer garment over another.



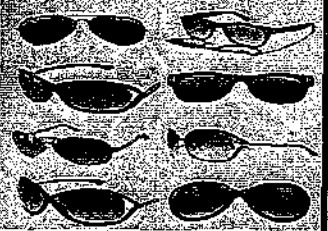
High Heels will be limited to no more than 3 inches. Quilted or fur lined footwear will not be allowed.



No camouflage clothing of any kind.



No Hats or Sunglasses



The following clothing is no longer allowed because it is the same type and/or colors that the incarcerated are issued to wear.



Khaki shirts

Khaki Pants

Red Shirts

Grey Sweat Tops

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Dress standards are necessary to ensure the safety and security of visitors and the incarcerated to promote a non-offensive, family oriented environment and to provide efficient processing of visitors. Appropriate, modest clothing should be worn by all visitors. Buttons or closures should be fastened to the degree necessary to maintain modesty. All Clothing must be clean and in good repair, free of holes, rips, or tears. No scarves, neck ties, or handkerchiefs allowed. These guidelines are for events on non-visit days as well.

Local Family Council Update SCCC January 2023

The Resource Team at Stafford Creek Corrections Center (SCCC) had a great month since the last update to the Local Family Council.

The first thing I would like to bring to your attention is a Leadership change with The Resource Team. Sergeant Lance Graham has transitioned to Headquarters as a Lieutenant to keep a custody staff perspective over the implementation of the AMEND partnership. Officer Eric Garcia has transitioned into the role of Sergeant at SCCC and is the new Resource Team Lead, his former role was Assistant Team Lead for the Resource Team. He brings a vast knowledge of the culture change initiative in our state, as well as the principles of Normalization, Dynamic Security, and Progression. These are the key principles of the AMEND project.

Total additional out of cell time provided by The Resource Team for the month of December was 58 hours. The types of activities conducted during these activity sessions ranged from life skills training, assistance in programming assigned to Incarcerated Individuals, driver's license study materials, card games, cornhole tournaments, and assistance in obtaining DD214 forms for veterans.

The Resource Team has established a working relationship with the Washington State Department of Corrections Reentry Division. To provide assistance in helping Incarcerated Individual's begin the navigation of reentry to our communities from the RHU.

As far as the AMEND project in the general population units at SCCC some great strides have been made as well. Working with AMEND, Headquarters staff, and Facility Leadership, the implementation of a Resident Advisory Council has been established. Currently 14 Incarcerated Individuals are on this panel and a Sergeant from the facility is a dedicated staff sponsor of the council.

The Contact Officer Program at SCCC is in the planning stages for the general population staff to begin to take on a mentorship role during their daily interactions in the units. We are currently working with staff and other Incarcerated Individuals who are requesting to be involved with the AMEND project, or who would like to learn more about the principles of AMEND.

As we become aware of issues regarding policy, procedures, and training the team is constantly evaluating these issues and looking into how to make appropriate changes during the implementation of the AMEND project.

On a statewide level there are currently several pilot programs being established to further the mission of bringing culture change into our facilities. These facilities include:

- Stafford Creek Corrections Center
- Washington Corrections Center for Women
- Mission Creek Corrections Center for Women
- Reentry Centers (Ahtanum View, Bishop Lewis, Tri Cities)

At this time, I would like to share a few of the success stories from the Resource Team Activity Sessions in the Restrictive Housing Unit (RHU) with you all.

"Wow, this is cool being out of restraints again. I feel like a normal guy again."- from resident in the RHU

"This is eye opening, it's like a switch went on. Now I know there is a different way."- from a new Resource Team member

"I look forward to coming out with you guys so much, it makes me feel normal again."- from a resident in the RHU

"I wish a program like this was around a long time ago, it may have helped me stay out of the IMU"- from a resident in the RHU

Thank you all for your time today to review our progress. I will miss giving you monthly updates, but Sergeant Garcia will take it from here.

Respectfully,

Lieutenant Lance Graham
Washington State Department Of Corrections.