



## FAMILY COUNCIL MEETING MINUTES

Location: 7345 Linderson Way SW, Tumwater, WA    Date: 3/16/19    Time: 9 am, 10 am - 3:30 pm

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Teleconference details: \_\_\_\_\_



### Meeting Attendees

Department/facility co-chair: Scott Russell                      Family co-chair: Suzanne Cook, TRU

Facility/council secretary: Debra Dobson

Family secretary, if applicable: Yoshikovasha Garcia, AHCC

Members present: \_\_\_\_\_ Non-council member attendees: \_\_\_\_\_



### Agenda

Old business

Topic	Discussion/Key Points	Next Steps
9-10am  Executive Session	Statewide Representatives and DOC only, review ground rules, and our voting mechanism giving all reps a voice. Discussed at 2/23/19 focus group. how these standards will be presented in the general session.  Emphasis on compassion so we can deal with families in pain, angry and frustrated. We are not people who enjoy conflict.	Continue to work on making an effective use of meeting time.  Clear goals/Tasks will create a focused network of families and DOC
10am  General Meeting  "Ground Rules"	<p><b>Important prep for a successful meeting:</b> Copies of all pertinent papers in folders and ready for each participant, Post-its laid out at each table, ID badges for Statewide Council Representatives, water, snacks, coffee, lunch ← Thanks</p> <p>A. "Just because something happens in the agency does not mean that individual DOC staff at our SFC meetings condone it, I encourage you all to trust us as individuals to work collaboratively." - Scott</p> <p>B. "When doing advocacy with SFC, understand that DOC must sometimes refrain because of conflict of interest requirements (may be political, for example. Sometimes agency must be silent on some legislative issues." – Scott</p> <p><b>ATTACHMENT 1 – GROUND RULES and ROLES/ RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>● Continue the good work preparing for meetings</li> <li>● Layout ground rules, agreement from all on council as a first step for LFC's</li> <li>● Could open up intro of ground rules to all at SFC participants to encourage buy-in.</li> </ul>

<p>General Meeting</p> <p>“Ground Rules”</p>	<p>“Parking lot” - used to put ideas that we want to mention but it isn’t our turn to speak, may be off topic but a chance to bring up any concerns, without getting off topic. (Use the post-its, for “parking lot” or for avoiding interrupting a speaker)</p> <p>This is our approach to communicate a good faith effort to shift the tone and culture of Family Councils. Statewide Family Council Representatives and DOC each selected a ground rule and gave a short reason why they stood behind it and how it would support our work.</p> <p><b>Concerns/Comments about the new location:</b></p> <ol style="list-style-type: none"> <li>1. What about the podium idea? <i>We can get the podium if we wished. Acoustic are better. Good room we may be able to better arrange the tables so everyone feels like part of the group. It’s warmer. It’s cold at the CI building.</i></li> <li>2. Could there be a call in method? <i>microphone possibility for the room</i></li> <li>3. <i>Could there be teleconferencing capabilities as well?</i></li> <li>4. Could we save the \$500 and spend it on our loved ones instead? <i>Cost HQ \$500 a meeting, comes from a different budget. CI is free.</i></li> </ol>	<p>← Emphasis will be on effective resolution and follow-up on a few issues rather than on taking on many issues in a scattered, ineffective way.</p>
<p>15 min each hour</p>	<p><b>Learning moment:</b> Our first break was all over the place. Clearly set expectations of the break time and what we are to be doing or discussing. → might need more time?</p>	<p>Address “parking lot” issues</p>
<p>11:30</p> <p>Family Council Policy</p> <p>Belinda Stewart</p>	<p><b>ATTACHMENT 2 – Tri-fold Informational Brochure</b></p> <p><b><u>What needs to be corrected, fixed or added?</u></b> *we would like suggestions from Families and Staff</p> <p><b>Worked toward standardization</b> - Superintendents as Local Appointing Authorities want the chance to figure things out, Structure – trying to better coordinate DOC’s divisions and the LFCs with SFC. Document how things get resolved, how do the divisions interact with each other. Working on creating set standards of dealing with issues the families and incarcerated face.</p> <ol style="list-style-type: none"> <li>A. Get with LFC so LFC can become empowered by SFC &amp; DOC collaboration, still have to delegate and give them opportunity to assemble and resolve local issues. How can we mitigate stresses on their behalf?</li> <li>B. Goal is to improve collaboration with LFC members to work together between meetings with local facility staff.</li> </ol> <p>“Their punishment is that they have to come to us. We don’t need to remind them of that on a daily basis.” – Scott Russell, about our loved ones.</p>	<p>Work toward standardization for all Local Family Councils</p>

<p>Family Council Policy</p> <p>Belinda Stewart</p>	<p><b>Goal: clarifying and distinguishing the roles of the local and statewide family councils, and increase local facility resolution and accountability.</b></p> <p><b><u>Review Statewide Family Council</u></b></p> <ol style="list-style-type: none"> <li>1. Resolve state-wide issues</li> <li>2. Create an easy to understand organizational chart of the hierarchy and who to contact based on generic title at the local level before moving to the State Level and have a clear definition of the scope that they may deal with.</li> </ol> <p><i>What things can DOC help us with and what are they restricted to?</i></p> <ol style="list-style-type: none"> <li>A. Voting mechanism to be used at local and statewide family councils (thumb up, down, or sideways). Those taking undecided or thumbs down vote will have an opportunity to explain why, then a revote will happen. Majority vote, (50% +1) Belinda and Scott will be <b><u>training the superintendents and visiting staff on these protocols for consistency across the state.</u></b> DOC does not vote. Encourage voting to include those who can not be present for the meeting, collectively have a discussion, choose issues that should rise to the state wide level. Bring to the Statewide level what has been decided collectively (a majority vote will move something forward)</li> <li>B. Action items tracked at next meeting.</li> <li>C. Local facilities can make adjustments and extend beyond but can not do less than stated in the policy.</li> </ol> <p><u>Consideration of creating interactive website for SFC to discuss and work on issues</u>, and for allowing SFC reps to talk more with visitors in local facility visiting rooms. Working on linking the network together so we can all collaborate together and find success as families.</p> <p><b>Updated info:</b></p> <ol style="list-style-type: none"> <li>A. Karen Johnson, hired to make this shift: Equity, Inclusion, Diversity, and Respect model now initiated by Steve Sinclair.</li> <li>B. Looking at women prisoners' issues, and acknowledging that there is not a "one size fits all incarcerated individual". Belinda is pushing for trauma informed interactions with every individual in the prisons. Acknowledging mental health needs of individual prisoners.</li> <li>C. Initial two-day training was given to all classification staff (counselors, CUS, CPMs, Associate SIs). Then expanded training to a third day to address staff mental health and health in order to be as helpful as possible to prisoners.</li> <li>D. Implementing policy to justify change – how is that working? (A family members asks.) How is policy being used to</li> </ol>	<p>Reducing number of issues needing to resolved at the state level.</p> <p>Continue using voting mechanism statewide.</p> <p>← Example of how we will be coming to our agreements from now on.</p>
<p>Updates</p>	<p>A. Karen Johnson, hired to make this shift: Equity, Inclusion, Diversity, and Respect model now initiated by Steve Sinclair.</p> <p>B. Looking at women prisoners' issues, and acknowledging that there is not a "one size fits all incarcerated individual". Belinda is pushing for trauma informed interactions with every individual in the prisons. Acknowledging mental health needs of individual prisoners.</p> <p>C. Initial two-day training was given to all classification staff (counselors, CUS, CPMs, Associate SIs). Then expanded training to a third day to address staff mental health and health in order to be as helpful as possible to prisoners.</p> <p>D. Implementing policy to justify change – how is that working? (A family members asks.) How is policy being used to</p>	
<p>Updates</p>		

	<p>support agendas and cultural changes DOC is implementing. Making theory reality.</p> <p><i>DOC policy office only has five staff, excessive workload. Now DOC has a system in place for using memo to temporarily put an urgent practice in place pending integration into policy at next review. For example, a solid thumbs up on visiting guidelines will then result in a memo to Rob Herzog and then immediate interim implementation pending next formal policy revision.</i></p> <p>E. OCO will be facilitating informing and engaging families and prisoners of DOC policies up for review.</p> <p>F. Scott speaks about structure of LFCs in relation to SFCs now. The LFCs will now vote on what needs to be elevated to the SFC level. <b><u>Local administration is not required for LFC to vote and advance an issue to the SFC.</u></b></p> <p>G. SFC then can vote to elevate issue to DOC leadership, or Scott may choose to elevate it because it is the jurisdiction of a different DOC HQ staff person.</p> <p>H. DOC will keep a spreadsheet of action items to track progress and status.</p>	<p>← Important for LFC's</p>
<p>Feedback on this meeting</p>	<ol style="list-style-type: none"> <li>1. <b>Great conversations in between</b>, been jaded but I'm hopeful,</li> <li>2. <b>Look forward to seeing the same type of connection at the LFC</b>, Better vibe, best meeting we've had in years, mechanism in place to move forward, excited to see it move to the local level, appreciate participation, encouraged by what we have experienced and committed to following through,</li> <li>3. <b>Glad to empower and give structure so we can operate to our fullest potential</b>, little apprehension but excited that we can include everyone's voice, positioned for success, being asked and not told,</li> <li>4. <b>Seeing it going back to DOC and Families working together, and this is hopeful</b>, most respectful meeting I have ever attended, compromise, willingness to accept compromise, taking this to the local family council is going to be good in the long run.</li> <li>5. <b>First meeting with no under current or tension</b></li> </ol>	
<p>Input on family council policy</p>	<p><b>Concern/input about the family council policy (small groups break out session ):</b></p> <p>Council member defined on first page, <u>Change to any approved visitor, LFC elections by Oct., with terms running Jan through December</u>, SFC elections by November, <u>with terms Jan through December</u>. <b>Policy needs to be clear about collectively deciding who is or isn't a member, to discourage cliques</b>, Should be clear term limits for elected positions, <u>LFC should not have weekday meetings for staff</u></p>	<p>← we have voted to establish a focus group to work on integrating these policy changes.</p>

	<p><u>convenience</u>. <b>Clear statement of spirit and intent of policy at intro.</b>, Should have a clear statement about how FCs can initiate changes in or discussions of policies, <u>definitions should be included in definition listed</u>. <b>Explicit clause saying retaliation will not be tolerated for FC member activities/comments/questions</b>, Family co-chair, not DOC co-chair should set LFC agenda, <u>More clarity on who can vote in LFCs and SFC</u>, <b>policy should state how new agenda items are added</b>, ensure that people are able to have a different visiting day for going to SFC, <u>policy should explicitly instruct stakeholders how to give input on the policy</u>, <b>reword focus group part to be more reflective of family not DOC driving the council</b>, allow for voting by email, <u>clarify what balance between families and DOC means</u>, <b>suggest that co-chairs decide what constitutes an emergent agenda item</b>, consider mileage reimbursement for LFC meetings, <u>embed documents created today in the policy (not as an attachment)</u>, language to address facility-specific security concerns, <b>change 10 days to 10 business days</b>, have guidelines hanging up at LFC meetings, <u>more emphasis on allowing prisoners to participate in LFC meetings for all LFCs</u>, request for video conference options for distant facilities with frequent inclement weather problems at LFC and SFC</p> <p>1a – replace improve with maintain positive communication with department.</p> <p>Pg. 4 – facility tours, change to one or two times per year</p> <p>1b2 – strike LFC applications, since they don't exist anymore.</p> <p>4E – Substitute new ground rules</p> <p>D1 – request for more clarity of language</p>	
New location	Voted to keep the new location at 7345 Linderson Way SW, Tumwater, WA	Passed with all in favor.

New business

Topic	Discussion/Key Points	Next Steps
Legislative Update	<p>Updates on the status of</p> <p><b>ATTACHMENT 3 – BILL STATUS REPORT</b></p> <p>Bill website (how to sign up for bill notification)</p>	Update from Clela at next meeting
Family Council Policy	<p>Vote to establish a Focus Group to rewrite the Family Council Policy (6-7 people) 1-2 days with equal representation from different facility types council, DOC staff, and anyone in good standing who is willing to put in the work, open to all.</p> <p>email <a href="mailto:debra.dobson@doc.wa.gov">debra.dobson@doc.wa.gov</a> if interested by April 5th, 2019</p>	<p>Focus Group will present the new re-write and vote on suggestions</p> <p>Share SFC list of issues and recommendations at the LFC level and</p>

		get additional feedback
Parking Lot items	Co-chairs will determine what will be addressed at next meeting	
Jpay	Expect an emailed update	continual update until resolved
Update on Hot Breakfast	Expect an emailed update	continual update until resolved

**Roundtable open discussion**

1. S-0617.7 (Bill 5441), (Bill 5433)
2. 2nd look bill... (allows people to go in front of a review board, community board, age requirements "elderly release")
3. YOP... mentioning that these can transfer back until age 25
4. Removing 50% of time, prospective only. To be less restrictive (currently exclusion of offense against other people)
5. Multiple terms of supervision, stacked supervision, change in supervision terms -->help with transition to the community. can be served at the same time.
6. Currently working on community corrections, change the laws in regard to swift and certain, address the behavior and use non-confinement sanction to address the issues. allow for more flexibility. Avoid confinement if not necessary
7. Prison Safety - possession and intent.

We have until April 28th to submit a bill, Feb 22nd is the 1st cut-off bill has to be heard by a committee and the fiscal committee.

How do we find sponsors for a bill? hearing? track? notification? pass with amendments?

Next meeting location: 7345 Linderson Way SW, Tumwater, WA

Date: May 18, 2019

Time: 9am to 10am Executive Session; 10am – 3pm Open Session

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 00-03, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Family council co-chairs

# **GROUND RULES**

STATEWIDE FAMILY COUNCIL

**Be respectful**

**Practice active listening**

**No sidebars/side conversations**

**Assume positive intent**

**Be understanding**

**Be willing to compromise**

**Be non-judgmental**

**Be transparent**

**Be flexible**

**Take a time out when needed**



# STATEWIDE FAMILY COUNCIL

(SFC)

- 1. Working Collaboratively:**
  - Local Family Council
  - Statewide Family Council
  - Department of Corrections
- 2. Bring forward unresolved or global issues from Local Family Council**
- 3. Bring issues for Legislation**
- 4. Share information and successes**
- 5. Provide policy input**
- 6. Presentation on outcomes, issues, and concerns (w/follow-up)**
- 7. Action item list that is followed and tracked**
- 8. How do we exhaust issues?**

# LOCAL FAMILY COUNCIL

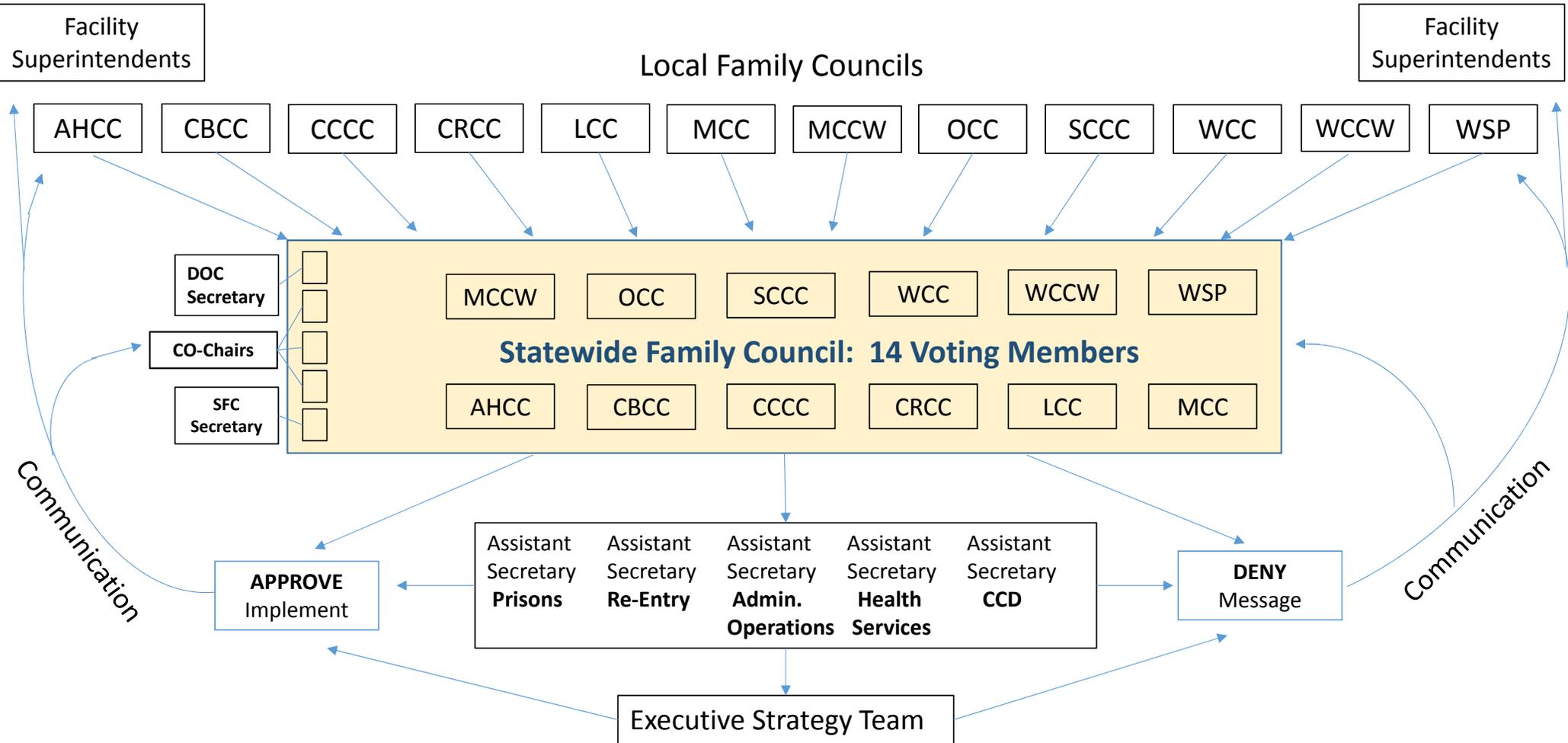
(LFC)

- 1. Come together for the betterment of our loved ones.**
- 2. Identify issues that affect relationships with loved ones.**
- 3. Resolve issues that can be handled on a local level.**
- 4. Communicate with LFC Statewide Rep to bring issues to the STATEWIDE Family Council that cannot be resolved at the local level.**
- 5. Local family council members are to be support and encouragement to families at the facility.**
- 6. Partner with facility leadership teams to improve programs and opportunities.**

# DEPARTMENT OF CORRECTIONS

(DOC)

1. **Co-facilitate council meetings.**
2. **Help resolve relevant issues that cannot be resolved at the LFC/SFC.**
3. **Celebrate Success!**
4. **Be the change agent:**  
**Work toward standardization**
5. **Document across all facility policies, procedure, memorandums.**
6. **Safety of family members, incarcerated loved ones, and staff.**
7. **Improving living standards for incarcerated loved ones.**
8. **Support health and wellness including behavioral and mental health.**
9. **Implement through collaboration:**  
**- a Decision Tree**



**COMMUNICATION**  
 State Family Council, Local Administration, Local Family Council

# Ground Rules

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**Be flexible**

**Take a time out when  
needed**

***Local Family  
Council***

***Statewide Family  
Council***

***Department of  
Corrections***

Department employees and council members will work together to bring awareness to the family councils and encourage participation.

For more information, please contact:

Your Local Family Council Chair, the Statewide Family Co-Chair, or the Department of Corrections.





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6. **Partner with facility leadership teams to improve programs and opportunities.**

1. **Working Collaboratively:**  
Local Family Council  
Statewide Family Council  
Department of Corrections
2. **Bring forward unresolved or global issues from Local Family Council**
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4. **Share information and successes**
5. **Provide policy input**
6. **Presentation on outcomes, issues, and concerns (w/follow-up)**
7. **Action item list that is followed and tracked**
8. **Exhaust options and steps**

1. **Co-facilitate council meetings.**
2. **Help resolve relevant issues that cannot be resolved at the LFC/SFC.**
3. **Celebrate Success!**
4. **Be the change agent:**  
Work toward standardization
5. **Document across all facility policies, procedure, memorandums.**
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7. **Improving living standards for incarcerated loved ones.**
8. **Support health and wellness including behavioral and mental health.**
9. **Implement through collaboration - a Decision Tree**

Bill #	Title	Description/Notes
SHB 1041	Certificates of discharge	The "New Hope Act". Modifies the process for obtaining a certificate of discharge for felony convictions. Expands eligibility criteria for vacating criminal convictions.
SHB 1064	Concerning law enforcement	bipartisan efforts to change I-940; amends LE training and deadly force standards
E2SHB 1646	Concerning confinement in juvenile rehabilitation facilities	Extends juvenile court jurisdiction (and also the maximum age of confinement for individuals convicted in adult court of a crime that was committed while under age 18) from up to age 21 to up to age 25 for certain offenses. Creates a process for reviewing the transfer of individuals in the custody of DOC to the Department of Children, Youth, and Families (DCYF) custody. Places individuals convicted in adult court for a crime that was committed while under age 18 in the initial custody of the DCYF instead of the DOC. Requires that the Washington State Institute for Public Policy assess the impact of the act on community safety, racial disproportionality, and youth rehabilitation and submit a report to the Governor and the Legislature by December 1, 2023.
E 2SSB 5120	Private correctional facilities	Prohibits the state, any county government, city government, or county sheriff's department from contracting with a private entity for the operation of a correctional facility or the incarceration of persons in the custody of DOC, DCYF, any county government, city government, or a county sheriff's department. Exempts state work release centers or juvenile residential facilities that provide separate care or special treatment, operated in whole or in part by private contractors, or contracts for ancillary services.
SB 5207	Felony voting rights notices	Requires DOC to provide written notice to an inmate, prior to their release from the DOC's authority, of the process for provisional and permanent restoration of voting rights. Requires DOC to provide the inmate with a voter registration form, written instructions for returning the form by mail, and written information concerning registering to vote in person and electronically.
2SSB 5287	Relating to ensuring accurate redistricting by counting incarcerated individuals as residents of their last known place of residence	Directs the Redistricting Commission to deem each inmate in an adult correctional facility and resident of a juvenile justice facility or involuntary commitment facility to be a resident of their last known place of residence, and adjust precinct, ward, and district data accordingly

ESSB 5288	Persist. Offenders/juvenile	Removes robbery in the second degree from the list of three-strike offenses requiring a life sentence without parole. Prospective only.
E2SSB 5291	Confinement alts./children	Expands eligibility for participation in both the parenting sentencing alternative, and community parenting alternative, and excludes prior juvenile adjudications when considering eligibility. Expands the types of parental relationships that qualify for participation in a family sentencing alternative program to include nformal parenting relationships. Defines the term expectant parent and amends the term minor child in statute
SB 5339	Death penalty elimination	Eliminates the death penalty and provides that all persons convicted of aggravated first degree murder must be sentenced to life in prison without the possibility of release or parole.
SB 5380	Opioid use disorder	Concerning opioid use disorder treatment, prevention, and related services
2SSB 5433	DOC/postsecondary education	Requires DOC, State Board for Community and Technical Colleges, and the Office of the Chief Information Officer to report on a plan to implement secure internet connections and expanded postsecondary educational opportunities for incarcerated adults.
SSB 5441	Rental vouchers/offenders	Allows DOC to extend the voucher period for offenders up to a maximum of six months when deemed necessary, subject to appropriations.
SB 5848	ARL - Concerning individuals under the department of corrections' jurisdiction	Requires multiple terms of community custody run concurrent, unless the courts expressly order terms be served consecutively, regardless of how the term of confinement is ordered. Allows sanctions for low-level violations to be non-confinement sanctions when appropriate, or not more than three days in custody. Removes requirements for 30 days of sanction time for underlying 21 designation cases. Changes the allowable amount of earned time on a sentence from a maximum of 33 percent to a maximum of 50 percent, if the offense was not classified as a violent, sex, or crime against a person offense. Adds an entitlement to a resentencing hearing for offenders who were sentenced for a drug offense committed prior to July 1, 2004, and are currently serving a term of incarceration for that drug offense

SSB 5876	Creating a women's division and system of gender-responsive, risk-need-responsivity, and trauma-informed practices within the department of corrections	Establishes the gender-responsive and trauma-informed work group within DOC, subject to appropriations, to study and make recommendations on how the state can best implement women's specific programs, classification systems, organizational structures, and the costs associated with those recommendations. Expires the work group on June 30, 2021. Requires DOC to submit a report to the Governor and the Legislature by December 1, 2020.
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