



**STATEWIDE FAMILY COUNCIL
MEETING MINUTES**

Date/Time/Location: July 13, 2019 10:00 – 3:00 Correctional Industries, Tumwater, WA

MEETING ATTENDEES

Department Co-chair: Scott Russell
Department Secretary: Debra Dobson
Department CPA: Jeneva Cotton
CPA Assistant: Dawn Taylor

Family Co-Chair: Suzanne Cook, MCC-TRU

Family secretary: Loretta Rafay, WSP

State Council Representatives:

- Kay Crampton, CCCC
- Felix D' Allesandro, MCC
- Yoshi Garcia, AHCC (not in attendance)
- Jason Rice, WCCW
- Jodi Kennedy, WCC (not in attendance)
- Wendy Dubinsky, WSP
- Barb Kaelberer, MCCCW (not in attendance for Rep meeting, present for SFC)
- Susan Cooksey, SCCC
- Jim Jackson, LCC (not in attendance)
- Maria Perez, CRCC
- Carol Foss, CBCC (not in attendance)
- Julie Winkler, OCC (not in attendance)

Family Participants: Michelle Foxx (MCC-WSRU), Carol Welch (MCC-WSRU), Michelle Foxx (MCC-WSR), Dave and Jody Bullard (MCC-TRU), Melody Simle (Work Release), Diane Sifres (SCCC), Karen Cain (WSP)

DOC guests:

Dianne Doonan, DOC, Assistant Comptroller
 MCC Superintendents Michael Obenland, Jack Warner, and Eric Jackson
 Joanna Carns, OCO

AGENDA

Welcome and Introductions: Scott Russell, Suzanne Cook

Topic	Discussion/Key Points	Next Steps/Family Comments
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<p>SFC Reps Session</p>	<ul style="list-style-type: none"> • At the last SFC meeting each LFC’s members selected their top five “parking lot” issues • While the SFC identified the top five issues for each LFC group, no tally was taken of the top five for the SFC as a whole because Scott wanted reps to make sure others from each LFC not in attendance that day were on board with the top five their LFC members attending the SFC meeting selected • There was confusion about fact that reps were supposed to email Scott their LFC’s top five, so preferences of the LFCs were not all collected. • Discussion of whether working with DOC and legislators to see about raising the \$10 indigent cap on spendable accounts (hasn’t been raised since the 80s) • DOC would have to do a request for legislative change, DOC budget department would have to do a cost analysis. • Suzanne identifies three avenues of collaboration with DOC: LFCs, SFC, and shared work on legislative issues • We need a standard set of protocols for how shared work on legislative issues can be initiated. Needs to be clear on what DOC is and isn’t allowed to do in terms of advocacy for legislative change. • Rep updates: <ul style="list-style-type: none"> ○ CRCC: Maria is still figuring out how to navigate her duties as a new rep. LFC communication issues are a barrier. ○ WCCW: Identified their top 3 parking lot issues, met with their superintendent and CPMs to discuss programming access for people with more than five years remaining in sentence ○ SCCC: Sent out email asking for input on top five from LFC, but not much in the way of responses. LFC is currently discussing family dislike of new visiting bathroom schedule. Controversy over visitors being given access to bathrooms inside the VR once per hour only on the half hour, for emergencies people (including kids) have to go all the way out to the lobby area through three checkpoints. ○ MCC: Had May 31st LFC meeting. Got feedback on top five issues: Mattresses, non-ECC education access, laptops, separate TRU/WSRU LFC, and require local facilities to have org chart posted. Discussed Evergreen vending, EFV trailer upgrades and EFV allowable items. Discussion on when to hold LFC meetings. More is happening with emails and votes to include more LFC members in decision making and make sure decisions get made. ○ WSP: LFC has not yet identified top five. Wendy sent out email but only one member responded. There have been so many lockdowns in close custody that special visits are being canceled. Effective Aug 1, Sgt. Beale is implementing one special visit per month, one day at a time. Special visits will be restricted to four tables per day. New CPCC. Carla Schettler ○ CCCC: Tried to get feedback on top five issues. Word of mouth was informing families that they had to wait out on 	<p><i>Scott suggests trying to take a vote</i></p>
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	<p>the road until 15 minutes before visiting, used to be half hour. Visiting Sgt. is now requiring people to go up one at a time to use restroom and load vending cards, some people aren't getting to load their cards. Concern that CUS is reading mail to Office of Corrections Ombuds. Evening visiting is being cancelled for Saturday day events.</p> <ul style="list-style-type: none"> ○ At both MCC and CCCC tours or special events occurring on same day as LFC are making it so that families who travel a long distance to participate in LFC cannot visit afterward. ● Scott and Tom Fithian have temporarily taken over some of Eleanor Vernell's duties because she has now retired. DOC now reviewing applications for her replacement. ● JMarie gives us coaching on how to run these pre-SFC meeting sessions so we are on the same page before the SFC meeting starts. She asks us what we each need to feel on the same page. Everyone agrees on needing clear communication protocols. Also, need for demonstrated evidence that DOC staff at the local facilities care about concerns LFCs and SFC bring to them. ● Scott suggests setting aside five minutes at the end of the meeting to make sure all LFC reps are on the same page about what their tasks are between this meeting and the next 	
<p>Scott Russell Updates</p>	<ul style="list-style-type: none"> ● CCCC has new Superintendent, Alfred Smack ● Loretta Rafay voted in as SFC secretary 	
<p>Dianne Doonan OBF Fund Presentation</p>	<ul style="list-style-type: none"> ● DOC recognizes that word "Offender" is offensive but OBF is still legal name of this fund so will remain for now ● Unrestricted funds: those which superintendents have discretion over to allocate as needed. Are not the same as what CPPCs (Community Partnership Program Coordinators) apply for funding from. ● CPPCs must apply for funding for their facility ● See pie charts in attached documents for category breakdown of how OBF funds are spent ● DOC keeps asking legislature to restore law library staff funding to general legislative appropriations fund budget so it won't come out of OBF, so far legislature has not done this, despite law library being a constitutionally required resource (like food and healthcare). Should be state-supported, not OBF-supported. ● Supplemental operating budget is another way DOC can ask for funds from legislature. ● RFP working group: Anna Ivanov (SFC), Ruben Rivera (DOC) are both on this group ● DOC finds it gets better use of its funds if it gives local facilities a theme for requests ● Families request accurate pie charts ● Senator Darneille has requested audit of OBF ● Families point out that majority of OBF comes from us in form of phone fees, but the percent of those funds that actually is spent on our loved ones is disproportionately small ● Cathy Ding is OBF policyholder 	<p>Family friendly events: families point out that family friendly event funding has been drastically reduced over the years, visiting is being closed all day at some facilities for special events, no mention of crime victim compensation on this year's charts</p> <p>Families request info on when this policy is up for review</p>

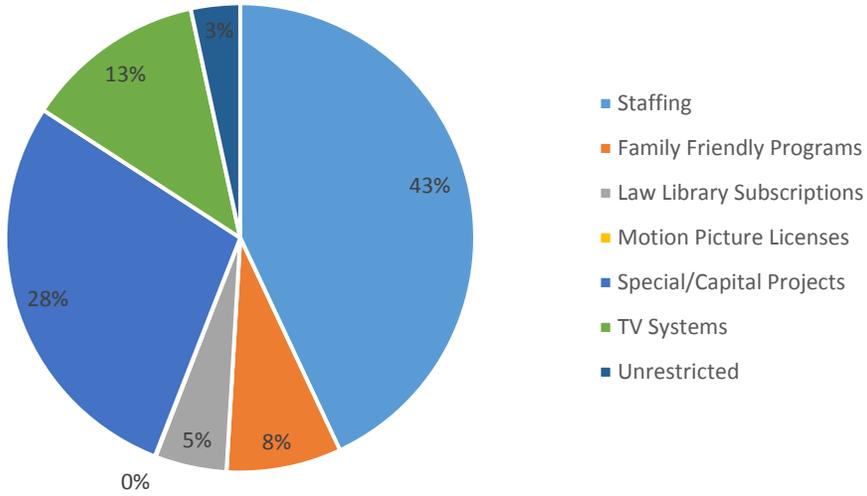
	<ul style="list-style-type: none"> • Replacing prison rec equipment is not a high priority • How does DOC define “betterment”? Diane: “whether it’s a positive experience in the visiting room or whether it’s to provide a safe and humane environment, providing things like ice, recreation equipment...” • Families ask where CI fits into the OBF. CI funds do not support the OBF. In prior years, DOC ran commissary and quarterly packages. DOC lost money doing it, so OBF funding was used to offset the losses. These operations were later transferred to CI. CI store security staff (custody officers) is paid for by OBF, other CI staff are paid for by CI. • Families ask what knowledge newly hired CPPCs are being provided to help them know what things they can request with their funding? Dawn Taylor is currently going around to the facilities and organizing statewide CPPC meetings to train them. CPPCs apply for funding in spring. • Dawn Taylor and Jeneva Cotton are working to ensure that family events at local facilities are not solely focused on families with children. Will be more events for couples, etc. • Melody mentions dollar amounts in 2015 and 2016 OBF expenditures from previous SFC meetings. Looks like major reduction in family friendly event spending. Dianne says the comparison is apples and oranges because the 2015 and 2016 numbers reflect cost of incarceration as well as OBF, not just OBF, but 2019 numbers reflect just OBF. • Phone commission revenues are the major source of OBF funds, and 25% of OBF funds go to crime victims. Families are paying into crime victim funds. (1973 Crime Victims Compensation Act, see here for info on this fund: https://www.lni.wa.gov/ClaimsIns/CrimeVictims/About/default.asp) <p style="text-align: center;">ATTACHMENT 1 AND 2</p>	
<p>Dawn Taylor, Scott Russell, Suzanne Cook, Wendy Dubinsky, Loretta Rafay</p> <p>SFC Policy Working Group Update</p>	<ul style="list-style-type: none"> • Families were given time to read through the most recent SFC policy draft, which the working group formed by Belinda Stewart, Dawn Taylor, Suzanne Cook, Wendy Dubinsky, and Loretta Rafay produced last month • Families gave input page by page • Families discussed with the MCC-IMU/SOU Superintendent Warner what it would look like for Local Family Council and Statewide Family Council officers to have permission to educate other visitors on LFC/SFC activities • Once we finalize this SFC policy, local facilities will be required to make an OM (Operational Memorandum) to specify how they will implement the new SFC policy, especially in the context of the MOU (Memorandum of Understanding) with the Teamsters Local 117 on expectations for visiting staff • MCC Superintendent Obenland requests clear details on what the intent is so that superintendents can know how to make it work for local operations. He feels Captain is best co-chair for LFCs, Deputy Director Russell explains why it is important for superintendents to be the LFC co-chair to encourage engagement with visitation 	

	<p>program. Explains that this would also discourage local captains from innovating their own rules by having the appointing authority as the one in that position. He reminds the superintendents that their visiting teams don't always properly represent their philosophy and that it takes their active engagement to get that philosophy enacted.</p> <ul style="list-style-type: none"> • Family member reminds superintendents that LFC obligation is only six times per year • Families identify need for a family rep from Work Release/Community Corrections to be on the SFC • Some facilities do allow prisoners to attend LFC meetings, some don't. • Yakima Jail women under DOC jurisdiction are not being represented formally at SFC • Jeneva, Superintendent Wofford, and the two WCCW Associate Superintendents are visiting Yakima Jail women weekly • Scott Russell on why it's important to local facility security for superintendents to be engaged: "You are responsible for all that happens in your facility, whether you know what's going on or not"; when superintendents are actively involved in families they can learn about nascent issues of concern and address them before they become a problem <p style="text-align: center;">ATTACHMENT 3</p>	
<p>Scott Russell Top Five Parking Lot Items from May SFC – identifying SFC priorities</p>	<ul style="list-style-type: none"> • Suggestions were: <ul style="list-style-type: none"> ○ Laptops in cells ○ Tier reps at LFC meetings – is being addressed in new Family Council policy ○ EFV policies ○ Training video/orientation for new visitors ○ Cap on indigent increase ○ Thicker mattresses ○ Fundraisers ○ JPay Contract – Anna is working on RFP ○ Education not covered by community colleges ○ EFV Allowable Items – Working group addressed this with Superintendent Flynn from LFC ○ Org charts and contact info for individual facilities – Scott can take care of that, doesn't need to be a top five ○ Grievance System – OCO and working group with Rob Herzog is already working on • The ones that will now become our priorities: <ul style="list-style-type: none"> ○ Mattresses—improving thickness, quality, structure ○ Cap on indigent funds (to include addressing the fact that incarcerated people's gratuities have not risen with inflation, yet commissary items are Free World prices)—raising cap ○ Increase gate money for people when they are released from prison ○ EFV policy and finish work on allowable items attachment <ul style="list-style-type: none"> ▪ Once DOC and Family Councils finalize any revisions on this policy, must sit with legislature for 60 days for approval per RCW 72.09.490. 	

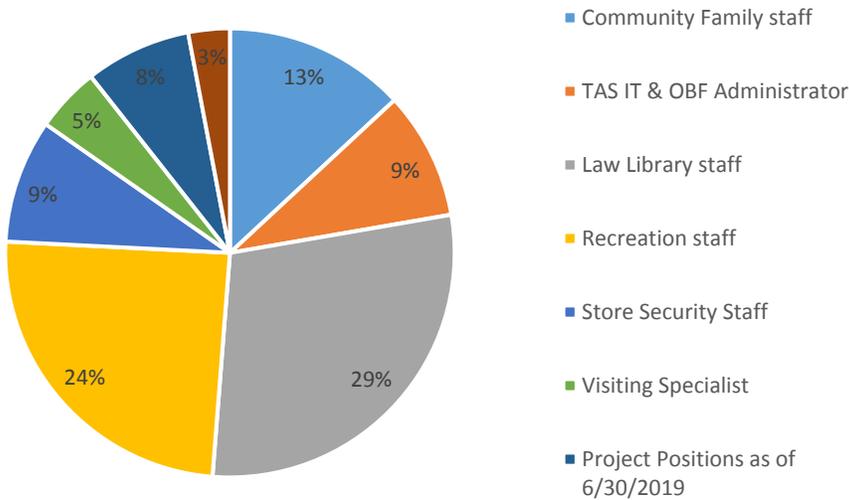
	<ul style="list-style-type: none"> ○ Clear protocols and process (to include information on precisely how and when DOC is restricted from collaborating with us) on how we will carry out collaborative change with DOC at the LFC, SFC, and legislative levels <ul style="list-style-type: none"> ▪ Should include an annual meeting with legislatures, SFC, and DOC ○ Sergeant of arms (the person we identify who is responsible for keeping our SFC meetings on track and moving in an efficient, productive manner) 	
Side Comments Brought up During meeting	<ul style="list-style-type: none"> ● Debra is working to fix the LFC Minutes form and will also address issue with Action Items form (currently only allows two items to be entered) ● Access.wa.gov directory is available to access staff contact info. When searching, try different ways such as using only the last name. Agencies are listed as such Corrections, Department of. https://contact.wa.gov/ ● Need for work with (and support from) legislature: <ul style="list-style-type: none"> ○ DOC has some statutory and political restrictions governing collaborative work with families on legislative issues. We have asked for this to be on the agenda for the next meeting. ○ Like indigent funds, gate money amount given to the incarcerated upon release has not been increased in decades ○ DOC often has facility infrastructure requests on the ten-year plan given to legislature that are denied for years. Must then request emergency funding when the equipment or infrastructure fails. ○ Jeremy Barclay – now is working on building relationships with stakeholders (was communications guy for DOC), is the person we should start with for developing a protocol for collaborative SFC-DOC legislative requests. ● Reentry prep – DOC’s new method for starting it at reception: <ul style="list-style-type: none"> ○ Risk and reassessment policy, comprehensive case management ● MCC LFC members bring up whether the MCC LFC could be split, Superintendent Obenland says he would want to have some discussion about it at a future LFC meeting – suggestion is to have MSU and TRU as one and WSRU and SOU/IMU as another ● Superintendent Obenland is willing to let incarcerated attend LFC meetings, will require rotating meetings inside facility visiting rooms ● August 13 & 14th – next superintendents’ meeting ● Desire to at some point get a presentation from new DOC head of medical; concerns about vitamins 	
Scott Russell Update on Superintendents Meeting	<ul style="list-style-type: none"> ● Scott presented the new SFC-LFC structure and ground rules to the superintendents, discussed expectations and how things will work 	
Agenda items for next time	<ul style="list-style-type: none"> ● Updates on plans for implementing hot breakfasts statewide 	

	<ul style="list-style-type: none"> • CI budget, structure, and operations (families would like this to be more than just the typical CI PowerPoint presentation we have received in the past; something more like an open roundtable discussion, with families submitting questions in advance?) <ul style="list-style-type: none"> ○ Since mattresses will be one of our priority issues, get CI to present about mattresses: from where are the materials sourced, what is the cost, why is the current quality so terrible? • Healthcare <ul style="list-style-type: none"> ○ Access to vitamins, OTC, general Healthcare issues, Steve Sinclair’s July 10 announcement: “Corrections Secretary Steve Sinclair has directed the agency’s Health Services Division to identify opportunities for health care improvement and make recommendations to improve systems, policies and care being provided to incarcerated individuals.” <p>Jeremy Barclay – Process for DOC-SFC collaboration on issues requiring legislative approval</p>	
	<p>Next Statewide Family Council Meeting: September 28, 2019</p>	

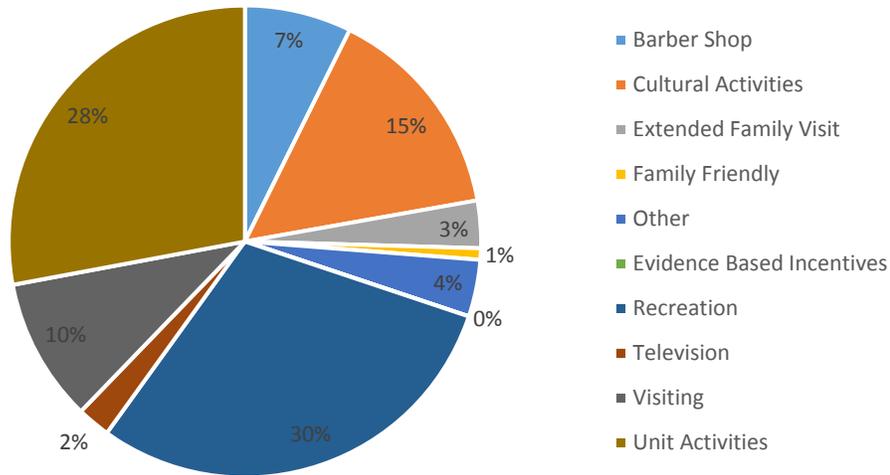
Offender Betterment Fund-FY19 Expenditures
\$5,291,466



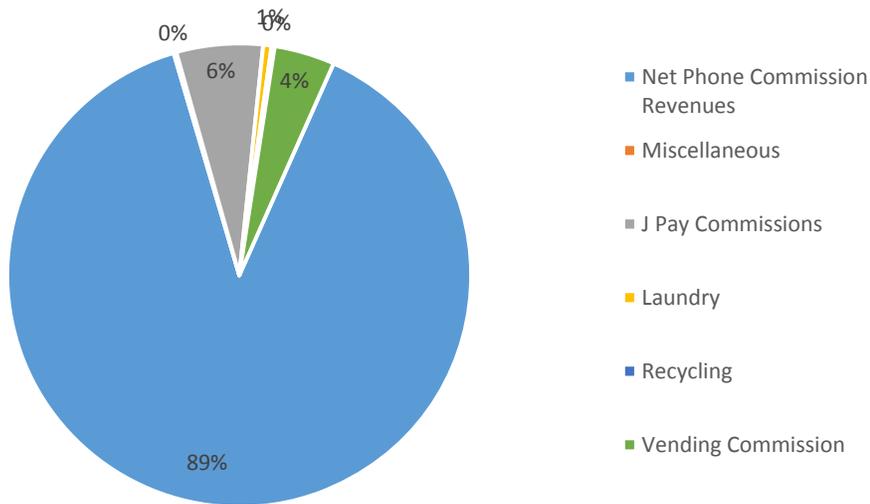
Offender Betterment Fund-Staffing Expenditure
Detail
\$2,276,298



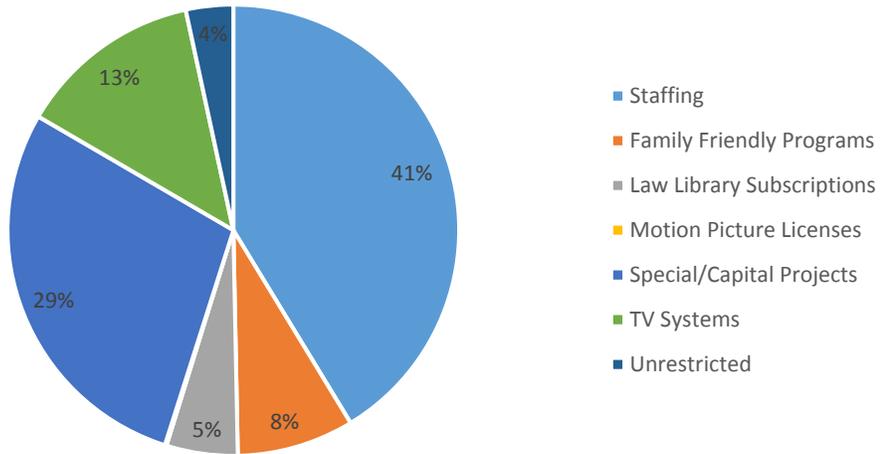
OBF FY19 - Unrestricted Expenditures Detail
\$179,420



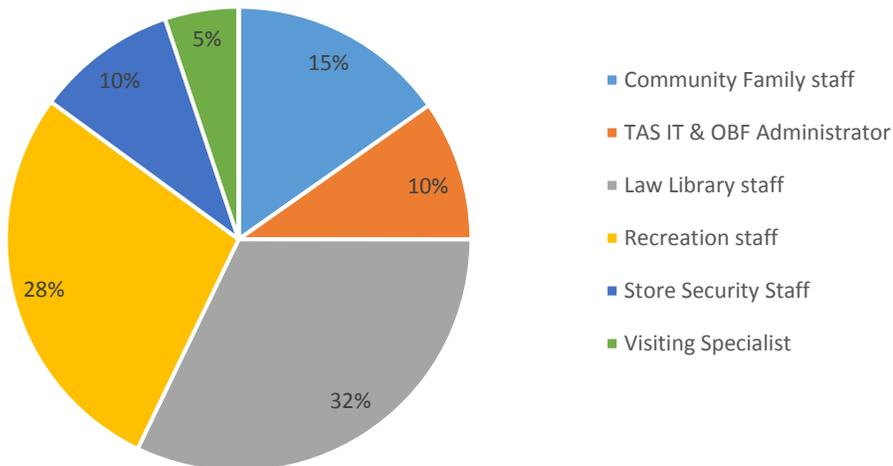
OBF FY19 - Net Revenue Detail
\$3,331,431



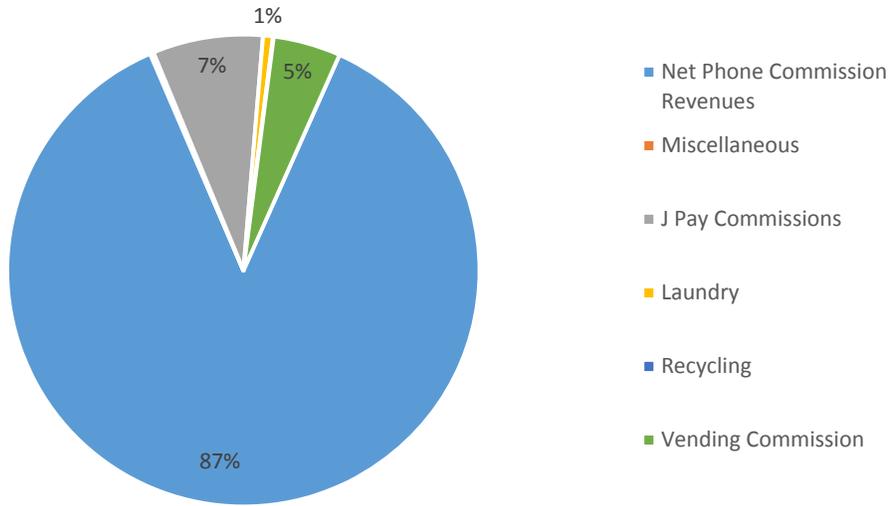
**Offender Betterment Fund-FY20 Projected Expenditures
Not Approved Yet as Of July 1, 2019
\$5,280,772**



**Offender Betterment Fund-FY20 Projected Staffing Expenditure
Not Approved Yet as of July 1, 2019
\$2,181,458**



OBF FY20 - Projected Net Revenue
\$3,403,823





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DOC 530.155

POLICY

TITLE

FAMILY COUNCILS

REVIEW/REVISION HISTORY:

Effective: 8/1/15
Revised: 8/10/18

SUMMARY OF REVISION/REVIEW:

Major changes. Read carefully!

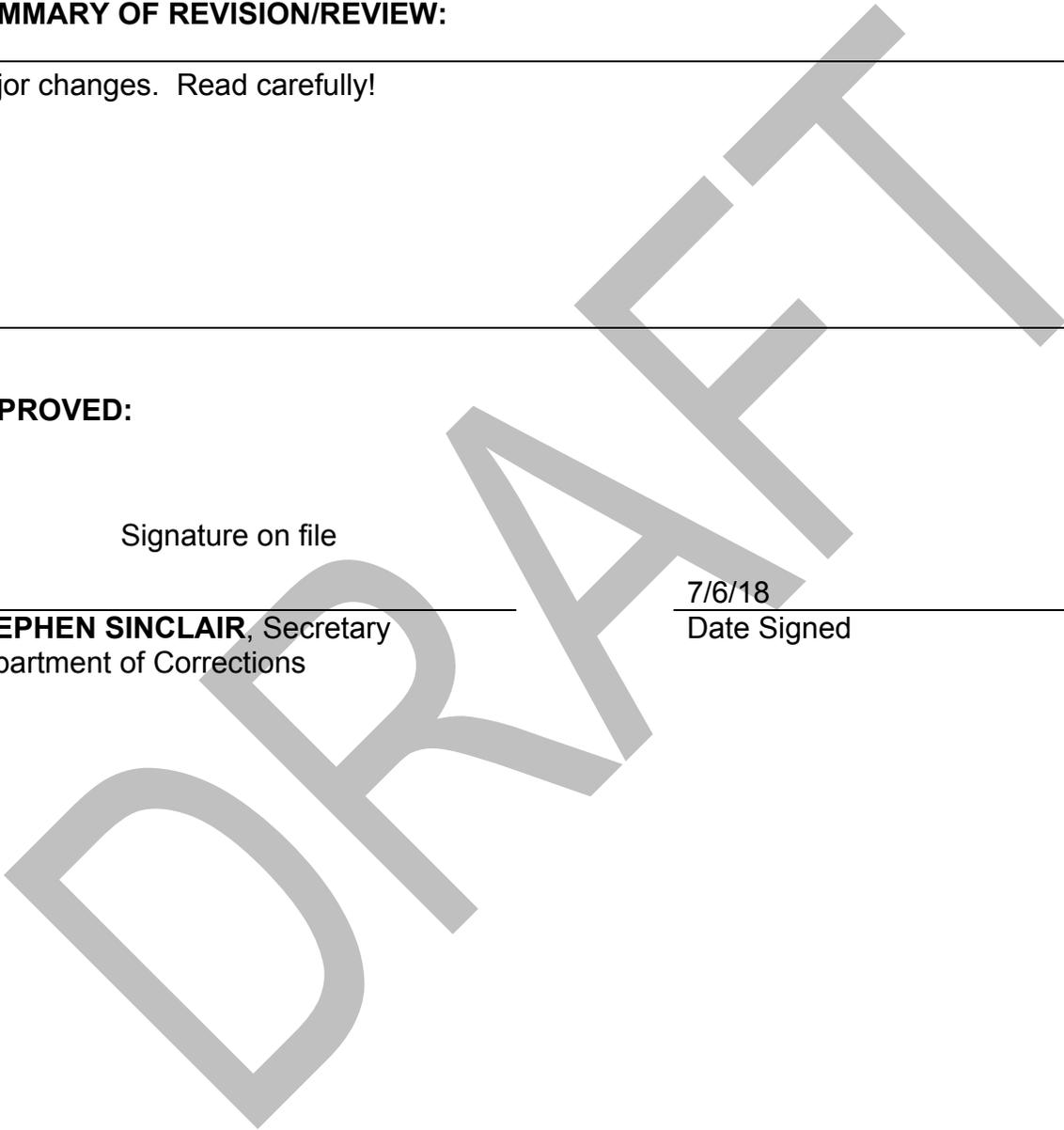
APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

7/6/18

Date Signed



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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [Records Retention Schedule](#)

POLICY:

- I. The Department in conjunction with the local family council (LFC) and statewide family council (SFC) will work collaboratively to partner, problem solve, and address relevant issues that lead to improving the lives of incarcerated individuals in the Washington State Department of Corrections and their families. Department employees and council participants will work together to bring awareness of family councils. This work will include:
 - A. Enhance communication to include following established statewide ground rules, and model equity, diversity, inclusion, and respect in all interactions.
 - B. Create opportunities to strengthen family and community connections,
 - C. Work together to develop consistency incorporating best practices,
 - D. Provide family members the opportunity to provide input on related policies, operational memorandums, and contracts.
 - E. Address local and statewide ideas, issues, and concerns that affect a broad range of incarcerated individuals and their families.
 - F. Refer agency-wide issues/concerns to the Statewide Family Council.
 - G. Work on areas of concern that are agreed upon as the highest concern and review/update annually,
 - H. Promote successful reentry,
 - I. Review Vision, Mission, and Ground Rules for LFC/SFC annually and update as needed.
- II. For the purposes of this policy, family is broadly defined to include immediate, extended, and elected family members (e.g., loved one, romantic partner, friend, neighbor, and clergy).
- III. Conduct family council meetings at least 6 times annually.



POLICY

TITLE

FAMILY COUNCILS

A. Meeting schedules cannot be changed unless there is facility/ statewide emergency; or in non-emergent situations, co-chairs are in mutual agreement.

1. Family members will be notified as soon as possible.

a) If a meeting is cancelled, the co-chairs will determine when/if a make-up meeting will be scheduled.

IV. All participants will demonstrate commitment, integrity, honesty, good judgment, cooperation, professionalism, respect, courtesy, and work within Department rules, regulations and policies.

DIRECTIVE:

I. General Responsibilities

A. The Department will maintain a Statewide Family Council (SFC).

B. Each facility will maintain a Local Family Council (LFC) and will:

1. Post this policy in public access areas, visit rooms, and on facility website, and

2. Maintain a suggestion box in the visit room for families to submit agenda items,

3. Provide a scheduled opportunity during visitation hours for elected family council representatives to share information about family council.

4. Allow elected family council representatives to assist in an orientation to families that are new to the facility.

II. Statewide Family Council (SFC)

A. The Statewide Family Council will consist of:

1. An elected representative from each LFC.

2. The following 3 council officers:

a. A Prisons manager designated by the Assistant Secretary for Prisons as the Department co-chair

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- b. The family co-chair, elected by the majority vote of statewide family representatives.
 - c. The family secretary, elected by the majority vote of statewide family representatives.
 3. Any member of the public may attend.
 4. Department representatives should include, based on the agenda:
 - a. A Community Corrections Division representative
 - b. A Reentry Division representative
 - c. Family Service Unit staff
 - d. Other Department employees, contract staff, or volunteers needed to address a specific agenda item(s)
 - e. Superintendent and facility Visit Sergeant(s)
 - 1) Selected Superintendent's and their visit sergeants will attend a SFC meeting at least once every 2 years per a schedule provided by the Department co-chair.
- B. Nominations and elections for family officer positions will be conducted every November. The elections will by majority vote of SFC representatives in attendance. Any exception to this will be reviewed by the SFC co-chairs.
 1. Those nominated will be given the opportunity to make a statement to the SFC before the election is conducted.
- C. Responsibilities of SFC co-chairs:
 1. The SFC co-chairs will facilitate meeting.
 2. Each meeting will follow an agenda developed and mutually agreed upon by the co-chairs.
 - a. SFC officers will work with SFC representatives to identify and submit agenda items. The agenda will focus on statewide ideas, concerns, and issues.

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- b. The DOC co-chair/designee will track action items on DOC 03-514 Family Council Action Items. A review of previous action items and updates will be shared at the meeting.
 3. If the Department co-chair is not available, another Prisons Division manager will be designated as co-chair for the meeting.
 4. If the family co-chair is not available, the council secretary will serve as acting family co-chair and will appoint an acting council secretary for the meeting.
- D. SFC Secretary
1. The council secretary will take minutes during the meeting.
 2. Draft minutes will be submitted to the co-chairs for review and approval on DOC 03-513 Family Council Meeting Minutes within 21 days after the meeting.
- E. Focus groups may be created through the SFC to look at a specific issue or item and provide recommendations back to the SFC for action.
1. A focus group will consist of participants of the council and DOC staff.
 2. The focus group will provide written recommendations/results to the SFC upon conclusion of the focus group's work.
- F. Statewide Family Council DOC co-chair will:
1. Ensure meeting dates and times are scheduled and posted for the following year by October 31st on the Family & Friends page of the Department's website,
 2. Ensure approved meeting minutes are distributed and posted within 10 days of finalization on the Family & Friends page of the Department's website.

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III. Local Family Councils (LFCs)

- A. Local Family Councils consist of family members with an incarcerated loved one housed at the facility, Department employees, and may include incarcerated individuals.
1. The following 5 council officers must attend the meetings. In the event an officer cannot attend, a replacement must be identified in advance:
 - a. The Superintendent as the facility co-chair
 - b. A family co-chair elected by majority vote
 - c. A facility secretary appointed by the facility co-chair
 - d. A family secretary elected by majority vote
 - e. A SFC representative elected by majority vote
 2. Any approved visitor in good standing may attend.
 3. Department representatives should include:
 - a. The Visit Sergeant
 - b. The Community Partnership Program Coordinator (CPPC)
 - c. The Family Services Specialist assigned to the facility
 - d. Other Department employees, contract staff, or volunteers needed to address a specific agenda item(s).
 4. Whenever possible the incarcerated individuals should be allowed to attend and participate as a representative of the population.
 - a. If attendance is not an option, Superintendents will provide an avenue for incarcerated individuals to provide input.
- B. The issues and concerns of incarcerated individuals must be represented as part of every local family council meeting.
- C. Nominations and elections for the Local Family Council:



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1. Nominations and elections must be conducted by October 31st of each year. The elections will be by majority vote of LFC participants present or participating by phone.
 2. Those nominated will be given the opportunity to make a statement to the LFC before the election is conducted.
 3. Elected officers must be able to commit to the meeting responsibilities and attendance requirements.
- D. Responsibilities of the LFC co-chairs and officers:
1. Jointly facilitate LFC meetings.
 - a. Each meeting will follow an agenda developed and mutually agreed upon by the co-chairs and published 2 weeks before the meeting.
 2. Work with local families to identify and submit agenda items.
 - a. Agenda will focus on local issues, concerns, and ideas that impact a broad range of incarcerated individuals housed at the facility and their families.
 3. The Superintendent will attend LFC meetings at least 3 times a year. If he/she/they are unable to attend, the following will be designated to attend, but will not apply to the yearly attendance requirement:
 - a. An Associate Superintendent or Captain for Level 3 or higher facilities.
 - b. The Correctional Program Manager or Lieutenant at a Level 2 stand-alone facility.
 4. The facility co-chair will ensure conference call capabilities, if possible, are set up so long distance LFC members can participate in meetings.
 5. LFC meeting schedules will be posted on the facility's website and in public access areas and visit rooms.
 6. The facility and family secretaries will each take minutes during the meeting, then will work together to finalize a single draft on DOC 03-513 Family Council Meeting Minutes.



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FAMILY COUNCILS

- 7. The draft will be submitted to the co-chairs for review and approval within 21 days of the meeting.
- 8. The LFC Department secretary is responsible to:
 - a. Ensure approved meeting minutes are distributed to council members and posted within 10 days of finalization on the Family & Friends page of the Department’s website, and
 - b. Ensure meeting minutes are posted on the facility’s website and in public access areas and visit rooms.
 - c. Approved meeting minutes will be retained per the Records Retention Schedule.
- 9. The LFC family secretary will track action items on DOC 03-514 Family Council Action Items.
 - a. During the meeting, he/she/they will provide a review of the previous meeting’s action items that have not been resolved.

IV. General Requirements:

- A. Each Superintendent will define and provide facility tours for LFC members twice per year. Tours will not substitute for an LFC meeting.
- B. LFC meetings and facility tours will not conflict with SFC meetings or local special events held at the facility.
- C. LFC officers will assist in recruitment efforts to increase participation on the council.
- D. Meetings will be held on a weekend day to provide maximum opportunities for families to participate, preferably every other month.
 - 1. LFCs may change a meeting to a weekday if the majority of family members will be more available and a vote has passed supporting it.
 - 2. LFC participants will be allowed to visit their loved one on the same day as a meeting, even when it is not a designated visit day/time for the incarcerated individual.
 - a. In the event a visit is not possible, a make-up visit during a regular visit session at the facility will occur.

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3. If a statewide family council participant misses a visit with their loved one to attend an SFC meeting, a make-up visit during a regular visit session at the facility will occur.
- E. Each elected SFC/LFC family council officer will serve for a term of one year, however may be reelected to serve up to 3 consecutive terms on the same council.
 1. If a term cannot be completed, an election will be held to fill the position for the unexpired term.
 2. Family Council officers may only serve in one position, either local or statewide. Exceptions may be granted by the Department co-chair at those facilities who are unable to comprise a full council.
 - F. Council participants will not identify/speak on behalf of the council, in writing or verbally without a majority vote.
 - G. State and Local Family Council co-chairs may request the removal of any elected officer for nonperformance or unprofessional behavior which directly interferes with legitimate family council business.
 - H. Elected Statewide Family Council officers driving more than 120 miles roundtrip to attend a meeting may request mileage reimbursement on [A19-1A State of Washington Invoice Voucher](#).
 1. Requestors must provide supporting documentation and meet requirements to receive reimbursement.
 - I. Exception to the content of this policy requires the approval of the Assistant Secretary of Prisons.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON

REVISION DATE
8/10/18

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10 of 10

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POLICY

TITLE

FAMILY COUNCILS

[DOC 03-513 Family Council Meeting Minutes](#)
[DOC 03-514 Family Council Action Items](#)

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