



## FAMILY COUNCIL MEETING MINUTES

Location: WSP Date: 10/5/19 Time: 0830-1000

Teleconference details: Anna Ivanov, Wendy and Dean Dubinsky, Bill Copland joined remotely

### Meeting Attendees

Department/facility co-chair: Steve Barker Family co-chair: Anna Ivanov

Facility/council secretary: Melissa Hutcherson Family secretary, if applicable: Susan Wade

Members present: Rachel Taasaas, Janet Floyd, Katrina Floyd, Stewart Johnston, Loretta Rafay and Bruce Kuhlman

Non-council member attendees: Sgt. Beal, Tanner Mink, Sheena Bates

### Agenda

Old business

Topic	Discussion/Key Points	Next Steps
OCL Meeting Minutes	LFC is not receiving OCL meeting minutes from all units on a regular basis. The purpose of OCL meeting minutes is to inform LFC of issues incarcerated are experiencing. Timing and availability of OCL meeting minutes is critical.	Ensure that OCL meetings take place in each unit monthly, meeting minutes are recorded and shared with LFC prior to LFC agenda gathering (about 10 days before each meeting) - Steve Barker/ Melissa Hutcherson
Medical Issues	Medical document for meeting minutes was not submitted to LFC for review by Karen Forss as agreed to in the last meeting	Melissa will work with Medical to obtain the paperwork and distribute to LFC members
Special Visits	Family members addressed concern regarding a recent change by WSP to limit special visit requests to 1 day every 30 days in addition to restricting it to 4 tables per day. Families requested that the restriction is expanded to at least 2 days every 30 days and seasonality is taken into account. Restricting to 4 tables already allows WSP to host a higher number of regular visitors. The hardship placed on families such as distance, travel, weather conditions, daylight hours etc. is huge. If one group of visitors places hardship on another group of visitors, LFC is requesting support in the form of data - how many visitors were turned down/when, etc.	Sgt. Beal and Mr. Barker agreed that the current restriction will be revisited and suggestions from LFC members will be taken into account. The results will be reported at the Feb LFC meeting.
SFC	Review of the last SFC meeting outlined new persons appointed to positions. Lisa Flynn is the new CPA. The new Family Council policy is still not completed but is estimated to be	

	<p>completed by November. CI participated in the last SFC meeting and discussion was held on over the counter items, mattresses and food issues. The minutes will be distributed as soon as received. The Statewide Annual Report for the OCO Office is being prepared and if any issues need to be recognized or addressed on how the office is running, LFC members are asked to provide feedback to Wendy.</p>	
Medium Unit Lockdown	<p>Mr. Barker stated that 2 mornings and 2 afternoons dayrooms are closed to allow staff to complete activities such as security checks, handout property, TV rentals etc. Discussion was held on how earned rec time, a reward for good behaviour, can be reduced because WSP staff is not able to complete duties. Incarcerated are paying the price for not enough staff. It was stated that if the incarcerated are programming, these "lockdowns" do not affect them, it is for those without programming that are being limited and denied rec time.</p> <p>It was stated there there will be no staff added at this time. It will be at least two years before this will be reviewed again.</p>	<p>During LFC meeting in June, Mr. Holbrook stated 9-10 officers were being hired to fulfil the obligations that will free up rec time for the incarcerated. Please provide staffing model that shows that these people were not hired.</p> <p>The staff that are being hired have nothing to do with the Medium units. There must have been some confusion in the June LFC.</p>
Vending Machines	<p>Families are requesting that healthy items once provided by Swire are brought back (veggies, apples with caramel, etc.) In addition, family members are requesting that Swire tries to provide more healthy food options in general. Sgt Beal spoke with Kasey from Swire on two occasions. Kasey stated he has all new staff and will raise the issue.</p>	<p>Sgt. Beal will follow up with Swire in a couple of weeks.</p>

New business

Topic	Discussion/Key Points	Next Steps
Hotel Voucher Policy	<p>Family member who wanted to participate in a facility tour on BAR unit visiting day (visiting her loved on on this day was not an option because BAR unit visits cannot interfere with any other visits) was denied a hotel voucher by WSP, even though she was willing to drive for 3 hours to take advantage of this tour. Facility staff explained that hotel vouchers are only to be used during visiting days, no exceptions. Since the funds come out of OBF, any change requested needs to be at the HQ level.</p>	<p>Steve Barker and Melissa will work with HQ to obtain a one page policy for how hotel vouchers will be used and granted.</p>

EFV Supplies	Sgt. Beal bought one ice cream machine and measuring cups. He will keep supplying as he gets the money. There is about \$140 in the OBF Visiting Fund right now and EFV's cost \$10 per night.	Create a one page Supply Request form for EFV visitors to notify staff of supplies that are needed.
Visiting Guidelines	Update for accuracy and updated policies need to be distributed into the Visiting Areas. Signage on walls and the table information need updating as well.	Sgt. Beal deferred to families to update
Book donations to Visting Room	Family member expressed desire for educational books be available in the visiting room much like Bibles and Childrens books that are available today. Staff suggested that this issue is escalated to the Statewide level due to a ban on donated books. The fact is that the ban on donated books was lifted publically by Secretary Sinclair. Staff further expressed that it will be a burden to have to maintain a "library" in the visiting room.	OBF policy is bein updated to include books in the visiting rooms.
JPay Kiosk	Kiosks in Williams and Golf units are not working for video visit. Freeze, late start, delayed. Williams - JPAY Kiosk has been broken since beginning of September.	Mr. Barker will follow up with JPay and request repair Despite the current efforts of a competitive bid, everybody agrees that JPay still has current contractual obligations to all facilities, including WSP.
Cable issues	TVs in visiting room, EFV and living units show a static picture. The quality of picture requires attention from either the cable company or the facility. Contract with Buford Satellite was extended for 5 additional years. With the extension cable company committed to purchase new equipment that will support the conversion from analog to digital. Lead time for new equipment is 45 days.	Will revisit at the end of December.
Incarcerated Individual Technology Services (IITS)	Anna provided an update to the changes happening on a larger scale with JPAY. Service contract extended until March with JPAY. RFP is in Vendor Presentation phase. Presentations will occur Oct 29-Nov 1 <sup>st</sup> . Four vendors are being considered - Securus (JPay), GTL, Century Link and Keefe - the public is invited to attend and must attend all 4 days to participate in scoring of vendors.	More information will be shared after the presentations.

### Roundtable open discussion

Next meeting location: WSP Date: 12/7/19 Time: 0830-1000

Comments: \_\_\_\_\_

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