

Location: WSP Superintendent Conf Room Date: 2/1/2020 Time: 8:30-10:00

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

**Meeting Attendees**

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

Facility/council secretary: Melissa Hutcherson Family secretary: Susan Wade

Members present Karen Casey, Dean & Wendy Dubinsky, Bruce Kuhlman and Loretta Pedersen

Non-council member attendees: Darren Chlipala, Kartrina Suckow, Don Holbrook, Matthias Gyde and Sgt. Beal; On the phone: Bill Copland

**Agenda**

Old business

Topic	Discussion/Key Points	Next Steps
Special Visits	<p>Per policy, special visits may be permitted for:</p> <ol style="list-style-type: none"> <li>1. Visitors who travel a long distance (250 miles one way)</li> <li>2. Individuals who use special transportation services such as Western Van Service</li> <li>3. Appointed members of local and/or statewide family councils who have missed visits due to participation in council meetings.</li> <li>4. Incarcerated individuals who are in restrictive housing or are hospitalized.</li> </ol> <p>WSP restricted Visitor Guidelines effective August 1, 2019 limiting the existing policy as follows:</p> <ul style="list-style-type: none"> <li>* 1 day special visit <b>per incarcerated</b> every 30 days</li> <li>* no more than 4 tables designated to special visits per day</li> </ul> <p>Sgt. Beal agreed to use his discretion going forward for situations and circumstances that may allow for exception. Family members called out that while the willingness to use discretion is appreciated, it's problematic that the policy is tightened to this extent. Family members are requesting at least 2 days of special visits per month per visitor, not per incarcerated individual.</p> <p>An idea of expansion of visiting room was discussed. This type of project would need to be approved by Capital Projects at HQ. WSP is the only facility with 7 day a week visiting. 80% of family members of the incarcerated are visiting from the west side of the mountains and it can potentially create a lot of special visits. Family members requested adjustments to the tightening of the policy and to account for seasonality and share the visiting data statistics.</p>	<p><b>Action Item:</b> LFC and WSP will revisit this topic in the summer.</p>
Cable update	<p>Cable company contract was recently extended for 5 more years. An upgrade from analog to digital will begin February 3, 2020. This will directly affect the incarcerated and the TV access over the next week. Expected to be complete by March 1, 2020.</p> <p>It was asked that WSP staff holds the vendor accountable to complete work and ensure TV systems are working as</p>	<p><b>Action item:</b> New 50' TVs, mounts or cabinets will be installed in the EFV units. The purchase was approved and Sgt. Beal will ensure this gets to completion.</p>

	intended prior to WSP sign off. The EFV TV's are not compatible to support digital signal.	
Vending Machines – Healthy Options	Sgt. Beal and Dean Dubinsky met with Swire, handout provided to meeting attendees. Discussion of stocking of healthy items, labeling and service levels were key. A full facility review shows over 30 machines on site throughout the facility, including the 5 in West Complex visiting room. Kasey from Swire committed to visit the facility and take a look at the vending machines. He committed to taking the necessary steps to expand healthy options and to vending machine replacement where needed. Sgt. Beal identified a new vendor for fresh sandwiches and possibly other items. Sgt. Beal will work to introduce this vendor to Kasey.	<b>Action Item:</b> Sgt. Beal and Dean Dubinsky will monitor progress and will report on the developments at the next meeting in April.
Video Games for EFV	Games like X-Box and Play Station have WiFi capabilities. Policy says that WiFi capable devices are not allowed even for staff as there is a potential for unmonitored communication. Sgt. Beal is willing to have conversation related to the allowance of handheld video games.	<b>Action Item:</b> Submit your ideas for gaming devices without WiFi and Bluetooth capabilities to Sgt Beal for consideration.
Book Donations & Educational posters for visiting waiting room	WSP announced that it will accept donations of books to visiting rooms. Conditions: <ul style="list-style-type: none"> <li>• must be ordered through approved vendors</li> <li>• labeled as Visiting Room</li> <li>• go through mailroom processing as usual</li> </ul> Donated books are not guaranteed to be used in the visiting room, but Sgt. Beal will make every attempt to have that book routed to the visiting room. This process still requires sign off from Sgt. Dugger. Educational posters for the visiting rooms and waiting areas will be allowed as long as they are framed and not taped onto the wall. Educational/learning posters for review and approval may be brought in April to LFC meeting. Posters can be sent to SPL for framing.	<b>Action Item:</b> WSP will finalize this process fully with Sgt. Dugger and will report back to LFC in April

New business

Topic	Discussion/Key Points	Next Steps
Working together WSP/LFC	Anna led discussion on accomplishing what we are tasked to do as a family council. Trust is key and a needed component of our interactions. It was suggested that in order to build trust, we will try to address non-emergency issues at the lowest level, without escalation to HQ. Let's be as productive as possible in these meetings. Those assigned action items should follow through. Families requested communication from staff when their loved ones are transferred to segregation. We discussed that this level of engagement may not be possible, but notification of medical emergencies do currently go out to family members.	<b>Action Item:</b> Everyone – do your best. Team building activity will be introduced at the next meeting.
Updates to LFC meeting dates	Changes were discussed to accommodate Bill Copland's in person attendance at LFC meetings at both WSP and CRCC. As a result, meeting in June will be moved from June 5 <sup>th</sup> to June 13 <sup>th</sup> , October moved from October 3 <sup>rd</sup> to October 10 <sup>th</sup> . WSP and CRCC are in agreement to change dates. Facility tour dates were discussed.	<b>Action Item:</b> Wendy will provide suggested dates for facility tours. Once agreed upon, Sgt. Beal or Melissa will update the 2020 Calendar to reflect the tour dates as well as changed LFC meeting dates.

Legal Visits	Outline of procedure: If an attorney needs to see their client, they call Allison Window at WSP to schedule a visit. WSP considers legal visits a priority for the incarcerated and accommodates those visits as much as possible. The most practical way is to utilize regular unit visiting of the incarcerated as there are likely less restrictions.	No action
Family Friendly Ideas	Melissa Hutcherson (CPPC) requested ideas on family friendly events for FY2021. The goal is shifting from children focused events only to adding significant other events that will include a broader level of family members in addition to spouses. When developing events CPPC will solicit feedback from the incarcerated and ensure their participation in the development of events. CPPC requested ideas to be sent by February 10 <sup>th</sup> .	<b>Action Item:</b> Melissa will report back to LFC what was submitted to HQ from WSP.
BAR Unit Issues	<p>Problems were reported regarding lost laundry in the BAR units. Staff advised that it laundry is not returned within 1-2 days it may be lost, advised the incarcerated to submit a kite. There is a process in place to handle lost laundry. It takes about 2 weeks to get it replaced.</p> <p>Dirty HVAC - serviced every 60-90 days. It includes cleaning the air handling units and filters being changed. There was concern about particles in the cell and filter status. (Rainier Unit)</p> <p>Education – Correspondence program is not in the scope for Walla Walla Community College. Staff confirmed that BAR units have opportunities for other educational opportunities such as classes taught by other incarcerated individuals, book clubs, etc.</p>	<b>Action Item:</b> CUS Suckow will follow up on HVAC and laundry. Anna will provide information on correspondence program.

**Roundtable open discussion**

IITS update: Down selected vendors include CenturyLink and Securus (JPay). Together with a few project team members Anna will facilitate focus groups with the incarcerated at MCC and SCCC. This will allow the incarcerated to see the technology, provide feedback and share their experiences with the system today. The push on the system is to be reliable, consistent, allowing for continuity and redundancy of service. Anna will provide another update and the meeting in April.

Next meeting location: WSP Date: 2/1/2020 Time: 8:30am

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

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