



FAMILY COUNCIL MEETING MINUTES

Location: Associate Superintendent Barker's office Date: 4/14/2021 Time: 6:00 – 7:30

Teleconference details: _____

Meeting Attendees

Department/facility co-chair: Steve Barker Family co-chair: Tina Wright

Facility/council secretary: Carrie Meyer Family secretary: Hattie Wolf

Members present Dean Dubinsky, Loretta Pedersen, Connie Hollis, Tina Wright, Steve Kugler, Hattie Wolf, Anna Ivanov, Brenda Giordano

Non-council member attendees: Jim Cerna, Bill Copland, Carrie Meyer, Steve Barker, Dawn Taylor

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
<p>Welcome & Introductions of persons in attendance.</p>	<p>Family co-chair - Tina Wright; Family Secretary - Hattie Wolf; WSP Statewide Rep - Steve Kugler, Statewide Secretary - Loretta Pedersen, Anna Ivanov, Dean Dubinsky, Connie Hollis, Brenda Giordano Associate Superintendent - Steve Barker, Acting Secretary – Carrie Meyer, Bill Copland, Local Business Manager – Jim Cerna, Dawn Taylor</p>	<p>Action Item:</p>
<p>Discussion on nominating and electing the Secretary and Chair-person positions for WSP LFC</p>	<p>Hattie's son has been transferred to AHCC so she will no longer be the secretary at WSP, Chair Person, Steve Kugler has stepped down and this position still needs to be filled. The committee will need to work together to nominate and elect these positions.</p>	<p>Action item: an email will be sent out to the LFC asking for volunteers to fill these positions.</p>
<p>Progress of the updating of the <u>Family Service Guide</u> and <u>Family Centered Services Policy</u></p>	<p>Dawn Taylor spoke to the group regarding this project which should be completed by the middle of May. It was discussed that a meeting was cancelled due to low attendance from the LFC group. Dawn has spoken to her staff and everyone is aware that in order to complete this project, the meetings must happen regardless of attendance.</p> <p>Bruce Woods' meeting will be held tomorrow, will send out info for the group's review. They will address the fact that the letter to families of new II's wasn't being handed out.</p> <p>Thank you to those who provided information for this site, thoughts and ideas are still welcome. A calendar will be included which should show when events are taking place. There will be 4 events; 2 children focused and 2 adult focused. Due to limited space/availability of the visiting room and not having to cancel visitation, there is discussion of where else events may take place.</p> <p>Information regarding budget on these events is not given in a timely manner so that planning can be done. The numbers will remain \$6.50 per incarcerated individual, \$10 per child and \$15 for backpack events.</p>	<p>Action Item: Dawn will send out a link to be included with the minutes.</p>

<p>Status moving salaries from the Incarcerated Individual Betterment Fund (IIBF) to the prison general fund.</p>	<p>1. Explanation of the IIBF original purpose and its funding sources for the new LFC members. DOC submitted a budget request to received operating funds for positions currently funded by the IIBF. The request was fully funded in the Governor's, House and Senate budget proposals. DOC is waiting for the final compromised budget to be approved. Extended family visits are on the horizon. Suggestion that we send emails with specific requests, e.g. washer/dryer.</p> <p>2. What do the current revenues bring into the fund and a quick break down of where these funds are currently being used. This question would need to be discussed during the statewide meetings</p> <p>3. Legislative Update. Will there be more funds available for family-oriented projects if this is accomplished? Who will manage this process and the fund. Those decisions will be made at H.Q. level.</p>	<p>Action Item:</p>
<p>Status update on JPay Video Visits in regards to functioning kiosk equipment for II and websites for both Apple and PC devices used by families. Are there plans to allow tablet usage for video visits?</p>	<p>Video Visits are better though they still have issues. The largest issue is needing to have compatible equipment though this has recently been fixed as well. The problems for Apple/Mac visits have been corrected.</p> <p>A couple of visitors have had issues having a visit (both Tina and Wendy), both figured out it was on their side of things as far as carrier/wi-fi signal or hot spot. JPay still fails to return calls and provide assistance to customers in using their equipment.</p> <p>There are no plans at this time for tablets to be used for video visits.</p>	<p>Action Item: A site visit at WSP is expect on April 27th to check out the compatibility of equipment and what is necessary to change or implement prior to the new contract is finalized.</p>
<p>Status of posting LFC meeting minutes on the DOC website.</p>	<p>We have continued to share both COVID 19 notes and meeting notes. HQ is still not current on postings.</p>	<p>Action Item: Carrie will send notes and minutes to Dawn Taylor who will follow up on this.</p>
<p>Status of CPPC position</p>	<p>Applications have been taken, we are going through the process now and 11 candidates, internally and externally, will be interviewed starting next week. Anticipated to have the new CPPC in place by the end of May.</p>	
<p>Status of CUS' and Sergeants strategies for engagement with LFC</p>	<p>We can always invite someone to the meetings, it is easier if you know who you would like to attend or what subject matter you would like to discuss. There are 12 CUS's, 70 Sgt's. This does create Overtime or time away from their job or family so we would like some Idea on what it is that you would like to cover or what area. A family member suggested having a family member present to groups of Sergeants – value in having exposure to families.</p>	<p>Action Item: Thank you! We feel it is important to meet the families and know the family needs as well. Associate Superintendent Barker will discuss with Mr. Holbrook.</p>
<p>Status of US mail, books, and other deliverables.</p>	<p>Sgt. Dugger reports that all books and mail deliveries are up to date. This does not include the JPay electronic mail. These are again out of compliance. It was again discussed that the "flagged words or phrases" holding us up. This is some of the trouble, though those words are in place and watched for a reason. I&I works very hard to watch these words as well due to the likelihood that they may be linked to something bigger that needs to be watched. This is hard for some to see and understand, but these extra steps that we go through are to keep incarcerated individuals safe as well as staff and the community. This would be terrible if these precautions were taken away and someone was injured that otherwise would have been avoided. When JPay was introduced to WSP we had an extra 9,000</p>	<p>Action Item:</p>

	incoming emails per month, we now have an excess of 400,000 and no increase in the manpower that we have available to work these. We have staff who are available to assist and we will be pushing to have extra staff hired to accommodate this ever-growing demand.	
Status of the stimulus payments and the debit cards. Has the IRS resolved this? Has any II have gotten a check to replace the debit card?	The \$600 debit cards that were returned to the IRS are starting to come back to us in the form of a check. The IRS is sending the initial \$1400 payments by checks now but the IRS hasn't yet replaced the \$1400 debit cards with checks	Action Item:
Status of Vaccinations of Incarcerated Individuals and Staff at WSP? What percentage of the II and staff are vaccinated?	We are at about 25% of both staff and incarcerated individuals who have received the vaccine. All new hires and new II's are offered at intake. We are no longer issuing the Johnson and Johnson vaccine. We will have more vaccines available to offer to the incarcerated. The East Complex is about 100%, either vaccinated or have had the virus.	Action Item: Update: Medical responded and states that although vaccinations are still being offered and ongoing, according to the number of vaccinations that have been delivered at WSP, the approximate percentage of staff and Incarcerated who are vaccinated is 60%.
Status on educational posters in visiting lobbies and processing hallways. Have we been given permission to move ahead with this yet?	This has been approved.	Action Item: Loretta will send some links to Sgt. Beal to get these posters ordered. Update: the posters have been ordered as of 04/19/21.
Status of immediate delivery of IMU library books to new incarcerated individuals	Associate Barker spoke with CUS Mink who said that books are given to new incarcerated individuals upon entry to IMU in their entry bag and an opportunity to exchange them 4 times a week. Loretta brought up that she thought this was actually done on Library day.	Action Item: Barker will verify this with Mink
What is the status of improving healthcare and medical treatment at WSP? Can families provide supplemental insurance to help pay for health care costs? Yes or No. This was not answered last time. The policy doesn't answer this.	If the incarcerated individual is covered on your healthcare insurance, you can pay the bill and submit this to your insurance for reimbursement. If pre-approval is needed this will be up to the insured to make sure this is done. Other expenses that may be incurred is the cost of staff for transportation away from the facility, which will be out of your pocket and not covered by the insurance company.	Action Item:
Status of improving educational opportunities for II on the BAR unit and LWOP. Has the DOC considered utilizing secure online services that Universities use? Is this something that needs to be brought to HQ or SFC?	We are still working with WWCC to have classes available but it all comes down to numbers and who is wanting or available to take these classes. <ul style="list-style-type: none"> Is there a possibility of working with another institution or college to see that this is done is WWCC is not available or willing to do the class? At this time, the contract we have is through WWCC at both WSP and at CRCC for classes. This is going to be something that will need to be asked at the State meeting.	Action Item:

Status of starting visitation.	We were hopeful that we would be open by the end of the month. Right now we are waiting for the go-ahead from HQ. We are very hopeful that this will be soon. Extended Family Visit's (EFV's) have not yet been figured out due to close proximity and no separation without quarantine.	Action Item:
What can families do to help reduce the increased violence inside of the prison.	We don't know. Speak to your families. Let them know how much it hurts your whole family if they get in trouble or are involved in altercations. Associate Supt. Barker talked about how II's can help; and how members of violent groups are put in IMU when prison staff are made aware of affiliation related behavior. Further discussion looking into strategic group violence reduction strategies. It was noted that Dawn developed a violence prevention program at SCCC.	Action Item:
Is anyone aware of how much yard and dayroom time ends up getting whittled away here in there by frequent yard and dayroom cancellations, often with no reason given at all?	We do track this. As stated before, we have 70 Sgt's so I'm not sure how much information is shared each time this has to happen. We can certainly remind leadership to share this information so that the population feels that they are "in the know" of what is going on in the unit.	Action Item:

New business

Topic	Discussion/Key Points	Next Steps
Roundtable; 2021 LFC meeting schedules; Next Meeting Agenda, Date, and Time	TBD	Action Item: An invitation will be sent out.

Roundtable open discussion

Next meeting location: WSP Date: 4/14/2021 Time: 6:00pm

Comments: _____

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