



# FAMILY COUNCIL MEETING MINUTES

Location: Washington State Penitentiary Date: 2/05/2022 Time: 8:30-10:00

Teleconference details: MS Teams Meeting

<b>Meeting Attendees</b>
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Department/facility co-chair: Steve Barker Family co-chair: Tina Wright

Facility/council secretary: Debra Gilbreth Family secretary: Wendy Dubinsky

Members present: Loretta Peterson; Wendy and Dean Dubinsky; Tina Wright, Connie Hollis; Carrie Montoya; Brenda Giordano, Karen Cain, Rich McCabe

Non-council member attendees: Rob Jackson, Superintendent; Steve Barker, Assoc. Superintendent; Irish Clark, CPM; Wes Marcum, Sgt. Chase Harvey; CI Director; Bill Copland, Family Services; Jeremy Barclay, Director of Engagement & Outreach; Caitlin Robertson, OCO; Monica Ritter, FRA2; Debra Gilbreth, CS1 & Scribe

<b>Agenda</b>
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Old business

Topic	Discussion/Key Points	Next Steps
Welcome & Introduction (Steven Barker)	Introduction of all those in attendance. Agenda Management: Tina Wright Timekeeper: Dean Dubinsky	None
State Family Council Updates	<p>Loretta Peterson: Statewide Family Council (SFC) updates reported on items in the SFC minutes.</p> <p><a href="#">State Family Council Meeting Notes</a></p> <ul style="list-style-type: none"> <li>• Work is being done to address conditions of confinement under quarantine status.</li> <li>• Incarcerated Individual Betterment Fund (I/IBF) expenditures – DOC salaries moved from the fund. Information about this can be found on the website.</li> </ul> <p><a href="#">Incarcerated Individual Betterment Fund (I/IBF)</a></p> <ul style="list-style-type: none"> <li>• (I/ITS) Incarcerated Individual Technology Services: Securus/JPay contract delayed.</li> <li>• I/IBF money not spent, because of covid, is being used for morale boosters, looking for ideas of how to spend it – talking to Incarcerated Individuals (I/I), family members, SFC Reps meeting with Lisa Flynn, etc. Cheryl Strange authorized additional spending that is being communicated to I/Is and sent as memos to family members. Dawn Taylor sent a visiting survey to all facilities. Getting some response regarding a listserv being implemented.</li> <li>• Covid testing of staff more frequently.</li> </ul>	Shared State Family Council Webpage

	<ul style="list-style-type: none"> <li>Family Council policy is going to be updated. Release of Information (ROI) discussed.</li> </ul>	
Family Services updates	<p>Bill Copland:</p> <ul style="list-style-type: none"> <li>GTL injunction causing the delay in the I/ITS contract being completed.</li> <li>Kudos to CPPC for latest event: an extension to the Back-to-School event- Coats for kids. Several dozen winter coats were mailed to kids of Incarcerated Individuals at WSP.</li> <li>SFC Covid calls not open to the public – this is being looked at again.</li> </ul>	None
Community Partnership Program Updates	<p>Debra Gilbreth:</p> <ul style="list-style-type: none"> <li>Volunteer update: Held annual Sponsor orientation training at the WSP Training Center at the end of December. Had over 40 participants. Volunteers are anxious to come back on site and offer their services. Will continue to have volunteer orientation for new and returning volunteers.</li> <li>Coats for Kids Update: Mailed out 24 winter coats for men who participated in the WSP Back-to-School event. The coats were given out as an extension to the event since we had I/IBF funds left over. Only 35 backpacks were mailed out. Any remaining funds in this account will be used to restock for the next backpack give-a-way.</li> <li>Next Event: Who do you love/Valentine event. Ordering 100 cute stuffed animals and felt hearts and will mail them out with a personalized valentine message. First 100 messages received will get the stuffed animals. This event will go through February. This is a mailout event. Recipients must be listed as an approved visitor and in good standing.</li> <li>Family Services Survey: I sent out a survey via kiosk asking population how we can best help right now. Received 117 responses that I sent to Dawn Tayler. Have received 40 plus more since. Majority of the responses want yard to open or have wifi extended down the tiers.</li> <li>Dog Program: CPM Clark explained that he met with the Humane Society Volunteer and the unit reps to discuss where the dogs will go. WSP was all set to start and then COVID hit again. Assuming COVID will take 1-2 months to clear before we can get going again.</li> </ul>	None

<p>COVID Updates</p>	<p>Steve Barker:</p> <ul style="list-style-type: none"> <li>• WSP is moving lots of people around as there are more positives than negatives. Positive COVID cases are put into isolation and anyone that has been exposed are put into quarantine. Shared with group the status of all units and if they were on quarantine or isolation. Explained that this changes daily.</li> <li>• Explained that when incarcerated individuals (I/I) are out of their cell, they can sync their Jplayers, shower use the phones.</li> <li>• Video visits are being scheduled for men in isolation units only as all men are positive and don't need to worry about cohorts. Not true of men in quarantine. Due to quarantine units being in cohorting status, staff can't guarantee the time frame would be met for those who are scheduled. Suggest rescheduling them to another time.</li> <li>• W. Dubinsky shared information from other members who expressed being very affected by not being allowed to talk to their loved ones. R. Jackson shared that he had been in conversation with a local family member, and this was resolved. WSP continue to modify unit plans as test results come in.</li> </ul>	<p>Weekly Covid-19 Call in meetings are being held every Tuesday at 1 pm for local family members. To join, please contact D. Gilbreth, T. Wright, or W. Dubinsky.</p> <p>Must be an approved visitor for someone residing at WSP.</p>
<p>Visitation: In person/EFV's/ Video Visits</p>	<p>Sgt. Harvey:</p> <p>Questions asked by LFC Members:</p> <ol style="list-style-type: none"> <li>1. I/I are wondering how family can get 10 video or in person visits per year from family in order to get an EFV when they are working and or JPAY doesn't keep the kiosks working appropriately.</li> </ol> <ul style="list-style-type: none"> <li>• Clarified the number of video visits needed to qualify for EFVs - 6 not 10.</li> <li>• The JPay tech was in the day before the meeting to check kiosks, so they should be working.</li> <li>• Questions were asked about Extended Family Visit (EFV) requirements. There are many and an extensive application process including review by the Facility Risk Management Team. Review DOC Policy 590.100 for more information.</li> <li>• OCO, C. Robertson reported the time frame for 607 and 752 infractions has been reduced from 3 years to 1 year. This will allow more people to qualify for EFVs sooner.</li> </ul>	<p><a href="#">Extended Family Visiting (wa.gov)</a> link</p>

New business

Topic	Discussion/Key Points	Next Steps
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<p>Nutritional Standards</p>	<p>Wes Marcum:  Questions asked by LFC Members:</p> <ol style="list-style-type: none"> <li>1. How do I/I and families find out what their loved ones are eating and the nutritional standards?</li> </ol> <p>The DOC 'base' menus and nutritional information are available for I/I's to review in the living units, upon request. During the pandemic, replacement items are selected to match the DOC menu, as much as possible, with the State Dietary Manager participating in that process. Families and the general public are welcome to use the public disclosure process to obtain menu and nutritional information.</p> <ol style="list-style-type: none"> <li>2. Are pictures available of what it supposed to look like?</li> </ol> <p>No, pictures are not used as part of the routine meal productions. They are used at times to document defects.</p> <ol style="list-style-type: none"> <li>3. How do I/I change their diets for ethical and/or religious reasons and if it doesn't meet nutrition standards can they switch back?</li> </ol> <p>All DOC diet options are reviewed and approved by the State Dietary Manager, Brent Carney. I/I's can participate in a religious diet selection, which per policy, allows two opportunities to sign up per year. An I/I may remove themselves from a religious diet at any time. Religious diet selection and removal is facilitated through use of form DOC 20-428, Religious Diet Request. Medical concerns are of a high priority to DOC and take precedence over religious diet participation. If any individual has a diet related health concern, they are encouraged to request a medical encounter, which may result in the assignment of a medical diet. Refer to Therapeutic Diets policy 610.240 for more information.</p> <ul style="list-style-type: none"> <li>• Question asked about commissary delivery delays. Commissary comes from Airway Heights and there have been delays because staff has been processing the orders as I/Is weren't able to work. Staff from WSP, Headquarters and other facilities have been helping fill the commissary orders. Also, delays in delivery of commissary and food packages can be a result of all the incarcerated being moved due to covid.</li> </ul>	<p>None</p>

<p>WSP Ombudsman Updated</p>	<p>Caitlin Robertson: OCO update.</p> <ul style="list-style-type: none"> <li>• Health, safety, and rights of the incarcerated is OCOs focus.</li> <li>• Caitlin is the Eastside OCO Rep and regularly does site visits to the incarcerated at Airway Heights, Coyote Ridge, WSP and Larch. Tries to resolve issues at the lowest level as quickly and as easily as possible.</li> <li>• Caitlin has worked with Don Holbrook and is working with Rob Jackson on specific OCO cases she is resolving.</li> <li>• The OCO hotline hours will be changing to better accommodate the incarcerated.</li> <li>• Staffed Tuesday through Thursday.</li> <li>• Sonja Hallum, OCO Interim Director, has made the decision to open a case for every phone call or request for OCO assistance.</li> <li>• C. Robertson is actively working and responding to complaints towards COVID. Went to IMU S and the BAR units recently. Shared the those in the BAR units are calm yet frustrated. The interactions were pleasant, respectful, and calm.</li> <li>• The OCO website is being revamped and you can subscribe to receive OCO updates by going to <a href="http://www.oco.wa.gov">www.oco.wa.gov</a></li> </ul>	<p>To subscribe to received OCO updates: <a href="http://www.oco.wa.gov">www.oco.wa.gov</a></p>
<p>Incarcerated Individual Concerns:</p>	<p>Steve Barker: Questions asked by LFC Members:</p> <ol style="list-style-type: none"> <li>1. Please explain how the following can be corrected: what recourse do I/I and their families have when they are retaliated against? I/I believe that CUS knows that there are certain vindictive staff who target and harass inmates to have them “fired” from jobs, search and destroy “houses”, write false infractions and B.O.Es. I/I can file a grievance, contact OCO, send kites and talk with staff. Grievance group is managed by Steve B and there are 2 full time grievance coordinators. Hearing’s process – grievances can be appealed, and Behavior Observation Entry (BOEs) are reviewed and can be taken into consideration by the Superintendent Rob Jackson. I/I can also call the OCO, send a kite or a letter to the Superintendent. Explained the need for sharing specific information for the complaint to be acted upon.</li> <li>2. I/I believe that there is nepotism and that is why certain officers are not being corrected or disciplined for behaviors that are against policy and/or just plain</li> </ol>	<p>None</p>

	<p>unethical. This includes masking and other COVID protocols.</p> <p>Nepotism definition – the practice among those with power or influence of favoring relatives or friends, especially by giving them jobs.</p> <p>S. Barker and R. Jackson explained that this behavior is simply not tolerated. WSP hired a compliance Lieutenant who reports directly to the superintendent. The compliance Lt. ensures that staff are following protocol by walking around and by reviewing video footage. Staff are doing better.</p> <p>For nepotism S. Barker pointed out that he has 2 family members that work for WSP but do not work for him and are unable to fall under his chain of command.</p> <p>R. Jackson explained that without specifics, we cannot do anything. We must have specifics to rectify a situation and to hold people accountable. We must also follow the Collective Bargaining Agreement. People must remember that discipline often occurs yet those who initiated the complaint will never know about it nor the results of it.</p> <p>3. I/I believe that Officers do not monitor how phone etiquette and other public areas for abusive and or aggressive behaviors from other I/I.</p> <p>S. Barker explained that officers do monitor phones and public areas, but they can't watch all the time. Staff are trained to observe baseline behaviors. Unfortunately, staff can't watch everything.</p> <p>4. I/I believe that grievances are not taken seriously and or are retaliated against for making a complaint. Doesn't it make any officer who knowingly allow for these actions to continue complicit in the offences.</p> <p>The resolution office reports directly to S. Barker. He explained each level for the grievances.</p> <p>Level 0 grievances are taken seriously, and the hope is to get it resolved quickly and easily.</p> <p>Level 1 grievances are investigated, people are interviewed, video is reviewed, and a decision is made by the staff member doing the investigation.</p> <p>Level 2 grievances are again investigated, further interviews are held, and the grievance is answered by management level. Level 3 grievances are given to headquarters and again fully investigated. If there is retaliation, we will find it out.</p> <p>5. I/I have said they appreciate "the good ones"</p> <p>Gratitude of staff and family members. Appreciation was expressed to DOC leaders for participating in the meeting.</p>	
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	We shared thanks and appreciation for how the LFC meetings are run and how they are better run and more positive than at other facilities. Thanks were expressed to Loretta for SFC memos and info shared with family members and to Wendy for assisting Tina with LFC things. The meeting ended on a very positive note.	
Unit Tier Reps Items	Received some feedback from some of our units, but not many due to the facility being in COVID Cluster status.	Get Tier Rep agenda items
Round Table Discussion	<p><b>Question:</b> Suggested to remove the word “religious” from the therapeutic diets policy.</p> <p>B. Copland explained that we would need to change the policy to do that. Policies are updated every so many years at the headquarter level.</p> <p><b>Question:</b> Can I/I keep what they grow in the garden program?</p> <p>S. Barker explained that this program is ran out of the Sustainable Practice’s Lab and there’s a fee for about \$7.00 per year which includes, soil, seeds, compost etc... They are allowed to supplement their diets with what they grow.</p> <p><b>Question:</b> How can I/I order stocking caps, gloves, or mittens during the colder weather?</p> <p>S. Barker explained that everyone is issued a stocking cap and jacket. Gloves are only work issued. To get a new one, send a kite to the clothing room officer.</p> <p>I. Clark added that if gloves are required for a medical condition, there is an ADA review process where I/I can work with their medical provider.</p>	None

Next meeting location: WSP MS Teams Date: 4/2/2022 Time: 8:30-10:00

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

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