

FAMILY COUNCIL MEETING MINUTES

Location: Virtual - MS Teams

Date: 07/20/2024

Time: 10am-2:30pm

Teleconference details: MS Teams - Meeting ID: 290 834 270 842

MEETING ATTENDEES

James R. Key, Deputy Assistant Secretary

Department/facility co-chair

Sara Leon

Family co-chair

Greg Mansfield

Vice-chair(SFC only)

Charissa Reno, Exec. Secretary to James Key

Department/council secretary

Vacant

Family secretary, if applicable

Members present: AHCC- Elleen Hargrove; CBCC – Nettie Reed; CCCC-Diane Sifres; CRCC – Megan Chrisman for Scarlett Williams; MCC- Josephine Johnson for Danielle White; MCCCW – VACANT; OCC – Jennifer Schaibly; SCCC-Daphne Nolte, WCC-Felix D’Allesandro; WCCW-Greg Mansfield; and WSP – Lisa Green for Loren Taylor. Not present: OCC, CRCC, MCCCW

Non-council member attendees: _____

Commonly Used Acronyms

SFC – Statewide Family Council **LFC** – Local Family Council **FC** – Family Council **DOC** – Department of Corrections **OCO** – Office of Correctional Ombuds

Prison Facilities:

AHCC – Airway Heights Corrections Center

CBCC – Clallam Bay Corrections Center

CCCC – Cedar Creek Corrections Center

CRCC – Coyote Ridge Corrections Center

MCC – Monroe Correctional Complex

MCCCW – Mission Creek Corrections Center for Women

OCC – Olympic Corrections Center

SCCC – Stafford Creek Corrections Center

WCCW – Washington Corrections Center for Women

WCC – Washington Corrections Center

WSP – Washington State Penitentiary

AGENDA

Topic	Discussion/Key Points
Welcome	Introduction of James Key as the SFC Department Co-Chair. Welcome to the Family Councils, DOC staff, the OCO, and everyone who joined today.
Agenda Review, Action Item Review, Election Announcement <i>Charissa Reno, DOC Co-Secretary</i>	- Agenda reviewed (Attachment #1) - Action Items: 05/18/24 - Is DOC allowed to give the WA One documents to the incarcerated, assessments in general? 6/17/2024 Update: Yes, if the request comes through a public disclosure request. The case manager should not provide the assessment to the individual. However, they can let the individual know they can obtain a copy by requesting it through the public disclosure process. Action item closed. 05/18/24 - Why are the incarcerated individuals not able to print from their tablets? 6/6/2024 Update: It was previously part of the JPay contract and was not part of the Securus Contract. The resources would not be available to continue that process. There would need to be additional concept papers to request funding. Action item closed.
Facility Updates	- AHCC – Still have no action on cover for MSU – pre covid asks, McIlveen co-chair – adobe is being used by I/I and they love it, because they are using so much, requesting that band width be expanded. Chargers for tablets still not available. I/I like new TV programs. Why do all I/I have to pay .50 per month from TVs, why can't this come from IIBF? - Trisha Newport: \$.50 fee is statute based - Discussion about fundraiser to the 10,000 limit does that include food limit or is that the Max. Hoping to have facility tour soon, new optometrist hired, new fresh market will be installed. Current card good till end of month and new cards will be available in Aug. Local family council meeting changed to weekends instead of weekdays to coincide with visit and encourage more LFC attendance. Asking for mobile dentist. - Dave Flynn - Process for a mobile dental is still in process and want to recruit in near future. Will reach out to see what we can do in the interim/ emphasis to this facility.

- CBCC – Most of issues that we have are addressed locally at CBCC. Trying to reestablish of BPC and TEACH but have some obstacles and see what resources are available. Trouble with sponsors and volunteers, then they may be routed to other programs. Materials being relocated without notice.
Update: The volunteers did not fill out the program proposal form as required. CBCC staff worked with the I/I to get this drafted and approved. Volunteer NCIC's had to be re-run due to being lapsed from last year. New orientation for volunteers will be held sometime in September. Materials and supplies were stored while the program was closed. They have been recently inventoried and are available for use when the program starts back up. BPC will be run through volunteers as expected. However, HQ staff are set to meet with the I/I's about BPC Teach in October.
 - CCCC – Last month we had our first tour, 3 members. Wonderful facility and a lot of updates to the buildings and programs. Had a LFC meeting before tour and talked about mailroom backlog. Could someone come in for the overflow of the mail?
Update: With mail room backlogs the Superintendent will work with facility staff and HQ to come up with a plan to ensure mail is being processed according to policy.
 - CRCC – Megan Chrisman covering – Unable to understand
 - MCC – Had a significant other event in June, two events for more people to be involved. Incentive program started for ice cream and snacks, options for extra gym and yard time. Updated area in visit area. Wanting more staff to be able to have gym and yard at the same time. Still have several I/I not getting new cable channels. Flooring in TRU kitchen needs replaced. Tickets into Securus for help no response yet. Taking a while for updates to EFV trailers, new grills and ice cream makers in EFV. When did the policy change recreation policy?
 - Scott Russell – Resolution came through and the policy office did address it that when policy changes the population will know.
Update: The recreation policy was revised 6/19/24. The population has access to the policy on their tablets.
 - MCCCW – Not present
 - OCC – Not present
 - SCCC – Tier reps put list together for top 12 med concerns – 9 of those 12 concerns have been addressed so far. Most through the recently reinstated emergency programs. Residents organized an art show. Wealth of Wellness program is being used with good results. Technology – sent email to Tracy Schneider – Sent back informative response regarding tv programming. Appreciate seeing the package to make choices about tv programming.
 - James Key - Those lists are at the institution and go through LFC to see how the information is being done.
 - Jason Bennett – Will follow up with Tracy and local engineering to look at programming.
Update: The new contract is being utilized at all facilities. If the facilities want to change what channels are shown, they can choose to swap out the channels if it is in a current package already paid for. However, the initial channel lineups were chosen based on survey results sent out to the population 11/2023. The amount of channels cap at 80.
- Securus – being promised better experience but there is intermittent service still. Residents are not able to send or receive emails. Similar outages all week. They are not being notified about video visits or what money is being on the books. Is not allowing to them to plan. Kiosks may be out for weeks at a time. There was a temp pay raise that was funded for two years and was helpful for the residents to support themselves. What is DOC to influence the legislature to ensure pay raise to be continued, if not, does DOC have a backup plan for funding?
- Sean – We will look at funding source, it was funded at this biennium.
 - Trisha – Has been continued and made an investment that this would continue by legislature and is ongoing.
- Incident at facility – asking for possible outlet for trauma discussion.
- Sean – Unfortunately we have other laws that ensure we protect the privacy that may be encountering mental health challenges. Our goal is to minimize the impact of incarceration for the I/I and staff. CRCC/ MCCCW – pilot program for trauma discussions. Staff and incarcerated. Continue to explore trauma related response and prevention.
- WCCW – Greg - Happy with new cable. Concern about bra situation and wanting to see new vendors potentially. Some concerns of dental and medical care and may stem from med director at facility.
 - Melissa Andrewjeski – Finished bra pilot in the spring and there are two that were favorited, and Jamie Dolan will follow up on sourcing.
 - WCC – Felix – Issues with scheduling EFVs. Concerned that the additional unit is increasing the wait time for EFV. Coming up with proposals for assistance. We're having family BBQ today and tomorrow. Looking into the tv programming and if local has information on this. CPM sent out message for LFC to tour the facility. Kristel – Delays in scheduling for EFVs, vending machines being down and not being fixed and no other kid friendly items.

	○ Don – Lorne will look into the EFV concerns. <i>Update: Scheduling is at the facility level and is scheduled on availability, population and security.</i> • WSP – Lisa Greene – Some concerns on mental health care for I/I and a lot of complaints on tv programming. Juneteenth event was fabulous and well done.
Deputy Secretary Time <i>Sean Murphy, Deputy Secretary</i>	Department is going through strategic planning exercise. 4 major components This is connected to budget requests and concept papers that have ideas and solve problems. Generated 140 concept papers and that led to decision packages. Amend at multiple facilities – The people on the ground are not feeling the impact yet of AMEND, reason for that is that the department has not been funded to move this system across the facilities. (Connection issues)
Substance Abuse Recovery Unit (SARU) Presentation <i>Paul French, SARU Program Manager</i>	See Attachment (<i>Attachment #2</i>)
SARU Question and Answer Session	Greg Mansfield: What happens to those I/I that are not able to get into treatment and are on ISRB and don't complete treatment and have to stay in custody? Answer: Not familiar with that case, we do have one staff that handle individual board cases and meet once a month to review and see progress, if we do not have bed space, we have to put someone on a waiting list, there are gaps we are looking at. Noted the disconnect of communication and working on that. Jim Chambers: At the facility level when assessments are being done, how do you deal with assessments being completed at facility and that it gets reevaluated from HQ and the treatment plan would be different? Answer: Standard practice is that more than one person is involved in the decision process and make a recommendation. Lauren Davis: In 2023 leg passes SB 5502, number of FTEs outnumber the participants for GRE, what percentage of DOC pop is getting assessed for SUD? Answer: We are working for the GRE assessors and have been short staffed and we just recently hired 3 GRE assessors. Current prisons population assessed for SUD: 28%, Admitting population during FY2024 assessed for SUD: 29%, Total assessments completed during FY2024 of average daily prisons population: 22% Sarah Leon: Do you have an estimated number that would make a decision? Answer: 3 and sometimes 4 if I would need to get involved in decision making. Daphne: How much does it cost to house one individual a year? Answer: would have to look at that and can move that to open forum.
Extended Family Visit Presentation <i>Lorne Spooner, Director for Correctional Services</i>	See Attachment (<i>Attachment #3</i>)
EFV Question and Answer Session	Greg Mansfield: How does the new policy improve the process? Answer: It has changed quite a bit, and the approval rate has gone up and there have been an influx of apps of folks that may not have had the opportunity to apply before. Rep David Hackney: Influx of apps, how is that impacting the amount of time between visits for families? Answer: Currently they are trying to keep up with apps coming in, once approved then visitation can happen after that. Will connect with your office. Sarah Leon: Maybe get process going to site WCC and SCCC to get additional resources for EFV? James Key: Thank you for that information, please email to Trish Newport and Lorne Spooner.

	Joelene: Asking questions regarding EFV application and that there would be retaliation of asking. Is there an actual wait time that we are looking at right now for approvals? How many times a month are EFV review? Answer: Processing EFV, with that influx we only have two processors, and we have additional staff but that is a double fill and resource lack. Responses that are coming out from the processing unit are being adjusted. EFV review committees are two a month based on command. Please reach out for the scheduled of the certain command. High violence or sex offense must go through committee. Catherine: Would you put priority on family that is coming from far away? Answer: It is encouraged for those coming from long distances to contact the facility directly and talk with staff regarding EFV scheduling. The program is still a first come first serve, however, if the facility is aware of long-distance travel, they may work with the schedule to accommodate if there is availability. Greg: As this program increases, it could potentially cause issues. Answer: Hard to dispute value, we have not had any concerns negatively about the program.
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Roundtable open discussion

Topic	Discussion/Key Points
Kehaulani Walker	Noticed on DOC website that the WACs have not been updated, do you know when the WAC hearings will be posted on website or updated? Scott Russell – Will look into that and follow up for that answer. Answer – All changes or proposed changes including upcoming hearings are posted on our website and are updated regularly.
Greg Mansfield	Is Union supply a contract that DOC enters into, and would there be promotions on amount spent? Jamie Dolan – It is a contract we have, and the contract is on the DOC website. Have not heard about promotional items but other states may work that into their own contracts.
Josephine	What happens to that money that has been placed into that fund? Jamie Dolan – We operate on an evolving fund, our account continues. Those funds we use to teach classes and build resumes and work with the community.
Sarah Leon	Can the department have a staff directory for facilities for visit staff/ sgt that are head of specific issues? Sean Murphy – We can look at frequently contacted numbers and see what we can do to provide something.
Daphne Nolte	IIBF – All the money comes from the I/I themselves, do the facilities have local IIBF representation for how the funds are spent? How can I/I provide input? James Key – during tier rep meetings that would be able to be discussed. Dianne Doonan – The IIBF does not receive any commission from commissary sales. Majority of money is Securus money. Each facility has a process to solicit and get feedback. Start with tier reps, some facilities have suggestion boxes but each facilities have their own process.
Gwen	How many facilities are practicing AMEND and how staff are reacting to it? Sean Murphy – We have only been funded for 3 facilities, SCCC, WSP and WCCW. Every year we ask for additional funds, but we did not receive additional funds and we encourage you to promote those initiatives with the legislative.
K. Walker	Have you heard of a protocol of high-end user that has been passed out to staff? Memo regarding advocates to being high end users being ignored? Sean Murphy – I have not heard of that high end user. The department responds to thousands of correspondences and sometimes there are individuals that respond much more than the normal population. We have a small but capable correspondence team but there is a lot of correspondence to get through and we simply do not have enough resources.
Michelle	Money that we charge/ recovered from the individuals fiscal year 2024? Dianne Doonan – we do have the quarterly IIBF presentation at 7/25 at 4pm.
Catherine Antee	Protocols and procedures when an I/I has in their J&S to go to rehabilitation but is denied, who would we contact to have them have assistance for those classes? Sean Murphy – In our decision packages is a MOUD and substance use support. We have not been funded at the rate we are needing. Encourage to take that concern to that I/I counselor and Paul French can assist.
G. Mansfield	Curious about accountability and successful implementation of AMEND? Sean Murphy – Working closely to help staff to improve with this process and if we have an opportunity to assist staff with accountability, we will do that. Don Holbrook – We are trying to shift that culture with staff, and we are working on that language and how we respond.
Megan Miller	Is there an oversight on the IIBF funding? Answer: What the RCW change did is eliminate fees that we charge to do the program in EFV. Funds to ensure there are supplies in the EFV and improvements to the facilities for EFV and that is what those IIBF numbers are there for
S. Leon	Agenda for IIBF meeting? Dianne Doonan - agenda will be posted prior to meeting

K. Walker	When an I/I go through orientation, do they sign a document if they are understanding the WAC rules they have to follow? Answer: per RCW 34.05.030 WACs do not apply to any incarcerated individuals.
Daphne	IIBF link? Dianne Doonan – posted on DOC public website – corrections and services – Sarah Leon put it in the chat.
Gwen McIlveen	At AHCC it is tough to get answers and who would I contact to get answers? Answer - Best to call public access and request who they are needing to talk to, and the call will be transferred. Contact information is also available on the DOC website.
K. Walker	Was the public going to be informed that the visit policy would be updated? Sean – We will find out more about how we send out notification on policy updates. Answer - Policies are posted to the public website as soon as they become effective. We are aware of the interest for other forms of notification and there are discussions about what we can do.
Daphne	Dentist / Hygienist? Dave Flynn: We do have recruitments out for both and come up with a plan on the back log of patients.
Jim Chambers	Some navigators do not have the lived experience of some of the barriers that the incarcerated have when they reenter. Having the resource of someone with lived experience would be good to have for the incarcerated.
S. Leon	603 infractions used to be a 3 year and now it is 5. Lorne Spooner: We will grandfather it in if it was 3 years it would be granted for that time.
Ellen Harris	Body scanners – DOH email and meeting
Shawntee	How do you decide DV indicators? Answer: The requirements for visit and EFV are different. There is direct supervision from staff at visit and EFV has different requirements that would have more Security involved.
Karen	Are the ionized body scanners the type of scanners used for visitors coming in at WCC? James Key: There are two different types of scanners from visit to I/I population. Sean Murphy: The scanners are within the limits of what we are using as far as radiation at a very limited level.
S. Leon	With LCC being closed, what happened to their EFV unit? James Key: With the closure, still in contract relationships with DNR and we do not have jurisdiction over the property and the buildings.
S. Leon	TVW is not up and running at all facilities.

Next meeting location: Virtual – MS Teams Date: 09/21/2024 Time: 10 am-2:30 pm

Comments: _____

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Family council co-chairs

Statewide Family Council

Date: Saturday, July 20, 2024

Time: 10:00 am – 2:30 pm

Location: MS Teams Meeting



[click here to join the meeting](#)

Meeting ID: 290 834 270 842

Passcode: SF6FcA

Or call in (audio only)

[+1 564-999-2000,,379381357#](#)

Phone Conference ID: 379 381 357#

TIME	AGENDA ITEM	DISCUSSION LEADER(S)
10:00 am – 10:05 am	Welcome & Introductions	<i>James Key, DOC Co-Chair, Sarah León, Family Co-Chair, and Greg Mansfield, Family Vice Chair</i>
10:05 am – 10:10 am	Review of the Agenda and Action Items	<i>Charissa Reno, DOC Co-Secretary</i>
10:10 am - 11:05 am	Facility Updates	<i>Sarah León, Family Co-Chair, and Greg Mansfield, Vice-Chair</i>
11:05 am – 11:30 am	Deputy Secretary Time	<i>Sean Murphy, Deputy Secretary</i>
11:30 am – 12:00 am	Open Public Forum	<i>Sarah León, Family Co-Chair, and James Key, DOC Co-Chair</i>
12:00 pm – 12:30 pm	BREAK	
12:30 pm – 12:45 pm	Substance Abuse Recovery Unit (SARU) Presentation	<i>Paul French, SARU Program Administrator</i>
12:45 pm – 1:00 pm	SARU <i>Question and Answer Time</i>	<i>James Key, DOC Co-Chair</i>
1:00 pm – 1:15 pm	Extended Family Visit (EFV) Presentation	<i>Lorne Spooner, Director for Correctional Services</i>
1:15 pm – 1:30 pm	EFV <i>Question & Answer Time</i>	<i>James Key, DOC Co-Chair</i>
1:30 pm – 2:20 pm	Open Public Forum	<i>Sarah León, Family Co-Chair, and James Key, DOC Co-Chair</i>
2:20 pm – 2:30 pm	Closing	<i>James Key, DOC Co-Chair, Sarah León, Family Co-Chair, and Greg Mansfield, Vice-Chair</i>

**Agenda items are selected by SFC co-chairs per DOC 530.155 Family Councils as a combination of DOC and family-requested topics. DOC 530.155 Family Councils link: <https://doc.wa.gov/information/policies/showFile.aspx?name=530155>*

Next Virtual Statewide Family Council Meeting:

September 21, 2024

SUBSTANCE ABUSE RECOVERY UNIT (SARU)

Paul French, Administrator

SCREENING TO ASSESSMENT

- DOC screens all individuals at reception centers
- Two screens are administered: 1) Substance Use Inventory and 2) Opioid Use Inventory
- DOC assessors are located at the men's and women's Reception Centers WCC and WCCW, and one assessor is located at AHCC
- Assessors located at Reception Centers primarily focus on DOSA assessments per the RCW
- Additional assessments are conducted by DOC SARU and/or contract staff at all facilities

HOW CAN AN INDIVIDUAL GET RE-EVALUATED

- Individuals can submit a written request to have their assessment/evaluation reviewed, it is helpful for the requestor to present the reason for assessment/evaluation reviewed but not required.
- Requests by the individual can be made to the assessment clinician or to SARU department.
- Once the request is received it is assigned to a Substance Use Professional Clinician for review.
- The completed assessment and collateral information are then reviewed to ensure diagnosis/placement is supported. If after the review there is a discrepancy, the individual can be re-assessed or evaluated
- Information on outcome of the request is shared with the individual requestor.

IF ONE CANNOT TAKE TC BUT ARE REFERRED, HOW CAN THEY GET INTO INTENSIVE OUTPATIENT?

Yes, there is an option for someone who is referred to a level of care to be placed in a different level of care. There are several consideration

- The individual is at a site does not offer Residential/Therapeutic Care and cannot be transferred
- The individuals release date does not support completion of Residential/Therapeutic Care
- Issues that may impede entering the TC
 - MH
 - Medical
- Each case is staffed prior to final decision with the Program Manager and Clinical Supervisor at a minimum
- The primary goal is to place the individual into the assessed level of care, but accommodations can be made to ensure some treatment is provided if no other options are available.

IS A WAITING LIST COMPILED OR WHAT IS THE ORDER FOR ADMISSION INTO TREATMENT?

Several things are considered regarding order into treatment.

- High Risks
- Legal mandates
- Time and access
- Availability of open bed spaces per site

If the individual is identified as a candidate for treatment and an assessment has not occurred, the individual will be given an assessment appointment.

Individuals who are assessed are placed on the operational dashboard, which serves as the admission holding data base. Information is searchable by site. Cases with high priority are staffed for placement. Transfers to facilities where treatment is offered for individuals can take place in order to place them into appropriate treatment.

WHO IS CURRENTLY ELIGIBLE FOR SUBOXONE TREATMENT? WHAT IS THE CRITERIA (IF SARU HANDLES THIS)

This is not a SARU function

Everyone that has any history of opioid use are offered on MOUD and provided an opportunity for a referral to MOUD Services, regardless if they have an OUD diagnosis or not.

If they are eligible for MOUD Induction before release and do not have a OUD diagnosis, then they are referred to an SUDP, or an Addiction Specialist Medical provider to determine this diagnosis.

Those not inducted, are provided scheduled appointments with community providers for MOUD services post release, where their provider will access the individuals for OUD.

CAN AN INDIVIDUAL THAT'S BEEN REFERRED TO TREATMENT THAT DOESN'T FEEL IT'S APPROPRIATE CONTEST THAT FINDING?

- Individuals can submit a written request to have their assessment/evaluation reviewed, request need to have some justification for reason for assessment/evaluation reviewed is helpful information but not required.
- Request are reviewed and assigned to a Substance Use Professional for review
- Assessments and collateral information are then reviewed to ensure diagnosis/placement is supported. If after the review there is a discrepancy, the individual can be re-assessed or evaluated
- Information on outcome of the request is shared with the individual requestor.

SFC EFV Policy Questions

7.20.24



Question One

For those reapplying do they have to meet the visit requirements every year? For instance, do they have to have one in person visit every year or just one time?

- Generally, no, visitors don't have to visit in person-many of our visitors are coming from great distances. Mandating even one in person visit can be financially difficult.

Question Two

How has the department changed the screening process for individuals with DV convictions or indicators?

- The word “indicator” has been removed from policy. DV convictions are reviewed on a case-by-case basis utilizing a documented history of DV convictions. The EFV Review Committee reviews the nature of the DV, how long ago it occurred, is there a protection order, how long the protection order was/is in place etc. If there is DV history, official documentation (not just a claim) can be provided for consideration. (Court documents, police reports, etc.)

Question Three

A sex offense has not accepted guilt, and are therefore not eligible for SOTAP, are they also not eligible for EFV?

- Again, this is a case-by-case basis. We are looking at amenability and if they are or are not amenable to treatment. Since sex offenses are required to go to EFV Review Committee. Input provided by the sex offender treatment program representative is taken into consideration .

Question Four

Policy states utilizing cancellation lists for EFV scheduling, is this being implemented in each facility?

- All facilities are required to establish procedures for a cancellation list, if they are not, visitors need to let us know so we can check with the facility.