



FAMILY COUNCIL MEETING MINUTES

Date/Time/Location: 2/20/2016 – 9:45 to 12:00

Teleconference Details: n/a

MEETING ATTENDEES

Department Co-chair: Associate Kay Heinrich
 Family Co-Chair: Jan Miller
 Members Present: Debra Comeslast, Diane Hansen, Sharon Ward, and Ellen Woods
 Members Absent: Katherine Schneider, Maureen Foley-Bensen and Francis Piscopo Megan Segerman, Jan Miller,
 In attendance: Veronica Gann, Kay Evans, Amanda Williams
 Participants: Gheorghe Turcin, Ann Wise AHCC CPPC
 Family/Council secretary: Debra Comeslast
 Facility secretary (LFC only): Diane Folland

Welcome

AGENDA

Old Business

Topic	Discussion/Key Points	Next Steps
Public Access Entrance	Requesting a notice on entrance door saying "For safety reasons – (offender visitors) must remain in your vehicle or fenced area until green OPEN sign is turned	Follow-up Signs have been ordered, and posting locations designated Concern with visibility of green sign from vehicles. Is there a way to make the Visit Open sign more noticeable
Offender mail	Process for mail (letters) AFTER arrive at AHCC? How long before inmate receives? <i>(from Mailroom Sergeant) The process for incoming mail is that once the mailroom receives the mail it is date stamped, contents of correspondence is scanned by mailroom staff then it is sent into the offender within 48 hours of receipt.</i> <i>Next Steps</i> Contact Lieutenant Buss for possibility to do sample testing of <ul style="list-style-type: none"> • post office date stamps • Received in Mailroom • Routed to offender dates to verify 48 hour window. 	Request sent to Lieutenant Buss (3-2-2016)

New Business

Round Table Open Discussion

Statewide meeting notes	Ellen Wood and Diane Hansen participate in Local Family Council on a statewide level. Handouts coming from State Family Council <ul style="list-style-type: none"> • Meals During Visits – (letter from Stephen Sinclair, Assistant Secretary) • 2016 DOC bill tracking spreadsheet • FCC Ruling Question (How do FCC rulings impact revenue to the OBF?) 	Reviewed handouts
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	<ul style="list-style-type: none"> • Offender Health Handbook (<i>Draft</i> Offender Health Services Orientation handbook) • Family Council brochure • Family Council Policy Draft • PowerPoint slides for Senate Law & Justice Committee (Sentencing Recalculation) 	
Speakers	(New) Lieutenant Himlie gave an overview of his background and responded to questions from Council Chaplain Luce responded to questions from Council	
Offender Kiosk change	<ul style="list-style-type: none"> • Outbound Photo Attachments on Offender kiosk - directions 	Handout on changes to the JPay system enabling offenders to take pictures at the kiosk and send to their correspondents.
Roundtable	Discussed questions/suggestions/concerns/comments related to Family Friendly events.	

Next Meeting Date: April 16, 2016

Location: AHCC Visiting or CORE Classroom

List of Acronyms:

CPPC: Community partnership Program Coordinator

LFC: Local Family Council

AHCC: Airway Heights Corrections Center

MSU: Minimum Security Units

RAC: Religious Activity Center

OBF: Offender Betterment Fund

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