



## STATEWIDE FAMILY COUNCIL MEETING MINUTES

Date/Time/Location: March 19, 2016 10 am to 3 pm Correctional Industries 801 88<sup>th</sup> Ave. SE, Tumwater, WA 98501

Teleconference Details: Coming soon

### MEETING ATTENDEES

Department Co-chair: Carrie E Kendig- Family Services Manager

Family Co-Chair: Don Gilbert –CRCC Family Council

Members: **STATEWIDE COUNCIL REPRESENTATIVES: DON GILBERT - CRCC; TERRI CAMPBELL- WCCW; WENDY DUBINSKY - WSP; ELLEN WOODS- AHCC; MOIRA O' CROTTY- MCC; THOMAS JACOBS - MCCW; PATTY TILFERD-WCC; VERNA WESTMAN-SCCC; PAT REINKENS - CBCC**

**LOCAL COUNCIL MEMBERS: MORNA GILBERT –CRCC; MIRIAM FRY – SCCC; LAURIE DAWSON –WCCW; LATHANIEL RAY-WCCW; MELODY SIMILE-TRU; LAURIE DAWSON-WCCW, MIRIAM FRY-SCCC; JOYCE NEWMAN-SCCC; LORI JAMES-WCCW; SUSANNE COOK-WSP**

Participants: STEVE SINCLAIR- ASSISTANT SECRETARY, PRISONS DIVISION; ANITA KENDALL-COMPTROLLER; DIANNE DOONAN-FINANCIAL SERVICES MANAGER; KERI WATERLAND-ASSISTANT SECRETARY, OFFENDER CHANGE;

Family/Council secretary: Moira O'Crotty

Facility secretary (LFCs only): \_\_\_\_\_

## Welcome

### AGENDA

#### Old Business

Topic	Discussion/Key Points	Next Steps
SFC Housekeeping	<ul style="list-style-type: none"> <li>Don Gilbert Family Co-chair gave a presentation on the history of the council and highlighted the positive changes that have occurred.</li> <li>Wendy Dubinsky spoke to the council about her reason for participating on the council and the recent events that influenced her decision not to present with the Family Services Unit at the Prisoner's Family Conference in May. Family Services has chosen not to replace Wendy.</li> <li>It was decided not to extend meeting conversations through emails that include all DOC leadership and other council members. Any new concerns that arise after the meeting will be brought directly to the co-chairs or family SFC secretary for clarification or as potential agenda items.</li> <li>Don reviewed the importance of staying on topic and observing meeting etiquette by waiting to be recognized by a co-chair prior to speaking.</li> <li>Agenda items for the SFC will be sent to Moira by the 1<sup>st</sup> day of the month of the meeting. The co-chairs will set the agenda.</li> </ul>	N/A

<p>Family Council Policy- Family Support update</p>	<p>Steve Sinclair- Assistant Secretary, Prison Division provided his support for the following opinions on the draft policy.</p> <p><b>Family Council Policy-Request Revision</b></p> <p>II.</p> <p>F. Family Council Members may request to support facility events and activities with the approval of the Superintendent when their incarcerated person is not participating at the activity or event. Support activities will include the following:</p> <ol style="list-style-type: none"> <li>1. Family Friendly activities and events <ul style="list-style-type: none"> <li>A). Council members may set up, clean up, serve food and provide a craft/activity for participants. <b>Support</b></li> </ul> </li> <li>2. Participate in facility activity/event planning committees. <b>Support LFC making recommendations for family events and activities.</b></li> <li>3. Provide a Family Council Resource table at Resource Fairs. <b>No support, these events focus on inmate resources.</b></li> <li>4. Co-facilitate with a DOC staff family Visit Orientation sessions for new families. <b>Support with agreement of the Superintendent.</b></li> <li>5. Co-facilitate with a DOC staff family EFV Orientation sessions for new families. <b>Support with agreement of the Superintendent.</b></li> <li>6. Provide support at KUBI camp. <b>Family Service Manager will work with council members who want to provide support for a specific activity with an updated background check approval.</b></li> <li>7. Upon request from DOC staff and approval by Assistant Secretary provide support with Reunification and re-entry efforts. <b>Will discuss role of family council members in reentry efforts at next SFC meeting.</b></li> <li>8. Statewide Family Council Representatives and officers upon request from LFC co-facilitators and with the approval from the Superintendents may provide cross-facility support to other LFC. <b>Support</b></li> </ol>	<p>Will discuss role of family council members in reentry efforts at next SFC meeting.</p> <p>After policy change recommendations are completed they will be reviewed by leadership for final approval.</p>
<p>Family Council Badges</p>	<p>Steve Sinclair approved magnetic badges for Family Council Officers to wear at the facility when performing official duties.</p>	<p>Policy and procedures around badges to be discussed further.</p>
<p>Phone update</p>	<p>Anita Kendal provided an update on the phone RFP and rate change.</p>  <p>2016-03-19_Family Council_PhoneUpdate</p>	
<p>OBF</p>	<p>Diane Doonan provided an update on OBF expenditures.</p>  <p>Family council 2016 budget g...</p>	<p>N/A</p>
<p>Family Council Brochure</p>	<p>The final draft of the brochure was distributed, pictures were taken of the council to be used in the brochure and final edits were made. The majority of voting members agreed that no further edits were needed and agreed on the final draft.</p>	<p>Bea, will send the brochure to be printed and advise upon receipt of shipment.</p> <p>Statewide Representatives will work with Bea and their local councils on a distribution plan.</p>
<p>Facility Updates</p>	<p>Updates from AHCC, MCCW, CRCC, MCC, WCCW, SCCC, CBCC, WSP, WCC (OCC, LCC and CCCC not represented)</p>	<p>N/A</p>
<p>Subcommittee Updates</p>	<p>Health Sub-committee met on 4/7  Visit subcommittee met on 3/1  CI subcommittee will be meeting in April  Mail subcommittee is still in need of participants</p>	<p>Continue to recruit council members to participate on sub-committees</p>

Family Council Policy	 Family Council Policy-FINAL.doc	N/A
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## New Business

Topic	Discussion/Key Points	Next Steps
Offender Change Division Presentation	Keri Waterland- Assistant Secretary of the Offender Change Division gave a presentation on the different aspects of the program to include Sex offender treatment and quarterly family meetings, education opportunities, cognitive and behavioral interventions, classification and transportation.	N/A
OBF Family Friendly Committee Representative	Council members were asked to nominate a statewide representative to participate on the OBF committee. Susanne Cook nominated Wendy Dubinsky-WSP. Her nomination was confirmed by a majority of voting members.	N/A

## Round Table Open Discussion

Next Meeting Date: May 21, 2016

Location: Correctional Industries 801 88<sup>th</sup> Ave. SE, Tumwater, WA 98501

List of Acronyms: DOC-Department of Corrections, SFC-Statewide Family Council, EFV-Extended Family Visit, KUBI-Kids United by Incarceration, LFC-Local Family Council, RFP-Request for Proposal, OBF-Offender Betterment Fund, AHCC-Airway Heights Corrections Center, CCCC-Cedar Creek Corrections Center, CBCC-Clallam Bay Corrections Center, CRCC-Coyote Ridge Corrections Center, LCC-Larch Corrections Center, MCCCW-Mission Creek Corrections Center for Women, MCC-Monroe Correctional Complex, OCC- Olympic Corrections Center, SCCC-Stafford Creek Corrections Center, WCC-Washington Corrections Center, WCCW- Washington Corrections Center for Women, WSP-Washington State Penitentiary

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