



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
 MISSION CREEK CORRECTIONS CENTER FOR WOMEN
 3420 N.E. Sand Hill Road, Belfair, WA 98528 360-277-2400

MCCCW Family Advisory Council Meeting

Present: MCCCW Staff:	Council Members:
Eleanor Vernell, Superintendent	Tom Jacobs
Theresa Boyer, Secretary Supervisor	
Dennis Tabb, CPM	
Arminda Svoboda, Lt.	
Absent: Mike Ebby	Minutes: Theresa Boyer

MINUTES

Topic/Speaker	Discussion	Action
Eleanor	<ul style="list-style-type: none"> • Opened up the meeting at 1:05 • Mr. Jacobs informed MCCCW Stephan Killian will no longer be a part of the council. No reason was given. 	
Follow-Up Items:	<ul style="list-style-type: none"> • Family Friendly Events – No events have been cancel. Each event will be looked at independently at the time to determine if there is sufficient staff coverage. • ADA bathroom – The PPPP area will be used for visitors needing ADA accommodations during events. • Visit Room Garbage Can – A 32 gallon plastic garbage can was placed outside of visiting for visitors umbrellas. • Haircutting Station - MCCCW has not received information from WCCW concerning this. MCCCW is now in the process of obtaining information through the Department of Health. The offenders will need to be certified to cut hair. 	
New Items: *Religious Items Ordering Process	<ul style="list-style-type: none"> • Reviewed the letter sent out from Stephan Sinclair, Assistant Secretary regarding the new 	

<p>*Policy 530.150</p> <p>*Gym Hours</p>	<p>process for purchasing individual religious items.</p> <ul style="list-style-type: none"> Reviewed the Family Centered Services policy for local family councils. Eleanor will check with Mr. Ebby to determine when the next statewide meeting will be. Due to the increase of complaints for inappropriate activity in the gym the gym hours have changed. There will now be a DOC staff member or volunteer in the gym at all times. If there is no staff, the gym will close for that time. 	<p>The next statewide meeting will be May 16, 2015 at 3:30.</p>
<p>Council:</p>		
<p>*Bear Creek Phones</p>	<ul style="list-style-type: none"> There were five (5) complaints for the Bear Unit phones from January till present. Three (3) of the complaints were for different phones and two (2) were the same one. There has been a work order placed and they should be fixed by 03/27/15. The counselor and CUS have not received any complaints for the phones. Mr. Tabb will address the issue with the tier reps at the next RAC meeting. 	<p>Nine handsets were changed on the offender phones. All phones were fixed by 04/01/15.</p>
<p>Roundtable Tom Jacobs</p>	<ul style="list-style-type: none"> Steve Killian has notified Tom he will not be returning to the council. Tom has tried to get people to join, but don't due to them believing nothing will be accomplished. Tom is concerned with the amount of items in the vending machine for visitors during visiting. 	<p>Tom spoke to a family member and her and her husband have decided to join the council. Lt. Svoboda will direct the visiting sergeant to create a flyer and signup sheet to put in the visit room. Tom Jacobs's information will be on the flyer.</p> <p>MCCCW will speak with the tier reps at the next RAC meeting to discuss with family members about joining.</p> <p>Theresa checked with visiting staff, Canteen Vending comes in on Friday and again on Sunday to refill machines. The visit staff have an email address they can send requests to for maintenance on machines.</p>

Lt.	<ul style="list-style-type: none"> • Visiting Policy was changed as of February 2/2/15. • One wall in the visit room has been painted. Walls have been cleared of clutter. • Tables have been rearranged to accommodate more. 	
	<ul style="list-style-type: none"> • Next meeting will be 06/27/15. The offender of the family members will be invited to this meeting. 	The new members are Sandra Englund and Doug Englund

Approved by Chair: _____ Date: _____