



FAMILY COUNCIL MEETING MINUTES

Location: Olympic Corrections Center in person Date: 10/14/23 Time: 2:45 pm

Teleconference details: In Person Meeting with a Microsoft Teams Option

MEETING ATTENDEES

<u>Superintendent Scott Speer</u>	<u>Schyler Robinson</u>
Department/facility co-chair	Family co-chair
<u>CPPC Elena Friesz</u>	<u>N/A</u>
Facility/council secretary	Family secretary, if applicable

Members present: No attendance

Non-council member attendees: No attendance

AGENDA

Old business

Topic	Discussion/Key points	Next steps
Attending Religious Events	Is it possible to attend two celebrations in a years' time? For example, to have permission to attend the Christmas event as well as the Pow Wow.	<i>Incarcerated individuals and family members are only permitted to attend one religious event per year per policy.</i>
Music/Choir	May it be arranged/approved for special music/choir or small team of musicians to perform. What is the process to make this happen?	<i>Many of the "Independent Bible Church" of Port Angeles members may be personally acquainted with incarcerated individuals, there would have to be a special permission for this to take place. If approved, then a onetime program could take place. There are plans to bring Deep Heart and Concerts for Hope.</i>
Sermon CD's	If a church would like to send a weekly sermon via CD for the incarcerated to watch, what is the process? Currently a weekly sermon is sent to CBCC.	<i>DOC may receive donated DVDs for I/I to watch. Process would be using DOC form 21-966, Donation Approval Request. Must be approved before donating.</i>
Distribute new bibles to the OCC population.	The Gideons would like to distribute new bibles to OCC. They have been unsuccessful at reaching the right person to ask / what is the process?	<i>Chaplain Marshall is coordinating a visit for the Gideons. Gideons came to OCC on September 6th</i>
Elected Co-Chair LFC Statewide LFC Represented	Schyler Robison is OCC LFC Co-Chair	<i>Per policy 530.155 in September through an email before October 14th meeting, we will have nominations to elect or reelect local family Co-Chair, Co-</i>

	Jennifer Schaibly is OCC LFC representative at the statewide meetings	<i>Secretary and Facility SFC Representative</i>
Community Compensation Program	http://idoc.agency/community/docs/community-compensation-program-other-statutory-duties-cco4.pdf#search=%22compensation%22	<i>OCC currently has not received anything documentation from newly elected on attended meetings (vender number, application)</i>
Meeting Format	<ul style="list-style-type: none"> • How local family council Cochair engages local members to prepare? • Who sends the family agenda requests to Elena to be added to the minutes? • All agenda items must be submitted to the Family Secretary/Cochair to the Facility Secretary at least two weeks prior to the next scheduled meeting (for prep time). • Meeting format will be. <ul style="list-style-type: none"> ○ Self-review of old business ○ New business ○ Statewide updates <p>Round table open discussion</p>	
Upcoming Family Friendly Events	<p>Back to School BBQ Family Friendly Friday, August 18th 1000-1500</p> <p>Enhanced Visits, Saturday, October 14th</p>	<p><i>Outdoor games, food & children receive school backpack.</i></p> <p><i>Falls crafts, games & food. Pumpkins to decorate</i></p>
Upcoming Religious/Cultural Events	<p>Buddhism 8/16</p> <p>Asian Pacific Islander 8/20</p> <p>Mexican/Central American 9/16</p> <p>Native American Pow Wow 9/17</p>	
OCC LFC Tour	Tour the OCC Woodshop after October 14 th after local family council meeting.	
Representative Election	October 14 th meeting	

New business

Topic	Discussion/Key points	Next steps
Pest and rodent control	Are there any pest and rodent control efforts for the units and visit room? During my visits there, I noticed ants along the walls of the visit room and spiders in the ceiling corners of the visit lobby and bathroom ceilings. I also understand there are large ants and rodents in the living units, as well.	<i>The unit managers had not received any complaints of large ants or rodents. We do have mechanical rodent control options available and deploy them as required. We do not use pesticides because of the hazard's chemical associated with the products. We typically get invaded by the big black</i>

		<i>ants twice a year but have not seen them yet this year. I am sure there are spiders as we live in the forest. The captain asked the visit officers to look for and remove insects/spiders before opening the program.</i>
First aid kits available for DNR	Are there up to date first aid kits available for DNR workers on the job and for all inmates in the living units? It doesn't seem there is an option for any antiseptics and Band-Aids for minor injuries are expired and no longer adhesive or sterile.	<i>DNR just received new first aid kits so there should be no expired supplies. All first aid supplies are replaced as used. .</i>
Fund Raisers	May family members allowed to be involved or contribute to the facility's fundraisers, whether picking up orders or donating supplies	<i>Families can't bring wares/ goods into the facility per policy.</i>
Television channels	Is it possible for the facility to have the CBS channel?	<i>DISH Network is currently not providing CBS. The Department is looking to use one cable/satellite company for all facilities. We will receive the same services as all other facilities.</i>
Mail	What is the procedure, or who handles the mail, digitally and physically, when the mailroom lady is out? People noticed a delay in photos and Securus mail in the last couple of weeks.	<i>450.100 "Electronic messages (i.e., eMessages) will be distributed to the individual within 7 business days." We operate well within the policy standard of 7 business days.</i>
Visiting	Why do visitors have to sit across from each other now rather than next to each other during visitation?	<i>A reminder has been sent to visit staff letting them know that individuals are not required to sit across from their visitors unless there is a security reason to do so between the individual and the visitor.</i>
Facility Food	Ongoing issue regarding the quality of the facility's food. Our loved ones have been told to report it when food is moldy or spoiled, which they do; however, some of the food is frozen, and the issue isn't noticed until later in the day when the food is thawed, especially for the DNR guys.	<i>We have a food service committee facilitated by the Food Manager. We discussed process to inform us of issues so we can replace food as reported and we share the concerns with the folks who are making and distributing the food (CI).</i>

Topic	Discussion/Key points	Next steps
Elections	With the two responses from two council members Schyler Robinson and Jennifer Schaibly will continue their roles as elected. Schyler will be Co-Chair and Jennifer will represent OCC at the Statewide Meetings.	<i>Schyler will be Co-Chair and Jennifer will represent OCC at the Statewide Meetings.</i>
Tour	Due to attendance at this meeting the tour of the woodshop was postponed.	<i>Tour rescheduled in the spring</i>

Next meeting location: Microsoft TEAMS on 12/14/2023 Date: 12/14/23 Time: 1pm

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