



# FAMILY COUNCIL MEETING MINUTES

Location: Stafford Creek Corrections Center Date: 8/12/2023 Time: 9-11 AM

Teleconference details: Call in number: (833) 332-1218; Phone Conf. ID #: 579 246 440#

## MEETING ATTENDEES

Stefanie Baltzell, SCCC CPM  
Department/facility co-chair

Tammy Bertrand  
Family co-chair

Amber Carlson, SCCC ASP AA  
Facility/council secretary

Joanne Todd  
Family secretary, if applicable

Members present: LBA S. Richardson, CPPC J. Jacobsen, Superintendent J. Bennett, SCCC SFC Rep D. Nolte, Lee Carlson, Elise Mckinnon, Sgt. J. McGinnis, Tamera Lacey, Anna Ivanov, AnnieT, Catherine Antee, Jeanette Revay, Sarah Leon, Patti Hicklin, Loren, Aja McKnight, Beathany DuSchene, Shawnte Holmes-Davenport, ACE Combos, Jessica Champion,


SCCC LFC Unit Representatives: (Not in attendance due to meeting being held via TEAMS): G - M. Burnam, H1 - F. Faagata, H2 - A. Ivanov, H3 - W. Adams, H4 - B. Gumabon, H5 - B. Gunn, H6 - S. Gonzalez

Non-council member attendees: DOC Assistant Comptroller - Strategic Planning D. Doonan, DOC Senior Administrator - Engagement & Outreach Paige Perkinson,

## AGENDA

### Old business

Topic	Discussion/Key points	Next steps
See Action Items Form Updates only as Family Co-Chair will not be available. No action items were closed.		
LFC Unit Rep Item		<p><b>Bertrand:</b> Ok with a recommend closing from the LFC level and move back to unit rep level.</p> <p><b>Bennett:</b> Also, because we close it here on this platform, doesn't mean it is a closed matter.</p>
Rain Jackets	<p><b>This is a SCCC issue not a statewide issue. Can IIBF purchase raincoats?</b></p>	<p><b>Bennett:</b> This is more than a SCCC issue, this is more of a west side issue. OCC is in the middle of a rainforest and they don't have the rain jackets either. I do not have the contact or information that Ms. Penrose acquired but we will still look into this further.</p> <p>Update: The rain jacket USG sourced should be added with</p>

		<p>all necessary approvals in the next 30-45 days and hopefully included in the next catalog update.</p> 
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New business

Topic	Discussion/Key points	Next steps / Questions
<p><b>LFC Elections</b></p> <p>Family Co-Chair Tamme Bertrand</p>	<p><b>Local Family Co-Chair</b> This elected position is responsible for providing equitable representation for family members bringing issues forward that affect their loved ones at the facility where they are housed. <i>*Tamme Bertrand will not be able to continue in 2024</i></p> <p><b>Local Family Co-Secretary</b> This elected position is responsible for the clerical support and documentation for families. <i>*Joanne Todd will not be able to continue in 2024</i></p> <p><b>Statewide Family Council Facility Representative</b> This elected position is responsible for coordinating</p>	<p><b>9/22:</b> Volunteer/nominee list due to SCCC Family Council Mailbox docsccllocalfamilycouncil@doc1.wa.gov</p> <p><b>10/09:</b> Volunteers confirmed, list finalized</p> <p><b>10/14:</b> Those willing to serve have an opportunity to speak at the LFC Meeting to introduce themselves.</p> <p><b>10/16:</b> A survey will be sent out to LFC Members from DOC for a vote.</p> <p><b>10/21:</b> Survey/election will close. Results sent to DOC and winners contacted.</p> <p><b>By 10/31:</b> New representatives will be announced.</p> <p>12/09: Meeting, New representatives will be introduced and the incoming and outgoing representatives</p>

	<p>issues that have a statewide impact to families and incarcerated individuals, moving them from the local to the statewide level for possible action.</p> <p>Elected representatives are responsible for: Communicating with LFC members on a regular basis, represent concerns of families they represent, and attend all scheduled meeting or find a designee to attend in their absence.</p> <p><a href="#">*Daphne Nolte is able to continue if nominated and elected for 2024</a></p> <p>*See attached document for additional position information</p>	<p>will work together for a smooth transition.</p> <p><b>1/01/2024:</b> Newly elected representatives will begin</p>
<p><b>Financial Overview / IIBF</b></p> <p><a href="#">LBA Samantha Richardson</a></p>	<p>*See attached documents for 2023 and 2024</p> <p><b>NR Allotments:</b> <a href="#">Funds that we can move around to other areas when/if needed.</a></p> <p><b>2023</b></p> <p>Violence Prevention event had to be moved to Recreation Fees. Looking at a better way to do this for 2024. The violence prevention " field day" has always had an allocation, however in 2022 when we reduced the amount of budget categories for IIBF it had to be moved to Recreation since this is the category that it fits best in. We are looking as an agency to allocate from Headquarters funding for events like this statewide.</p> <p><b>TV Fees:</b> <a href="#">It was inquired why tv's were not being purchased and we were notified that we have really good repair people in the shop, and they have been</a></p>	<p><b>2024 Narrative:</b> Verbiage on how er plan to spend the funds for the 2024 fiscal year.</p> <p><b>Q: The IIBF Budget for free photos was doubled, should be 2 photos.</b></p> <p><b>A:</b> Doonan: Yes, that is correct.</p> <p><b>Q:</b> Microwaves in the unit, are those unit activities or a capital expense like the hot shots?</p> <p><b>A:</b> We will look into that</p> <p><b>Follow Up:</b> Microwaves are appropriate to code to unit activities.</p> <p><b>EFV:</b> Fees are going away but we did collect through the 23<sup>rd</sup> so you'll still see a little bit of that next time we go over budget.</p> <p><b>Q: Could the EFV funds go into something else when there is money left over? Can those funds be moved to a different area for use inside the facility?</b></p>

able to fix more tv's instead of having to purchase a new one.

**Unit Activities:** The Tier Representatives and population were contacted to see what they would like in the units (scales were purchased by this recommendation).

**Visit Room Allotment:** Please submit an email with suggestions to the LFC mailbox (DOCSCCCLocalFamilCouncil@doc1.wa.gov) for visit room allotment suggestions.

**Wellness Enhancement and EFV/Visiting Improvements:** It was decided that the general fund would pay for this. 2024's reporting will look different than this years on paper.

**Richardson:** This is a restricted fund. If we do not use it all, it will roll over to the next year.

**Meal Enhancements:** due to increase we did move it back from the general fund

We do have the ability to request more funding for special projects. We did this with the video games in the visit room.

**Hotel Voucher Program:** Received and increase for 2024.

**Q: Is there a flexibility for those that do not fall under the 150 mile requirement so the hotel voucher program could be fully used?**

**A: Doonan:** This is a statewide program and there has been a recent change to allow more than the hotel to be covered. However, at this point there is not a plan to change or expand this program and we have committed at the statewide level to look at how the allotment is being spent and look at adjustments from there.

**Family:** We know it covers for hotel, can we also apply for gas and rental car?

**Doonan:** We will have to look into this more and I will get back to you through your LFC. Update from Doonan: If her and her family come for only one visit in a month, they can claim both the lodging and transportation reimbursement, or two of either one, for a total of \$100

**Q:148,000 for television services yet there has been an issue with channel 25.**

		<p><b>Richardson:</b> \$148,000 is for television services (contracted). Chanell 25 was shut off due to being out of contract. However, we are on track to having this going again. Chanel 25 is why we purchased the 6 disk changer so movies were not on repeat.</p>
<p><b>Family Friendly Updates</b></p> <p>CPPC Janice Jacobsen</p>	<p><b>FF15 We did not spend any Family Focus (is this now Family Fun in FY24?) funds, what are family focus events and how do we ensure that we utilize those funds as intended?</b></p> <p>A: We had our First Family Fun Night on July 21<sup>st</sup> 2023. This is an all units visit day. We invited anyone who wanted to participate to enjoy popcorn and Flavored shaved ice as we colored puzzle pieces of gratitude. The Schedule we submitted looked to do this every other month the 3<sup>rd</sup> Friday as this was already all units visit day. Our next one is Sept 15. A calendar has been posted in visiting.</p> <p>*Look for the completed and framed puzzle from 7/21 family fun night near the game checkout in the visit room.</p> <p><b>FF37 We did not utilize any marriage class or seminar funds. What is this? How would family know this is available? How would it be requested? We have had quite a few marriages in the past year, so it seems there were opportunities to utilize this but we do not all know what it is.</b></p> <p>The Previous CPPC before she left the position planned on having a marriage class. That didn't work out so we reallocated these funds to</p>	<p><b>FF01 How can we ensure that we fully utilize the back to school budget in FY24 and also ensure that we are providing items that can be used by the kiddo receiving it? All schools have lists based on grade and families are willing to help make sure that we are not purchasing items that can not be used by students.</b></p> <p>A: Next year we are hoping with the sign up that the families can provide a list of what they need given to them from the schools. Then we will work off of that list. The lists I have this year I reached out to the other CPPCs at other facilities and tried to work with that. Thinking of the children and the things they may have had to go without in the past we got to thinking about the Scholastic Books. This year at the backpack event rather giving the Students a bunch of things they don't need, we are creating little shops or tables they can go to get the things they do need. First they can select a backpack from the many choices we have. Then go down the line for what they need for their classes. We chose this route as the event is really about providing an experience for the dad and child so this simulates school shopping in real life. Then after they have what they need they</p>

	<p>purchase 5 Love Language books for the Significant Other Event we had on June 17<sup>th</sup>.</p> <p><b>FF61 &amp; 69, we did not fully utilize these funds, and the budget seems to have increased. How can families collaborate to ensure that we are maximizing these IIBF funds and having events that are all inclusive, not just for those with children?</b></p> <p>A: This appears to be FF61- Spring Event the Spring Carnival was held in April. The FF69 is the event in Dec, which last year was not held in person and we are currently planning this years.</p> <p><b>FF91, My understanding is that video greetings were used last year because of bear failures with the audio recordings. What else would this be used for?</b></p> <p>A: It has been suggested now with SecurUs tablets that these that were done on DVDS are not so family friendly anymore as a lot of people don't use DVD players.</p> <p><b>FF0P, what are "pop-ups" again?</b></p> <p>A: Pop ups are for extras, you cannot enhance an already funded event, like B2S, but you could do a visiting enhancement craft, or buy a new karaoke machine or Popcorn Machine, Bouncy house, Fisherman's pond, a cartoon artist for carnival something like that etc. Things like that to enhance an event.</p> <p><b>With regards to the upcoming year, do we have a plan for how we will be spending that</b></p>	<p>can go to the other side of the room and find a book from the book mobile to encourage them to read more.</p> <p><b>Q: What about those who receive Infractions that impact the children from attending the event and getting a backpack?</b></p> <p><b>Jacobsen:</b> We are hopeful to have a family fun night or something along that line to address this and also make backpacks available for those who have children but were not eligible for the event. We are also looking into a replenishment in the spring when school supplies are needing to be purchased by families again.</p> <p><b>Q: \$9,000 for the Winter Event, that seems like a lot for 1 event.</b></p> <p><b>Jacobsen:</b> This allotment is actually for 2 separate events. 1 event day for children and 1 event day for adults. Each of these events will include an activity, a meal, gifts, etc. It looks like a lot, but it adds up very quickly. Breakdown for 1 event day: \$4,500 budget &gt; 300 participants &gt; \$15 per person</p> <p><b>Doonan:</b> We have deliberately put inflation into the funding for family friendly events so quality events can happen at the facilities.</p> <p><b>Q: The explanation that we got regarding pop-ups at our IIBF meeting is that it could be used for an additional event that wasn't a standing enhancement. Doonan, did I hear that correctly?</b></p>
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	<p><b>budget? How can families participate per IIBF and LFC policy?</b></p> <p>A: Annually we have 6 events, three are children focused and three are adult focused. While these events are pre-determined we are always open to ideas for the events. If families have ideas for activities or have feedback for improvements or for something they really enjoyed, please send those to the LFC email box. All suggestions are reviewed, and we incorporate what we can. Please note that due to the planning involved, we start planning months in advance. If a suggestion is submitted for an event already finalized, we will take note of it for next years event. To date, we have not received any emails with recommendations regarding events. Any ideas families have for spending or purchasing should also be sent to the LFC email box. We review these and make purchases off of those. Some examples are this last year we received requests to replace the weight scales in the units, specific boardgames, and to replace the soccer and basketballs for the gyms. All of those purchases were made and items are in place.</p>	<p><b>Doonan:</b> Yes, it could be.</p>
<p><b>SFC Update</b></p> <p>Daphne Nolte, SCCC LFC State Representative</p>	<p>*See attached document from State Rep Daphne Nolte</p>	
<p><b>Meals/Nutrition/ Mainline/Garden</b></p> <p>CPM Stefanie Baltzell</p> <p>(Answers to pre-submitted questions provided by</p>	<p><b>Portions are small. They need better food options and bigger portions these are grown men. No quality in the diet or portion sizes.</b></p> <p>A :We follow the statewide menus prepared by the agency</p>	<p><b>Q: Medical diets are not making it to visit. Kosher and other are but how can we get these prescribed diets in the visit room as well?</b></p> <p><b>Bennett:</b> There are some conversations going on about that and we are looking into it.</p>

Superintendent Jason Bennett  
and FSM Ron Attard)

dietician; this includes portions sizes.

**We need more healthy options with fruits and vegetables**

A: Fresh fruit is served at each meal, also freshly prepared salads or vegetables are served.

**Food expired and poor quality. When are they going to stop feeding our loved ones expired food?**

A: Per the USDA standards: food storage constantly at zero degrees will always be safe. Only the quality suffers with lengthy freezer storage. The freezing process itself does not destroy nutrients. In meat and poultry products there is little change in nutrient value during freezer storage.

*As a comparison, if you buy 2 pounds of hamburger at Costco with an expiration date 2 weeks from now, but you place the meat in your freezer and pull it out 2 months later, you see an expired date on the label, however the meat is no less safe than when you froze it.*

**Is there a timeframe for serving more balanced and nutrient rich foods rather than such a heavy load of carbs?**

A: SCCC follows the DOC Statewide menu that is approved by CI Headquarters and the State Dietitian

**More fiber, fruits, vegetables and less carbs, potatoes, muffins, etc. Weight problems do not help anyone.**

A: Special medical diets are available

**Q: Kosher meals are getting to H5 but they are getting the heck cooked out of them before they eat them.**

Baltzell: Thank you for letting us know. We will inform the Food Manager.

\*8/12/23 Facility Co-Secretary sent an email to FSM to notify them of the issue.



**I am still hearing about dirty trays. Has the dishwasher been installed and is it being used?**

A: We continue to work on cleaning the trays, We have not been funded for a new dishwasher, it is on our capital list and we hope to see it funded in the future. Please see the Action Items list for ongoing updates.

**Meals as far as nutritional is uncertain. Staff can have salad bars and other meats and vegetables – paying \$2.50 per meal using the FOOD that was bought and prepared from the Food Budget allocated to the II from the state to be used ONLY for II**

A: The facility follows the statewide menu with meals prepared by Correctional Industries. The meals consumed by staff are not part of this process and are paid for by staff.

**It is a shame that the men have to eat fruit dropped on the ground to get decent fruit**

A: Fruit is either served on the serving line or put out in boxes for self service in the dining halls

**The kitchen STILL DOES NOT HAVE A DISHWASHER, but there are vehicles unused on the grounds that were bought with COVID money. When the dishwasher could have been bought and installed.**

A: We have not been funded for a new dishwasher, it is on our capital list and we hope to see it funded in the future.

	<p><b>Meal trays are 100% unclean and the proof is that zero staff use the same trays as inmates.</b></p> <p><b>A:</b> Staff overtime meals are served on the same hard to-go trays.</p> <p><b>Meal trays are greasy, slick, unclean! Cups are soapy and greasy. You cannot drink out of a cup without tasting soap – no matter how many times the cup is rinsed out by the inmate before using it. Other prisons have mechanical dishwashers, however, SCCC leadership (DOC?) refuses to install them which is thoughtless and dangerous to inmates.</b></p> <p><b>A:</b> This is not a local decision and due to the expense must be funded by the legislature as a capitol expense. We continue to work on cleaning the trays, We have not been funded for a new dishwasher, it is on our capital list and we hope to see it funded in the future.</p>	
<p style="text-align: center;"><b>SecurUs</b></p> <p style="text-align: center;">CPM Stefanie Baltzell</p>	<p>SCCC has been without a Field Client Administrator (FSCA) for a few months. We were recently notified that SecurUs has hired one for the facility and is training them for an online date of September 1. Per contract they are required to come to the facility weekly and this will help with the leg work of tablet replacement, triage, etc.</p> <p>406 tablets were distributed between 7/24/23 and -8/7/23. We even shut down programming 1 day to have allow for a large distribution. After that we went into this units to distribute.</p>	<p>Baltzell: Some of the action items fall under statewide issues. But please know we do advocate for the population daily.</p> <p>The SCCC SecurUs Liaison for Stafford creek is Baltzell's Sec Senior. *Position is currently vacant.</p> <p>Reporting for broken tablets: Il kiosk clerk pool. SCCC has hired a clerk to track data and then we address it.</p> <p>Families can reach out to Baltzell but please be</p>

	<p>78 Incarcerated Individuals are on our list who still need replacement tablets</p> <p>SCCC has less than 40 tablets in our current inventory. However, 200 tablets should be arriving from SecurUs next week. Tracking number indicates arrival Tuesday 8/15</p>	<p>conscious that we do have to address broken tablets in a</p> <p><b>Q: Can the Incarcerated get the trouble ticket issue number so families can follow up with SecurUs and not have to bother the facility, mostly regarding the black screen.</b></p> <p><b>Baltzell:</b> No trouble ticket is being issued for the black screen, they go on the list to have the tablet replaced.</p>
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**Roundtable / Open discussion**

**Q: The action item regarding medical care, if this is not the meeting to discuss medical issues, where do we bring them up?**

**A: Bertrand:** We address medical and have had medical on these calls. However, this specific item on the action items list was sent in by a unit representative and it is inappropriate for us to close this on their behalf, it needs to be closed with them.

**Bennett:** This would be sent to medical. Due to HIPPA and personal information that comes with medical inquires, we can't get too into specific information on this platform. Therefore, we can change platforms. It may close on this platform but the issue itself does not close.

**Q: Dog program, what are the requirements for it. My loved one and their cell mate were forced out of their cell (a bigger cell) so someone could move into it for the program. That's not fair and how and why was this done?**

**A: Carlson:** There is no one on this call that oversees the dog program or who would have authorized the cell move. Please email me and I will forward your email. Also, this will allow for this matter to be addressed more personally. ASP Arnold is over the Dog Program and can further look into this matter after your email is received.

**Q: Papers were not available in G unit for Incarcerated Individuals to fill out and sign up for the backpack event.**

**A: Jacobsen:** Events will be signed up though the counselor, this information is posted on the poster. Posters are hung in visiting, P building, and the bulletin boards in the unit pods. Moving forward there will also be an announcement on kiosk.

**Q: Is it possible during visiting at Thanksgiving or at Christmas, could we actually eat the meals with our LO that is offered to the population in the visiting room. This would enhance the family experience.**

**Bennett:** We don't have information on the holiday meals yet but we can look into this further.

**Q: The guys really look forward to fundraisers. Where are we on this?**

**Bennett:** The biggest stumbling block we currently have is we cannot force staff to participate in fundraisers due to ethics and labor issues. Having people who are willing to fundraisers for individual units (250 ppl) is wonderful, but we have to have it available for all living units (1,800 ppl). We continue to ask for volunteers, but it's an immense workload and we cannot force staff to do this. If I do force them I, am eligible for a \$5,000 ethics fine out of my personal funds.

**Question From the Chat**

**Q: In regards to the new time that the phones are turn on every morning. It used to be 6:45am.. it is now 7am. Can you please explain the change? The change to 7am is the same**

**time that breakfast is called or the movement to work. This 15 mins is valuable to families that live on the east coast or internationally. Can the time be changed back? Thank you.**

**A:** This question will be looked into further and a response sent to the LFC members

Update from Bennett: **This has already been changed.**

### Roundtable open discussion

Next meeting location: Stafford Creek Corrections Center via Microsoft TEAMS Date: 10/14/2023  
Time: 9-11AM

Comments: \_\_\_\_\_

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