



# FAMILY COUNCIL MEETING MINUTES

Location: CCCC ICP Teleconference Date: 4/9/2020 Time: 1430-1530

Teleconference details: \_\_\_\_\_

<b>Meeting Attendees</b>
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Department/facility co-chair: Superintendent Smack Family co-chair: \_\_\_\_\_

Facility/council secretary: Seanne Schlund Family secretary, if applicable: \_\_\_\_\_

Members present: CPM Anderson, Lt. Bailey, Beth Troseth, Leslie Redic, Jennifer Tilford, Ann Horton, Caroline Melhuish, Ashley Caseria, Liliath McWilliams, Kay Crampton.

Non-council member attendees: Kelly Remy (AHCP), Paige Perkinson (HQ), Roberta Tucker, Patty Tilford

<b>Agenda</b>
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Old business

Topic	Discussion/Key Points	Next Steps
JPay	J-Pay messages are now being processed by multiple staff members and are processing messages the same day.	Working to keep messages, videos and photos processed quickly and within the same day.

New business

Topic	Discussion/Key Points	Next Steps
Superintended Smack gave facility updates: <ul style="list-style-type: none"> <li>• A Tier in Cascade Unit Quarantine</li> <li>• Facility wide "Movie Night"</li> <li>• Hygiene</li> <li>• Individuals receiving pay from work.</li> <li>• Trust Funds</li> <li>• J-Pay</li> <li>• Additional Activities for the incarcerated population</li> </ul>	<p>A Tier in Cascade Unit will presumably be off quarantine tomorrow at 10:30am, and the incarcerated population are happy to hear that.</p> <p>We have set up a facility wide channel that will enable us to show a movie each night on a specific channel and it will be available on all TV's.</p> <p>We are working very hard to ensure that good hygiene is a priority and that individuals are provided essential needs within our means. We have directed and are monitoring that they are wiping things down more than usual.</p> <p>The phones and J-Pays are cleaned after each use as well as</p>	<p>Superintendent and Lt. Bailey plan on continuing to doing daily walk through of the facility to ensure that directives are being followed by staff, social distancing is occurring at its best, and to visit with the incarcerated population.</p>

	<p>the outdoor equipment in the leisure yards.</p> <p>Individuals that were working class 2, 3 and 4 jobs are receiving pay. They may receive back pay, and it is based off their average pay from January/February 2020.</p> <p>Many individuals are requesting access to their trust funds to assist family and friends. We are allowing it and are looking into revamping the stipulations to allow additional access to their funds.</p> <p>Additional staff are assisting in processing J-Pay and mail as there has been a significant increase in the amount of mail and J-Pay messages. We are currently up-to-date and messages are being processed the same day.</p> <p>We have provided additional activities and games in the yards and yard time, as well. Trying our best to reduce idleness.</p>	
What is the percentage of staff that are wearing masks inside the facility?	Staff have been provided masks, however, as of right now, they are not required to wear them. A rough estimate would be about 30-40% of staff that are utilizing the masks.	Encourage staff to wear the masks provide.
Are the incarcerated individuals being provided masks?	Not at this time, that could possibly change. That instruction would need to come from Headquarters. The only individuals that have been provided masks are those whom are deemed 'susceptible adults' within the population by medical staff.	
Has CCCC received any inmates transferred from MCC?	No, not within the last 2-4 weeks.	
If someone from Olympic Unit is suspected to be a carrier of COVID, where will they be isolated?	At this time, other facilities are prepared to receive individuals that are showing signs of the virus. We have also established a contingency plan to utilize Timberline Building at Cedar	

	Creek, should it become necessary.	
Are the charts incarcerated individuals that have tested positive for COVID 19 updated?	Yes. They are updated every morning (Monday-Friday) by Headquarters.	
Will riots happen at CCCC? Will the riots at MCC affect CCCC?	At this time, we do not anticipate that happening. The situation at MCC is very unfortunate, and every facility is unique. We maintain good communication with the incarcerated population and we are very engaged.	
Loss of phone communications?	We are aware of the downed phones, however, this is a vendor issue not a facility issue. We relay this information to the incarcerated population as soon as we receive it.	
How are families/friends notified if their loved one is positive for COVID, being tested or in isolation?	As of now, the Department is recommending that the incarcerated individuals complete a ROI form so that families can be made aware, or J-Pay & Mail communications.	
Flagged words on J-Pay?	There will not be any changes made.	

**Roundtable open discussion**

Next meeting location: CCCC – Teleconference Date: April 16<sup>th</sup>, 2020 Time: 1430-1530

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

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