



FAMILY COUNCIL MEETING MINUTES

Location: Administration Conference Room Date: 4/7/2023 Time: 4:45 pm

Teleconference details: TEAMS invite will be provided for those who cannot attend in person _____

Meeting Attendees

Department/facility co-chair: Superintendent Thrasher__ Family co-chair Devorah Harris_____

Facility/council secretary: Erika Schlund Family secretary, if applicable: Rachael Smith

Members present: Jean Anderson, Hillard Mellin, Aleka Padilla, Sgt. Caldwell, Rachael Smith, Devorah Harris

Non-council member attendees: _____

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Recruitment of new LFC members and Welcome new members	We have several new members. Introductions to be made.	Recruitment is an ongoing process. The facility is still in need of a family secretary.

New business

Topic	Discussion/Key Points	Next Steps
Family Secretary position	Rachel Smith Volunteers	Rachael Smith is appointed to Family Secretary
Expanded Visitation Schedule	Visitation has been extended. Visit will begin at 12:00 with an 11:45 am check-in. Visitors will stay throughout the day including during count and mainline. Visitors will have an opportunity to arrive at 1700 as well. Once a visitor leaves they will not be permitted to return on the same day.	This is an ongoing process to be monitored.
Vending Machine updates	.Superintendent Thrasher has been working with the vendor to ensure vending machines are stocked. They will be stocked on Friday afternoon and Monday. At this time they cannot be filled over the weekend. Picture of the vending machines will be taken on Monday and Friday to assess what is/is not stocked. If there are items not being filled, the superintendent needs to be informed. Families are requesting more fresh items and that expiration dates are checked.	This is ongoing and will be monitored.
Recreation equipment purchases	A stair stepper, elliptical, treadmill, rower and golf equipment has been purchased for June. A cardio area is being looked at to include a stereo/TV. Volleyball and softball equipment has	

	been purchased. Sign ups will be going out soon for tournaments. A table saw is also currently on order.	
Event COVID Protocols	Masks and testing is no longer required for events as long as the facility stays in the green status.	

Roundtable open discussion:

EFV Cleaning: There is concern regarding the deep cleaning of EFV's. Deep cleaning occurs on the last Monday through Wednesday of the month. Families and I/I's are expected to clean upon checkout. There will possibly be a checklist, to ensure cleaning is being done. There are a few volunteers who would like to go assist in the deep cleaning every month. At this time families are reporting that B unit is worse than A unit, but they both need to be cleaned. This will be monitored and a plan will be developed, it is the responsibility of the I/I's to ensure they are cleaning up after themselves.

A new x-ray machine is going to be used in order to ensure contraband is not being taken into the EFV's.

Next meeting location: Administration _____ Date: 6/2/2023 _____

Comments: _____

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