



FAMILY COUNCIL MEETING MINUTES

Location: CRCC- S Building Date: 08/07/2020 Time: 09:00

Teleconference details: Please call 1-360-407-3825, then enter the passcode 8816128. You will then be added to the Skype meeting.

Meeting Attendees

Department/facility co-chair: AS: Michelle Duncan Family co-chair: Elizabeth DeLeon

Facility/council secretary: AA3: Kate Jansen Family secretary, if applicable: (Vacant)

Members present: Jeff Uttecht (Superintendent), Connie Hollis, Joanna Jones, Beverly Richman, Cindy Boyd, Linda Graham, Allison Alexander, Linda Dawson, Bill Copeland (Family Services), Cara Morgan, Caitlyn Robertson (OCO), Kristen Bowling, Mary Barbour, Dawn Keaton, Gwen Nickelsen, Dawn Kieth

Non-council member attendees: _____

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Welcome and Announcements	Michelle Duncan welcomed attendees. Discussed the purpose of the Local Family Council.	None
Housekeeping/Roll Call	Kate Jansen informed attendees of the rules for the teleconference and took Roll Call.	None
Review of Last LFC Meeting	Elizabeth DeLeon read the Meeting Minutes from the last meeting held in February 2020. Action items were also discussed. Action items include: -Visitation toys/totes: -Money of Phone Accounts -Sergeants Meeting:	1. Look into getting totes for puzzles, games, etc. to be checked out by older children. 2. Look into incarcerated individuals being able to put their own money on their phone accounts. 3. Request Sgt. Lorrie Collins to be in the next meeting to discuss the state-level Visitation Sgt.'s Meeting.
Report from Statewide LFC Meeting	Stephanie Beidman read the Statewide Family Council Meeting Minutes. The following was discussed: -Discussions on how to use Skype. -Policy revisions that are in progress. -Test trial of mattresses. -Request to have PPE added to the Commissary list. -Moldy bread; instances of moldy bread at multiple facilities. -JPay issues are being worked on. Contractors are submitting information and bids.	None

	Please note: the full meeting minutes are posted on the DOC website at www.doc.wa.gov .	
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New business

Topic	Discussion/Key Points	Next Steps
Upcoming LFC Representative Elections	Michelle Duncan discussed the need of a Secretary and Co-Chair positions. These are completely voluntary and cannot be assigned. Discussed the need for a fair and neutral ballot and nomination process. -Suggestion 1: Use some sort of polling/questionnaire application (Doodle Poll, Survey Monkey, etc.) -Suggestion 2: Nominate and vote via email. The second option was chosen.	Send email to LFC Members asking for nominations for both positions. Include the description of the duties included with both volunteer opportunities when sending the nomination email.
Wrap up/ October Meeting.	Michelle Duncan wrapped up the meeting and encouraged people to nominate/vote for LFC positions.	Next meeting will Friday October 2 nd .

Roundtable open discussion

1. Agenda Items: Discussion on agenda items. Michelle Duncan asked the LFC what type of things they would like to know more about, or if there was anything they felt we should cover in LFC Meetings. Some suggestions include:
 - Panel of Correctional Officers
 - PREA: The Importance of PREA.
 - Counselor Positions and Roles.
2. It was requested that we look into the possibility of getting a coffee machine in the Visit Room. This was added to the Action Items.
3. Video Visits: Michelle Duncan announced that video visitation will resume starting August 10, 2020. It will open August 9, 2020 to start scheduling visits. Members were informed that these visits would have to be scheduled for the individual's out time. Members were also informed that the extension feature has been disabled at the current time. It was disclosed that will most likely have to work through some challenges as they arise.
4. Questions Presented:
 - a. When are you going to open up Correction Industries (CI)? A: Coyote Ridge does have a plan to open up Textiles, no plan currently on opening up Food Factory.
 - b. There has been a lot of shifting in the unit, why couldn't we then open up the dayroom? A: The facility has to move people around to try and get them back to their original cell. The cohorts are to manage the spread of the virus, not the movement.
 - c. Do you have a plan to make outside visitation an option to better social distance? A: Probably not. Not because management doesn't want to- but because of lack of space. There are some physical challenges with trying to do outside visitation at Coyote Ridge.
 - d. Will we (the Family Council/family members) be involved in figuring out visitation? A: Most likely-either through the statewide level or the local level.

Next meeting location: Teleconference Meeting Date: Friday October 2, 2020 Time: 0900

Comments: _____

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