



FAMILY COUNCIL MEETING MINUTES

Location: CRCC-S Building Date: 12/4/2020 Time: 0900

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), Michelle Duncan (Associate Superintendent), Bill Copeland (Family Services), Madison Murphy (CPPC), Caitlin Robertson (OCO), Allyson Alexander, Christine Lale, Elizabeth Deleon, Gwen McIlveen, Linda Dawson, Cindy Boyd, Mary Barber

Non-council member attendees: None

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Welcome and Announcements	Michelle Duncan welcomed attendees. Discussed the purpose of the Local Family Council.	
Housekeeping/Roll Call	Kate Jansen informed attendees of the rules for the teleconference and took Roll Call.	
Review of Last LFC Meeting	Kate Jansen reviewed the Meeting Minutes from the LFC Meeting on October 2, 2020. Review included: fundraisers, OBF Presentation, LFC elections, family friendly events, EFV's, and Safe Start Visitation.	
Report from Statewide LFC Meeting	Elizabeth Deleon gave a brief overview of the Statewide Meeting.	
Statewide Family Council Rep	Michelle Duncan announced Gwen McIlveen as nominated for SFC.	
Family Council Review of Ground Rules and Positions	Michelle Duncan reviewed the ground rules of the LFC and the positions associated with the Local Family Council.	

New business

Topic	Discussion/Key Points	Next Steps
Future Visitation Events	Madison Murphy discussed future visitation events. This included: -Winter Gift Giveaway: individuals get to send a letter and gift to an approved child visitor. -Madison asked for suggestions regarding future events that may replace the traditional events due to	If anyone would like to reach out to Madison Murphy (CPPC) about future or ongoing events, please contact her at memurphy@doc1.wa.gov . Michelle or Madison will also reach out to the tier reps regarding suggestions for future events.

	<p>COVID. Suggestions included: possible Zoom meetings, free video visits, outside events, smaller event sizes, etc.</p> <p>-Madison informed the LFC that the Summer Event will be adults only.</p> <p>-Madison discussed the Read to Me Daddy program and the hopes of getting that set up at Coyote Ridge.</p>	
OMBUDS Review	<p>Caitlin Robertson reviewed the OMBUDS Office and the work that they do. They are not a part of DOC, they are impartial office that strive to create a positive environment for the incarcerated. Caitlin discussed the demographics of the complaints they review and investigate. Caitlin discussed the way an individual can initiate complaints to the OMBUDS Office.</p>	<p>If you would like more information, please visit www.oco.wa.gov.</p>
Closing	<p>Michelle asked if there were any suggestions for the next LFC Meeting. No suggestions were presented.</p>	

Roundtable open discussion

- Gwen would like to nominate herself for the Secretary position. That request can sent up to Headquarters in January if the position isn't filled.
- There was a concern about hot breakfast going away at the facility? A: There has been no formal discussion regarding that. There is no plan for that at this time.
- December fundraiser is for the Medium Units, we will reach out and find out what that fundraiser is.
- Michelle discussed PREA and if there were any questions regarding PREA.
 - *Is that just for incarcerated or staff as well? A: It is a protection for the incarcerated individuals.
- Have you been able to look into the mail issues discussed in yesterday's call? A: There has been some struggles in regards to staffing in that area, but our mailroom is working diligently to process the mail as quickly as possible.
- What about the email messages, it seems like that takes a while. A: There are certain words that will flagged the message, and they may take longer the make it through that processing.
- Is there a different process regarding publications versus paper mail? A: I don't believe so, I know that we prioritize the mail in regards to legal mail and first class mail. We will look into having our Mailroom Sargent on the next call to answer some of your questions.
- Has there been any more information regarding JPay and the Adobe issue? A: I know that Jeff Kinne has been working directly with JPay. Please email me if you have any examples of any of these glitches.
- The stimulus payment was brought up, along with who could be contacted. A: Michelle explained that questions can brought to Pat Barrera (Local Business Advisor).
- What is the process for individuals to put in for a new mattress? A: There is not a timeline. The individual would need to get with the CUS or their Unit Sargent to be put on the list for a new mattress.

Next meeting location: Skype Teleconference Date: 02/05/2021 Time: 0900

Comments: _____

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