



# FAMILY COUNCIL MEETING MINUTES

Location: CRCC-S Building Date: 04/03/2021 Time: 1000

Teleconference details: Microsoft Teams Meeting. Please call 1-253-372-2181, then enter the passcode 684683253. You will then be added to the Microsoft Teams meeting.

<b>Meeting Attendees</b>
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Department/facility co-chair: Absent Family co-chair: Elizabeth Deleon

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

Members present: Jeff Uttecht (Superintendent), Bill Copeland (Family Services), Madison Murphy (CPPC), Alan and Rondy Alexander, Gwen McIlveen, Kristi Keller, Linda Dawson, Rebecca Karshney,

Non-council member attendees: Melissa Andrewjeski (Associate Superintendent), Pat Barrera (Local Business Advisor), Sgt. John Turner (Mailroom Sgt.), Caitlin Robertson (OCO).

<b>Agenda</b>
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Old business

Topic	Discussion/Key Points	Next Steps
Welcome and Announcements	Kate Jansen welcomed attendees. Discussed the purpose of the Local Family Council. Reviewed the purpose and ground rules for participating in the Family Council. Discussed the relationship between LFC and SFC.	
Housekeeping/Roll Call	Kate Jansen informed attendees of the rules for the teleconference and took Roll Call.	
Review of Last LFC Meeting	Elizabeth Deleon reviewed the Meeting Minutes from the LFC Meeting on 02/05/2021. The meeting included: Welcome, Announcement, and Roll Call. Review of the last SFC Meeting. Michelle Duncan gave a presentation regarding PREA (Prison Rape Elimination Act) which included information about how to report PREA and the process that are involved in PREA related investigations. Madison Murphy discussed the Women's Event and what the event will look like given COVID-19. Bill Copland discussed Project Avary which is a non-profit that supports groups with children that have parents that are incarcerated. Reviewed Roundtable Open Discussion.	If you would like to review the Meeting Notes from the previous Local Family Council Meeting, please visit <a href="https://doc.wa.gov/family/council-crcc.htm">https://doc.wa.gov/family/council-crcc.htm</a> .
Report from Statewide LFC Meeting	Gwen McIlveen gave an overview of that Statewide meeting. Review included: an update on the new contract for communications, the	

	<p>company that won the contract was Securus. There was information given regarding the new communications system. There was discussion on the recruitment for Rob Herzog's position and the process for that appointment. Discussed the confinement of population during the pandemic and the vaccinations. There was discussion on the possibility of opening visitation and possible date. Discussed the Amend Project and what that program was. Update by Johanna Carnes regarding a report from Clallam Bay. Communication guidelines were presented by Jeneva Cotton. Survey results were discussed regarding statewide meetings about families would like to know. Suggestions included: re-entry, the budget, mailroom, etc. Discussed working groups so that you can work on group with the Department.</p>	<p>If you would like to review the Meeting from the Statewide Family Council, please visit <a href="https://doc.wa.gov/family/council.htm#statewide-family-council">https://doc.wa.gov/family/council.htm#statewide-family-council</a>.</p>
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**New business**

<b>Topic</b>	<b>Discussion/Key Points</b>	<b>Next Steps</b>
Family Friendly Program and IIBF	<p>Madison discussed the Family Friendly Program and the request of funds for events that take place. Discussed the cost of the events and how that breaks down to determine the amount of money that is asked for from the budget. Each event was broken down and budget explained. Madison answered some questions regarding events and programs.</p>	<p>If you have questions, comments, suggestions regarding events, please contact Madison Murphy at <a href="mailto:memurphy@doc1.wa.gov">memurphy@doc1.wa.gov</a>.</p>
Mail Procedures	<p>Sgt. John Turner gave a basic overview of the incoming and outgoing mail procedures.</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>-Can the list of prohibited books be updated? A: Sgt. Turner has reached out to Headquarters regarding this list. The prohibited publications list is managed by Headquarters, so that will have to be updated on their level.</li> <li>-Is that list is located on the DOC website? A: Yes, it is posted on the DOC website.</li> <li>-Is it true that we can only send 10 pictures at a time? A: Yes. Those photos must come from the family members. All photos that come from a third party will be rejected. The only exception to this is a bound photo book, not to exceed 20 pages, from specific vendors.</li> </ul>	<p>If you have questions regarding mail procedures, please visit <a href="https://doc.wa.gov/corrections/incarceration/send/mail.htm#mail">https://doc.wa.gov/corrections/incarceration/send/mail.htm#mail</a>.</p>

	<p>-What is the difference between a collage and picture? A: A collage is a patterned scheme of photos with different designs. Individuals pictures have no design elements.</p> <p>-How does an individual know what size envelope they need to send something to a loved one? A: If they send a Kiosk message to the Mailroom, we will be happy to answer that question. They can also Kite the Mailroom and we will be able to answer that.</p> <p>-What if we wanted to send a magazine article? A: Clippings of publications are allowed, as long as the publication is not copyrighted.</p>	
EFV Process	<p>Kate Jansen presented information regarding Extended Family Visits and the policy/guidelines around EFV's. Information presented included: what EFV's are, who is considered an eligible family member, who is eligible from the population, how to apply for EFV's, the approval and denial process, scheduling, and cancelations.</p>	<p>If you have any questions regarding Extended Family Visits, please feel free to contact Kate Jansen at <a href="mailto:catherine.jansen@doc1.wa.gov">catherine.jansen@doc1.wa.gov</a> or Michelle Duncan at <a href="mailto:miduncan@doc1.wa.gov">miduncan@doc1.wa.gov</a>.</p>
Closing	<p>Kate Jansen asked for suggestions regarding topics that families would like to be covered during the next Family Council Meeting.</p>	<p>Suggestions included: Mental Health, possibly have Dr. Stern on a meeting. Preparing for release (perhaps have a series that follows through a few meetings to discuss different aspects of release). Kitchen procedures and food content.</p>

### Roundtable open discussion

- 1. Do you know when the next tier rep meeting will be?** A: We will speak with the people that facilitate those meetings, and we will let you know. UPDATE: The next tier rep meeting is scheduled for Thursday 04/22/2021.
- 2. Is there a way that we can get memos to the incarcerated sent to the Family Council?** A: We will have to ask the Joint Information Center about that.
- 3. I have been asked to share with everyone that there has been a change in video visits. Your name has to match was we have on file, and it can no longer be updated personally, it has to be done through JPay Customer Service.** If you need to update this information, please visit: <https://doc.wa.gov/corrections/incarceration/jpay.htm#video-visits>.
- 4. What about the nutritional content of the food?** A: Finding the correct variety of food that everyone approves of is not an easy task. We are unable to go back to regular dining hall meals at the time, so we are having to provide meals in the units. If you have someone that needs a special diet or has dietary restrictions, please have them reach out to Medical and get those dietary needs met.

Next meeting location: Teams Teleconference Date: 06/05/2021 Time: 1000

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

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