



# FAMILY COUNCIL MEETING MINUTES

Location: Teams Meeting Date: 10/7/2023 Time: 10:00 AM

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

## MEETING ATTENDEES

Vaaia Gaines, Associate Superintendent Department/facility co-chair  
Mary Mansour Family co-chair

Alexandra Stevenson/Luna Faith, AA3 Facility/council secretary  
Scarlett Williams Family secretary, if applicable

Members present: Cynthia Young, Scarlett Williams, Diana Knesek, Gwen McIlveen, Karlina, Scarlett, Toni Kelly, Susan Puzzo, Elizabeth Deleon, Miriam Fry, Allyson Alexander, Kathie Cummings, Rony Alexander

Non-council member attendees: Timothy Snyder (Chaplin), Kristen Williams (CPM), Lorrie Collins (SGT) Loren Taylor (Statewide Family Council Co-Chair)

## AGENDA

Old business

Topic	Discussion/Key points	Next steps
Welcome and Announcements Housekeeping/Roll Call	The new Facility Co-Chair Vaaia Gaines introduced herself and took roll call. Luna Faith will also be the new facility Co-Secretary.	Welcome Associate Superintendent Vaaia Gaines and AA3 Luna Faith.
Review of last LFC Meeting Minutes	Scarlett Williams provided a summary of the previous meeting minutes from August.	A copy of the LFC meetings minutes from August are posted on the DOC website.
Review of Statewide family Council	Loren Taylor provided a summary of the previous Statewide Family Council Meeting. She also posted the link to the meeting minutes in the chat box.	A copy of the Statewide meeting minutes are posted on the DOC website.
Old Business	Storage Options, Vendors  Storage Options <ul style="list-style-type: none"> <li>• We are working on getting plastic containers to remove all the boxes in the facility. We will also be removing the rack from under the bunks to create more space to be utilized. We continue to look at ways to improve storage.</li> </ul>	

	<p>Vendor</p> <ul style="list-style-type: none"> <li>The vendor does not have a list of ingredients for each item(s) and are unable to provide one. We can still look at setting up a meeting with them.</li> </ul>	<p>Set up a small meeting with 4 volunteer family members and the vendors to discuss vending.</p>
--	---	---

New business

Topic	Discussion/Key points	Next steps
<p>Cultural/Religious Events</p>	<p>Religious events are completed for this year, and we are looking at scheduling 2024 events.</p> <p>Q: When a religious event occurs at camp, they closed visitation. How do we make sure visitation is not impacted? A: More communication needs to occur during these events to avoid any impact on visitation.</p> <p>Q: Who decides if children are going to attend these events? A: The incarcerated individuals do. They are provided information prior to a decision to make sure they understand impact of the decision.</p> <p>Q: How do things for religious services work, are there any volunteers? A: One of the challenges we have is coming out of Covid. We are not where we were, but not where we like to be. We are starting to have more volunteers as well that should be having more services soon.</p> <p>Q: Is there a link on the DOC website that reflects the events? A: Yes, there should be. We are also meeting soon to come up with CRCC 2024 events.</p> <p>Q: When are the guys allowed to start planning the cultural events?</p>	<p>Thank you, Tim Snyder, for the information on Religious Events.</p> <p>Provide a draft of events at next meeting to show family members.</p>

	<p>A: CPMs and CUSs will be running these cultural events. In October we will get with the groups and start planning.</p> <p>Q: There were a lot of missed opportunities for the Hispanic cultural event. They were provided sheets with holes in them and wanted things printed in color and were not allowed. It felt like the person in charge of planning that event did not want to plan the event.</p> <p>A: Thank you for the information. I was not aware of the things you have brought up. We will be working on continuously improving these events.</p> <p>Q: Can we make the visitation room more welcoming for events because during the Hispanic event it was not welcoming. (MSU)</p> <p>A: We do have table clothes that they are allowed to use. In the future, Kristen Williams and I will ensure it does not happen again.</p>	
Visitation	<p>Q: At the beginning of the year, a visiting schedule was sent out to be voted on and would like to see if it is possible to revote visiting schedule for 2024. We would like to see Friday-Saturday one side and Sunday-Monday the other side. Then switch every week.</p> <p>A: We can review possibly changing the visitation schedule.</p>	Have the family council members vote on a new visitation schedule to discuss in December.
BOE (Behavior Observation Entry) Process	<p>Q: We just want the policy clarified. It states they will be given a warning verbally prior the BOE. Then the individual should receive the BOE in hand by the observer. The Individual</p>	Look into providing more training on BOE for staff per policy.

	<p>then has 10 days to challenge/appeal the BOE through the CPM.</p> <p>A: You are correct, regardless of what kind of BOE it is, they receive a copy. What follows that, if it is negative or neutral, they may receive a general/serious infraction (depending on the severity) as the BOE is a warning prior to an infraction. We may need to provide more training for staff to ensure they are giving the incarcerated individual their BOE copy.</p> <p>Q: How are people going to fight BOE if they say they are not being given to them?</p> <p>A: It is hard because Incarcerated Individuals say they do not get them, and then Officer(s) say they provided the individual with a copy. It can be hard to know whether they were provided or not and would be at the discretion of the CPM.</p>	
Curio	<p>Curio boxes are smaller than they used to be. Hobby boxes went from 15 quart to 20-quart boxes. The policy was recently updated, and we will continue to look at how we can improve.</p>	
Holidays	<p>Q: We are curious to see what we are doing for the Incarcerated this year for the holidays. People with special diets don't really get anything special for those days.</p> <p>A: I do agree. I believe there will be special meals provided for the holidays. There are several people who did not get the meal due to special diets and we will review this, but policy predicts what is to be followed.</p> <p>Q: On the holidays, it would be nice to make visitation special on holidays.</p>	<p>Will check on your request for special meals for those with special diets.</p> <p>Look into how we can improve visitation during the holidays.</p>

	<p>A: We will look at ways we can make visitation better with different projects or something.</p> <p>Q: One of the things that happened from the Penitentiary is to have input from the families with the CPPC to get different ideas on things that can be done. We can even talk to the incarcerated about things they would potentially like to do.</p> <p>A: That is a great idea. We will work with our CPPC and see what we can do.</p>	
Resource Rooms	<p>Q: This is more on a statewide level. Having peer support and having opportunity for these individuals to find career paths is very important. The veteran's side of G Unit has had to cancel their music program.</p> <p>A: At the statewide meeting, Asst. Secretary Holbrook talked about having volunteers for programs. It would be great to have more peer lead program, but we are required to have a volunteer sit in and be present. We would like volunteers to come for a couple hours a day weekly, although it is hard due to our isolated location. But it is something that we want to try and develop at our facility.</p> <p>Q: Can staff volunteer for this?</p> <p>A: Yes, but it must be after work hours for custody. Our counselors are volunteering to assist with peer lead programs.</p>	
Elections	<p>Three people were nominated and accepted their nominations. A vote was called and there were no objections.</p> <p>Mary Mansour – Local Family Council Co-Chair Karlina Tasker- Local Family Council Co-Secretary</p>	<p>Congratulations to Mary, Scarlett, and Karlina!</p>

	Scarlett Williams – Statewide Rep	
--	-----------------------------------	--

Roundtable open discussion

Topic	Discussion/Key points	Next steps
Games	<p>Q: Can we get cribbage boards in the units and what is the status of the D&amp;D Dice?  A: All of the units should have a cribbage board and D&amp;D Dice.</p> <p>Q: Are the revolver and dagger purposely removed from clue in Visitation?  A: They were intentionally removed because they are weapons. They are not allowed to have weapons even toy weapons per Visitation Sergeant.</p>	
Medallions in Visitation	<p>Q: In visitation, sometimes they will allow for Incarcerated Individuals to take medallions out of their shirts and have their photos taken, and other times they do not.  A: They can be taken out for a quick photo, but then need to be put back under the shirt. It needs to be worn under the shirt in and out of visitation. Only taken out for a quick photo per Religious Coordinator Snyder.</p>	
Photos from the Hispanic Event	<p>Q: We had the pictures taken and did not receive the picture when they left.  A: CUS Trowbridge is working on getting the photos printed. Working on getting new printers to get all the pictures printed.</p>	
Mail	<p>Q: Many of my family members have sent in cards to be provided to loved ones. Some have been rejected, what is the big deal with these cards?  A: Sometimes people will hide things (contraband) in birthday cards that are double layered. Sometimes if they appear to be too thick or look different, they</p>	

	are often rejected. A single layered birthday card usually will make it through the mailroom.	
Cover at MSU	Q: We would still like to have a cover put in at MSU visitation to shield us from the weather. A: We will discuss this with Superintendent Andrewjeski and Maintenance.	Discuss MSU cover with Superintendent Andrewjeski.
Books	Q: Can I send in a mixology book so my loved one can learn more about bar tending? A: No, due to the book being about alcohol.	

Next meeting location: Microsoft Teams Date: 10/7/2023 Time: 10:00AM

Comments: Thank you for your attendance. Please email Luna Faith (faith.luna@doc1.wa.gov) with any questions or future meeting topics.

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Family Council Co-chairs