



# FAMILY COUNCIL MEETING MINUTES

Location: LCC Date: 12/13/19 Time: 1130 - 1230

Teleconference details: Family member Gail Wingender

<b>Meeting Attendees</b>
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Department/facility co-chair: JC Miller Family co-chair: None

Facility/council secretary: Nancy Simmons Family secretary, if applicable: None

Members present: No members currently

Non-council member attendees: Gail Wingender

<b>Agenda</b>
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Old business

Topic	Discussion/Key Points	Next Steps
EFV	Still no mattress covers on beds, utensils not upgraded, donations to EFV – told must donate same item to both units,	Curtains, mattress protectors, and sheets were ordered and put in the EFV's on 12/13/19. New cooking utensils and can opener were not ordered these will be ordered asap. Items can be donated to individual units. Contact CPPC with description of donation and an approval request will be made and sent to the CPM.
EFV	Add Comment Card to EFV for families to leave comments on broken or missing items. A draft EFV check in check out checklist for staff/porters was presented.	A comment box is being built by maintenance. An EFV check in check out checklist for staff/porters will be finalized after input and put into process in the EFV units.
EFV	Fix kitchen faucet (sprays water when water is on) No cleaning materials like dish soap – family was told there is no budget for that. Can dish soap be added to list of items families can bring in?	A work order will be submitted to fix the faucet. Cleaning materials for the EFV units will be purchased by DOC.
EFV Check-in	Staff did not know that the process is to let families into the visit room when EFV check-in is going to be late. Family was made to sit in the car for an additional 45 minutes	All staff who work visiting should be READING and signing that they have read the Visiting OM when working that post. This reminder will be sent out to all staff.
Food	Status of food, many items dissatisfying/inedible	Supt. Miller directed family members to have residents kiosk food service with any complaints.
"Whites"	What is the process for getting new "whites"	Residents must take the dingy, stained, or torn t-shirts to the issue room to exchange for new or serviceable replacement items.
GRE	Discussion about the process for initiating GRE program for residents. Spoke with Carolina Landa GRE Council member and it was her understanding that Classification Counselors do this.	CUS Richer explained that the policy and referral forms are still in draft form and not finalized yet per Angela Kocher.

New business

Topic	Discussion/Key Points	Next Steps

**Roundtable open discussion**

Next meeting location: LCC Admin Conference Room Date: 2/14/20 Time: 1130 - 1230

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

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