



**Stafford Creek Corrections Center
LOCAL FAMILY COUNCIL**

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Phone Conference ID: 579 246 440#

Date: December 09, 2023

Time: 9:00 - 11:00 a.m.

Location: MS Teams Meeting

BI-MONTHLY AGENDA

TIME	TOPIC	DISCUSSION LEADER
9:00 am	Welcome / Ground Rules LFC Elections	Tammey Bertrand, Family Co-Chair
9:15 am	Action Items	Karin Arnold, Facility Co-Chair
9:30 am	Financial Overview / IIBF	Samantha Richardson, Local Business Administrator
10:00 am	Family Friendly Updates	Janice Jacobsen, Community Partnership Program Coordinator
10:15 am	Roundtable	Karin Arnold, Facility Co-Chair
11:00 am	Thank you / Closing	Tammey Bertrand, Family Co-Chair



FAMILY COUNCIL MEETING MINUTES

Location: Stafford Creek Corrections Center Date: Sat. 12/09/2023 Time: 9-11 AM

Teleconference details: Call in number: (833) 332-1218; Phone Conf. ID #: 579 246 440#

MEETING ATTENDEES

Karin Arnold, SCCC ASP Tammy Bertrand
 Department/facility co-chair Family co-chair

Amber Carlson, SCCC ASP AA Joanne Todd
 Facility/council secretary Family secretary, if applicable

Members present: CPPC Janice Jacobsen, Superintendent Jason Bennett, CUS Alina Willis, LBA Samantha Richardson, Wendy and Dean, Jack LaFavre, Aja McKnight, Anna Ivanov, Sarah Leon, Rec Specialist Kenny Wakefield, Shawnte Holmes-Davenport, Catherine Antee, Unidentified Numbers

SCCC LFC Unit Representatives: (Not in attendance due to meeting being held via TEAMS): G - M. Burnam, H1 - F. Faagata, H2 - A. Ivanov, H3 - W. Adams, H4 - B. Gumabon, H5 - B. Gunn, H6 - S. Gonzalez

Non-council member attendees: _____

AGENDA

Old business

Topic	Discussion/Key points	Next steps
See Action Items Form		
Holiday Meals in Visitation	<p>Bennett: We are looking into it for next year. We have to seek funding for this as it is not currently built into our funding. Some of the other things we have to be mindful of are having enough advance notice to allow for this to run smoothly without running out and some holidays do not fall on a visit day.</p> <p>Richardson: Our senior director of business services was looking into it as well. We have to look into IIBF funds being used for it, whether it is feasible for Stafford, and the other facilities as well.</p>	<p>Original Action Item CLOSED. New one opened for 2024.</p> <p>Bertrand: The original request was for utilization of pop of funds to be used for our facility. Thank you for looking into this however, I don't want to lose sight of the request to use the pop-up funds. Please keep this going forward this is our formal request for a holiday meal in 2024.</p>
EFV	<p>Bennett: We did look at the information. We ran approximately 12 random</p>	CLOSED

	<p>families through a map and found that the available days stayed fairly consistent with availability. I am not ready to back away from 1 day of cleaning a week quite yet. We bring out a crew and complete a more in-depth cleaning on that day as well as facilitate repairs.</p> <p>Arnold: We were able to complete our remodel because there was no one in the EFV's, there is just a high demand for specific days of the week.</p>	
Dishwasher	No new updates. The request is in, and we are pending the funding and approval.	
Posted Information	<p>Arnold: Visit cards have been updated. Amber went through the facility, made a list, and got things changed out. The print shop at Monroe was closed so it is not easy, quick, or cheap to get our metal signs fixed. We did talk with maintenance about a weather resistant vinyl, but Incarcerated Individual is longer than Inmate or Offender.</p>	CLOSED

New business

Topic	Discussion/Key points	Next steps / Questions
<p>LFC Elections</p> <p>Facility Co-Chair Karin Arnold</p>	<p>Elections were held in November. Daphne Nolte was voted State Representative. Family Co-Chair and Secretary positions remain vacant for 2024.</p>	
<p>Financial Overview / IIBF</p> <p>LBA Samantha Richardson</p>	<p>January 5th, 2024, Samantha Richardson will be leaving SCCC. Henry Mellin will be taking her place at the facility.</p> <p>Even though we, SCCC, are currently providing the budget monthly please remember we are only required to share it quarterly.</p>	<p>Back to School Event:</p> <p>Bertrand: Could we roll these funds to the photo program?</p> <p>Samantha: With this...CPPC will be buying things still in the fiscal year</p> <p>Arnold: CPPC is preparing and left money on purpose so we can have an opportunity for school kids to stock back up on school supplies this school year.</p>

	<p>New category for IIBF: IIBF restricted cultural events. A policy has been updated and now we have these funds. We still do not have a clear direction but should have one coming to us in the new year.</p> <p>EFV: It shows we still have funds, but we have spent all of this... just waiting for items to arrive on site.</p> <p>Photo Program: We will most likely have to ask for more funding on this.</p> <p>The turkeys for November and Prime Rib for December have been purchased.</p> <p>Recreation: The 4k that is being used for the field day event will be moved for the next meeting to truly show how much funds are there</p> <p>TV Fees: Rental fee will be reduced to \$5.</p> <p>Bennett: We have some individuals in maintenance that have been great with repairing the tv's. Part of the reduction is due to their contributions.</p> <p>Visiting: A lot of purchases have been done and we almost have all that spent. If there are needs in the visit room because our games are getting icky, or there are missing pieces..we can request additional funds but have to do a proposal to make sure they are used appropriately</p>	
<p>Family Friendly Updates</p> <p>CPPC Janice Jacobsen</p>	<p>Oct 19th We had a virtual resource fair. This is where we invite the incarcerated who are releasing soon to come to the visit room and connect them with re-entry navigators. We</p>	<p>Q: Would it be possible to post notifications on the cork boards within the units so Incarcerated don't have visitors show up on event days. There is also</p>

provide a presentation from various agencies who can connect them to assistance once they release. They are given packets of resources from food stamps, housing vouchers, voting rights restorations, medical assistance, and other resources the state has available to make their transition successful back to the community. We had 90 incarcerated attend this event.

OCT 27th. We had a surprise pop up family fun night where those in visit can paint pumpkins just in time for Halloween. A lot of the families were not interested in painting a pumpkin but when we decided to hand out 8x10 canvas it seemed like the remaining families joined in to paint. We gave out 92 pumpkins that night and 85 canvas' to paint.

Nov 2nd. We had Eric Genius coming to perform in concert a second time. Eric Genuis is a motivational speaker as well as a performer. The incarcerated not only loved the music but the message of hope he attaches with his commentary in-between musical numbers. We have a round circle with 10 selected incarcerated after to give their input on this event. Eric plans on coming back regularly because of the positive response. We had a call out of 176 incarcerated and filled the room for this performance.

Nov 9th, we had a DEFY Ventures graduation. Defy Ventures is a program where the incarcerated learn entrepreneurship, career readiness and personal

complaints about lack of availability by counselors for incarcerated to sign up for events.

Arnold: Janice walks to each unit to post the posters.

Jacobsen: I also put the flyer on the kiosk. Going into next year we are going to try and have things posted 60 days before the event.

Arnold: We will speak with the counselors again regarding the event process. Also, we have had many email communications with HQ regarding the event calendar. We had it posted and then it was gone. Then they asked us again so we will be looking into that as well.

Jacobsen: Due to this conversation I think I'll add "visitation closed this day due to an event" at the bottom of our flyers.

Q: What is the limit the visiting room can have for the special events? Is that limit for the whole population or the limit for units?

Jacobsen: Per the Captain, the limit is 250. However, we almost ran out of tables at our last event so we will be looking at that again.

Arnold: It depends on the event and how it is set up. Some events must have space for dancers and bands. That impacts our space availability.

Family Member: What about 2 blocks for the events?

Jacobsen: We looked at that but to be honest I am 1 person, and I would have no energy for the 2nd block.

development. This program runs for about 10 months. They meet once per week and will include a 4 book textbook series. They present their ideas for businesses based off the model they learn during this course. We had 14 Incarcerated graduates from this program and are starting a new series very soon.

Nov 17th. For this event we have Foam ornament kits for those who are interested to assemble during the visit. We had several different types of ornaments for the loved ones to decorate. We gave out over 210 Decoration kits and the visitors came up with some very creative decorations.

Dec 2nd. We had our Winter Event for adults. We had the incarcerated and their loved ones decorate ornaments and enjoy a traditional turkey dinner together. During this event we had Frosty the Snowman, The Grinch and Max the dog available to take pictures with the incarcerated. We had 226 Incarcerated and their guests for this event.

Dec 3rd Was our Winter Event for children. At this event we started off with a traditional turkey dinner, decorated cookies and had all the children select presents. We did this one like how we did the backpack event. We allowed the incarcerated to escort their loved ones to select first hats. Some hats were purchased but others were made here at SCCC by our SBU unit. They then went down from table to table to select what Gloves,

Socks, Blankets they wanted before they arrived at the end where they were given a Sketch Tablet as a box full of different spin, glow, sticky, slime toys. The biggest hit was either the sketch tablet or they also were given a glow in the dark beach ball which seemed to be the highlight of the gifts. Halfway through the event we called those under 18 to come to the fireplace we had made for this event. During this portion we played The Grinch song and had the grinch escape the fireplace and interact with the children. Everyone seemed to have a good time.

Roundtable / Open discussion

Arnold: We have received requests to change the day/time for the LFC Meetings..Thoughts?

Family Member: Just this past years we changed it to accommodate. Please speak with your staff as well, so you have staff available to answer the questions.

Arnold: We were looking at maybe a Thursday evening. Saturday mornings are not a general work day...We might actually get more staff attendance if we are coming off their normal work day.

Tammey, would you mind sending out a survey about this and include the 3rd Thursday at 4:30 or the 2nd Saturday as it stands. (Action Item)

Family Member: Are we never going back to in person meetings? Changing the day would impact that.

Arnold: That came up in conversation and many wanted to keep it virtual since people are out of town.

MEALS/NUTRITION

Arnold: A lot of the meals/nutrition items are repetitive. So, I do encourage you to look over the previous meeting minutes.

SCCC is a pilot program, and we have started with 30% of the local gardens to go to the kitchen. Every month we meet with the gardeners and Evergreen State College to go over the who, where, and how to allow this program to thrive. We will be starting a composting program and education will be coming with that as well. We are really looking forward to this program thriving at SCCC

Bertrand: Please remember that there are diets and nutrition concerns that the facility cannot address. It has to be escalated.

Family Member: There is a lot of food waste due to the population not going to mainline.

Arnold: The meals are selected for us. It is a very strict menu, and we are provided it to serve to the population. Unfortunately, as Tammey knows, this would have to be escalated.

Bennett: A large portion of the meals we receive are prepared at the CI food factor...so again we are provided a menu and also provided how it is to be prepared. We also must prepare meals to a generic liking "not as spicy or salty as one would like". We do allow our population to take condiments to mainline to enhance their mainline experience. Historically that has not been done and our population enjoys it.

Family Member: The kitchen food waste could be used for composting.

Arnold: We currently have 2 composting programs, but we cannot allow some things into the compost for our garden to kitchen project.

Q: We are a larger family and only get 2 pictures. Are there options to bring back the picture buying option to accommodate the larger families?

Bennett: That was a statewide decision, not a local decision and this would have to be forwarded as a statewide action.

Bertrand: We will take that to the state level

Q: Since you have a compost pile, can we now have paper towels back in the bathroom?

Arnold: The paper towels are a massive expense. Paper towels were coming out to be a 3rd of the unit's budget. Even if they were used for composting, it would require us to have someone sort the trash. I hear your concern.

Q: Is urgent care still running?

Bennett: It is not running at this time. That was a decision made by medical. We do support the idea, but we need to work some things out with our labor partners.

Bertrand: As families we were very happy to hear that this was running and heard that it was successfully running. We heard that medical things were caught and addressed through the urgent care. So, we hope that those conversations can be worked out with the labor partners. Please let us know if there is any way we as families can help and support to get this back.

Family Member: Is there any estimated time frame that the urgent care will be back?

Bennett: We support the initiative. Things take a moment and as they analyze the pieces it may take some time.

VISIT/EFV

Q: Thank you for getting curtains that you cannot see through for the bedrooms. Unit 3 and 2 living rooms are still very see through though.

Arnold: We will double check on this, I know we were approved for the bedroom.

Q: Expected time frame for EFV approvals?

Arnold: The family puts in for it, HQ does their part and then it comes to the facility. They generally give us 10 business days to get meetings and recommendation back to HQ. At times they have their own approval committee, and it takes even more time depending on your crime.

Family Member: To speak to that, that 2nd half of the HQ review committee only meets 1x a quarter so she's right there is no real time frame.

Q: There is a vending machine out of order in visit room. Can we get another working machine?

Arnold: Schreiber is communicating with Fiesta about that.

Bennett: It is really up to Fiesta. We are limited given our location, and Fiesta also must provide a machine that takes the card versus cash.

Q: Do the cans from visit get recycled?

A: Yes

Q: There was a limited amount of food in the vending over thanksgiving weekend. Who do we contact about this.

Arnold: Please send your concerns to us.

Q: What are being done with all the old tv's

Arnold: Incarcerated will have to do a disposition form if they own the tv. If it is a state rented tv it goes back into the rental program.

Roundtable open discussion

Next meeting location: Stafford Creek Corrections Center via Microsoft TEAMS Date: 2/10/2024
Time: 9-11AM

Comments: _____

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



FAMILY COUNCIL ACTION ITEMS

REFERENCE	NEW ACTION ITEMS OPENED Name of issue discussed in meeting Key points/discussion: Description of issue Update: Update from each meeting till closed	ASSIGNED TO Owner of issue	DATE OPENED mm/dd/yyyy	DATE DUE mm/dd/yyyy	DATE CLOSED mm/dd/yyyy
Holiday Meal in Visitation for 2024	Request for a holiday meal in visitation	Superintendent Jason Bennett	12/09/2023	12/00/2024	
Dishwasher	<p>Last Update was in October. What has been done and where are we on completion? <u>Actionable Item:</u></p> <ul style="list-style-type: none"> ✓ Share update on project steps at each LFC meeting. <p>UPDATE: Dishwasher project has been placed on the Capitol List for the facility.</p> <ul style="list-style-type: none"> ✓ Share update on the power estimate and timeline per Mr. Bennett's comments at the State Family Council Meeting June 2023. 	Superintendent J. Bennett	10/08/2022	Ongoing until completion of install at SCCC	

REFERENCE	CLOSED ACTION ITEMS Name of issue discussed in meeting Key points/discussion: Description of issue Update: Update from each meeting till closed	ASSIGNED TO Owner of issue	DATE OPENED mm/dd/yyyy	DATE DUE mm/dd/yyyy	DATE CLOSED mm/dd/yyyy
Visitation/LFC	LFC Family Member requested a feedback form in visitation room A: An existing form was altered to include a questions and comments section and SCCC's LFC officers. New form was placed in visitation room on 1/13/23. See attachments.	Facility Secretary A. Carlson	12/10/2022	02/11/2023	2/11/2023
Special Visits	There is no mailing address on the special visit forms. Also, how will notifications of approval/denial be received A: Special Visit forms can be emailed to scccvisit@doc1.wa.gov or mailed to: Stafford Creek Corrections Center Attn: Visitation 191 Constantine Way Aberdeen, WA 98520	Visitation SGT J. McGinnis / Assoc. Supt. Penrose	12/10/2022	02/11/2023	2/11/2023

	<p>Approval and denial of special visits will be made to II via kiosk message from CPM Schreiber's office. The II will need to contact their visitor with the news.</p> <p>The special visit form is a DOC document. Therefore, we cannot add the SCCC mailing address to it.</p>				
Visitation / LFC	<p>Is there a place in the visit room for LFC items? Boxes were once set up for family members who could not attend the council meeting for questions to be put in there. There was also one in the women's bathroom. There was also a place to grab minutes from the previous meeting. Used to have something on tv in lobby that announced officers were named</p> <p>A: The LFC 2023 schedules are placed on the bulletin board. Previous meeting notes are being placed in the Family Councils wall box between the bathrooms. LFC form for joining/submitting questions and comments are located by entrance. Drop box for forms is located near bathrooms. The drop box that is located inside of a bathroom does not belong to the LFC.</p>	Facility Secretary A. Carlson	12/10/2022	2/11/2023	2/11/2023
CPPC	<p>IIBF Status of refund for broken bears</p> <p>A: 1/08 Return request had to go through a negotiation process with Amazon. DOC was able to obtain a refund for all but 7 hearts. We are looking into options of repurposing the remaining 7. Outstanding amount for 7 hearts is roughly \$32.38.</p>	CPPC	12/10/2022	02/11/2023	2/11/2023
Violence Prevention	<p>Event prizes with food options that accommodate diabetic, halal, mainline alternative, and regular mainline</p> <p>A: Penrose - Van Ogle indicated he and his staff would definitely consider including healthy options for event prizes.</p> <p>Van Ogle - Healthy food choices for fundraisers will be considered in the future.</p>	Assoc. Supt Van Ogle	12/10/2022	02/11/2023	2/11/2023

Visitation	<p>LFC Family Member requested access to the list of purchase requests SGT. McGinnis is compiling in hopes of donating or contacting IIBF for Funding</p> <p>2/11: Sgt. McGinnis stated most things on list have been purchased. However, the list is still in progress and constantly changing.</p> <p>A: Everything has been purchased. Thank you for your donations</p>	Visitation SGT J. McGinnis / CPM R. Schreiber	12/10/2022	4/08/2023	4/08/2023
EFV	<p>What are the new EFV check in times, and will the forms be updated to reflect them?</p> <p>A: No forms have been found that state the EFV check in time.</p> <p>There is still concern over reduced scheduled days and a feeling there should not have been a reduction.</p> <p>A: G. Penrose - The reason for a reduction in how many times a week the EFV's are available was not due to the hours changing. It was to ensure we were cleaning the units appropriately between every use, as required by policy. The reason for the hour change was to make it so the EFV's were also within policy guidelines of a minimum of 20 hours. There wasn't an option to skip the cleaning between visits.</p> <p>Superintendent Bennett - I understand there is a concern; that is why we are tracking the data.</p>	Visitation SGT J. McGinnis / Superintendent Bennett	12/10/2022	4/08/2023	4/08/2023
Video Visits	<p>Going back to pre-covid schedule</p> <p>A: Schedule will stay as it. This will allow proper sanitation to occur between visits.</p>	CPM Schreiber CPM Baltzell/ASP Arnold	12/10/2022	4/08/2023	4/08/2023
Goodie Bags	<p>Sign-Ups to accommodate diabetic, halal, mainline alternative, and regular mainline</p> <p>A: Goody Bags were provided to the facilities pre-purchased and prepackaged by HQ. Additional inquiry email has been sent by A. Carlson- no response received.</p> <p>Recommend this be taken to next SFC meeting as this is not a facility decision</p>	Family and Volunteer Services Manager D. Taylor / State Representative Shawnte Holmes-Davenport	12/10/2022	4/08/2023	4/08/2023
Visitation	Measurements of blue totes used for EFV's	CPM Robert Schreiber	2/11/2023	4/08/2023	4/08/2023

	<p>A: Tote measurements were emailed to LFC Members. DIMENSIONS: 7.8" L x 17.4" W x 15.1" H</p>				
TB	<p>TB Updates A: As of 2/01/2023 SCCC has reinstated monthly TB teleconference meetings. Please refer to those notes, and all future notes, for TB updates at SCCC. LFC Facility Secretary emailed February's TB notes on 2/02/23.</p>	HSM S. Evans	12/10/2022	4/08/2023	4/08/2023
Visitation	<p>Options for visitors being allowed to use restroom prior to RAT test being completed. A: SCCC is currently waiting on protocol updates before we are able to implement any changes UPDATE: As of 4/07/2023 testing is no longer required to enter visitation pending the county COVID color status.</p>	CPM Robert Schreiber	2/11/2023	4/08/2023	4/08/2023
Mattresses	<p>Are infractions being given for having 2 mattresses when that's what they were issued? A: If 2 mattresses were issued, it was approved by the CUS, like it currently is in several of our units that have the old mattresses, then we would not infract. The unit CUS' were contacted and are aware of who is authorized to have 2 mattresses. They are not removing the extra mattresses right now as most are thin and the units are waiting on the new mattresses. The unit CUS reviews all infractions for their units and know those mattresses are authorized. However, G-unit and H1 now have the new thicker mattresses and double mattresses are not authorized without specific approval. Absent of that specific approval, such as an HSR, then for sure we could/would infract.</p> <p>Please keep in mind that the argument that if they have two, then they must have gotten them from staff, is not always true. Incarcerated can trade/steal from</p>	Captain E. Mainio	2/11/2023	8/12/2023	7/05/2023

	other cells or common storage areas in units. If that is the case and they are found with 2 mattresses when they were not authorized an infraction could be issued.				
Tablet Use in the Gym	<p>Q: When will there be tablets allowed in gym? A: Bennett - there is a statewide policy stating that we are not to have those in the gym. Per 280.925, It only gives the appointing authority to approve exceptions if access does not exist in the living unit. Page 2. I. B. 2 B. Individuals are prohibited from:</p> <ol style="list-style-type: none"> 1. Direct or indirect access, either physically or electronically, to IT systems or data, including employee/contract staff workstations, unless approved. 2. Using media players in Prisons other than the recreational yard or in the assigned living unit. Exceptions may be approved by the Superintendent for individuals that do not have access in the living unit. <p>Update as of 4/13/2023: A memo was released allowing the use of Securus tablets in the gym. Memo attached.</p>	Superintendent Bennett	4/08/2023	8/12/2023	7/05/2023
CPPC	<p>Special Event FAQ page.</p> <ul style="list-style-type: none"> ✓ Family arrival time ✓ Event end time ✓ Ability to purchase extras at event ✓ Vending open ✓ Will regular visit be open after <p>A: See attached Special Event FAQ page</p>	CPPC Janice Jacobsen	4/08/2023	8/12/2023	7/05/2023
SPP	<p>Can families write grants for the SPP costs (Roots of Success)?</p> <p>A: All grants for state run programs are ran through WADOC HQ. Therefore, families can only make donations towards state run programs at SCCC. – ASP K. Arnold</p>	ASP Karin Arnold	4/08/2023	8/12/2023	7/05/2023

Medical Diets	<p>Q: Diabetic diets are not making it to visit, although other diets such as Kosher, Gluten Free, and Religious meals are.</p> <p>A: There are some conversations going on about that and we are looking into it.</p> <p><u>Actionable Item:</u></p> <ul style="list-style-type: none"> ✓ Ensure that Consistent Carb, Lighter Fare, and Diabetic Diet meals are delivered to visit with all other therapeutic diets consistent with DOC policy 610.240 and Therapeutic Diet Guidelines (Attachment 1) 	Superintendent Bennett	8/12/2023	10/14/2023	10/14/2023
Donations	<p><u>Actionable Item:</u></p> <ul style="list-style-type: none"> ✓ Share list of items that can be donated to EFVs at LFC Meeting ✓ Share list of items that can be donated to Housing Units at LFC Meeting ✓ Share list of items that can be donated to Visit Room at LFC Meeting <p>A: There is no direct list available for items that can be donated to EFV's, Housing Units, or the Visit Room. Please email the docscclcclocalfamilycouncil@doc1.wa.gov mailbox with your idea/requested item for donation. We will then look into the item, and respond if it is approved to move forward with donation or if it is able to be purchased through available IIBF funds for area. Only the requests sent to the docscclcclocalfamilycouncil@doc1.wa.gov are able to be screened/addressed in this manner.</p> <ul style="list-style-type: none"> ✓ Share donation form and process at LFC Meeting <p>A: Donation form (DOC 21-966) was emailed to SCCC LFC Family Members on 8/04/2023 and is attached to meeting notes. Donation Approval Request forms can be emailed to docscclcclocalfamilycouncil@doc1.wa.gov and will be forwarded to the appropriate department from there.</p>	CPM R. Schreiber	12/10/2022	8/12/2023	10/14/2023

LFC Unit Rep Item	<p>Our medical care/needs are not given to the proper care/attention like it should!! Individuals are being neglected of the care that Doctors, Nurses, CNA, etc, are hired here to provide!! Individuals are in worth/critical/life threatening condition the they were when initially seek for medical attention!! Remedy: Need better and respectable service we deserve..And hold these care providers accountable for their negligence</p> <p>A: M Lynch - Our patients have access to 24 hour medical care. We offer sick call 5 days per week and each patient is also assigned to a primary care provider. If a patient needs a higher level of care we send them out of the facility to receive the care that meets their needs. Please let me know if there are specific issues that you would like me to look into and I will be happy to do so. It is my goal that all of our patients receive the appropriate care that they need and that all of our patients are treated with dignity and respect. Thank you.</p> <p>S Evans - Health Services strives to provide timely and appropriate services to all patients that require clinically appropriate care. The clinic conducts sick call daily Monday thru Friday and on average sees more than 12 to 15 patients daily. Additionally, those providers not conducting sick call, are seeing 12 to 15 patients daily that are assigned to their current patient panel. The facility with the support of our security partners provide access to off site specialists on average 11 to 15 patient out trips Monday thru Friday all over Western Washington. The clinic is still addressing some backlog on non-critical services due to COVID 19 over the last year. These numbers do not include infirmery services, nursing services, and other on-site specialty services. As always, the health service team appreciates any productive feedback from patients and families to</p>	RN M. Lynch / HSM S. Evans	12/10/2022	8/12/2023	10/14/2023
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	<p>better assist services provided to patients. Thank you.</p> <p>UPDATE: Facility Co-Secretary AA Carlson has forwarded this agenda item to the Facility Healthcare Manager Blaine MacDowell for follow up.</p>				
Rain Jackets	<p>Better quality rain jacket for Incarcerated. What is the process, timeline for approval and distribution?</p> <p><u>Actionable Item:</u></p> <ul style="list-style-type: none"> ✓ Share publish date of Summer 2023 catalog. ✓ Confirm whether rain coat will be added or not. <p>The Spring/Summer catalog does not have a rain coat. November 1st is the scheduled launch date for the next property program. Unknown at this time if raincoats will be available.</p> <p>8/23 Update received from Family Co-Chair: The rain jacket USG sourced should be added with all necessary approvals in the next 30-45 days and hopefully included in the next catalog update.</p>		12/09/2022	10/14/2023	10/14/2023
Mattresses	<p>UPDATE: All units have been issued mattresses as of Friday, July 14, 2023</p> <p>*If any of your loved ones are having issues with their new mattress, please have them communicate it to their CUS. It will be triaged and forwarded from there.</p>	CPM R. Schreiber	2/11/2022	8/12/2023	10/14/2023
IIBF	<p>Spend for restricted funds; in the past, families were able to make recommendations and collaborate on events, monies were not spent, and creative solutions were not explored in lieu of in-person events, these questions are for FF01, FF15, FF37, FF61, FF69, FF91, FF97, FF96, and there are questions regarding the total amount available in FF40.</p>	LBA S. Richardson / CPPC	2/10/2022	10/14/2023	10/14/2023

	<p>A: CPPC – Families can email recommendations to the SCCC LFC mailbox, docsccllocalfamilycouncil@doc1.wa.gov. The LFC facility secretary will then acknowledge and forward to CPPC</p> <p>LBA – FF40 is the only one managed by HQ, the total amount available (as of 1/26) is \$14,450. HQ issues the funds to the families that qualify. All other FF's stated are restrictive funds and fall under CPPC.</p> <p><u>Actionable Item:</u></p> <ul style="list-style-type: none"> ✓ Share final year end final report for FY 2023 at LFC meeting. ✓ Share budget spend plans for FY 2024 at each LFC meeting. ✓ Share current account balances at each LFC in addition to the report. ✓ Share with families at LFC Meeting the types of requests and recommendations they can make for use of FF01, FF15, FF37, FF61, FF69, FF91, FF97, FF96. <p>A: There is no direct list available for items that can be requested for these family friendly accounts. We are open to all suggestions and appreciate them so we can allow variety at our yearly family friendly events. Please email the docsccllocalfamilycouncil@doc1.wa.gov mailbox with your idea/requests. We will then look into/forward the idea/item to the appropriate department. Only the requests sent to the docsccllocalfamilycouncil@doc1.wa.gov are able to be screened/addressed in this manner.</p>				
<p>LFC Meeting Schedule</p>	<p>Change LFC Meeting Schedule to Accommodate Timely IIBF Reporting</p> <p><u>Actionable Item:</u></p> <ul style="list-style-type: none"> ✓ Request that meeting schedule for 2024 be moved to the 4th Saturday to accommodate timely IIBF reporting, or that a separate IIBF meeting be held so that families receive timely reporting 		<p>8/12/2023</p>	<p>12/09/2023</p>	<p>11/01/2023</p>

	<p>A: Changing the LFC meeting date would conflict with already scheduled events submitted to HQ for 2024. However, we will keep this in mind for 2025 scheduling.</p>				
Securus	<p><u>Actionable Items:</u></p> <ul style="list-style-type: none"> ✓ Report broken tablet count at every LFC meeting. ✓ Report number of tablets replaced at every LFC meeting. A: 7/25 to 8/07: 405 tablets have been replaced over the last 2 weeks ✓ Report number of tablets in inventory for exchange at every LFC meeting. A: 40 on hand, 7/25 300 have been ordered, but we only have a tracking number for 200 ✓ Share and communicate documented process for requesting tablet replacement if tablet is black screen/nonfunctioning. Including timeline and how they will receive their trouble ticket number. This communication to be sent to families and residents. A: No trouble ticket is being issued for the black screen. The Incarcerated Individual needs to notify us of the screen and they will go on the list for tablet replacement. ✓ Communicate estimated time frame for tablet replacement turnaround. A: A timeline cannot be given due to facility never knowing when supply arrival and availability will be ✓ Communicate plan to address dead zones in WiFi in the facility, with updates on progress at each LFC meeting. A: We have notified the assigned technician for SCCC. Once all kiosk issues are addressed.. a dead zone evaluation will be done, and plan made 		12/10/2022	12/09/2023	11/01/2023

	<p>to address found zones.</p> <ul style="list-style-type: none"> ✓ Provide documented process for family members and residents for reporting nonfunctioning Securus video visit terminals? <p>A: Kiosk, information is reported to staff in unit then staff report to Baltzell. There is posted information with directions in the units.</p> <ul style="list-style-type: none"> ✓ Provide monthly updated contact information for the Securus Liaison to families. <p>A: SCCC's Securus Liaison is Kerri McGarrah. Ms. McGarrah is an SCCC employe, not Securus. To speak with a Securus employee families and friends should contact Securus customer service.</p>				
Holiday Meals in Visitation	<p>Q: Is it possible during visiting at Thanksgiving or at Christmas, could we actually eat the meals with our LO that is offered to the population in the visiting room.</p> <p>A: Bennett: We don't have information on the holiday meals yet, but we can look into this further.</p> <p><u>Actionable Item:</u> Answer regarding Holiday Meals in visit with loved ones</p>		8/12/2023	12/09/2023	12/09/2023
EFV	<p>With the reduction in number of visits per week, who is tracking the data on the gap between visits and what visitors are experiencing, who is monitoring whether the change is positive or negative overall, and when will results be shared?</p> <p>A: Tracking is being completed on a spreadsheet and through the EFV scheduler. Superintendent Bennett will conduct a review in April 2023 but due to privacy concerns with attendance only aggregate data will be shared.</p> <p><u>Actionable Items:</u></p> <ul style="list-style-type: none"> ✓ Share aggregate data at LFC Meeting 	Superintendent Bennett	12/10/2022	12/09/2023	12/09/2023

Posted Information	<p>Removing outdated information from front of facility (Offender/Inmate to Incarcerated Individual)</p> <p><u>Actionable Item:</u></p> <ul style="list-style-type: none"> ✓ Update/remove incorrect exterior signage between entry doors at main visitor entrance. <p>Update: Pictures of signs have been sent to maintenance with requests to modify and remove "offender"</p> <ul style="list-style-type: none"> ✓ Remove Offender from the Visitor Card SCCC 21-059 (3/3/23) <p>Update: "Offender" has been crossed out of current visitor cards. New cards will be ordered once the facility has used the remainder of visitor cards on hand.</p>	CPM R. Schreiber	2/11/2023	12/09/2023	12/09/2023
Changing day of meeting	<p>Family Co-Chair to send out survey.</p> <p>*Meeting will stay virtual on the 2nd Saturday of even months at 0900</p>	Family Co-Chair Tamme Bertrand	12/09/2023	12/31/2023	12/28/2023

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



SCCC Local Family Council Bi-Monthly Meeting Schedule 2024

TEAMS teleconference call	Pacific time
February 10, 2024	0900-1100
April 13, 2024	0900-1100
June 8, 2024	0900-1100
August 10, 2024	0900-1100
October 12, 2024	0900-1100
December 14, 2024	0900-1100

***Meetings are held the 2nd Saturday of even months from 9am-11am.**