



# FAMILY COUNCIL MEETING MINUTES

Location: Administration \_\_\_\_\_ Date: 12/1/2023 \_\_\_\_\_ Time: 4:45 pm \_\_\_\_\_

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

<b>Meeting Attendees</b>
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Department/facility co-chair: Superintendent Thrasher\_\_ Family co-chair: Devorah Harris \_\_\_\_\_

Facility/council secretary: Erika Schlund CPPC \_\_\_\_\_ Family secretary, if applicable: \_\_\_\_\_

Members present: Jody Kennedy, Diane Sifres, Jean Anderson, visit Sgt. Kusluch, visit staff C/O's VanCleave and Lau \_\_\_\_\_

Non-council member attendees: \_\_\_\_\_

<b>Agenda</b>
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**Old business**

Topic	Discussion/Key Points	Next Steps
Recruitment of new LFC members is ongoing		

**New business**

Topic	Discussion/Key Points	Next Steps
Financial Report (Hillard)	IIBF Budget/Expenditures report	Moved to February 2024.
Upcoming events (Erika)	Enhanced visits and Winter event	Enhanced visits are on 12/1 and 12/8. Winter event is on 12/9. Yule event is scheduled for 12/5.
Visiting	When will the bathrooms be able to be used again? With Winter weather it is hard to walk back and forth.	This has been addressed. Bathrooms will be opened every hour on the hour in the visit room.
Annual Tour	Held 12/1/2023. In the future will it be held in the spring/summer in case of bad weather?	We will be looking at a date in the spring to avoid bad weather and darkness.
Donation Requests	How long after sending in a donation form should someone hear back?	This can vary. Donation forms go through a process. They first go to the CPM, then the business office, then a letter is sent out approving or denying the items. This can take some time depending on how busy the business office is and how the request is routed.  To streamline this process CPM Anderson will look at putting a box in visit to turn them into.

**Roundtable open discussion:**

There is a new incentive. If the facility does not use Narcan/emergency services there is a special

incentive meal. So far this has been done for the last two months.

Mail rejections have happened. Everything is scanned/copied and rejections happen for various different reasons. The CPM will look into this.

EFV Cleaning: there is a crew and a meeting is scheduled to take place. The visit staff have been working on putting together a packet with everything needed for the EFV stay at the beginning of each EFV.

Visit improvements have taken place such as an improved layout and vending machines being filled on the weekends as well. There is concern about the lockers as people have had wet/cold coats after visit. The CPM will speak with the plant manager to try to remedy this.

There will be goody bags given to the population towards the middle/end of December for the holidays. There is also a fundraiser at the end of the month.

There was a property delay, however, that has been fixed and it is back to its normal schedule.

Counselors schedules: There are times when they have not been available. There are counselors in each unit who stay late and can help for those who are at work during the day. If a counselor is out on leave, sick, etc. there is always a back up to help.

The bathroom in the visit room has been reported to be dirty. It is now being cleaned every day and visit staff are checking each day to ensure cleanliness.

Next meeting location: Administration\_\_\_\_\_ Date: 2/2/2024\_\_\_\_\_

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

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