



FAMILY COUNCIL MEETING MINUTES

Location: Microsoft Teams Date: 8/5/2023 Time: 10:00 AM

Teleconference details: _____

MEETING ATTENDEES

Jeremy Turner, Associate Superintendent Department/facility co-chair
Mary Mansour Family co-chair

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

Members present: Jefferey Perkins (Superintendent B), Patricia Barrera (Local Business Advisor), Tearsa Cope (New Local Business Advisor), Megan Pirie (Director of Persons Centered Services), Allison Matthews, Cynthia Young, Wendy Wilhelm, Mary Mansour, Allyson Alexander, Suzanne Gordon, Elizabeth Deleon, Cheryl Theriault, Miriam Fry, Kristen Hunt, Gwen McIlveen, Rondy Alexander

Non-council member attendees: Kristen Stowers (Registered Nurse 3)

AGENDA

Old business

Topic	Discussion/Key points	Next steps
Review of the last LFC Meeting Minutes.	Review of meeting minutes from the meeting on June 3, 2023.	A copy of the LFC meeting minutes from April are posted on the website.
Statewide Family Council Meeting Minutes	A copy of the statewide meeting minutes is posted on the DOC website.	A copy of the statewide meeting minutes is posted on the DOC website.
Announcements	F Unit is opening. This will open more beds for Minimum Security Individuals (MI3). Associate Gaines will be taking over the family council soon.	
Vending Machine Food	There is no update from the vendors on getting a list of ingredients from each food item, due to this information not being readily available to them. Vendors are willing to meet with a smaller group of individuals.	Vendor is not able to supply ingredient list. We will try to set up a small meeting.
Property Storage Update	Would like an update on what is happening with this.	CRCC will be moving around the bunks in the MI3 units to have a better layout. The small storage trays attached to the lower bunk is being removed to allow storage area under the bunks. We are looking at options for getting totes but need to find the funding.

Misting Stations/Covers	<p>We are not able to put misters in the facility due to lack of available water.</p> <p>We are still looking into different ways to provide shade in the yard areas.</p>	
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New business

Topic	Discussion/Key points	Next steps
Medical	<p>Suboxone To be in the program, individuals must have an opiate use disorder. Once they are on the list, generated by HQ, the information gets distributed to the other facilities. Individuals start suboxone 8 weeks prior to release. This is to help them with the transition to the community. Suboxone is given to the individuals daily.</p> <p>Q: What is the process to get a diagnosis? If they did not have one coming in? A: They express interest, and we send their information to the assessment counselors to be assessed.</p> <p>Q: Are there other options than Suboxone? A: Yes, and they are given education on each one.</p> <p>Q: How long does it take to be seen by dental? Some people say they send kites, but do not get seen and feel they later need to claim a medical emergency. A: I cannot speak for dental, however, in medical it has taken some time to get back to being able to see as many patients as possible. We are behind, but we are working on getting caught up.</p>	Thank you, Kristen Stowers, for the information.

	<p>Medical is also working on trying to mainstream the process and remove clutter to increase the flow of individuals through medical.</p>	
Special Visits	<p>The family council reviewed the special visit policy, which is available on the DOC website.</p> <p>Email any Special Visit requests to Sgt. Collins for both MSC and MSU. Send them to this email: DOC DL CRCC Visitation DOCDLCRCCVisitation@DOC1.WA.GOV</p> <p>Incarcerated Individuals should be notified when a special visit request has been approved. They can also put in their own special visit request with their counselors.</p>	
COVID/TB Status	<p>Protocols remain the same for staff who test positive. In SAGE units, staff are offered a test once week, but it is not required. One incarcerated individual tested positive out of B unit on a rapid test. Individuals in the unit will not be quarantined, and information is posted in B unit.</p> <p>TB- no updated information.</p>	
Family Friend Events	<p>On the DOC website, there is a list of all events CRCC has. There are at least 6 events in 2023.</p> <p>Q: Prior to COVID events were from 12-3. Family members could come in at 11 to start processing. It causes it to be rushed. Can we start processing at 11 so we can have the full time for the event? A: Event processing is currently beginning at 11.</p>	<p>Look into possibly having more family friendly events that allow children.</p>
Dress Code for Visitation	<p>Q: There have been issues where people can wear the same thing for multiple visits and get turned away, after they</p>	

	<p>have already been allowed to visit previously. People have been turned away for not having the correct shoes on. Differences in staff opinion cause confusion for family members.</p> <p>A: When dealing with people, some inconsistencies happen. It does get challenging. Make sure the visitation Sergeant (Sgt.) and Lieutenant (Lt.) are called and informed when issues arise. We are very cautious when turning visitors away. We want everyone to have a good visit and make sure the process is consistent and easy.</p> <p>Q: I was told to have them ask for Visitation Sgt and LT, is that correct? I am visiting for the first time.</p> <p>A: It is the expectation if something occurs the visitation Sgt. and Lt. are informed.</p> <p>Q: How do the visitation rules get sent to family members?</p> <p>A: They can ask visitation staff onsite; they are also available on the DOC public website. Doc.wa.gov</p>	
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Roundtable open discussion

Topic	Discussion/Key points	Next steps
<p>Communication with Counselors/Faculty</p>	<p>Q: Is there an expectation for phone calls to be returned? I have put in several calls and have never heard anything back.</p> <p>A: We are expected to call people back and try and provide as much information as we can. If there are specific examples of this occurring, please let Associate Turner know.</p> <p>Q: How do you look up the contact information for counselors.</p>	

	<p>A: It can be given by the front desk, or the incarcerated individual can provide it to the family.</p>	
Food in Visitation	<p>Q: Can you provide us with an update on buying the food and having to open it right away. A: Part of the problem with not opening the food is having all the clutter on the table and not having a view of the table. Also, some people will buy a lot of food, depleting the machines, instead of buying just what they will eat.</p> <p>Q: If I chose to not eat right away, why can I not cover my food? A: For safety/security reasons that would block viewing of the table area</p>	
Jobs / Pay	<p>Q: Can you provide some clarity on the pay for raises that occurred. A: The direction we received was we could only pay a max of 40 hours a week. Individuals are paid hour for hour worked.</p> <p>Q: How do we encourage those who are working offsite to continue working in those jobs? A: Offsite generally is a desirable job to get away from the facility for the day. The pay is dictated by policy and legislation.</p> <p>Q: Temperature guns would be nice to check the actual temperature. A: We have policies and procedures in place for heat mitigation that we are required to follow.</p>	
Entrances to Visitation and Public Access	<p>Q: When entering the visitation room, the doors are very hard to get into. Especially for those who have disabilities. I do not understand why these doors do</p>	<p>Discuss options with the Plant Manager.</p>

	<p>not have some kind of handicap capability. The strap between the two doors in Public Access also makes it hard for people to get through.</p> <p>A: We need to talk to the plant manager to see what options are available. If it is possible to upgrade.</p>	
EFV	<p>Q: Is there still only one person scheduling EFV visits?</p> <p>A: MSC and MSU each have a visiting Officer who does the scheduling.</p>	

Next meeting location: Microsoft Teams Date: 10/07/2023 Time: 10:00 AM

Comments: Please send any future meeting topics to Alexandra Stevenson (arstevenson@doc1.wa.gov)

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