



FAMILY COUNCIL MEETING MINUTES

Location: Teams Meeting

Date: 04/08/2023

Time: 10a-12p

Teleconference details: _____

MEETING ATTENDEES

Ina McNeese
Department/facility co-chair

Josephine Johnson
Family co-chair

Kayla Lance
Facility/council secretary

Diane Pasta
Family secretary, if applicable

Members present: Dan Allen, Heather Trenk, Leslie Y. O'Connor, Leslie E. O'Connor, Stephanie Brown Meadows, Ina McNeese, Kayla Lance, Josephine Johnson, Diana Knesek, Lynn Barker, Diane Pasta, Karen Cain, Danica Seavoy, Lydia Schoen, Maria Angel, Paula Chandler, Rachel Symon, Caryl Darby, Melida Ferrell, Deb Z, Jody and Dave Bullard, Heather Dockery, M. Ness, Diane Durall, Dana Malaha, Arben Kulljoka

Non-council member attendees: Chris Coats (Evergreen Vending Company), Zachary Brantner (Evergreen Vending Company)

AGENDA

Old business

Topic	Discussion/Key points	Next steps
Welcome	Ina reported: We expect the next meeting to be in person at MCC, exact location TBD. Diane Pasta (Family Co-Secretary) inquired about being able to bring in a computer to take notes?	Ina will talk to leadership about being able to bring in a computer for notes. Dan White reported: We can look into making that available.
IIBF planned purchases for 4 th quarter/2023 year-end, IIBF LFC input for spending, IIBF visitation enhancement funds for new games, books, puzzles	Attachment provided. We reviewed the budget, expenditures, and income from \$15 EFV fees. The content changes regularly as expenditures are made. Further expenditures are planned: games for the visiting room, recreation equipment, etc. Questions: Can I/I's have input on channels for new TV contract? Superintendent White: The DOC is going to try and standardize the cable TV contract across the state. Those discussions are ongoing being managed out of HQ. When it comes down to vendor selection, there will be some	See IIBF attachment.

	<p>sort of process for the population to view. Until a new contract is made, we will be going month to month.</p> <p>Questions: What will the spend be for the end of year? Local Business Manager O'Connor: We are going to continue to work on the EFV's, if we can get more done, we will. There is fiscal programming, and other events. Spending has not stopped. Programming has not stopped. There are cultural events, I don't know the specifics of which, but I know programming is continuing and the admin over programming will be spending as much as possible.</p> <p>What are you doing with the rec money? Local Business Manager O'Connor: I know there is spending in process where they are purchasing exercise equipment and games for the VR.</p> <p>Local Business Manager O'Connor: Thanks for being patient. Really excited to provide better product.</p>	
<p>IIBF update regarding EFV trailers</p>	<p>Associate Superintendent Ferrell leads the project. 5 total EFV units are scheduled for remodel.</p> <p>Units 1 and 2 taken out of service starting Monday.</p> <p>All exteriors: power wash, paint, repair stairs, overhang repair.</p> <p>Interiors: artwork, flooring replaced to laminate, replace furniture, dining room, couches, some queen size beds changed to platform beds, bunk beds</p>	<p>We will be putting the trailers on a 4-5 year replacement schedule.</p> <p>Hoping the first 2 trailers are done in the next 2-3 months, once there are a couple done, we should have a better estimate how long it will take.</p>

	<p>staying, but replacing nicer mattresses, replacing all pots and pans and utensils, stove, fridge, dishwasher, painting. Linens will be replaced, towels in the kitchen, they will all match.</p> <p>Silverware was hard to find that was safe; unresolved issue. It will be plastic, but something we have to work through.</p> <p>Pots and pans were difficult to find because of the glass lids.</p> <p>There will be hand and dish soap available.</p> <p>We will keep rotating trailers until finish.</p>	
<p>Questions regarding updating EFV trailers</p>	<p>Questions: Are you going to use drawing and native artwork from the I/I's? Will the I/I's be able to help with flooring and painting? Associate Superintendent Ferrell: We hired someone specifically to get this done that is experienced, and we have work crew from the camp of 4-5 individuals. 2 WSRU I/I's were selected and will be doing the artwork.</p> <p>Question: We have had the glass coffee pots without issues, why the change on those? Local Business Manager O'Connor: I just look at it as why introduce glass if we don't have to. Instead of glass it is stainless, but very nice.</p> <p>Question: Things have been going missing like games. Can we get officers to do checks post visits? Maybe have games checked out for EFV?</p>	<p>Associate Superintendent Ferrell will work with Captain McNeese to come up with a plan in place to ensure games won't go missing.</p>

	<p>Question: Can we get at least one glass plate and cup and an area rug? Associate Superintendent Ferrell: Plates and cups will remain. We were looking at bamboo plates that are beautiful. We did order a large area rug, will probably look for something for bedrooms too. The rug's will be ADA safe.</p>	
<p>COVID update</p>	<p>Associate Superintendent Allen reported: MCC is off of outbreak.</p> <p>Mask wearing is only in WSR, HS, Infirmary, and medical and dental areas.</p> <p>Only I/I's getting tested are going to IPU settings or dental appointments.</p> <p>No visitor testing.</p> <p>Changes happening daily. Moving in right direction.</p> <p>At this point MCC has no covid positives.</p>	<p>COVID response will be according to county levels. (green, yellow, or red)</p>
<p>Health update; Vaccinations, testing, TB, flu shots, CPR for I/I's</p>	<p>Health Care Manager Symon reported: Our staff that get yearly Tuberculosis (TB) testing are clinical or officers that are transport or high-risk locations.</p> <p>We cannot require people to take the TB test, but they must do symptom check every year. This is same with the I/I's.</p> <p>We have started with our yearly TB testing with the population now.</p> <p>Small handful of I/I's that want covid vaccine. Currently we're giving Moderna, but now will be giving Pfizer starting next month. We are behind on that because of Moderna getting</p>	

	<p>pulled.</p> <p>Flu shots have been completed for the year. IF they were missed or want one, they can send a kite to infection prevention team.</p> <p>CPR for I/I's is at HQ clinical review. People are excited. We want to start the process and be able to track so they can get updated training every 2 years. Just have to figure out who's boat it will be in, so all the paper gets tracked.</p>	
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New business

Topic	Discussion/Key points	Next steps
<p>What programs are currently available/which ones will be available</p>	<p>CPM O'Connor reported: For MCC-TRU specifically, we have numerous programming opportunities to include volunteer led programs, religious programs, sustainability programs, education, and programs such as SOTAP and Thinking for a Change.</p> <p>TRU is currently finishing out a survey of all available program areas to determine updated capacities, maintenance needs, and other features of the area.</p> <p>CPM Kullojka reported: There are different dimensions of programming. We have cultural and incentive programming, as well as programming introduced from HQ's as evidence-based programming depending on the population.</p> <p>Pleased to announce we hired another Chaplin.</p> <p>Heather Trenk reported: We have a few new ones to hopefully get approved and</p>	<p>Attachment provided. See Active Volunteer Programs at MCC.</p> <p>Once the Space Utilization is complete for TRU, we will address urgent issues and look forward to using areas to add additional programs.</p> <p>Will be sending an email to LFC for input on events for the next year</p>

	<p>started, but that won't be for a couple of months still.</p> <p>Some of the smaller programs are struggling to get I/I's to sign up and come.</p> <p>Sending messages to I/I's to encourage them to sign up and go, because if they don't end up going, we do lose that program and group of volunteers.</p> <p>Marriage counseling will be returning, but no date when.</p>	
<p>Update on legislative issues that affect members</p>	<p>LFC Co Secretary reported: It is too late in the session to advocate for them and too early to be sure they are becoming law, but here is a tentative read. Several seem to be passing: 5131 eliminates the deductions for commissary funds, 5134 outlining Re-entry services and gate money.</p> <p><u>HB 1268 on Unstacking Sentencing Enhancements</u> (but is not currently retroactive); SB 5046 providing legal counsel for resentencing, and one expanding compassionate release for terminal or severely ill individuals.</p> <p>Not getting passed this session, but possible for next year, are bills on having a decent minimum wage for prison labor and one to remove barriers to voting in jail.</p>	
<p>Vending Machines</p>	<p>Evergreen Vending reported: Refilling and asking around about what items are wanted for the machines.</p> <p>The machines they are talking about moving are the ones not being used, more so in the staff areas not VR areas.</p>	<p>Associate Superintendent Ferrell and Captain McNeese will work with each other to see what they can get sent out to the LFC about vending options input.</p> <p>Evergreen comes Thurs-Mon everyday to refill whatever is being used.</p>

	<p>There are work orders in for the machines not working, and we are waiting for air filters. They should be up and running next week.</p> <p>LFC Co-Chair inquired: What about the machines needing replaced? Zach: We went to each machine that needs done, aware of all issues, got most parts in, the machines that needed swapped in TRU have been swapped already.</p> <p>The issues with the coffee machines are that when not used regularly they go into hibernation.</p> <p>We will be bringing ice cream, Associate Ferrell and Captain McNeese have a list of what is offered.</p>	
<p>Securus installation status; Word processor on the tablet?</p>	<p>CPM O'Connor reported: Securus reps were invited to this call, but they are currently only attending the Statewide Family council.</p> <p>There is not a word processor on the tablet and one will not be added. This was a decision made with the Securus Contract.</p> <p>Securus terminals have been installed in living units across the hill. We are still waiting on the installation of the terminal in the WSR IPU, but the work is being completed now.</p> <p>Tablets have been distributed hill wide. Two SOU units are still awaiting wireless access point installation, and tablets will be distributed there once they are complete.</p>	<p>I/I's should communicate all Securus glitches and problems to Comm Center app on the tablets to keep it documented</p> <p>CPM O'Connor will follow up with Securus on what additional form is needed to receive the Jpay players.</p> <p>Continue to submit help tickets for issues.</p>

There have been concerns with people not being able to register on Securus for video visits. The vast majority of these cases are due to a visitor not having their legal name or date of birth entered into the SECURUS properly. I would recommend asking the I/I to check with the visitor to ensure the visitor's full legal first and last name are on the SECURUS account (if it's not correct, they'll have to contact SECURUS customer service for assistance in correcting their account).

VRS (video relay service) issues. ADA requirements to provide equal access. Prior to Securus it was a separate machine. I/I using VRS do not have access to it as they should. Working with HQ to ensure equal access and a possible solution.

Diane K reported: Glitches in the system and confusion on video visit sign ups. CPM O'Connor: Please communicate glitches with Securus so we can get answers. Josephine: If some days there aren't many time slots it is because people have claimed those time slots. You can schedule on the 5's. They start visits on the 5's unlike Jpay. You must schedule 24 hours in advance.

Superintendent Dan White: Anytime with transition there are always bugs to work out. Please know we work diligently when we hear Securus issues.

Co-Chair: I/I's get 4 free video calls a month, instead of 2.

	<p>CPM O'Connor reported: Working on a couple different options to get more communication with the I/I's and Securus.</p> <p>IIU Chief Maria Angel reported: Oversees inmate phones. We have been reaching out to Securus and letting them know about issues. Doing everything we can to make sure all the issues are being resolved or pushed forward.</p> <p>Co-Chair inquired: When they turned in Jpay tablets, they filled out a form who they wanted them sent too, but some have not received them. CPM O'Connor: It's about keeping music on the old tablets: it is a copyright reason. Securus purchased Jpay so they should be sending those out.</p> <p>Co-Chair inquired: Having troubles hearing the I/I but I/I can hear. CPM O'Connor: Headphones could be the issue. As of now there is a headphone shortage, looking at new models of headphones on the Securus end. Securus said help tickets should be answered within 2 weeks.</p> <p>CPM O'Connor: Some people have issues with Wi-Fi reaching their cells. More routers are supposed to be added. It is part of the Securus contract so they will be held accountable until all I/I have access in their cells.</p>	
<p>I/I with long term sentences are getting skipped over on programs/education/jobs</p>	<p>CPM Kullojka reported: For example, "Bridges to Life" and other programs have limits set by the programs on the time before release. They are not</p>	<p>Heather Trenk will look at other programs to check out criteria</p>

	<p>excluded from programming; it just depends on how they base their criteria.</p> <p>CPM O'Connor reported: MCC-TRU follows the processes prescribed in policy 300.380 and DOC 700.000. Individuals are approved for jobs based on their job screening, then put on waitlists. If they are at the top of the waitlist and remain eligible and appropriate for the job, they will get it. If staff hiring for that job skip an I/I on the waitlist, they must submit paperwork identifying the reason.</p> <p>Some programs are prioritized based on time to ERD, such as SOTAP.</p> <p>If an individual feels like they were passed over for a program for reasons that are not consistent with policy, they are encouraged to ask their counselor or the program supervisor</p>	
<p>Update on incentives. What happened at the committee meeting?</p>	<p>CPM O'Connor reported: The incentive committee met on February 21, 2023, and no participants had submitted incentive submissions for review.</p> <p>Units recently received televisions and video game consoles for individuals with orange tags.</p>	<p>We have since received 7 incentive idea submissions and those are being reviewed by the CPM and Captain. Once they are ready for committee review an incentive committee meeting will be scheduled.</p>
<p>Keeping games in their original boxes</p>	<p>Captain McNeese reported: Biggest problem is the packaging falls apart, another issue, the time it takes to search. For now, we will continue to put our games in clear packaging and will ensure the instructions are in the bag</p>	<p>Ina is open to look at other options and will reach out to other facilities for their process.</p>

	too.	
New backdrops for visit photos	Captain McNeese reported: Have not looked into this yet.	More to come on that.
Storage issues; need for other containers	CPM O'Connor and Captain McNeese reported: There is no plan to add additional storage options. In reviewing cells that are in compliance with cell standards, without excess property, there are no outstanding issues for storage. There was a reprieve in annual property audit requirements due to COVID	We will be ensuring I/I's are in compliance with amount allowed to have
SFC update	Captain McNeese spoke with our Statewide Family Council Rep about attendance. She has stated her conflicts. She informed Captain McNeese she will not be volunteering in this capacity. She will be attending the next meetings. Lydia: Commissary prices- Jamie Dolan from CI said there have been some decreases; they are aware of the increase, it is like in the community things are going up. I/I wants notices of video visits to their tablets, but that cannot happen right now. Not going to add astatic list for commissary Securus will not do calendar app.	Superintendent Dan White: We like to partner with different entities. Feel free to pass along to Danielle for the SFC of the VRS issue; as that is not getting addressed as quickly as we would like to, and I don't think that is just an MCC issue. TRU D Unit kiosk is getting rained on. Ina will follow up with CPM O'Connor

Roundtable open discussion

Topic	Discussion/Key points	Next steps
Questions	Can I/I request to be off work after surgery? Rachel Symon: If they are having surgery and their surgeon states they cannot lift, their primary provider can	

	<p>put in an HSR so they don't get in trouble for not going to work or performing certain duties.</p> <p>VR bathrooms? Ina: We are not opening them yet, it is still on the table and being discussed. Maintenance work orders are in and will continue to leave them closed.</p> <p>Tier reps to LFC meeting? Ina reported: I am on board with that. I know if we were to hold meetings at JEPC then, we would be able to invite some tier reps from MSU, but I have not worked this out yet. We are working on seeing if we will be able to have both in person and teams meeting at the same time, and if we are able to accomplish this, then we would be able to have other I/I join virtually. Or if we did in the VR then they can be in person also. So it just depends where we have it held in person.</p> <p>Are we going to restart food rep program? Ina reported: CI Manager said YES! They are in the process of putting that back together at TRU. They have already restarted at SOU.</p> <p>If an I/I attends an in person LFC meeting, will that count as one of their monthly visits? Ina: I don't see why we would disrupt that. Will follow up with Melida.</p>	
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Next meeting location: MCC- Exact Location TBD Date: 06/03/2023 Time: 10a-12p

Comments: _____

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

**Monroe Correctional Complex (MCC)
Incarcerated Individual Betterment Fund (IIBF)**

FY23 Monthly Budget to Actual Report from July 2022 to June 2023 - FM20 February 2023

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY22 Budget	Expenditures	Fee Recovery	Remaining FY22 Budget	Brief Description of Expenditures to Date
88115	NR04	CULTURAL ACTIVITY	200.00			200.00	
88115	NR05	CULTURAL RELIGION	1,500.00			1,500.00	
88125	NR08	EFV EXPENDITURES/FEE RECOVERY (\$15 per night)	1,400.00	1,972.76	(2,430.00)	1,857.24	Game storage, TV, DVD player, Box springs, Refrigerator, hand trucks, video games
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	2,880.00	3,631.67	(6,209.00)	5,457.33	Game prizes, kettlebells, gym bench, exercise bike parts.
88180	NR03	ART WORKS	500.00			500.00	
88180	NR27	UNIT ACTIVITY	7,210.00	1,322.50		5,887.50	Games, Christmas Tree
88190	NR30	VISITING ROOMS	1,300.00	311.49		988.51	Games
89110	SP68	Rec Project WELLNESS ENHANCEMENT	24,919.97	24,919.97		0.00	SOU Gym Project
89110	SP69	EFV and Visiting Upgrade	36,450.00	6,331.85		30,118.15	EFV enhancement. Bedding & furniture.
89130	F107	FAMILY FRIENDLY - IIBF FREE PHOTO	2,400.00	1,374.94		1,025.06	photo supplies. Program for VISTING ONLY!
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	1,781.00	1,056.29		724.71	Backpacks, lunch boxes, school supplies
89130	FF12	FAMILY FRIENDLY - HARVEST EVENT	2,022.00	1,288.22		733.78	Photo supplies, cards, Party favor bags, fall craft kits, Thanksgiving cards
89130	FF37	FAMILY FRIENDLY - MARRIAGE CLASS	630.00			630.00	
89130	FF40	FAMILY FRIENDLY - HOTEL VOUCHER	15,000.00	1,350.00		13,650.00	Lodging assistance
89130	FF69	FAMILY FRIENDLY - WINTER EVENT	3,647.00	2,679.94		967.06	Photo Paper, Holiday Greeting Cards & Envelopes, Backdrop, Postage
89130	FF91	FAMILY FRIENDLY - VIDEO GREETING	500.00			500.00	
89130	FF95	FAMILY FRIENDLY - FAMILY BBQ	501.00			501.00	
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	1,710.00			1,710.00	
89130	FF97	FAMILY FRIENDLY - ADULT DAY	1,586.00	180.25		1,405.75	artist canvas
89130	FPOP	FAMILY FRIENDLY - POP UP	1,145.59	1,159.84		(14.25)	board games, laminator, crayons, halloween crafts & bags
89170	OP03	TV CABLE COMCAST CABLE/FEE RECOVERY (\$0.50 per month, per I/I)	117,040.00	81,769.60	(5,361.50)	40,631.90	Monthly Cable Fees
		Report Total	224,322.56	129,349.32	(14,000.50)	108,973.74	

ACTIVE VOLUNTEER PROGRAMS AT MONROE CORRECTIONAL COMPLEX

TRU:

Adventist Prison Ministry
Aguas Vivas
Alcoholics Anonymous
Alternatives to Violence—5/23
Beekeeping
Bridges to Life
Buddhist Program
Catholic Services
Latter Day Saints
Coptic Orthodox
DEFY Ventures
Freedom Project
Islamic Services
Jehovah Witness Church
Jewish Program
Kairos
Latino Development Org.
Narcotics Anonymous
Native American Programs
No Stress Chess
Opening Blind Eyes
Pagan Program
Prison Fellowship Acad— 5/23
Prisoners for Christ
Protestant Services
Siddha Meditation Yoga
Summit Assistance Dogs
TUMI
The Hero's Journey
Toastmasters
Unity LGBTQI Group
Veterans Action Group
Yoga Behind Bars

MSU:

Alcoholics Anonymous
Buddhist Meditation
Catholic Services
Latter Day Saints
Islamic Services
Jehovah Witness
Narcotics Anonymous
Native Programs
Prisoners for Christ
Protestant
Yoga Behind Bars

SOU:

Alcoholics Anonymous
Buddhist Program
Cascade Bible Study
Catholic Services
Latter Day Saints
Fishermans Union
Gideons Service
Islamic Services
Jehovah Witness
Native Programs
Pagan Program
Purrfect Pals
Volunteer Visitation Program
Yoga Behind Bars –
June/July