



# FAMILY COUNCIL MEETING MINUTES

Location: MCCCW Date Friday- 4/15/22 Time: 1300-1430

Teleconference details: Virtual meeting using MS Teams

## Meeting Attendees

Department/facility co-chair: Arminda Miller, Superintendent

Family co-chair: Paula Bond- Family Member

Facility/council secretary: J. Bullard-CPPC Family secretary: N/A

Member Present: Arminda Miller, Superintendent; Courtney Robbins, Correctional Program Manager; Jenn Bullard, CPPC; Paula Bond, Family Council Member; Stephanie Olson Schomoker, Family Council Member; Irma Davison, Health Services.

Non-Council Member Attendees: Gordon Sprague, Plant Manager 3; Erika Davide, COVID Compliance Specialist; Sultana Shabazz, MCCCW Education Director; Carolyn Melhuish, Family Services Unit; Phoebe Hutsell, Local Business Manager; Sara Kaylor, PREA Compliance Specialist; Deborah Wofford, Gender Responsive Administrator.

## Agenda

### Old Business

Topic	Discussion/Key Points	Next Steps
Facility Count	Total Population: 116	
Facility Family Email Box	The department is launching a new local facility email box for each prison that will be a consistent channel for families to receive facility-specific information. The mailbox will be used to receive facility specific information and communications such as announcements, notifications, alerts, meeting links, and messages from the Superintendents. In addition to the facility mailboxes, visitors may sign up to receive messages from the Family Services Unit and other messages with statewide impact by emailing <a href="mailto:docFamilyServicesUnit@doc.wa.gov">docFamilyServicesUnit@doc.wa.gov</a> .	MCCCW's Family Email Box: <a href="mailto:DOCMCCCWFamilies@doc.wa.gov">DOCMCCCWFamilies@doc.wa.gov</a>

### New Business

Topic	Discussion/Key Points	Next Steps
SSSB 5695: Body Scanners in correctional facilities.	Aims to create drug-free prisons AND eliminating the use of strip searches by using body scanners and other alternatives. How will this directly effect MCCCW?	<b>Wofford</b> The body scanner will not impact MCCCW at all. Currently if women go from MCCCW to WCCW for medical, dental, or transfer to work release, they are scanned when they arrive- That will continue. The second scanner at WCCW will be for staff and visitors according to bill.
Project AVARY at MCCCW	Information regarding program.	<b>CPM</b> Ms. Bullard posted the information about this program in the units and in education.
Family Friendly Programs and Events	Read to me Mommy, Video Greetings, Paint and Ship event, Mother's Day	<b>Video Greeting Programs:</b> Start April 4 <sup>th</sup> ! Will be doing 2 sessions each week, Monday mornings and Tuesday

	<p>Event, April Fundraiser, FY2022 Event Ideas.</p>	<p>afternoons. Masks will be required while entering and exiting the room, however, may be removed while recording the videos.</p> <p><b>Paint and Ship Event:</b> This was a great event! (Pictures provided) Lots of artistic talent! We had 30 participants and they had 2 hrs. to create a painting and send it home to a special family member. It was full of great vibes and joy and was a great first event to have after our outbreaks.</p> <p><b>Mother's Day Event:</b> Our last event until August will be the Mother's Day Event. The I/I's will be able to decorate a special jewelry box to send home to a special woman in their life. They will also be able to write a special card to send home with it. And a special gift will be a surprise for them to pick out and send home with the box.</p> <p><b>April Fundraiser:</b> Our April Fundraiser is consisting of Safeway Chinese food! This was voted on by the Tier reps in each unit. The population has had through the month of March to sign up for this Fundraiser. We have 73 participating in this fundraiser and they had the option of 2 entrees, Chow Mein or fried rice, egg rolls or pot stickers, and a slice of white or chocolate cake. Order will be delivered in April. They were also able to vote for their charity to donate the money to, which they voted for Northwest Children's Outreach.</p> <p><b>2021-2022 Family Friendly Event Ideas:</b>  Back to school/Carnival Day Event- Child  Celebrating Fall Event- Child/Adult  Winter Holiday Event- Child/Adult  Let's Paint Together Event: Adult  Exploring Science Fair: Child  Summer BBQ: Adult</p>
<p>Visit Room Activities</p>	<p>Art with Heart, photo frames, Dr. Seuss activities</p>	<p><b>Art with Heart:</b> This activity is super exciting to bring into the visit room! We have four books available with the supplies needed to complete the activities in each book. Families can work on these activities together while visiting and then the child can take it home and continue the work. These books help children with self-esteem, Self-management, Social and self-awareness and helps the families communicate using art.</p> <p><b>Photo Frames:</b> Foam frames are going to continue to be available for pictures until we run out. This was purchased to support the free photos for the month of March.</p> <p><b>Dr. Seuss Activity Kits:</b> These kits contain a deck of game cards (old maid, go fish, etc.) writing pad, pencil, stickers,</p>

		bookmark, and other items to celebrate Dr. Seuss and promote family bonding.
Bulk Book Donation	Per population book wish list Alumni donation of used books? How to include them?	<b>Bullard</b> LFC member Paula Bond was kind to ask if the population could give some suggestions of books they would like to see in their library. She has a current wish list and will be working with other donators to see if they can get the books requested. NOTE: the population is fully aware this is a wish list and not a guarantee.
Water at MCCCW	The E.coli/lead problem is back. I understand some of the science behind this from last year. But I don't know what DOC is doing to correct the situation in the long term or to protect the women. Perhaps someone from medical and someone from capital projects at HQ can attend and help families understand long term plan?	Sprague MCCCW is following the guidance of DOH. Our water is SAFE for Staff and Incarcerated Individuals. We are Chlorinating our Water System by direction of DOH and Contracted Consultants. We take samples monthly and they are shared with DOH. Annually we provide Consumer Confidence Reports to our Staff and Population that detail sampling results and types of samples drawn during that reporting period. Lead and Copper testing is done at MCCCW every 4 years.
Phones	They've been out of commission recently for several days at a time. (not to mention that they're outside in the elements-rain, snow, wind, heat....)	<b>Sprague</b> There were some occasions in which the phones were out. The contracted company was notified immediately once it was known they were out. The vendor made repairs. It is no different in getting someone out to make repairs for the facility as it is for a home repair such as a plumber or electrician. There was a phone connection box near Sandhill Road that had been damaged and believed to have been done by a passing vehicle, this has since been repaired.
Heat	sporadically working in the Mission Unit. Women are sleeping with hot water bottles! What's wrong? Is it being fixed?	<b>Sprague</b> In the last 12 months a project was completed to make repairs to the boiler. On occasion the boiler will require a reset. That reset can only be done by trained maintenance staff members who do not work 24/7 but are on call. They come in after hours to make the repairs or reset the boiler when it is needed. Much like a person at home who when the power goes out waits for the utility company to make repairs or reset systems. In those occasions, individuals are provided extra blankets and we bring in area heaters to keep the unit warm. Mid-range fix is a Capital Project that comes in around 1.5 million to replace the boiler entirely. By law, the job goes out for competitive bidding, this process takes some months. It is anticipated that the project will be completed in the next fiscal cycle which

		<p>starts July 1, 2022 and runs through June 2023.</p> <p>Additionally, we are looking to move from Mission Creek Unit housing (1958 build) to Bear Unit Housing (late 2000's build) with newer amenities. This is anticipated to happen within the next couple months.</p>
Programming Space	What is the status of more programming space?	<p>More program space will become available once the Mission Bear move takes place. Being that Mission Creek Unit housing is within Mission Building or A Building, after TC programming concludes the same areas are used for Mission Dayroom, Echo Room, etc. This takes away the ability to use these spaces for any other unit to use them in afterhours programming. Once Bear is occupied, those spaces will become more available for other program opportunities.</p>
Law Library Computer	It doesn't work properly	<p><b>Kaylor/CPM</b>  Research Law Library is up and running, communication has been sent out to the population and it is now open for scheduling on Mondays and Tuesdays.</p>
GIPA	By the time of the meeting, the GIPA will have been shared and work should be starting. I'd love to hear about that, preferably from Jeannie Darneille and Jo Wofford.	<p><b>Wofford</b>  We have not received the GIPA report yet, however because of some of the anticipated items due to the work we have continued to do with CORE Associates throughout the assessment process we have already started doing some of the work. Of utmost importance and assuring the continuity of work. We have not had an opportunity to build a good strong, lasting foundation to the work before now with the establishment of the Women's Division. In order to have an effective Division we must establish positions that give us dedicated resources to research, develop, and establish, new data driven programs and practices specific to the needs of women, transgender men, transgender women, and nonbinary folks in our division. That is a large task with many very specific needs already identified. Due to this we have put a Project Manager in place to keep us on track and build a foundation with a multi-level approach. The plan will project out for the next several years so that we can assure that we are asking for the right resources at the right times. These include more educational resources, extensive community partnerships, advisory panels, work groups that will include family members and the individuals in our care, grants, a social work model with therapist to serve the great need of trauma care. All these resources cost money, so Jeannie is hard at work building concept papers to justify</p>

		all of our request. There is some guaranteed work that will happen. The WRNA is approved. We are working with contracts to get the tool and the training onboarded as soon as possible. I expect we will see this begin within the year. We have also been approved for a new classification model. These tools together will assure that women are not being overclassified and that we are providing the appropriate care, programming, and an inside out model of transitioning out to the communities.
Family Council Policy Rewrite	<p>*SFC is rewriting this policy. It might be of interest to staff (and family members).</p> <p>*WCCW and Mission Creek family councils would like to discuss creating a separate SFC for the women's division. I'm already attending WCCW meetings and receiving mass communications emails from Melissa Johnson.</p>	<p><b>Darneille</b>  <b>Was unable to attend- this was tabled until the next meeting.</b></p>
MCCCW LFC Tour	Any news on getting one scheduled?	<p><b>Bullard</b>  May 28<sup>th</sup> -Tentative, we will see if this still works for LFC members when we get closer to the date.</p>
Education and Programming	Dr. Shabazz from FEPPS to discuss women who are being transferred during a college degree program.	<p><b>CPM</b>  At this time, there is still critical staffing on 3<sup>rd</sup> shift, so we are not able to do programming on 3<sup>rd</sup> shift until our staffing has improved. CPM Robbins is in communication with Ms. Shabazz to get programs started immediately when we do get back to appropriate staffing. Spring Quarter started on April 5<sup>th</sup>, we are currently running Reentry, Business, Math and GED classes.  Education Holds: Difficult to continue due to early releases for CPA and GRE.  TCC is looking at ways to extend WCCW programs to MCCCW</p>
Civil Survival	Possible partnership with civil survival to support reentry planning. (Rep. Tarra Simmons' nonprofit in Bremerton). Tarra is VERY interested in collaborating with Mission Creek!	<p><b>Darnielle-</b>  <b>Was unable to attend-this was tabled until the next meeting.</b></p>
Courtesy Moves	Reinstatement of courtesy moves post-COVID	<p><b>CPM</b>  Headquarters has not reinstated courtesy room moves at this time; only administrative moves are authorized.</p>
Flowers	What is the protocol around sending flowers to the I/I's?	<p><b>CPM</b>  Can be ordered from approved vendors, delivered up front and inspected. Once approved, can be delivered to I/I.</p>
Mattresses	There have been complaints about the mattresses. All the women got new mattresses at WCCW then were transferred to MCCW and didn't get to	<p><b>CPM</b>  MCCCW is currently in the process of upgrading mattresses.</p>

	bring their mattress, are there any plans to upgrade the mattresses at MCCW.	
Interlibrary Loaner Program	When will this be returning to MCCCW?	<b>CPM</b> Per WSL: This program is on hold until further notice due to staff shortages. Will contact CPPC when ready to restart.
DOC increases Visitation Capacity and EFV's	<ul style="list-style-type: none"> <li>• Visitor Capacity has been extended to five visitors</li> <li>• EFV fee has been reduced to \$5.00</li> </ul>	<b>Superintendent Miller</b> Start date is April 15 <sup>th</sup> , to review requirement, please go to: <a href="https://app.leg.wa.gov/RCW/default.aspx?cite=72.09.470">https://app.leg.wa.gov/RCW/default.aspx?cite=72.09.470</a>

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.

Distribution: **ORIGINAL** - Family council co-chairs