



FAMILY COUNCIL MEETING MINUTES

Date/Time/Location: 08/06/2016 09:30 - 11:30 CCCC Administration Conference Room

Teleconference Details: N/A

MEETING ATTENDEES

Department Co-chair: Superintendent Cole

Family Co-Chair: Angela Stout

Members: SUPT. COLE, CPM BOWEN, KIM GOVREAU, ALEXIS JOHNSON, ANGELA STOUT, MARIE RATCLIFF, CAROLINE MELHUIH ,
MARIA BIENVILLE AND MELODY SIMLE.

Participants: IN ATTENDANCE: SUPT. COLE, LT. GAINES, CPM BOWEN, MARIA BIENVILLE, ALEXIS JOHNSON, ANGELA STOUT,
MELODY SIMLE, DOC REFORM STAFF CAROLYN HOUSE-HIGGINS AND VIOLA GORHAM, DOC FAMILY SVCS SPECIALIST CAROLINE MELHUIH,
C/O MCKINZIE AND CPPC KIM GOVREAU

Family/Council secretary: _____

Facility secretary (LFCs only): Kim Govreau

Welcome

AGENDA

Old Business

Topic	Discussion/Key Points	Next Steps
VENDING MACHINE OPTIONS	FAMILIES WOULD LIKE HEALTHIER OPTIONS SUCH AS SALADS, FRUITS AND NUTS	<p>CPM BOWEN ASKED VENDOR REP RANDY ROMO TO OUR FAMILY COUNCIL MTG 2/20.</p> <p>MR. ROMO ACCEPTED ALL SUGGESTIONS FROM FAMILIES, WHICH INCLUDED MORE VARIETY, MORE FRESH FOODS, AND A WIDER VARIETY OF JUICES. HE TOLD US THAT WE SHOULD EXPECT TO SEE THE CHANGES IN THE VENDING MACHINES WITHIN THE WEEK</p> <p>UPDATE APRIL 16: THE FAMILIES STATE THAT NO CHANGE HAS HAPPENED WITH THE FOOD IN THE VENDING EXCEPT THE ADDITION OF BOTTLED WATER. CPM WILL INVITE MR. ROMO TO OUR NEXT COUNCIL MEETING SET FOR AUGUST.</p> <p>UPDATE AUG 8: MR. ROMO DID NOT ATTEND OUR MEETING TODAY. CPM BOWEN WAS EXPECTING HIM TO ATTEND. MR. ROMO WILL BE INVITED TO ATTEND OUR NEXT MEETING ON OCTOBER 8.</p>

<p>ADDITIONAL DEB- ITEK MACHINE</p>	<p>THE DEBITEK MACHINE IS OFTEN BROKEN. FAMILIES WOULD LIKE A SECOND MACHINE INSTALLED.</p>	<p>CPM BOWEN TO FOLLOW UP ON SECOND MACHINE WITH THE VENDOR.</p> <p>UPDATE AUG 8: THE DEBITEK MACHINE IS NOT WORKING THE MAJORITY OF THE TIME. THERE WERE FAMILIES IN VISITING RECENTLY THAT COULD NOT ACCESS FOOD BECAUSE THEY WERE PLANNING ON PURCHASING A CARD. THE FAMILIES INFORMED US OF A HUNGRY CHILD AND THEY WERE NOT ALLOWED TO SHARE OR DONATE FOOD TO THEM PER POLICY. C/O MCKINZIE HAD TWO SUGGESTIONS: ASK CANTEEN VENDING TO DONATE CARDS, OR ASK FOR FUNDS THROUGH OBF TO PURCHASE CARDS. THE DEBITEK MACHINE FUNCTION OF LOADING MONEY ON AN EXISTING CARD WORKS, BUT THE MACHINE WILL NOT ISSUE NEW CARDS. K. GOVREAU WILL FOLLOW UP WITH THE CPM TO ENSURE BACK UP CARDS ARE ON HAND WITHIN 30 DAYS.</p>
<p>VISITING - CLOTHING</p>	<p>CLOTHING: WOMEN HAVE BEEN TURNED AWAY WITH WEDGE HEELS. FAMILY COUNCIL MEMBERS ARE SUGGESTING VISIT STAFF HAVE EXTRA SHOES AVAILABLE, AND WANT TO TO KNOW WHY WEDGE HEELS AREN'T ALLOWED? ALSO, FOLKS ARE TURNED AWAY BECAUSE OF WHITE OR RED SHIRTS, BUT THAT ISN'T IN POLICY. ADDITIONALLY, SOME FOLKS ARE WEARING PINK BUT STAFF ARE SAYING THAT IS TOO CLOSE TO RED.</p> <p>SGT. BRASWELL SPOKE ON BEHALF OF VISIT STAFF, STATING THAT MOST OF THE TIME VISIT STAFF IS GIVING A WARNING AND NOT TURNING FOLKS AWAY. HE SAID THAT IDEALLY FOLKS WOULD BE GIVEN 2 WARNINGS ABOUT CLOTHING AND THAT IS HIS PRACTICE.</p> <p>FAMILY REPRESENTATIVES ASKED IF THEIR CONTACT INFORMATION COULD/SHOULD BE POSTED IN VISITING OR ON OUR WEBSITE.</p>	<p>CPM BOWEN WILL DISCUSS THE CLOTHING ISSUE WITH VISIT STAFF DURING THEIR REGULAR MEETING THAT IS SCHEDULED FOR THE FOLLOWING WEEK. HE IS ALSO SCHEDULED TO MEET WITH 2 OFFENDERS THAT HE HAS TASKED WITH REVIEWING THE VISITING GUIDELINES. THE CPM WILL DISCUSS THEIR RECOMMENDATIONS AT OUR NEXT LFC MEETING.</p> <p>UPDATE AUG 8: VISITORS CANNOT WEAR RED, WHITE OR KHAKI SHIRTS TO THE FACILITY. THE CPM WILL ISSUE A NOTICE WITH INFORMATION AND PICTURES OF WHAT IS ACCEPTABLE BY MONDAY, 8/8. GRAY SHIRTS WILL BE ALLOWED BY VISITORS.</p> <p>VISITORS ARE ASKED TO CHANGE INTO A GREEN SHIRT IF THE LINING OF THEIR BRAS ARE VISIBLE WHEN THEIR SHIRTS ARE NOT SEETHROUGH AND WHEN WEARING APPROPRIATE SWEATERS OVER DRESSES WITH THIN STRAPS. THE CPM STATED HE CONTINUES TO HAVE CONVERSATIONS WITH VISIT STAFF ABOUT CONSISTENCY IN THOSE TYPES OF DECISIONS, AND RECOMMENDS THAT VISITORS GO WITH THE SHIFT COMMANDERS DECISION AT THE TIME, AND THEN CONTACT THE CPM VIA VOICE MAIL OR EMAIL BY THE NEXT BUSINESS DAY SO THAT HE CAN REVIEW THE INCIDENT.</p>
<p>VISTING - NUMBER SYSTEM FOR CHECK IN</p>	<p>SOME VISITORS CROWD TOWARDS THE FRONT OF THE LINE. OTHER FACILITIES HAVE A NUMBERING SYSTEM - FAMILIES WOULD LIKE A NUMBERING OR CHECK-IN SYSTEM IN PLACE HERE.</p>	<p>UPDATE: OUR FACILITY IS IN THE PROCESS OF MAKING WOODEN BLOCKS WITH NUMBERS ON THEM. THIS NEW NUMBERING SYSTEM DURING CHECK IN WILL TAKE EFFECT AS SOON AS THE BLOCKS ARE MADE.</p>

New Business

Topic	Discussion/Key Points	Next Steps
VISITING: ONLINE APPLICATIONS	POSTERS WERE DISTRIBUTED BY CAROLINE MELHUIH, DOC FAMILY SERVICES SPECIALIST, ANNOUNCING THE ONLINE APPLICATION FOR VISITORS. CAROLINE ANNOUNCED THAT IF THERE ARE PEOPLE THAT DO NOT HAVE A COMPUTER, THEY CAN CALL HER AND SHE WILL COMPLETE THE APPLICATION WITH THEM OVER THE PHONE.	
VISITING: REPRI-MANDING OFFENDERS AND CROSS-TRAINING STAFF	<p>IT WAS STATED THAT RECENTLY, C/O MORLEY REPRI-MANDED/YELLED AT AN OFFENDER AT HIS TABLE IN FRONT OF HIS FAMILY. THERE WAS A SMALL BOY AT THE TABLE WHO STARTED CRYING. FAMILIES ARE ASKING THAT C/O'S TAKE THE OFFENDER TO THE BACK OF THE VISIT ROOM OR AWAY FROM THEIR FAMILIES WHEN NECESSARY.</p> <p>THERE WAS AN INCIDENT RECENTLY WHERE THE FATHER AND BROTHER OF AN OFFENDER TRAVELLED FROM CALIFORNIA, AND ALTHOUGH THEY ARE LISTED ON THE VISIT LIST, THE VISITORS NAMES WAS TRANSPOSED. REGULAR VISIT STAFF WAS NOT THERE THAT DAY, AND THE C/O ON POST TOLD THE VISITOR THAT HE COULD NOT VISIT HIS BROTHER BECAUSE HE WAS NOT ON THE LIST. THE FATHER WAS ALLOWED TO VISIT, BUT THE C/O STATED THAT THE BROTHER COULD NOT WAIT IN THE PARKING LOT. THE BROTHER LEFT, AND THEN STAFF REALIZED THE NAME WAS ENTERED IN THE VISIT SYSTEM INCORRECTLY. THEY CALLED THE BROTHER TO RETURN TO THE FACILITY, BUT BY THEN THE VISIT PERIOD WAS HALF OVER. FAMILIES ARE INQUIRING ABOUT CROSS TRAINING FOR THE VISIT C/O POSITION.</p>	<p>THE CPM AND LT. AGREE THAT THE APPROPRIATE PROTOCOL WOULD BE TO REMOVE THE OFFENDER FROM HIS VISITORS IN MOST SITUATIONS IF SOMETHING NEEDS TO BE ADDRESSED. THEY WILL HAVE A FOLLOW UP DISCUSSION WITH VISIT STAFF ABOUT THIS.</p> <p>THE LT. STATED THAT THERE ARE POST ORDERS FOR EVERY C/O POST AND THAT OFFICERS ARE REQUIRED TO READ THEM. SHE STATED SHE WILL HAVE A FOLLOW UP CONVERSATION WITH CUSTODY STAFF ABOUT THIS.</p>
STATEWIDE FAMILY COUNCIL UPDATE	MELODY SIMLE PROVIDED AN UPDATE ON THE LAST STATEWIDE FAMILY COUNCIL; IMPORTANTLY NOTING THAT JPAY STAFF ATTENDED AND STATED THAT THERE IS NOT ENOUGH BANDWIDTH TO SUPPORT THE LARGER EMAILS, ESPECIALLY THOSE THAT INCLUDE PICTURES. FAMILIES GAVE INSTANCES OR POOR OR LACKING CUSTOMER SERVICE, AND THE JPAY STAFF STATED THEY WILL BRING THIS INFORMATION BACK TO THEIR HEAD-QUARTERS TO WORK ON REPAIRING THESE ISSUES.	
LOCAL FAMILY COUNCIL	VOTING TOOK PLACE TODAY, AND MELODY SIMLE WILL BE OUR STATEWIDE FAMILY COUNCIL REPRESENTATIVE. ANGELA STOUT WILL BE CEDAR CREEK'S FAMILY CO-CHAIR/CO-SECRETARY, AND ALEXIS JOHNSON WILL BE ON THE MEDICAL SUB-COMMITTEE AT THE STATEWIDE FAC. CONGRATULATIONS!	FABRIC BADGES WILL BE COMING FROM THE FAMILY SERVICES UNIT FOR OUR LFC MEMBERS TO WEAR DURING VISITING OR AT SPECIAL EVENTS. ALSO, KIM GOVREAU WILL FOLLOW UP WITH HQ REGARDING HOW TO APPROPRIATELY POST OUR LFC'S CONTACT INFORMATION AS A RESOURCE FOR VISITORS.

Round Table Open Discussion

Next Meeting Date: SATURDAY, OCTOBER 8, 2016

Location: ADMIN CONFERENCE ROOM A

List of Acronyms:

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