



Washington State
Penitentiary
Local Family Council

AGENDA

December 3, 2016

8:30 a.m. to 10:00 a.m.

West Complex Conference Room

1. **Welcome and introductions – Wendy**
2. **Old Business:**
 - **Review Open Action Items from 10/1/16 meeting (attached) – Dean**
3. **New Business:**
 - **Mailroom processing times – Megan**
 - **Updating bulletin boards with LFC info – Donna**
 - **Sub-committee read-outs - Visiting (Wendy), Health (Donna), Mailroom (Megan), Correctional Industries/CI (Suzanne)**
 - **Community Partnership Program Coordinator activities – Linda**
 - **2016 Accomplishments – Wendy and all**
 - **Election of family member positions - Wendy and all**
 - **Planning for 2017 – topics, tours, calendar – Danita and all**
 - **Statewide Family Council updates - Wendy**
 - **Round table and review of new action items for the February 2017 meeting – Dean**

If you are unable to attend the meeting in person, you can participate via conference call. At approximately 8:30am on Saturday, December 3rd, call (800) 509-6344. Once connected you need to enter the participant code 9744038.

Next meeting: Saturday, February 4, 2017