



**FAMILY COUNCIL MEETING MINUTES**

Date/Time/Location: March 9, 2019; 10:00-11:30 a.m.; CRCC Board Meeting Room

Teleconference Details: If you cannot attend in person you can attend by calling [1-800-509-6344](tel:1-800-509-6344), and then enter the pass code 5118170 followed by the pound sign.

**MEETING ATTENDEES**

Department Co-chair: Associate Superintendent Michelle Duncan

Family Co-Chair: Tracie Ramirez

MEMBERS: DORA WILLIAMS, STEPHANIE BEIDMAN, LESLIE GATHERER, WILLIAM GRAAK, NANCY GRAAK, MARTIN FRITZ, ANNETTE FRITZ, SOCORRO ALMEIDA, DENISE ISAACSON, CYNTHIA SMITH, RONDY ALEXANDER, ALAN ALEXANDER, ARACELI PEREZ, MARIA PEREZ, DIEGO PEREZ, BRIT-TANY CRAWFORD, ELIZABETH DELEON, KAY EVANS, AMY GRUBAUGH, SIERRA BIRDSALL

DOC PARTICIPANTS: SUPT. JEFFREY UTTECHT; CAPT. THOMPSON; MAGGIE EDLER CPPC, CO QUARLES, VISITATION SGT. CORONA, WILLIAM COPLAND

PHONE: LINDA DAWSON, KRISTEN CHARRIE, ALISON ALEXANDER, LISA COONEY, MICHELLE COUNTRYMAN

Family/Council Secretary: Carra Morgan

Facility Secretary (LFCs only): Tammie Barajas,

Guest: Stephanie Schneider

**WELCOME**

**AGENDA**

**NEW BUSINESS**

| TOPIC               | DISCUSSION/KEY POINTS   | NEXT STEPS |
|---------------------|---|------------|
| APPLICATIONS        | APPLICATIONS WERE GIVEN (HARD COPY) TO ALL NEW PARTICIPANTS AND FILLED OUT AND TURNED IN AT MEETING |            |
| GENERAL DISCUSSION: |   |            |
|                     |   |            |

REVIEW OF MEETING MINS. AND ACTION ITEMS

LFC SECRETARY- CARRA MORGAN REVIEW DECEMBER'S MEETING MINS. QUESTIONS WERE TAKEN ABOUT THE MEETING MINUTES.

-IS NARCAN AVAILABLE THROUGHOUT THE FACILITY? YES. IT HAS BEEN MADE AVAILABLE TO STAFF TO USE WHEN NECESSARY.

-ARE CANS ALLOWED TO BE USED IN VISITATION FOR WATER? NO. WE ORDERED A FILTRATION SYSTEM AND PROVIDE CUPS SO WE NEED TO USE THE PROVIDED CUPS.

-CAN WE GET RID OF THE BOXED WATER? IT DOES NOT TASTE GOOD AND IF IT WASN'T OFFERED THERE COULD BE MORE FOOD OPTIONS. WE CAN ASK THE VENDING MACHINE OPERATOR WHEN WE INVITE HIM TO THE MEETING, WHAT OUR OPTIONS ARE FOR VENDING MACHINE ITEMS.

-CAN WE GET THE OLD STYLE VENDING MACHINES WE USED TO HAVE? WE CAN ASK THE VENDING MACHINE OPERATOR WHEN WE INVITED HIM TO THE MEETING, WHAT OUR OPTIONS ARE FOR TYPES OF VENDING MACHINES.

-IS VISITATION CALLING DOWN 5 INCARCERATED INDIVIDUALS AT A TIME? IT IS ON A CASE BY CASE SITUATION. STILL TRYING TO WORK ALL THE KINKS OUT BUT PROCESSING THE INCARCERATED INDIVIDUAL SEEMS TO BE GOING FASTER SO HOPEFULLY SOON ALL THE KINKS WILL BE WORKED OUT FOR A MORE COHESIVE SYSTEM.

LFC SECRETARY- CARRA MORGAN REVIEWED THE OPEN ACTION ITEMS. ASSOCIATE DUNCAN DISCUSSED THE PROGRESS THAT HAS BEEN MADE ON THE OPEN ITEMS.

-CHANGE IN POLICY TIME FOR OVERCROWDING IN VISITATION. NOW VOLUNTEERS CAN LEAVE AT 3 SO THAT OTHERS CAN BE PROCESSED BEFORE THE 330 CUT OFF TIME.

-INCARCERATED INDIVIDUALS NOW HAVE ACCESS TO A FACILITY WIDE CHANNEL ALLOWING THEM TO BE UPDATED ON THE VISITATION SCHEDULE AND OTHER FACILITY UPDATES.

-THE MATERIALS HAVE BEEN ORDERED TO ADD A SHELF ABOVE THE COUNTER SO THAT ALL BUT ONE OF THE MICROWAVES CAN BE PLACED ON THE SHELF TO ALLOW FOR MORE USEABLE COUNTER SPACE. WE HAD TO GO THIS ROUTE BECAUSE OF ADA RULES.

-VENDING MACHINES ARE AN OPEN ACTION ITEM THAT WE ARE READY TO SCHEDULE WE JUST NEED TO KNOW WHEN THE LFC WOULD LIKE US TO TRY AND SET UP A DATE FOR HIM TO COME DISCUSS HEALTHY OPTIONS.

-THERE ARE PAMPHLETS IN PUBLIC ACCESS, OPPOSITE SIDE OF THE DEBTECK MACHINES, FOR THOSE WHO NEED INFORMATION ABOUT WASHINGTONCONNECTION.ORG FROM DECEMBER'S MEETING.

GROUND RULES

-EVERYONE NEEDS TO BE GIVEN AN OPPORTUNITY TO SPEAK.

-STICKING TO THE AGENDA AND STAYING FOCUSED.

-MAKE SURE TO GET SCANNED COPIES OF HANDOUTS AND MEETING MINS. OUT TO THOSE WHO PARTICIPATED ON THE PHONE.

-NO SIDE BARS

-RESPECT FOR EVERYONE

-DEVELOP AGENDA ITEMS AT THE END OF EACH MEETING

-NO CELL PHONES

-WORK COLLECTIVELY FOR THE GOOD OF THE COMMUNITY

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| <p>FUTURE AGENDA ITEMS</p>                                      | <ul style="list-style-type: none"> <li>-INCARCERATED INDIVIDUALS COME TO MEETING TO DISCUSS PROGRAMS CREATED</li> <li>-TOURS (SPRING/FALL) DOES NOT COUNT AS A LFC MEETING.</li> <li>-WOULD LIKE INCARCERATED INDIVIDUALS TO ATTEND MEETINGS</li> <li>-VENDOR TO COME DISCUSS DIFFERENT HEALTHY FOOD AND OTHER FOOD RELATED OPTIONS</li> <li>-ANYTHING THAT IS PERTINENT TO CLASSIFICATION</li> <li>-INFORMATION ABOUT RESOURCE FAIRS AND LFC WORK RELEASE PROCESS</li> <li>-REENTRY AND HOW TO SET UP FOR MEDICAL NEEDS WHEN RELEASED</li> <li>-INPUT FOR FAMILY FRIENDLY EVENT</li> </ul>  |  |
| <p>CLASSIFICATION PRESENTATION GIVEN BY STEPHANIE SCHNEIDER</p> | <p>DAY IN THE LIFE OF A CLASSIFICATION COUNSELOR (CC2):</p> <p>CC2's HAVE ON AVERAGE 60-63 INCARCERATED INDIVIDUALS IN THEIR CASELOAD.</p> <p>NEW ARRIVALS ARE ASSESSED FOR NEEDS (EMPLOYMENT/EDUCATION/PROGRAMS/AA/NA) WITHIN 24 HOURS. THEY THEN GET REFERRALS TO PROGRAMS NEEDED, SET GOALS AND CREATE A TIMELINE FOR THEIR GOALS.</p> <p>IF AN INCARCERATED INDIVIDUAL HAS MORE THAN 4 YEARS LEFT THEY WILL GO THROUGH A REVIEW OF NEEDS AND GOALS ANNUALLY. IF THEY HAVE LESS THAN 4 YEARS THEY WILL GO THROUGH A REVIEW OF NEEDS AND GOALS EVERY 6 MONTHS.</p> <p>CC2'S HAVE AN OPEN DOOR POLICY WHICH ALLOWS THE INCARCERATED INDIVIDUAL TO HAVE FACE TIME WITH THEIR CC2 WHEN NEEDED. SOME ITEMS THAT CC2'S CAN HELP THE INCARCERATED INDIVIDUAL WITH IS GETTING A REFERRAL FOR MENTAL HEALTH, TIME WITH A CHAPLIN, PROMOTION OR DEMOTION IN A JOB, ATTORNEY CALLS AND HELP WITH THE SENTENCING BOARD.</p> <p>THE EXPECTATION OF THE CC2 IS TO HELP THE OFFENDER GET PROGRAMING TO HELP THEM BECOME SUCCESSFUL WHEN RELEASED.</p> <p>RECORDS CREATES THE RELEASE DATE BASED ON THE SENTENCING PAPERWORK AND THEN THE CC2 WILL START WORKING ON RELEASE INFORMATION 1 YEAR BEFORE RELEASE.</p> <p>IN THE LAST 6 MONTHS BEFORE RELEASE THE INCARCERATED INDIVIDUAL WILL MEET WITH THE CC2 AT A MINIMUM OF 1 TIME A WEEK TO DISCUSS RELEASING AND HEALTHY PLANS TO SUCCEED AND COMMUNICATE WITH FAMILY.</p> <p>IN THE LAST TWO WEEKS BEFORE RELEASE SOMEONE WILL TALK TO THEM ABOUT SOCIAL SECURITY BENEFITS AND THEN THEY WILL MEET WITH RECORDS TO TALK ABOUT HOW TO GO ABOUT SECURING MEDICAL BENEFITS WHEN RELEASED.</p> <p>IN THE LAST WEEK THE CC2 WILL MAKE SURE THE INCARCERATED INDIVIDUAL HAS RELEASE CLOTHING, A BUS TICKET AND FIX ANY LAST MINUTE ITEMS THAT HAVE COME UP.</p> |  |
| <p>STATEWIDE MEETING REPRESENTATIVE</p>                         | <p>THE STATEWIDE MEETING IS FOR A LFC MEMBER WHO WOULD LIKE TO BRING ISSUES THAT CANNOT BE RESOLVED AT THE LOCAL LEVEL AND NEED TO BE DISCUSSED AT THE HEADQUARTERS LEVEL.</p> <p>WE ARE IN NEED OF A STATEWIDE MEETING REPRESENTATIVE SO WE TOOK NOMINATIONS. THE FOLLOWING LFC MEMBERS WERE NOMINATED FOR THE POSITION:</p> <p>DORA WILLIAMS, STEPHANIE BIEDMAN AND MARIA PEREZ</p>  |  |

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| <p>OPEN<br/>DISCUSSION</p> | <p>MARIA PEREZ WAS VOTED IN BY A MAJORITY VOTE TO BE THE STATEWIDE REP-RESENTATIVE.</p> <p>LFC MEMBERS WOULD LIKE TO GET A COPY OF WHO IS IN CHARGE OF THE DIFFERENT AREAS OF THE FACILITY SO THEY KNOW WHO TO CONTACT IF THEY NEED TO FIND OUT MORE INFORMATION FOR THEIR LOVED ONE.</p> |  |
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NEXT MEETING DATE: APRIL 6, 2019

LOCATION: CRCC

LIST OF ACRONYMS:

LFO - LEGAL FINANCIAL OBLIGATION

OBF - OFFENDER BETTERMENT FUND

CRCC - COYOTE RIDGE CORRECTIONS CENTER

KUBI – KIDS UNITED BY INCARCERATION

T4C – THINKING FOR A CHANGE PROGRAM

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