



**FAMILY COUNCIL MEETING MINUTES**

Date/Time/Location: Date April 6<sup>th</sup> 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: Asst. Supt. Michelle Duncan

Family Co-Chair: Tracie Ramirez

MEMBERS: Julie Boardman, Josefa Torres, Juan Roldan, Nancy Baldrige, Perry Barldrige, Araceli Perez, Jose Moncada, Denise Isaacson, Michelle Miller, Martin Fritz Jr., Martin Fritz Sr., Annette Fritz, Nikki Fritz, Doris Pratt, Veronica Mozqueda, Traci Kennedy, Leslie Gatherer, Lisa Rodgers, Maria Perez, Dora Williams, Elizabeth Deleon, Brittany Crawford, Deborah Jackson, Tracie Ramirez, Carra Morgan, Deborah Stricker, Lourdes Campos, Gabriel Villodoos, Alan Alexander, Randy Alexander, Gail Mansour, Mary Barbour, Michelle Hendel, Joanne Todd, Tiffani Angel, Joanne Glant, Natalie Whaley, Kay Evans

DOC PARTICIPANTS: SUPT. JEFFREY UTTECHT; CAPT. THOMPSON; BILL COPLAND; SGT. HOLLINBAUGH; MAGGIE EDLER; ERIC ASKREN

FAMILY GUESTS: PHONE: SHANA BRIDGES,

Family/Council Secretary: Carra Morgan

Facility Secretary (LFCs only): Tammie Barajas AA3

Guest: Eric Askren Chaplain

**WELCOME**

**AGENDA**

- 10-10:05 INTRODUCTIONS
- 10:05-10:20 LFC SECRETARY REVIEW OF PRIOR MEETING MINUTES AND PENDING ACTION ITEMS
- 10:20-10:45 FAMILY FRIENDLY EVENTS AND LFC INPUT
- 10:45-11:15 PRESENTATION GIVEN BY CHAPLAIN ASKREN
- 11:15-11:30 OPEN DISCUSSION

TOPIC	DISCUSSION/KEY POINTS
<p>INTRODUCTIONS AND REVIEWING MARCH MEETING MINUTES</p>	<p>APPLICATIONS WERE GIVEN (HARD COPY) TO ALL PARTICIPANTS – FILLED OUT AND TURNED IN AT MEETING.</p> <p>MARCH MEETING MINUTES WERE HANDED OUT TO THOSE WHO WANTED A HARD COPY.</p> <p>REVIEWED PREVIOUS MEETING MINUTES AND CONTINUED ACTION ITEMS:</p> <p>THE SHELF WAS ORDERED FOR THE MSC VISITING ROOM TO INSTALL AND FREE UP COUNTER SPACE FOR FOOD PREPARATION. (UPDATE: THE SHELF HAS BEEN INSTALLED AND READY FOR USE)</p> <p>THE CUPS FOR THE WATER FILTRATION SYSTEM WERE ORDERED FOR MSC</p> <p>THE VISITING GUIDELINES FOR WHEN THE VISITING ROOM REACHES CAPACITY HAS BEEN MOVED FROM 3.5 HRS. TO 3 HRS. TO MAKE TIME TO ALLOW VISITORS TO CHECK IN AND BE PROCESSED THROUGH BEFORE THE FORMAL COUNT TAKES PLACE AT 4PM.</p>
<p>FAMILY FRIENDLY EVENTS AND LFC INPUT WITH MAGGIE EDLER</p>	<p>MAGGIE EDLER-FAMILY FRIENDLY EVENT COORDINATOR <a href="mailto:mjedler@doc1.wa.gov">mjedler@doc1.wa.gov</a>.</p> <p>THERE ARE SIX FAMILY FRIENDLY EVENTS HELD EACH YEAR AND ARE ACCOUNTED FOR IN THE BUDGET. THESE EVENTS INCLUDE: THE WINTER EVENT, WOMAN’S EVENT (NO CHILDREN ALLOWED), SPRING EVENT, BACK TO SCHOOL EVENT (AT LEAST ONE SCHOOL AGE CHILD HAS TO BE IN ATTENDANCE TO QUALIFY FOR THIS EVENT), SUMMER EVENT AND THE FALL EVENT. MAGGIE HAS REQUESTED INPUT FROM FAMILIES FOR SUGGESTIONS AND THEMES. SHE SAYS THEY DO RELY ON OUR LOVED ONES SUGGESTIONS AND CREATIVE TALENTS TO PULL ALL THE EVENTS OFF. SHE ALSO STATED THAT THE GUYS REALLY LOOK FORWARD TO PUTTING IT ALTOGETHER. THE BACK DROPS ALL COME FROM THE PAINTING DEPARTMENT AND THERE ARE MANY HAND-MADE ITEMS DONATED FOR EACH EVENT SUCH AS QUILTS, BAGS AND HATS. THE BACK TO SCHOOL PROGRAM RECEIVES A LARGE AMOUNT OF SCHOOL SUPPLY DONATIONS THAT ARE DISTRIBUTED TO EACH CHILD IN ATTENDANCE. THE WINTER EVENT INCLUDES A GIFT PURCHASED FOR EACH CHILD IN ATTENDANCE.</p> <p>THE PREFERRED WAY TO MAKE A RESERVATION FOR THE FAMILY FRIENDLY EVENTS IS VIA EMAIL, THAT WAY THE MESSAGE IS DATE AND TIME STAMPED. CHECK THE WEBSITE UNDER VISITING SCHEDULE AND FAMILY FRIENDLY EVENT SCHEDULE. AS A REMINDER THESE ARE SEPARATE FROM THE RELIGIOUS AND CULTURAL EVENTS. <a href="mailto:docd1crccvistiati@doc1.wa.gov">docd1crccvistiati@doc1.wa.gov</a></p> <p>MAGGIE STATED THE TIME FRAME TO RECEIVE CONFIRMATION FOR YOUR FAMILY FRIENDLY EVENT RESERVATIONS WILL GENERALLY BE GIVEN 2 WEEKS PRIOR TO THE EVENT DATE. THERE IS AN IN DEPTH PROCESS INVOLVED IN CREATING THE LIST AND CERTAIN CRITERIA THAT HAS TO BE MET FOR OUR LOVED ONES TO PARTICIPATE (INFRACTION FREE, ETC.)</p> <p>MAGGIE STATED THAT IF SOMEONE CANCELS THERE IS A WAITING LISTED CREATED AND THEY DO THEIR BEST TO FILL THE SPOTS ON SHORT NOTICE.</p> <p>MAGGIE ASKED THE LFC IF ANYONE WOULD BE OPPOSED TO MAKING EXCEPTIONS TO ALLOW FAMILY MEMBERS THAT ARE TRAVELING LONG DISTANCES TO HAVE PRIORITY TO ATTEND THE EVENTS SO THEY CAN MAKE TRAVEL ARRANGEMENTS; FAMILY COUNCIL MEMBERS AGREED.</p> <p>YOU CAN EMAIL MAGGIE DIRECTLY OR DROP IN SUGGESTION IN THE NEW SUGGESTION BOX LOCATED AT PUBLIC ACCESS.</p>

A BBQ WAS BROUGHT UP AS A SUGGESTION AND ASSOCIATE DUNCAN SAID SHE WOULD LOOK INTO HOW OTHER FACILITIES ARE ABLE TO HAVE A BBQ EVENT.

TOPIC	DISCUSSION/KEY POINTS
PRESENTATION GIVEN BY CHAPLAIN ERIC ASKREN	<p>CHAPLAIN ERIC ASKREN- <a href="mailto:edaskren1@doc1.wa.gov">edaskren1@doc1.wa.gov</a></p> <p>ASKREN DISTRIBUTED "ROOM AT THE INN" APPLICATIONS FOR THE LOCAL IN KIND MINISTRY FOR IMMEDIATE FAMILIES TO RECEIVE A DISCOUNT RATE FOR A LOCAL HOTEL ROOM FOR \$30.00 VERSUS THE USUAL \$60.00. YOU CAN EMAIL ERIC OR MAGGIE FOR A COPY OF THIS APPLICATION.</p> <p>ASKREN HANDED OUT A FREEDOM PROJECT BROCHURE (YOU CAN ALSO REQUEST THIS INFORMATION ONLINE). THEY ARE BEHIND THE NON VIOLENT COMMUNICATION CLASSES THAT ARE FACILITATED AT CRCC. THESE CLASSES ARE VOLUNTARILY LED/PARTICIPATED AND HELP INTRODUCE AND MAINTAIN HEALTHY COMMUNICATION SKILLS.</p> <p>IF YOU HAVE A RELIGIOUS PROPERTY QUESTION YOU CAN EMAIL THEM TO ASKREN. HE IS THE ONE WHO HANDS THIS OUT EVERY OTHER WEDNESDAY TO OUR LOVED ONES. THERE ARE ONLY CERTAIN APPROVED BOOK VENDORS AND UNION SUPPLY FOR THE OTHER APPROVED RELIGIOUS ITEMS AND UNFORTUNATELY THE SELECTION IS LIMITED.</p> <p>ASKREN EXPLAINED THE PROCESS FOR APPROVING OUR LOVED ONES TO ATTEND RELIGIOUS EVENTS. OUR LOVED ONES NEED TO PARTICIPATE IN A MAJORITY OF RELIGIOUS SERVICES IN THE PREVIOUS SIX MONTHS TO BE APPROVED TO ATTEND A RELIGIOUS EVENT. SOMEONE STATED THAT HER LOVED ONE SUBMITTED PAPERWORK TO ATTEND RELIGIOUS SERVICE BUT HAS NOT HAD A RESPONSE. ASKREN SUGGESTED THAT HER LOVED ONE SUBMIT A KITE TO FIND OUT WHAT HAS HAPPENED.</p>
OTHER BUSINESS	<p>ASSOCIATE DUNCAN STATED THAT SHE IS WORKING ON GETTING THE FACILITY TOUR DATES SCHEDULED AND WILL GET THAT INFORMATION OUT TO FAMILIES AS SOON AS POSSIBLE. <b>UPDATE: JUNE 22<sup>ND</sup> MSU AT 10AM AND SEPTEMBER 21<sup>ST</sup> MSC AT 10AM</b></p> <p>AGENDA FOR JUNE--- HAVE A REPRESENTATIVE FROM THE VENDING MACHINE COMPANY TO COME DISCUSS HEALTHIER FOOD OPTIONS.</p> <p>STATEWIDE FAMILY COUNCIL (SFC) --- NEW GROUND RULES AND GUIDELINES FOR SFC HAVE BEEN ADOPTED AND WILL BE COMING DOWN TO LOCAL FAMILY COUNCILS TO FOLLOW. EACH FACILITY SUPERINTENDENT IS REQUIRED TO ATTEND SFC MEETING. THIS WILL BE DONE ON A ROTATING SCHEDULE.</p> <p>APPLICATIONS FOR THE AUGUST KUBI CAMP WILL BE COMING OUT SOON. THIS YEAR THERE WILL BE A COMBINED CAMP FOR THE EAST AND THE WEST SIDE. CHILDREN THAT ATTEND THE CAMP ARE NOMINATED BY THEIR INCARCERATED PARENT.</p> <p>SUGGESTION FROM THE PHONE- ANGEL TREE DURING THE HOLIDAY TIME IS ANOTHER RESOURCE AND MORE INFORMATION CAN BE REQUESTED FROM CHAPLIN ASKREN</p> <p>HOW OFTEN DO LOVED ONES GET TO GO TO THE YARD? THE SCHEDULE IS COMPLICATED. SOMETIMES YARD TIME WILL BE MISSED DUE TO A PRIORITY. FOR INSTANCE RECREATION IS A PRIVILEGE AND EDUCATION IS NOT. SO IF THEY HAVE AN EDUCATION CALL OUT AT THE SAME TIME AS THEIR YARD CALL OUT THEY WILL NEED TO GO TO EDUCATION.</p>

PARKING LOT	<p>THERE WERE CONCERNS BROUGHT UP ABOUT THE CLEANLINESS OF THE VISITING ROOM AND RESTROOMS.  <b>UPDATE: THIS HAS BEEN ADDRESSED WITH THE VISITATION STAFF. THE VISITATION PORTERS WILL MAKE SURE THE BATHROOMS AND VISITATION ROOM REMAIN CLEANER.</b></p> <p>IT WAS REQUESTED THAT HAND SANITIZER BE MADE AVAILABLE AT THE STAFF DESK TO USE. <b>UPDATE: DUE TO SECURITY RESTRICTIONS THIS WILL NOT BE ABLE TO OCCUR.</b></p> <p>IT WAS ALSO BROUGHT UP THAT OUR LOVED ONES ARE ONLY ABLE TO USE THE RESTROOM 10 MINUTES BEFORE THE HOUR AND THAT SOMETIMES THEY ARE WAITING THERE LONGER THAN NECESSARY BEFORE STAFF WILL COME TO LET THEM IN.  <b>UPDATE: THIS WAS DISCUSSED WITH THE VISITATION STAFF AND THEY WILL MAKE EVERY EFFORT TO ENSURE THAT THE BATHROOMS ARE AVAILABLE AT 10 TO THE HOUR.</b></p> <p>IS IT OK TO LOAD DEBTEK CARDS BEFORE LEAVING PUBLIC ACCESS AFTER THEIR VISIT IS OVER?  <b>UPDATE: THIS IS ENCOURAGED</b></p> <p>CAN WE TAKE HOME OUR LOVED ONES COLORING PAGE WITH US WHEN WE LEAVE THE VISIT ROOM? THIS WOULD BE MEANINGFUL TO MANY.  <b>UPDATE: THE POLICY HAS CHANGED THIS WILL BE ALLOWED BUT ONLY AT EVENTS.</b></p> <p>MORE TOPICS WERE SUGGESTED FOR THE UPCOMING LFC MEETINGS:</p> <p>MEDICAL/DENTAL NEEDS  HEALTHY FOOD OPTIONS FOR THE VENDING MACHINES  EDUCATION  CHANGE PROGRAMS  PRESENTATION AND MORE INFORMATION ON THE DOG HANDLER PROGRAM</p>
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NEXT MEETING    JUNE 1<sup>ST</sup>, 2019  
DATE: \_\_\_\_\_

LOCA-    CRCC  
TION: \_\_\_\_\_

- 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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