



FAMILY COUNCIL MEETING MINUTES

Location: CRCC-S Building Date: 08/07/2021 Time: 1000

Teleconference details: Microsoft Teams Meeting. Please call 1-253-372-2181, then enter the passcode 684683253. You will then be added to the Microsoft Teams meeting.

Meeting Attendees

Department/facility co-chair: Michelle Duncan, Assoc. Supt. Family co-chair: Elizabeth Deleon

Facility/council secretary: AA3: Kate Jansen Family secretary, if applicable: (Vacant)

Members present included: Jeff Uttecht (Superintendent), Madison Murphy (CPPC), Bill Copeland (Family Services), Daniel Brook (Project Avary), Loren Taylor, Elizabeth Deleon, Gwen McIlveen, Marcia Corbett, Mary Mansour, Ally Alex, Rony Alexander, Kristen Hunt.

Non-council member attendees: Caitlin Robertson (OCO), Tim Taylor (Health Services Manager), Pat Barrera (Local Business Advisor)

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Welcome and Announcements	Jeff Uttecht thanked Michelle Duncan for her work and dedication to the Family Council, as she will be leaving Coyote Ridge Corrections Center. The decision was made that Michelle will be transferring to Washington State Penitentiary, and her duties will be taken over by Associate Superintendent Melissa Andrewjeski and Associate Superintendent Andrew Sawyer. Michelle Duncan welcomed attendees.	
Housekeeping/Roll Call	Kate Jansen took Roll Call.	
Review of Last LFC Meeting	Elizabeth Deleon reviewed the Meeting Minutes from the LFC Meeting on June 5, 2021. The meeting included: Welcome, Announcements. Review of Last LFC Meeting, Review of Statewide Meeting. There was a presentation given about Food Service and the processed behind meals. Madison Murphy discussed the Summer Event. During open discussion, Bill Copland gave information about Project Avary and it was asked if someone from the organization could be on the next LFC Meeting. Suggestions for the next LFC Meeting included the Incarcerated Individual Betterment Fund and Medical and Mental Health.	If you would like to review the Meeting Notes from the previous Local Family Council Meeting, please visit https://doc.wa.gov/family/council-crcc.htm .

<p>Report from Statewide LFC Meeting</p>	<p>Gwen McIlveen gave an overview of the Statewide meeting. Review included: introduction of Cheryl Strange and Shawn Murphy, discussion on Mental Health and that she plans on being part of the Statewide Family Council Meetings and her beliefs. The Amend program was discussed and making the prisons a more positive environment. Discussed the quality of life and changes regarding IMU, allowing for more time out. Discussed equality, diversity and respect. JPay information was discussed, and that the Department is still in negotiations. Update on education given, individuals will now be given the opportunity to attain a high school diploma. Discussions regarding trades were also discussed. There was also a roundtable discussion for families.</p>	<p>If you would like to review the Meeting from the Statewide Family Council, please visit https://doc.wa.gov/family/council.htm#state-wide-family-council.</p>
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New business

Topic	Discussion/Key Points	Next Steps
<p>Project Avery</p>	<p>Bill Copeland introduced Daniel Brook. Daniel Brook gave a presentation on Project Avery. The presentation included information regarding what the project does. The project offers online support groups for children who have parents who are incarcerated. The children, leaders, etc. all have dealt with parental incarceration. This is for children between the ages of 10-18. The sessions are free, and we are accepting applications for groups in the fall.</p> <p>Q: How long are the meetings? A: Generally, about an hour to an hour and a half.</p>	<p>If you have further questions regarding Project Avery, please visit: www.projectavery.org.</p>
<p>IIBF (Incarcerated Individual Betterment Fund)</p>	<p>Pat Barrera gave information regarding the IIBF, which included: information regarding how funds are accounted for, what those balances are, and how those funds work. Pat Barrera also discussed funding and where that comes from. Discussed Family Friendly Events funding, currently a large expense is postage. Gave an overall view of the budget and where the money is allocated.</p> <p>Q: You said that there were left over supplies used as prizes, can you explain that further? A: Yes. The unit managers will run tournaments such as ping pong, cornhole, etc. They will use those supplies as prizes for that tournament.</p>	<p>If you have any further questions regarding the IIBF, please contact Kate Jansen at catherine.jansen@doc1.wa.gov.</p>

	<p>Q: You mentioned that you had spent money on EFV's to include microwaves and other household items?</p> <p>A: We continually try to keep those up in terms of maintenance. We had also gotten some funding specifically for EFV, which was separate from the funding that is being discussed. The funding discussed is regarding household items such as towels, supplies, etc.</p> <p>Q: Why wouldn't the family be involved in that conversations?</p> <p>A: They were. We are always accepting recommendations for updates and things that can be improved.</p>	
<p>Mental Health Process</p>	<p>Tim Taylor gave a presentation of the Medical and Mental Health process. Information included: an overview of the medical and mental health processes. Tim discussed the intake process and the assessment that is completed at intake. Discussed the types of mental health therapy is offered based off individual need and discuss that treatment plan with the individual. There are several ways to access care, such as: kite, referral from staff, physician referral, etc. Discussed the distribution of caseloads and how that is processed. Informed of the addition of extra staff that will be added, which will improve the level of care.</p> <p>Q: How do we receive notification of treatment of care?</p> <p>A: There is a release of information form that must be filled out by the individual before we can release medical or mental health information due to HIPPA. The best way to do that is to have the individual submit the form to Medical. We will then have to establish a password for that individual. That release of information can be revoked by the individual as well.</p> <p>Tim discussed the fact that many families are encouraged to discuss care with Tim Taylor. It is possible that he may have to consult with a physician or other medical staff before he can respond to the inquiry.</p> <p>Q: Is there any way that we can discuss trauma with staff and how being in prison may be triggered?</p> <p>A: Our staff do receive Annual In-Service training. There is a strong</p>	<p>If you have any questions regarding Medical or Mental Health information, please contact Tim Taylor at tjtaylor@doc1.wa.gov.</p>

	<p>support for bringing these issues to light. Our staff are encouraged to get people involved when they see something that may need medical or mental health attention.</p> <p>Discussion was had regarding trauma and how that is handled in a correctional setting.</p>	
Family Friendly Events	<p>Madison Murphy gave a presentation on upcoming Family Friendly Events. She discussed the Back-to-School event. They will be giving away backpacks, as a drive-thru event. For those that can't make it, we will be mailing those backpacks to those families. The individuals will have to fill out an application to have that child receive that backpack. Any suggestions for future events would be appreciated.</p> <p>Q: How would they send that to you with their counselor out? A: They can send it through unit mail.</p>	<p>If you have any questions regarding Family Friendly Events, please contact Madison Murphy at memurphy@doc1.wa.gov.</p>
Visitation Update	<p>Kate Jansen gave a presentation of the updates regarding Visitation. Information included: updates regarding general guidelines, sanitation standards, and scheduling. Kate Jansen is currently working on rescheduling visitors that had visits scheduled on/after August 15th. A new visit schedule and form will be available on August 9th, 2021. All updates regarding visitation, minus facility specific questions, are located on the website at www.doc.wa.gov.</p> <p>Q: Are there some units that won't have visitation in the month of August due to the schedule change? A: No, each unit should have a day of visitation. The only concern would be due to limited capacity. Depending on the number of requests received, some visitors may have to be scheduled for a different visit date.</p> <p>Q: What about meals? The visitation hours are during mealtimes. A: Thank you for bringing that up. We will investigate this process.</p>	<p>If you have any questions regarding Visitation, please contact Kate Jansen at catherine.jansen@doc1.wa.gov.</p>
Closing	<p>Michelle Duncan thanked everyone for attending the meeting. Informed the attendees when the next meeting will take place.</p>	<p>Next LFC Meeting is scheduled for October 2, 2021. Suggestions for the next meeting were not given.</p>

Roundtable open discussion

Next meeting location: Microsoft Teams Date: 10/02/2021 Time: 1000

Comments: _____

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