



FAMILY COUNCIL MEETING MINUTES

Location: LCC Admin Conference Room Date: April 13, 2019 Time: 11:30 a.m. - 12:30 p.m.

Teleconference details: attending via phone: Monica Smith, Jim and Denise Jackson, Caroline Melhuish

Meeting Attendees

Department/facility co-chair: Lisa Flynn Family co-chair: Denise

Facility/council secretary: Nancy Simmons Family secretary, if applicable: Monica

Members present: Jim Jackson, Denise Jackson, Monica Smith, Nancy Simmons

Non-council member attendees: Ombuds Christy Kuna, Caroline Melhuish DOC, Gail Wingender, Windee Lau DOC, Karen Dolan

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Vending Machine	Invite vendor to next meeting to discuss ideas for stocking machines.	Windee Lau is coordinating this visit
EFV Process to confirm visit dates online	Lisa Flynn explained that we are working on getting a schedule that will be available from the website	In progress
Photo background in visiting	It was suggested to have nice seasonal backgrounds for family photos in the visiting room	Lisa Flynn is donating some backdrops to the visit room.

New business

Topic	Discussion/Key Points	Next Steps
Family Council	Reviewed the guidelines for Local and State Family Council	LCC is losing our State and Local Council members as well as LFC Secretary due to residents releasing. We will work to recruit new members.
Hobby Shop Closure	Closed for remodel, will reopen May 1. There will be an increased capacity for up to 30 residents now.	Since the woodshop has been closed, residents will be reimbursed 1 st quarter fees and prorate 2 nd quarter to reflect closure
Parking lot light and shelter	The shelter has been ordered and a work order is in to install a more visible green light. There was disussion about	There may be a wait because LCC is in the hiring process for a new electrician.Lisa

	family members needing to use restroom.	Flynn will meet with Lt. Lau to discuss use of restrooms prior to visit.
Visiting Information on Website	Request to update information on the LCC Visiting website	Update how to check-in, wait for green light, how vending machine program works. Lisa reminded members that LFC badges are available from visit staff if they want to help new visitors during visiting.
EFV	Gate to get into Unit 2 tumbler was broken, broken kitchen cupboard, cleanliness, and lack of cleaning supplies (including cloth rags)	Lisa Flynn will meet with visit Sgt. Thibodeaux and staff to address these issues. Lisa shared that one of the unit's yard will be made larger to accommodate a outdoor playset that has already been purchased.
Books in EFV	Discussion about the process to have family members bring books to read during EFV.	Pending HQ direction
Christy Kuna- State Ombuds	Christy Kuna explained her role in this position that reports to Governor Inslee. She shared that they work closely and collaboratively with DOC. She has worked on a number of issues already. Their website is https://oco.wa.gov/ .	Residents and Family members now have access to an outside entity for resolving issues within DOC. Residents are instructed to go through the grievance process prior to contact with Ombuds. Retaliation for contact will not be tolerated.

Roundtable open discussion

Next meeting location: LCC Administration Date: 6/8/19 Time: 11:30 a.m. - 12:30 p.m./ Tour of facility to follow

Comments: _____

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