



# FAMILY COUNCIL MEETING MINUTES

Location: Larch Corrections Center Date: 2/14/2020 Time: 1130

Teleconference details: FSU Mike Eby, Lisa Zimmerman and Molly Hunter (family)

<b>Meeting Attendees</b>
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Department/facility co-chair: CPM Denny Family co-chair: \_\_\_\_\_

Facility/council secretary: Nancy Simmons Family secretary, if applicable: \_\_\_\_\_

Members present: \_\_\_\_\_

Non-council member attendees: Gail Wingender (family), Supt. Miller, Visit Sgt. Thibodeaux, Visit C/O Lau, Visit C/O Otto, OA3 Hearings/Receptionist Allison Mitchell, CPM Secretary Elsa Issac

<b>Agenda</b>
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**Old business**

Topic	Discussion/Key Points	Next Steps
EFV Check-in and out times	Check-in time is not 1200, in 590.100 it is 1100. If staff is not available then family is to park in EFV and check into visiting until there is available staff to check in. Staff came to check out family 1 hour 40 minutes early.	An email to be sent to all staff regarding this issue. Staff will do EFV check-in and outs according to stated policy times within staffing capabilities.
EFV Checklist	No check list yet	Compile notes on checklist and implement.
Eating Utensils	Broken eating utensils	On order
Cleaning Supplies	LCC will provide cleaning supplies	CPM purchased
Drapes/Blinds	One window still missing drapes, blinds broken in kitchen	Visit staff will purchase
Can opener, Toaster,	Broken can opener and no toaster	Purchased
Tour	Staff and family members toured the EFV	CPM Denny purchased towels, pillows with washable slip covers, pots and pans, can opener, toaster and eating utensils and mattress are on order.
Sign for parking lot	Temporary signage has been installed on waiting area in visitor parking lot.	Sign to arrive in 10 days from Correctional Industries

**New business**

Topic	Discussion/Key Points	Next Steps
Visiting closure procedures	Visiting was closed due to snow and a family drove from Yakima. She checked the DOC website and the notice was not up until after 2 p.m. after leaving LCC.	Ensure that notice has been put up on the DOC website and notify incarcerated individuals that visiting is closed so that they can notify their families as well.
Family Friendly Events	There will now be two family friendly events for families without children and two events for families with children.	Thanksgiving will be one of the events for families without children. One more event for families without children will be identified.
Date of LFC meeting	SCCC has the LFC the same date as LCC.	Meetings will be moved to the 3 <sup>rd</sup> Friday of every other month.


**Roundtable open discussion**

Next meeting location: LCC Administration Conference      Date: 4/10/2020      Time: 1130-1230

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Comments: \_\_\_\_\_

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