



# FAMILY COUNCIL MEETING MINUTES

Location: Larch Correction Center-COVID CALL Date: 03-17-2022 Time: 3:00 PM

Teleconference details: TEAMS

## Meeting Attendees

Department/facility co-chair: Superintendent JC Miller

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

Members present Services: CPPC Nancy Simmons, Family Services: CS4 Caroline Melhuish and Bill Copeland, Family members Shannon Pierce, Kaishanna Saunders, Denise Franklin

Non-council member attendees: Covid Outbreak Incident Commander Jason Richer HQ Analyst2 Monica Ritter

## Agenda

### New business

Topic	Discussion/Key Points	Next Steps
COVID-19 FAQ	Frequently Asked Questions (FAQ)	Here is the link to the most updated information on DOC's response and protocol on COVID-19. <a href="https://doc.wa.gov/corrections/covid-19/faq.htm#calls-faq">https://doc.wa.gov/corrections/covid-19/faq.htm#calls-faq</a>
Rejection for money	Clarification of sending money to incarcerated individuals	Denise Stevens from LCC's mailroom provided explanation for sending money to incarcerated individuals. Per DOC 405.100 Attachment 1 Unauthorized Mail to or from incarcerated individuals #33 "Solicits and/or contains money or anything of value from anyone other than the individual's immediate family member without prior approval from the Superintendent/designee, except authorized purchases through approved vendors."
Covid Update	Outbreak Status	LCC will be off Outbreak Status as of 3/18/22. Mainline is back, Program Building in open, and Recreation is back to regular schedule.
LCC LFC meetings	Shannon Pierce asked if meetings will move to exclusively in-person meetings in the future.	When LFC meeting move to in-person we will offer both in-person and TEAMS options to accommodate everyone's needs.
Family Council Positions	LCC currently needs a State Family Council Representative, Family Co-Chair and Family Co-Secretary	Denise Franklin is interested in becoming the State Family Council Representative. We will hold elections for the open positions at our LFC meeting on April 7.

### Roundtable open discussion

Next meeting location: Teams Date: 03-24-2022 Time: 3:00 PM

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

will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.

Distribution: **ORIGINAL** - Family council co-chairs