



FAMILY COUNCIL MEETING MINUTES

Location: Teams Meeting Date: 2/4/23 Time: 10-12 PT

Teleconference details: _____

MEETING ATTENDEES

Paula Chandler Department/facility co-chair Josephine Johnson Family co-chair

Elisha Madden Facility/council secretary Diane Pasta Family secretary, if applicable

Members present: Paula Chandler, Elisha Madden, Ina McNeese, Kayla Lance, Dan Allen, Dan White, Melida Ferrell, Leslie Y. O'Connor, Heather Trenk, Alex Costa, John Padilla, Jeremy Wise, Chris Hallgren, Josephine Johnson, Steve Sager, Lydia Schoen, Elke Jackson, Lynn barker, Deborah Zoutendyk, Kim Day, Paige Perkinson, Kristi Webb, Arben Kullojka, Diane Pasta, Danica Seavoy, Diane Durrall, Loren Taylor, Shaylan Moore, Kehaulani Walker, Jodie and Dave Bullard, Leslie E, O'Connor

Non-council member attendees: N/A

AGENDA

Old business

Topic	Discussion/Key points	Next steps
Ramps	Ramps are in compliance. A sign will be put up identifying the space so no one will park in that area.	Melida Ferrel will talk to the visiting staff about not blocking the access ramp.
EFV upgrades	Melida Ferrel reported: there is room for queen size beds in the EFVs and they have ordered queen size platform beds and mattresses! One EFV trailer at a time will go offline for maintenance and upgrading. Deep cleaning will be planned annually. Ordered sectional couches, new wood tables, and new twin mattresses, too. TV will be able to swivel. Will order utensils and pots and pans etc. replacing the carpet and vinyl, painting in and out, replacing appliance. Matched and consistent look is the goal. Lots of appreciation expressed. The IIBF expenditures will be public (but not specific receipts)	Will keep LFC updated on progress
Opening up and use of the bathrooms is being considered.	Bathrooms still being considered.	

Securus Technology/New tablets	Securus deployed tablets. Are regularly on site—individuals can get resolution, suggestions, or ask questions answered through the tablets’ help center or comm center app; if unresolved, there can be a call out to see a Securus Tech individuals. A calendar app is being considered—submit suggestions through the comm center app or the help on the website. Follow up: word processor on the tablet-- UPDATE 2/6-Word processor app is not covered under contract, so it will not be offered to incarcerated individuals.	Calendar app update pending
Games in visiting area and/or EFV	Reasoning for them being in plastic bags is to better search the game and for the pieces itself. Looking into new games being purchased	Will be more efficient at adding instructions to the games as well as ensuring all the pieces are there once returned.

New business

Topic	Discussion/Key points	Next steps
CPPC Projects and activities	Heather Trenk reported. Activities family friendly events have new standards from HQ. Everyone will have a Rapid Antigen Test prior to the event. Masking required. No communal food allowed. Thanks were expressed for the ceramics activity from a family member	Updated activities planned will be on the MCC website. IIBF expenditures are attached.
State Family Council structure.	SFC family co-chair, Loren Taylor reported on the State Family Council structure. Family council meetings with facilities staff, alternate with state family council meetings with representatives. For SFC meetings, half is spent with DOC providing info, the other half has each facility presenting issues. (SFC representative or substitute attends). Action item lists are created at the LFCs and then the list will go to the SFC to be addressed at the state level. An example is that	Loren Taylor’s email is on the website, and she welcomes contacts.

	LFC's increased input on IIBF priorities.	
OCO	You can research OCO reports online, specifically their recent report on their concerns about requiring staff at every event, reducing peer led programming..	Access info at Visits to DOC Facilities Corrections Ombuds (wa.gov)
IIBF	Leslie Y. O'Connor oversees the MCC IIBF. Expense spending from July through December were reviewed and how much is left for the year. Can some money go towards for Role	Melida Ferrel will make supervisors aware there is money available for units. Visiting room game issues will be addressed.
Covid-19	Dan Allen, Liaisons with headquarters about covid, reported on Covid protocols. We have a limited area outbreak in TRU A unit, though affects all of MCC. Staff mandatory testing once a week. Il testing is optional when no symptoms (except for people coming in from elsewhere or going out). February 23rd reevaluated for whether to go off outbreak status. It is 20 days each time there is a positive test. New changes may be coming from HQ.	Alex Costa: will check in about doing another round of vaccinations.

Roundtable open discussion

Topic	Discussion/Key points	Next steps
Health care	Smaller dedicated teams to increase care, hiring more people. TB at Stafford Creek and Coyote Ridge; how is MCC addressing TB? There are no TB cases at Monroe.	Elke Jackson and Alex Costa will check with infection control about TB testing, etc. for next LFC meeting
Reentry planning	Graduated Reentry is changing from counselors to reentry specialists. The GR team has been expanded and is planning to discuss with classification staff and IIs. A GR team member will become part of the disciplinary and classification team at the facility, but will do most of the reentry plan. (Arben Kullojka)	More information will be provided as changes are implemented.

Headphones	You can purchase headphones through Union Supply	
LFC staffing	Ina McNeese will be returning for the next LFC meeting. The leadership team list will be resent. Gratitude for the staff team that is involved with the LFC and the LFC members who contribute to our successful LFC.	
Incentives	I/I will get an orange tag at TRU when six months infraction free, and then they are eligible for the unit's incentive events (such as gaming). Staff and Incarcerated Individuals are part of the committee that makes the events. Submit suggestions to the incentives committee; options are endless!	Submit suggestions for incentive events to the committee.

Next meeting location: Virtual Teams Meeting Date: 4/8/2023 Time: 10-12PT

Comments: _____

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Family Council Co-chairs

MCC Local Family Council Meetings

February 4

August 12

April 8

October 14

June 3

December 9

Meetings are held 1000-1200pm via TEAMS unless otherwise notified

Family Friendly Events 2023

Eligibility criteria will be listed on the family friendly event flyer and announcement

Events are subject to cancellation or change due to covid restrictions

Painting a Flavorful Night—February 2023 TRU, MSU, WSR, SOU *postponed*

An event where you and your adult loved ones will paint canvases to create something special for them to take home. Ice cream sundaes, coffee, hot cocoa, tea and water will be enjoyed while you create your masterpieces. Music will be played in the background. Adult guests only

Significant Persons event — May and June 2023 TRU, MSU, SOU, WSR

Invite your Mom, Dad, Aunt, Uncle, Brother, Sister or any other adult that is significant in your life to this event. Enjoy a special meal, create crafts together, play games and enjoy their company. Adult guests only.

Back to School—August 2023 TRU, MSU, WSR

Get your kids ready to head back to school with an event that focuses on fun and learning! Kids get to pick out a grade appropriate backpack to start the year off right. Enjoy a fun afternoon with a meal and educational crafts. Must have a minor child in attendance.

Family Outdoor BBQ—September 2023 SOU

Enjoy the end of summer with a BBQ and yard games in the big yard.

Harvest Fest—November 2023 units TBD

Enjoy a fall day with your loved ones including Crafts! Food! Cotton Candy!

Winter Fest—December 2023 units TBD

Share the holiday with your loved ones with food and activities. Must have minor child in attendance

Questions: Please contact CPPC Heather Trenk at hktrenk@doc1.wa.gov

**Monroe Correctional Complex (MCC)
Incarcerated Individual Betterment Fund (IIBF)**

FY23 Monthly Budget to Actual Report from July 2022 to June 2023 - FM18 December 2022

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY22 Budget	Expenditures	Fee Recovery	Remaining FY22 Budget	Brief Description of Expenditures to Date
88115	NR04	CULTURAL ACTIVITY	200.00			200.00	
88115	NR05	CULTURAL RELIGION	1,500.00			1,500.00	
88125	NR08	EFV EXPENDITURES/FEE RECOVERY (\$15 per night)	1,400.00	1,539.82	(1,775.00)	1,635.18	Game storage, TV, DVD player, Box springs, Refrigerator, hand trucks,
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	2,880.00	2,306.16	(5,481.00)	6,054.84	Game prizes, kettlebells, gym bench, exercise bike parts.
88180	NR03	ART WORKS	500.00			500.00	
88180	NR27	UNIT ACTIVITY	7,210.00	1,322.50		5,887.50	Games, Christmas Tree
88190	NR30	VISITING ROOMS	1,300.00	311.49		988.51	Games
89110	SP68	Rec Project WELLNESS ENHANCEMENT	24,919.97	24,919.97		0.00	SOU Gym Project
89130	F107	FAMILY FRIENDLY - IIBF FREE PHOTO	1,200.00	1,025.96		174.04	Photo supplies. Program for VISTING ONLY!
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	1,781.00	1,056.29		724.71	Backpacks, lunch boxes, school supplies
89130	FF12	FAMILY FRIENDLY - HARVEST EVENT	2,022.00	1,288.22		733.78	Photo supplies, cards, Party favor bags, fall craft kits, Thanksgiving cards
89130	FF37	FAMILY FRIENDLY - MARRIAGE CLASS	630.00			630.00	
89130	FF40	FAMILY FRIENDLY - HOTEL VOUCHER	15,000.00	1,100.00		13,900.00	Lodging assistance
89130	FF69	FAMILY FRIENDLY - WINTER EVENT	3,647.00	2,679.94		967.06	Photo Paper, Holiday Greeting Cards & Envelopes, Backdrop, Postage
89130	FF91	FAMILY FRIENDLY - VIDEO GREETING	500.00			500.00	
89130	FF95	FAMILY FRIENDLY - FAMILY BBQ	501.00			501.00	
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	1,710.00			1,710.00	
89130	FF97	FAMILY FRIENDLY - ADULT DAY	1,586.00	128.52		1,457.48	artist canvas
89130	FPOP	FAMILY FRIENDLY - POP UP	1,145.59	1,159.84		(14.25)	board games, laminator, crayons, halloween crafts & bags
89170	OP03	TV CABLE COMCAST CABLE/FEE RECOVERY (\$0.50 per month, per I/I)	117,040.00	61,316.86	(4,109.99)	59,833.13	Monthly Cable Fees
		Report Total	186,672.56	100,155.57	(11,365.99)	97,882.98	