



# FAMILY COUNCIL MEETING MINUTES

Location: MCC- JEPC Date: 04/20/2024 Time: 10a-12p

Teleconference details: \_\_\_\_\_

## MEETING ATTENDEES

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

Facility/council secretary Danica Seavoy Family secretary, if applicable

Members present: Redacted at the request of the I/I's

Non-council member attendees: Kayla Lance, Ina McNeese, Paula Chandler, Val Blom, Leslie Y. O'Connor, Leslie E. O'Connor, Melida Ferrell, Ken Bratten, Lisa Anderson, Vikki Smith, Lee Stemler, Joseph Linebarger, Alex Costa, Alexia Maldonado

## AGENDA

Old business

Topic	Discussion/Key points	Next steps
Welcome	AS Chandler and Josephine Johnson (Family Co-Chair) welcomed and thanked the attendees. Introductions of MCC Staff.	
Event Updates	<p>CPPC Smith reported: TRU had karaoke on the 12<sup>th</sup> during regular visiting.</p> <p>MSU has karaoke on the 26<sup>th</sup> during regular visiting.</p> <p>TRU on the 30<sup>th</sup> will have a Piano performance by Pianist Eric Genius.</p> <p>Significant person event planned at all facilities – SRTC 5/10, WSR 5/18, TRU 6/8, MSU 6/22.</p> <p>Trying to spend IIBF money for pop up events and replacing old items (backdrops, games, etc.)</p> <p>LFC questions:</p> <p>MSU would like to extend events an extra hour. Cpt. McNeese reported: She will get</p>	Will be purchasing more music discs for karaoke.

	<p>with CPM Kullojka to see if they can do an outcount and work out the logistics to get the time for MSU events extended.</p> <p>Can we look into doing a professional picture program for events? CPPC Smith reported: She will follow up with CPPC Trenk.</p>	
<p>IIBF Update</p>	<p>LBM O'Connor reported: Shared the IIBF form. Our facility is committed to leaving no money on the table.</p> <p>Budget goes through the last closed month, which was March.</p> <p>A lot of spending has been occurring since then.</p> <p>Next LFC meeting, a lot of the funds should be depleted.</p> <p>There is spending in Cultural Activity.</p> <p>EFV expenditures has spending.</p> <p>TV rental - unsure if that will all be spent, that discussion will happen with the facility.</p> <p>Arts and crafts are spent.</p> <p>VR has lots of spending happening, not expecting any to be left. Seen lots of purchase requests for kid supplies as well.</p> <p>Family friendly is getting spent with events.</p> <p>Cable TV will be getting spent.</p> <p>LFC questions:</p>	<p>Update from LBM O'Connor regarding the transfer of funds within IIBF line items:</p> <p>Cannot reallocate lodging funds.</p> <p>Recreation – The funds cannot be transferred. We either spend it or lose it. Board games for living units as well as indoor/outdoor recreation supplies can also be purchased with Recreation Funds.</p> <p>Television Rental – The funds cannot be transferred. Dayroom TV's can be purchased using these funds. We either spend it or lose it.</p> <p>Cultural – The funds cannot be transferred. The funds must be spent on cultural events.</p> <p>Family Friendly (FF) – Funds cannot be transferred to non-FF. If you have an event that is unplanned, the reallocation request form can be used to get approval to transfer funds to that event. We can also request approval to move funds between already approved FF events if the expectations for the required events can be met.</p>

	<p>Is the budget a use it or lose it? LBM O'Connor reported: Yes, it is. If we don't spend it, the money goes back into the IIBF pot to be redistributed next year. We understand that and don't want that to happen so we will spend as much as we can.</p> <p>Can funds from one category be moved to another if the money isn't being spent? LBM O'Connor reported: For most categories, yes. There are funds where we collect fees for (i.e. TV rental, EFV, etc.) that might not be able to be reallocated. Will follow up with HQ and get the answer to AS Chandler next week.</p> <p>Can the Lodging Fund be moved, and do we have members using that at MCC? LBM O'Connor reported: No, we do not have people utilizing that fund. They are no longer charging families for that particular cost. Will find out if that fund balance can be moved. She thinks it can be.</p> <p>Can MSU folks know about the Lodging Fund? LBM O'Connor reported: It is on our webpage at <a href="http://www.doc.wa.gov">www.doc.wa.gov</a>. The Statewide program is not being used at all either.</p> <p>Why is there a surplus of Unit activities when there have been requests for use of those funds? LBM O'Connor reported: Funds are being spent. To see how it is being divided you would have to speak with the respective CPM, as the CPM's manage that fund.</p>	<p>Bottom line, there are only 4 line items left that we could transfer funding, but the amounts are very small. It may be easier to spend the money where it is.</p>
<p>EFV Trailer 4 update and items not replaced in trailers</p>	<p>AS Chandler reported: We have started on Trailer 4, and it will take a couple of weeks.</p>	<p>Will be looking into an accountability process for maintaining integrity of equipment.</p>

	<p>AS Chandler put in an order for several items which include: measuring cups, baby bath, waffle makers, whisk, kids cups and plates, plastic pizza cutter, and cooking utensils.</p> <p>Sup. Anderson stated we may look into a ninja air fryer all in one. More to come on that.</p> <p>We are having issues with maintaining integrity of equipment out there.</p> <p>Must take better care of the trailers.</p> <p>People are leaving things. What you bring in you must take out.</p> <p>Do not be surprised if you see a letter from AS Chandler if you leave things.</p> <p>LFC questions:</p> <p>Can we have more seating at the table or bring the coffee table back? AS Chandler reported: Yes. We are looking at putting a larger table. We will be refurbishing stuff they once had, that we will put back in there.</p> <p>Can the bed be fixed? AS Chandler reported: It is already fixed.</p> <p>Can we get a blender back? AS Chandler reported: We will look into it, but we are going to keep it simple. Will talk with the captains to see if there are any security concerns.</p> <p>What about BBQ spatulas? AS Chandler reported: Metal ones are not coming back, they are not on HQ approved list. We will</p>	<p>Update: AS Chandler has already placed BBQ spatulas in the trailers.</p>
--	--	---

	look at options. Only \$1200 left in this budget, so they will see if they can move some funds around.	
Satellite updates – Cable issues	<p>FM Hansen reported: HQ still looking at that, no updates.</p> <p>LFC Questions:</p> <p>What happened to the Hispanic TV channel? Supt. Anderson reported: What happens is, when we have a contract with the cable provider, they say these channels may change without notice, and they can do that. While we negotiate, we can request certain channels, but they can change them at any time without notice.</p> <p>At TRU, there are a lot of cells where the cable channels aren't coming through. Supt. Anderson reported: That has to do with analog/digital. It is out of maintenance's hands for the proposed solutions so far but are working to find one. Satellite may be a better option for us.</p>	Update received 05/03/24 – We have found a satellite vendor to provide consistent, equitable satellite TV services. More to come on that!
TRU Ice cream incentive program – updates	<p>CPM O'Connor reported: The proposal was approved by the Superintendents, and all supplies have been ordered.</p> <p>We are still waiting for the storage cabinet to arrive.</p> <p>Once all supplies arrive, the memo and ordering information will go out to the TRU population.</p>	

New business

Topic	Discussion/Key points	Next steps
Evergreen not filling vending machines	Evergreen Representative Val reported: Business started in 1976, located in Tukwila.	Evergreen Vending will look into hiring a person locally, to better service our facilities.

	<p>Drivers visit your sites daily Thurs-Mon.</p> <p>Products rotate about every 90 days.</p> <p>LFC questions:</p> <p>By Monday afternoons, machines are scarce. Can the machines be filled with more product in the afternoon? Evergreen Rep. Val reported: Area manager reported seeing a lot of activity through the weekend and did a site tour with AS. Chandler. They will actively look to make an adjustment in the next week.</p> <p>Can we see milk and soup options return? Evergreen Rep. Val reported: We can have certain items in there, but it must be the right temperature. They do not know if our current machines have capacity to have those items. They will investigate that.</p> <p>Can we have more kid friendly options? Evergreen Rep. Val reported: They don't have a lot of kid options in the product line but will reach out to the product purchaser. They cannot add small candies due to policy but will look at Lunchables.</p> <p>Can we get ice cream machines back at MSU? Evergreen Rep. Val reported: Spoke with equipment manager, and if it cannot be fixed, they will get a new machine in there. No specific date on when but will press if for priority.</p> <p>Can we bring coffee machines back? Evergreen Rep. Val reported: Yes. We will get with</p>	<p>Evergreen Rep. Val stated they will add dairy and soups to the list once they can confirm the products fit the machines and dispense properly.</p>
--	---	---

	<p>AS Chandler and go over coffee machine options.</p> <p>WSR has expired products. Evergreen Rep. Val reported: Stale food is part of the driver's responsibility. This is always an urgent issue when they hear about it. They will have the area manager due an inspection and get with driver to ensure compliance.</p> <p>Is canned Starbucks Coffee an option? Evergreen Rep. Val reported: Will get with purchasing and will put them in the rotation. AS Chandler reported: All facilities are allowed canned Starbucks, except for SRTC.</p>	
<p>Bringing back the CTAP program</p>	<p>Cpt. McNeese reported: The CTAP Program is a partnership between MCC and EDCC to teach construction/building skills, intended to help upon release.</p> <p>CTAP was formerly conducted at a warehouse that CI used for storage, however that building has been deemed unsafe.</p> <p>With the consolidation of WSR, we have an entire area, Building 4, where all the hobby programs were, and that is where we will have the CTAP Program.</p> <p>Classes have started already, but they are doing classroom work inside MSU.</p> <p>The I/Is from MSU will participate in class at Building 4, once that area is ready.</p> <p>LFC questions:</p>	

	<p>What will be taught? Cpt. McNeese reported: Construction type trade. Usable trade.</p> <p>Is it only available for MSU? Cpt. McNeese reported: Only available for MSU, because it is outside the gate. Sup. Anderson reported: TRU wants it tremendously, but TRU is a Safe Harbor, and we cannot have Safe Harbor mixing with Camp for safety reasons. If there is an opportunity for that, we will circle back around to it.</p> <p>Current class at MSU were just told they would not be getting OSHA certification. How can we get our OSHA certification? Sup. Anderson reported: Will ask if EDCC can deliver for this class. Not sure if current students can take the class again once CTAP is in Building 4 to complete their OSHA certification.</p>	
<p>TRU Med/Min units privilege updates, and what was done in the past</p>	<p>Cpt. McNeese reported: Pre COVID and post COVID TRU houses Med and MI3.</p> <p>Our MI3 units are slightly different. They can walk in and out of their main doors and unit doors.</p> <p>Medium units, they cannot open their doors, they have a booth officer who does it.</p> <p>There is a cap on the number of I/I's on the patio at a time for safety and security reasons.</p> <p>MI3 units are allowed 6 I/I's on the patio at a time.</p> <p>Med units are allowed 5 I/I's on the patio at a time.</p>	<p>Sup. Anderson has asked for additional rec staff so we can use gym/yard at same time.</p>



	<p>Pre COVID units had an additional rec time, and they are pushing for that to come back.</p> <p>They have an incentive program where it is opening more opportunity for additional rec time.</p> <p>LFC questions:</p> <p>Can we have more open movements? Cpt. McNeese reported: She will reach out to CPM Kullojka about that for MSU.</p> <p>Can they have a snack in the hall or dayroom? Cpt. McNeese reported: Closed door requirement will not be removed. The reason is because it becomes a deterrent to see down the unit and is a safety issue. CPM O'Connor reported: She did a poll from other facilities, and most facilities do not allow it. They are looking at an exception for events like Superbowl. There is also a sanitation issue.</p>	
<p>Statewide Meeting Notes</p>	<p>Family Co-Chair Johnson reported: Photos – 2 per person (I/I's, all visitors including children), can be different poses.</p> <p>SB 5953 – Concerning financial aid grants for incarcerated students.</p> <p>.</p>	<p>Please statewide meeting minutes</p>
<p>MSU visit room request for color books, crayons, colored pencils, kids games</p>	<p>AS Chandler reported: Email was sent out, and we are doing inventory on what we have, and</p>	<p>AS Chandler will look into having maintenance build a</p>

	<p>what is broken. Will work on getting new toys, games, coloring books, etc... into the VR's.</p> <p>We just received a large box of new children's books to distribute out.</p> <p>Will be putting more time and attention into that.</p> <p>Supt. Anderson suggested a chalkboard for the children in the waiting areas as well as a TV.</p>	<p>chalkboard for the waiting areas.</p> <p>AS Chandler stated MSU waiting area has a TV, but will look into a TV for the other waiting areas.</p>
<p>Can the Visiting Sgt. provide video visit information to FRMT?</p>	<p>Cpt. McNeese reported: Regular visiting uses a program called CePrisons, where we capture notes and information.</p> <p>Same notes occur in video visits.</p> <p>Counselors already capture the notes from the video visits and present it to FRMT.</p> <p>The situation in question was probably a singular misunderstanding with a counselor.</p>	
<p>EFV handbooks/papers – New family members do not know what do and times</p>	<p>AS Chandler reported: Currently updating OM and working with the program.</p> <p>Looking at providing more additional packets, to send to the I/I's. Which then it would be their responsibility to get that information to their loved ones.</p> <p>Looking at doing something electronically – Creating a mailbox to send the forms too. More to come on that!</p> <p>Evacuation maps will be posted on walls in the EFV trailers. Still in progress, will be completed soon.</p>	

<p>Increase phone call time on tablets from 20 minutes to 30 minutes</p>	<p>CPM O'Connor reported: This is a statewide contract issue and cannot be impacted at a local level.</p>	
<p>Suboxone/Opiate treatment program going from 6 months to 2 months</p>	<p>HSM Costa reported: There must have been a little confusion. Still same protocol since 2021. No changes have been made. It just depends what medication you are on.</p> <p>Any patient can write a kite and state their interest in the MOUD program; which will be tracked by Reentry Nurses at HQ.</p> <p>About 4 months from ERD, I/I will be contacted for health history and decide which path would be appropriate for reentry.</p> <p>I/I's will have a Reentry Care Manager for education/planning.</p> <p>About 90 days before ERD labs/meds are done. At 90 day mark, doses are increased to the point the I/I's are at a safe point to reenter the community.</p> <p>Naltrexone – Kite system is the same, labs are the same, but these are injections. One injection 21 days before ERD and one injection 14 days before ERD.</p> <p>Send a kite asap if you are interested in the program.</p> <p>We don't start 6 months before ERD because there is a risk. We don't want OD'ing. We don't want dangerous medication to possibly get diverted. Don't want to expose other participants/facilities.</p>	
<p>Securus 'refusing' to release photos/music to recently released I/I's</p>	<p>CPM O'Connor reported: This is the first she heard of this. She needs specific names/DOC</p>	

	<p>numbers to follow up. If there are not specifics, individuals need to contact Securus directly as the contractor.</p> <p>Contract requires them to put in request upon release through the ComCenter App.</p> <p>If they have already released, and have not received items, contact Securus via the website.</p>	
<p>Soft cookies and chips on Commissary</p>	<p>CIM Matthew Blair reported: Commissary operations do offer several soft options in the cookies and pastries category.</p> <p>Of the 15 products in this category, 6 are considered soft.</p> <p>If the population has a request for specific items, a kite with the suggested items can be sent to MCC Commissary. The suggestions are added to a database maintained by Commissary Operations.</p> <p>Depending on availability, price points, and other factors, the suggested products could be added to the offered list.</p> <p>We are working on our current potato chip offering.</p> <p>While we can impact available variety, finding a soft potato chip is not likely.</p> <p>LFC questions:</p> <p>Can we get items that don't tear up your mouth (i.e. cheese puffs or fig newtons)? AS Chandler reported: Send a kite to MCC Commissary of your wish list, and we can try to source a vendor.</p> <p>Co-Chair Johnson reported: Statewide said Tier Reps can</p>	

	request soft items with the CI GM at their Tier Rep Meetings. Supt. Anderson reported: We will invite our CI GM to our next LFC meeting.	
All units visiting on Fridays and Mondays at MSU	<p>AS Chandler reported: Having a conversation between AS Chandler, Lt. Davis, CPM Kullojka, and Cpt. McNeese to see if we can do this due to staffing.</p> <p>Need to look at everything and be prepared with a plan.</p> <p>This will require needing assistance from shift.</p> <p>Working out the kinks before it is moved to Superintendent for approval.</p> <p>Still in discussion, nothing finalized. More to come.</p> <p>LFC questions: What would have to change with staffing? AS Chandler reported: Only 2 staff at MSU visiting currently. If we open visiting to all units, there is a chance that a lot more people coming to visit, and we need to look at how we will process them in a certain timeframe. Need to be prepared and have a plan.</p>	

Roundtable open discussion

Topic	Discussion/Key points	Next steps
Handbook questions	<p>CPM O'Connor reported: Although she is responsible for the handbook, it is created by numerous stakeholders. Need more specific questions to be able to get the right stakeholder involvement.</p> <p>LFC questions: If the I/I's have their TV on the shelf, will they get a write up, because it says it must be on the desk. CPM</p>	

	<p>O'Connor reported: The overall need with the cells and request from population was asking for more clarity. With clarity, there is common sense. Just make sure cells are in neat orderly fashion.</p> <p>CPM O'Connor spoke with I/I's in the last several days, no concerns were brought up.</p> <p>Reviewed general infractions since Jan 1<sup>st</sup>, and all seemed appropriate. Nothing for TC in wrong spot. They were more for significant things like very messy cells, with time to clean up and they did not do so.</p>	
LFC Meeting Update	<p>Supt. Anderson reported: Glad to meet everyone. Gave her DOC background. This is her first LFC meeting.</p> <p>Wanted to get feedback on changing the LFC meeting to either a Monday or Friday.</p> <p>We got mixed perspectives. Some want to keep on weekends only, some ok with Mondays, some ok with Fridays.</p> <p>The group decided - we will meet in the middle and alternate Fridays and Saturdays.</p> <p>TEAMS will still be an option while at JEPC. TRU VR has connectivity issues.</p>	Next LFC Meeting will be June 14 <sup>th</sup> 1000a-1200p (Friday)
Questions	<p>Individuals not able to get video visiting. CPM O'Connor reported: There are video visits occurring every day. Forward specific information to CPM O'Connor to look into.</p> <p>When arriving on TRU grounds, are we to stop at the callbox and speaker? AS Chandler reported:</p>	

	<p>Yes. You should always stop anytime you are on grounds.</p> <p>TRU speaker box and signage are not clear. Sign says stop and wait, but no one will come on the speaker unless you press the button. And callbox isn't situated in a good place. Cpt. McNeese reported: Will look into it.</p> <p>TRU – I/I asking when both I/I are in their cell, are they able to put up a sheet for privacy when using the toilet? AS Chandler reported: No, not allowed due to PREA/security reasons. WSRU had privacy curtains at the end of the bunk, but it is a different cell structure at TRU and they are unable too.</p> <p>Appreciation – TRU visiting staff couldn't be better! Very cordial and friendly.</p>	
--	---	--

Next meeting location: TBD Date: 6/14/24 Time: 10a-12p

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