



# FAMILY COUNCIL MEETING MINUTES

Location: MCCCW Virtual Meeting Date: 2/9/2021 Time: 1:00pm

Teleconference details: Meeting via Skype

<b>Meeting Attendees</b>
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Department/facility co-chair: Dennis Tabb, Supt Family co-chair: Paula Bond, SFC/LFC

Facility/council secretary: Chrislee McConnaughey, CPPC Family secretary, if applicable: \_\_\_\_\_

Members present: Paula Bond, SFC/LFC

Non-council member attendees: \_\_\_\_\_

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

Topic	Discussion/Key Points	Next Steps
Dec 2020 Bi Monthly Minutes	Adopted by Paula Bond, LFC – second Chrislee McConnaughey, CPPC	Minutes have been posted to web page
LFC Recruitment		
MCCCW Phones	No change to phone situation. Study and cost will be significant/expensive. Several facility do have their phones outside. Additionally, moving the phones will create the loss of programming and dayroom areas to implement causing additional issues.	No additional action, at this time.
HVAC/Filtration Updates	No new updates on filtration system. Plant Managers, agency wide, continue to work on this issue.	No additional action, at this time.

**New business**

Topic	Discussion/Key Points	Next Steps
Comfort Bags	Headquarters approved issuing “comfort bags” for the facility population, agency wide. MCCCW will distribute a blank journal, pencil, some candy and choice of Word Search or Crossword Puzzle book on Friday, Feb 12, 2021.	No additional action, required.
Loved One Appreciation Craft Event	40 individuals sent 84 craft project picture frames with picture included to love ones for the Valentine Holiday. Participants were appreciative of the time spent crafting and excited for loved ones to receive their craft.	No additional action, required.
Family Services Update	Family Services recently announced a partnership with California based, AVARY PROJECT, an opportunity for children ages 10-15 years old to virtually come together with shared	No additional action, required.

	experiences as child of an incarcerated parent. Flyers have been posted in each unit, unit counselors have received flyer, as well as a kiosk message was sent directly to the population regarding this program opportunity.	
IIBF Budget	Comm. Partnership Prog. Coord. submits proposal of events for the following fiscal year (Jul-Jun) to Superintendent for approval. The approved proposal is then submitted to Headquarters for final approval and the budget amount is calculated based on a base cost of \$6.50 per person plus additional cost of items not covered in based cost from IIBF (Incarcerated Individual Betterment Fund)	No additional action, needed.
Tier Reps	Each unit has a Tier Rep per tier up to 4 Reps per unit. Reps are elected by the population with review by unit FRMT (Facility Risk Management Team) to ensure individuals are in good standing. Term limited is one year. Tier Reps meet with Superintendent, quarterly. Meeting is facilitated by Supt., Corr. Program Mgr. OR LT. Agenda is created by items not able to be resolved at the unit level, where meetings are held weekly with their CUS (Corr. Unit Supvr.)	No additional action, required

**Roundtable open discussion**

No additional items for discussion.

Next meeting location: Virtual Meeting Date: Tues, April 13, 2021 Time: 1:00pm

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

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