



# FAMILY COUNCIL MEETING MINUTES

Location: SCCC Visit Room Date: 12-13-19 Time: 0900-1100

Teleconference details: NA

<b>Meeting Attendees</b>
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Department/facility co-chair: CPM Rob Schreiber Family co-chair: Vanessa Lewis

Facility/council secretary: Katy Tatro Family secretary, if applicable: V. Lewis for M. Fry (absent)

Members present: State Rep S. Cooksey, Family Co-Chair V. Lewis, Family Reps: D. Sifres, V. Westman, M. Stevenson, J. Revay, S. Babcock, J. Triggs. Incarcerated: H1 S. Thornton, H2 F. Faagata, H3 J. Chambers, H4 I. Cranshaw, J. Faircloth, W. Armstrong. Absent – H6 S. Gonzalez.

Non-council member attendees: Staff: Supt. Haynes, Assoc. Van Ogle, CPM's Bohon & Schreiber, Captain Mainio, CPPC Mansford, Sec. Seniors Myers & Rehak, CI Commissary Troy, Fac. Mgr. Williams, AA3 Gamroth, Fiesta Food Mgr. Norris, HSM1 Taylor.

<b>Agenda</b>
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Old business

Topic	Discussion/Key Points	Next Steps
1. Call-out magnifier H5 A-pod	Call-out magnifier in H5 is working well.	Units may order these through their unit CUS's if interested.
2. 2020 LFC elections	SCCC's LFC 2020 officers are: <ol style="list-style-type: none"> <li>1. Family Co-Chair: Miriam Fry</li> <li>2. Family Secretary: Vanessa Lewis</li> <li>3. Family State Rep: Susan Cooksey</li> </ol>	The Facility Secretary will revise the LFC video that explains the LFC process to include the names and designations of LFC family officers and staff that represent our LFC. This video plays daily in the D bldg. hallway next to the key boxes.
3. New LFC Unit Reps	Introduction of new LFC unit Reps: H1: Thornton DOC #310168; H2: Faagata DOC #306380; H3: Chambers DOC #743702; H4: Cranshaw DOC #749466; G unit: Armstrong DOC #710191	LFC unit Reps will continue through 2020.

New business

Topic	Discussion/Key Points	Next Steps
<p>1. How will SCCC implement core values from DOC's new mission statement?</p>	<p>Information regarding the importance of positive interactions with the incarcerated population will be passed down to staff through focus groups and routine meetings to include monthly PSM's. Key competencies include: cultivate an environment of integrity &amp; trust, people's safety, respect &amp; inclusive interactions, supporting people's success &amp; positivity in words &amp; actions.</p>	<p>EDIR (Equity, Diversity, Inclusion &amp; Respect) conference will be in January at Tacoma Convention Center. Non-uniform, C/O's, Sgt.'s and upper management will attend &amp; bring back key information to share with SCCC staff. This will be an ongoing process that will also be reflected through staff evaluations &amp; expectations.</p>
<p>2. Incarcerated population requesting paid unit tutor position in units.</p>	<p>The incarcerated would like to create more jobs in the units, specifically unit tutors to assist with those obtaining degrees.</p>	<p>Unit tutors would need training and education does not have the staffing to accomplish this. This topic will continue to be evaluated by J. Peterson, Dean of Education, if/when enough staff are hired to accomplish this goal.</p>
<p>3. SFC meeting update</p>	<p>SFC update by S. Cooksey includes some key points: DOC's mission statement has changed to: "To improve public safety by positively changing lives." 2020 SFC Family Co-Chair is Suzanne Cook &amp; SFC Family Secretary is Loretta Rafay.</p>	<p>IITS (Incarcerated Individual Tech Services Vendor Demonstrations): demonstrations took place over a four day period. Afterwards families were asked to identify two of the four vendors they liked the best. Century Link and Securus/JPay were the Working Group selections for moving forward. The decision is up to DOC and will not be effective until 2021. Any changes by the Working Group will be shared at the SFC level and communicated at the LFC level. For additional info. see DOC website for posting of November 16th SFC Meeting Minutes.</p>
<p>4. Update on SCCC's mattress pilot</p>	<p>CPM Schreiber reviewed core options &amp; outer coating of mattresses. Samples will be here in January for incarcerated individuals to test &amp; rate. There</p>	<p>Sample mattresses are slated to arrive at SCCC sometime in January.</p>

	<p>are focus groups within CI HQ regarding standardizing mattresses across the State. Ombuds have extended visit for their review.</p>	
<p>5.Changes to EFV process</p>	<p>Notice of the new EFV process that began on 12-2-19 recently went out to all staff and the incarcerated summarizing process changes.</p>	<p>This process change was developed by focus groups as our needs have changed. A few of these changes include: A storage shed located by the EFV trailers is now being used for linens. Intake bags will be issued to the incarcerated for their EFV's and can either be thrown away or the family can take with them out of the facility. Intake bags will contain hygiene items such as bar soap, shampoo, toothpaste, etc.</p>

**Roundtable open discussion:**

1. **BOE's (Behavior Observation Entry):** This topic continues to be reviewed by POP06 through Results Prisons to increase staff awareness. A contest was held for BOE slogans & signs have been placed in various locations within the facility. BOE goals include 4 positive to 1 negative. When a BOE is written, staff need to notify the incarcerated individual within 48 hours and provide a copy.
2. **Unit pillows:** LFC unit reps state that not all units have pillows. Per CPM's, the CUS's have the authority to order pillows as needed. Please contact your unit CUS if a pillow is needed.
3. **Extra blankets:** Can incarcerated individuals obtain extra blankets during the winter months? This decision is at the CUS's discretion.
4. **OBF (Offender Betterment Fund) pie chart:** This graph, which summarizes monies spent under each area, is sent to each unit monthly and filed in the Tier Rep binders. These will be available at future LFC meetings for the LFC unit Reps and family council members to take as desired.
5. **Visit Room restrooms:** Can the VR restrooms be cleaned more frequently? As the restroom doors cannot be left unlocked due to safety issues, please report concerns to the Visit staff for resolution. If issues continue, please notify CPM Bohon's office.
6. **Violence Prevention:** Per Associate Van Ogle, there have been several violence prevention events take place this year to include an art festival, rock concerts and security forums. The next security forum will be held January 29<sup>th</sup> in the Visit Room. These events are designed to discourage introduction of contraband and promote violence prevention and reward those participants that meet event criteria.
7. **Offender Diversity:** For those that do not know, Captain Mainio heads up the offender diversity committee. The Black History event is currently scheduled for February 26<sup>th</sup>. Flyers and applications were sent out last week to unit staff.
8. **Request for Class III wage increase:** This topic is being addressed through the Quarterly Tier Rep meetings and will be reviewed at the State level.
9. **Fiesta Food Services requests:** A request for more spinach salads & the return of the egg scramble was brought forth at the meeting. These requests have been noted by Fiesta Foods staff and will be reviewed for vending machine placement.
10. **What is the rule for toilet paper exchange:** Toilet paper exchange is conducted with a 1 for

1 exchange. This means exchanging an empty toilet paper roll for a full roll of paper from the unit officer. If questions, please speak to your unit CUS.

11. **Family Friendly Events:** CPPC Mansford states that Winter Event went well to include having Santa & Mrs. Claus at event. Bears Behind Bars donated 150 bears for event. Next FF event will be Movie Night in February. CCIII Revel will run the event as CPPC Mansford will be on maternity leave. The 2020 FF calendar has been drafted & will be finalized soon. These will be posted in the units and on the website.

12. **Family Fun Night:** Thanksgiving arts & crafts on November 15<sup>th</sup> went well to include making homemade cards and turkey gift bags. Next FFN event will be February 14<sup>th</sup> – Valentine’s Day arts & crafts, 5:00-8:00pm. A kiosk will be sent to the population in January & flyer/application forms sent to the units.

Next meeting location: Visit Room    Date: February 14, 2020    Time: 0900-1100 \_\_\_\_\_

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

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