



FAMILY COUNCIL MEETING MINUTES

Location: SCCC Visit Room Date: 2-14-20 Time: 0900-1100

Teleconference details: NA

Meeting Attendees

Department/facility co-chair: Gina Penrose, ASP Family co-chair: Miriam Fry

Facility/council secretary: Katy Tatro Family secretary, if applicable: _____

Members present: State Rep S. Cooksey, Family Co-Chair M. Fry, Secretary V. Lewis, Family Reps: D. Sifres, V. Westman, M. Stevenson, J. Revay, S. Babcock, J. Triggs, H. Dockery, H. Heard, M. Stevenson, B. DuSchene & visitor – Denise Isaacson. Non-council member attendees: Staff: Supt. Haynes, CPM Bohon, Acting CPPC Gamroth, Sec. Senior Myers, Fac. Mgr. Williams, HSM2 Parris & LBA Redding. Unit Reps: H1 Thornton; H2 Faagata, H3 Chambers, H5 Faircloth, H6 Gonzalez & G unit Armstrong. H4 Rep I. Cranshaw– moved to another unit, replacement forthcoming.

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
1. Call-out magnifier H5 A-pod update	A call-out magnifier was installed in H5 A pod and is working well.	All units encouraged to submit request to CPM Schreiber's office if interested.
2. 2020 LFC elections	SCCC's LFC 2020 officers are: 1. Family Co-Chair: Miriam Fry 2. Family Secretary: Vanessa Lewis 3. Family State Rep: Susan Cooksey	Ms. Tatro has sent the updated officer info. to designated HQ staff. The LFC video for SCCC staff viewing has been sent to the Superintendent's office to update. This video explains LFC processes & staff/family officer info. The video plays daily for staff entering the facility through D bldg.
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. H5:	LFC unit Reps term has been increased to 24 consecutive months if Unit Rep is meeting all criteria required.

Topic	Discussion/Key Points	Next Steps
4. How will SCCC implement core values from DOC's new mission statement?	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 & trust, people's safety, respective & inclusive interactions, supporting people's success & positivity in words & actions.	EDIR (Equity, Diversity, Inclusion & Respect) conference will be in January at Tacoma Convention Center. Non-uniform, C/O's, Sgt.'s and upper management will attend & bring back key information to share with SCCC staff. This will be an ongoing process that will also be reflected through staff evaluations & expectations.
5. Incarcerated population requesting paid unit tutor position in units.	The incarcerated would like to create more jobs in the units, specifically unit tutors to assist with those obtaining degrees.	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.
6. SFC meeting update	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 & SFC Family Secretary is Loretta Rafay.	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.
7. Update on SCCC's mattress pilot	CPM Schreiber reviewed core options & outer coating of mattresses. Samples will be here in January for incarcerated individuals to test & rate. There are focus groups within CI HQ regarding standardizing mattresses across the State. Ombuds have extended visit for their review.	Sample mattresses are slated to arrive at SCCC sometime in January.

8.Changes to EFV process	Notice of the new EFV process that began on 12-2-19 recently went out to all staff and the incarcerated summarizing process changes.	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.
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New business

Topic	Discussion/Key Points	Next Steps
1. Establish LFC yearly calendar	Associate Penrose proposed new yearly calendar to consist of 2 months (April & December) for Fiesta Food Services (vending machines) to be present for Q & A; 2 yearly tours per policy in June & August; vote for 2021 LFC family officers in October; and educational presentations by area management staff to be voted on by group for each LFC meeting.	<p>The LFC yearly calendar will include presentations by area staff, who are subject matter experts & able to answer questions in their particular area. Two (2) tours per policy will be included as well. The yearly schedule is as follows:</p> <ol style="list-style-type: none"> 1) April 10, 2020 – Fiesta Food Services & ITJS/WA ONE/JOBS/HUB CLEARANCE 2) June 12, 2020 – Tour EFV's & EFV overview/qualifications/costs 3) August 14, 2020 – Tour Maintenance Dept. & Medical/release of information 4) October 9, 2020 - Voting for 2021 LFC family officers & Review Programs for Family/C. Melhuish & CPPC/Banking 5) December 11, 2020 – Fiesta Food Services & Education overview (J. Peterson, Dean GHC)
2. SFC Meeting Update	SFC Meeting update by State Rep S. Cooksey.	Summary of Jan. SFC meeting includes: Supt. Haynes & Visit Sgt. Smith in attendance; SFC co-chair Jeneva Cotton reviewing options for ways incarcerated individuals can submit SFC agenda items and HQ can live stream SFC meetings;

		moving forward with House Bill 2302 – child support being reduced during period of incarceration; Feb. 20 th mtg. at SCCC – Incarcerated Individual Media Player Review in Visit Room to include Century Link & Securus/JPay products. Tier Reps & LFC unit Reps both invited as well as area & HQ staff. J. Carns from Ombuds states that work groups have brought positive changes to include grievance procedures. In future meetings will address OBF & Food Services.
. OBF Update	OBF update by Local Business Advisor R. Redding.	Per LBA Redding, OBF pie charts are being replaced with OBF quarterly report that LBA will supply copies of for LFC meeting. OBF funding includes: Family Friendly Events, EFV, REC & Visiting supplies, TV services, meal enhancements, Offender events & Unit activities. These are recognized at the local level while Legal Library, REC staffing & Violence Reduction programs are all HQ level but still a part of the overall OBF. OBF has now been changed to IIBF which stands for Incarcerated Individual Betterment Fund. Banking presentation will be October 9 th , 2020.
4. Mattress Pilot update	Current update by Associate Penrose.	Two (2) samples of mattresses have been sent to IMU to be tested by incarcerated individuals. Findings will be forthcoming.

Roundtable open discussion:

1. **Fiesta Food Services requests:** A request for more spinach salads & the return of the egg scramble was requested at December meeting. A recent update by Fiesta Foods staff shows that a Sirachi egg scramble was added the beginning of February. The egg scrambles were pulled due to faulty seals and various complaints they had received. Their supplier has a sausage/egg/cheddar scramble but they are currently out of stock. They reviewed spinach salad sales which had to be reduced from 24 to 12 per week due to spoilage. This will continue

to be reviewed for future sales. An email went out to all LFC family members & kiosk to the Unit Reps to send all inquiries to Ms. Tatro to be forwarded to Fiesta Foods staff for response at the April LFC meeting.

2. **Family Friendly Events:** Resource Fair - 3/18/20 & Spring Carnival Event – 3/14/20. CPPC Gamroth handed out an engagement form for LFC family members to complete & return to Visit Sgt or other SCCC staff. She welcomes emails & calls at vrgamroth@DOC1.WA.GOV 360/537-1852.
3. **Family Fun Night:** Next FFN event (Valentine's Day Arts & Crafts) is 2/21/20 in Visit Room from 5:00-8:00pm. Offender participation list will be posted in units on 2/18/20.
4. **New Visit Sgt. Soon:** Sgt. Smith will begin as H6 Sgt. on 4/1/2020. The new Visit Sgt. Will be at our next LFC meeting.
5. **Medications for visitors:** A family member asked if medications could be made available in the Visit Room instead of having to return to the lockers. Associate Penrose will look into the possibility of a lock box much like the medication storage for EFV's.
6. **EFV locked medications:** Per Family Co-Chair M. Fry, requesting clarification on this process. On 1/28/2020 a kiosk was sent out to SCCC population with approximate medication times for EFV's. Times are: 0615 – Incarcerated individual & visitor; 1100 – Incarcerated individual & visitor; 1800(6pm) – Incarcerated individual & visitor, 2100(9pm) – Visitor only. However, a visitor can still call for medications at off times if needed.
7. **DOC Policies & OM's:** Are available upon request from Librarian for viewing in facility library. No copies will be printed for individuals except for those in the reentry binders.

Next meeting location: Visit Room Date: April 10, 2020 Time: 0900-1100

Comments: _____

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