

FAMILY COUNCIL MEETING MINUTES

Location: MCC-Jimmy Evans Performance Center Date: 8/16/25 Time: 1000-1200

Teleconference details: This meeting was available via Teams.

MEETING ATTENDEES

Associate Superintendant Paula Chandler

Department/facility co-chair

Family co-chair

Administrative Assistant Zoe Greenwood

Facility/council secretary

Danica Seavoy

Family secretary, if applicable

Members present: H. Trenk, T. Davis, J. Hendrix, M. Khalmuratov, P. Maxson, S. Gordina, P. Chandler

Non-council member attendees: _____

AGENDA

Old business

| Topic | Discussion/Key points | Next steps |
|--|---|------------|
| IIBF Update | The IIBF budget for this year still has not been announced. Please continue to thing forward, if you have ideas on how money can be spent to improve specific programs, please reach out to the leads in those areas. | |
| Families are still not receiving their requested movies even though they have been following the procedure as directed by Lt. Davis. | The incarcerated sends a kiosk to the visiting email no less than seven days or more in advance with the name and number of the discs they want. At a visit, families or I/I can also create the list and hand deliver to VR staff in the same format no less than 7 days in advance. | |
| CPPC Update | TRU had their Back to School event on 8/9/25, and upcoming events are a pop up Adult only Fall Festival in November and Child focused Winter/Christmas event in December. MSUs Back to School event was taking place the following day, 8/17/25, and that the next MSU event scheduled is the Winter/Christmas event in December. | |

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| | SRTC has upcoming events: 9/12/25 End of Summer Party (Adult only) and 11/7/25 Fall Festival. | |
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New business

| Topic | Discussion/Key points | Next steps |
|--|---|--------------|
| Request for more highchairs in the MSU visiting room. | The MSU visiting room highchairs were stored in a alternate location. They will be restored to their original location for visitors to utilize. | |
| Request for ice water and fans in the MSU visiting room. | Ice water and fans will be provided for visitors and individuals in the MSU visiting room. | |
| The MSU children's area play mat is dirty. Can this be cleaned or replaced? | A new cleaning routine has been established for the visiting room custodians. The matts will now be cleaned on Tuesday, Wednesday, and Thursday. | |
| MSU Visits are starting late because of Mainline, can this be avoided? | This Action Item has been assigned to relevant staff who will look for a solution to resolve late visits. | Action Item |
| Can visits be opened to all units on the weekends? | Effective August 29, 2025: MSU will have visiting open to all units daily. | |
| Processing time for Visits at MSU is shorter than TRU. Why? Can this be changed? | The processing time on Fridays and Mondays cannot be lengthened. Effective August 29, 2025: On Saturdays and Sundays visitor check in is extended to 2:45 PM at MSU | |
| Request for outdoor seating for visits at MSU. | Outdoor seating at MSU is not an option at this time. We have not been funded for staffing to accommodate this, nor is there a secured location to facilitate outdoor visits. | |
| Request for fresh fruit, salad, and regular milk in the vending machines. | There has been discussion that the available items in the vending machines at TRU and MSU are different. I meeting with Evergreen will be scheduled to discuss this, as well as possible new items. | Action Items |
| Individuals have not been receiving pictures or videos in a timely manner. | Policy states that the mailroom has 7 working days to ensure that these items are delivered. As far as they are aware they | |

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| | have remained within these guidelines. | |
| The rocks outside the EFV visitor entrance can be slippery, is there a way to make this safer? | A work order has been placed with maintenance to look for a safer solution to the EFV entrance. | |

Roundtable open discussion

| Topic | Discussion/Key points | Next steps |
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Next meeting location: MCC - Twin Rivers Unit Date: 10/17/25 Time: 10-12

Comments: This meeting will not be available via Teams. Voting for Local Family Council member will be available in person only.

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

FAMILY COUNCIL ACTION ITEMS

| REFERENCE | NEW ACTION ITEMS OPENED Name of issue discussed in meeting Key points/discussion: Description of issue Update: Update from each meeting till closed | ASSIGNED TO Owner of issue | DATE OPENED mm/dd/yyyy | DATE DUE mm/dd/yyyy | DATE CLOSED mm/dd/yyyy |
|-----------|---|--------------------------------------|----------------------------------|-------------------------------|----------------------------------|
| | MSU Visits are starting late because of Mainline, can this be avoided? | C. Hallgren, A. Kullojka, M. Gudgeon | 8/16/25 | 10/17/25 | |
| | Discrepancies between items available in vending machines at MSU and TRU. | P. Chandler | 8/16/25 | 10/17/25 | |
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| REFERENCE | CLOSED ACTION ITEMS Name of issue discussed in meeting Key points/discussion: Description of issue Update: Update from each meeting till closed | ASSIGNED TO Owner of issue | DATE OPENED mm/dd/yyyy | DATE DUE mm/dd/yyyy | DATE CLOSED mm/dd/yyyy |
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