



FAMILY COUNCIL MEETING MINUTES

Location: Clallam Bay Correction Center Date: 10/7/23 Time: 9:00am

Teleconference details:

Microsoft Teams meeting
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MEETING ATTENDEES

<u>Julie Smith Associate Superintendent</u>	<u>Jeanette (Nettie) Reed</u>
<u>Department/facility co-chair</u>	<u>Family co-chair</u>
<u>Tanja Cain, CPPC</u>	<u>Vacant</u>
<u>Facility/council secretary</u>	<u>Family secretary, if applicable</u>

Members present: Netty Reed, Co-Chair, Julie Smith Co-Chair

Non-council member attendees: Audrey Gaedtke LBA, Zack Kinneman OCO

AGENDA

Old business

Topic	Discussion/Key points	Next steps
DOC 03-514 Family Council Action Items from 6/10/2023 meeting.	Remaining 6 outstanding action items	Move to close items if applicable.
Round table discussion: N. Reed:1) What is the ETA of a new toothbrush? J. Smith will investigate. 2) Question regarding food specifically grisly meet. J. Smith Unit Food Reps will be identified to meet with the Food Manager monthly to discuss food issues.		

New business

Topic	Discussion/Key points	Next steps
Budget Manager - Gaedtke	<ul style="list-style-type: none"> Reviewed IIBF Budget 	Reviewed IIBF Budget
Facility Updates - Smith	<ul style="list-style-type: none"> Current Count – 476 Best Bed Project – Projection to open units at CBCC in January 2024. 	Continue to monitor progress.

	<ul style="list-style-type: none"> • CBCC has 33 volunteers and continues to recruit through CBCC recruitment team in the local community, anyone wishing to volunteer can also visit DOC webpage for volunteer forms or contact CBCC's CPPC Tanja Cain to become a volunteer. • Visit Room upgrades and planning has been tentatively scheduled for February 26, 2024. • API Cultural Event held on 8/5/23. • Family Fun Day Event held on 8/26/23 - Deep Heart Performance • Pow Wow Event held on September 16, 2023. • Hispanic Cultural Event held on September 23, 2023. • Back to School Backpack Program started on 8/3/23. Kids must be on visit list to get one. • Today 10/7/23, we are having an enhanced for A/B Unit and D Unit on the 14th (decorate cookies, ice cream social, decorate pumpkins, witches hats and photos will be taken. • December there will be more enhanced visits. 	
Open Action Item - Smith	Request to add sriracha sauce to commissary. State it's not allowed at CBCC, but is at other facilities	Has been approved to add to commissary list.
Open Action Item - Smith	We are regularly being locked out of reporting our union support ticket in which we use to ask for refunds, and any other issues with Securus to fix. which means that when we are getting burnt on bad purchases that don't work or are being over charged, we can't get our money back.	SFC has addressed moved to close.
Open Action Item - Smith	We need our people to be able to receive notification when we message them. <u>Adding:</u> Request for incarcerated to have the ability to print messages is being added.	Reed – no updates, will remain as open action item. HQ would need to approve.
Open Action Item - Smith	Make it easier for our family to send money	SFC has addressed moved to close.

Up Coming Events - Smith	<ul style="list-style-type: none"> December 2, 2023 – Winter Enhanced Visit Winter Nights TBD 	
CBCC LFC Elections DOC Policy 530.155 Family Councils & Resource Guide - Smith	October will need to hold an election for next year's LFC members	<p>Nominations & Elections:</p> <ul style="list-style-type: none"> CBCC's Co-Chair Co-Secretary Facility Statewide Representative. Nominations will be accepted until October 25, 2023. Send an email along with the nominee(s) name and email address to tmcain@doc1.wa.gov or jcsmith@doc1.wa.gov E-mail to Nominees. October 28, 2023, at 9:00 am voting will occur via TEAMS.

Roundtable open discussion

Next meeting location: Schedule: December 2, 2023 Via Teams

Date: October 7, 2023

Time: 9:00am to 9:25am

Comments: _____

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