



# FAMILY COUNCIL MEETING MINUTES

Location: Clallam Bay Correction Center Date: 12/2/23 Time: 9:00am

Teleconference details:

Microsoft Teams meeting  
Join on your computer, mobile app or room device  
Click here to join the meeting  
Meeting ID: 228 335 594 375  
Passcode: ff6QZn  
Download Teams | Join on the web  
Or call in (audio only)  
+1 253-372-2181, 536001417# United States, Tacoma  
Phone Conference ID: 536 001 417#  
Find a local number | Reset PIN

## MEETING ATTENDEES

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

Members present: Netty Reed and Julie Smith

Non-council member attendees: Pam Kendrick, Audrey Gaedtke, Jeri Boe

## 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.
What is the ETA of a new toothbrush?	No updates	Requested information from Dr. McDaniel's
Food Representatives	CUS have identified individuals as food representatives.	Food Manager will schedule meeting.
Round table discussion: Concerns with B and D unit recreation schedule. Superintendent Boe stated we are meeting the requirement access for everyone and when the building opens we will be adjusting the schedules again. Netty Reed commented about the Commissary sub accounts and how fabulous they are.		

### New business

Topic	Discussion/Key points	Next steps
Budget Manager - Gaedtke	• Reviewed IIBF Budget	Reviewed IIBF Budget
Facility Updates - Smith	• Current Count – 479	Continue to monitor progress.

	<ul style="list-style-type: none"> <li>• Best Bed Project – Projection to open units at CBCC, the date has been updated from January to February 2024.</li> <li>• Winter Event will be held in the visit room on 12/2/23 for general population and 12/9/23 for Safe Harbor.</li> <li>• Goodie Bags will be delivered to all Incarcerated the week of the 12/18/23.</li> <li>• Back to School Backpack Program started on 8/3/23. CBCC gave out 57 backpacks.</li> <li>• Christian Event will be held on 12/18/23.</li> <li>• Buddhist event will be held on 12/19/23.</li> <li>• Next event will be held in February 2024</li> <li>• Clemency Resentencing event in March 2024.</li> <li>• CBCC has 34 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.</li> </ul>	
Open Action Item - Smith	Request to add sriracha sauce to commissary. State it’s not allowed at CBCC, but is at other facilities	It is now on the commissary list for CBCC. Move to close item
Open Action Item - Smith	<p>We need our people to be able to receive notification when we message them.</p> <p><b>Adding:</b> Request for incarcerated to have the ability to print messages is being added.</p>	<p>Reed – no updates, will remain as open action item.</p> <p>HQ would need to approve.</p>
CBCC LFC Elections DOC Policy 530.155 Family Councils & Resource Guide - Smith	<p>October will need to hold an election for next year’s LFC members.</p> <p>Nominations &amp; Elections:</p> <ul style="list-style-type: none"> <li>• CBCC’s Co-Chair</li> <li>• Co-Secretary</li> <li>• Facility Statewide Representative.</li> <li>• We extended Nominations into November. Requesting to appoint Netty Reed as the Co-Chair for 2024.</li> </ul>	**Still need a Co-Secretary and Statewide Representative (maybe Netty could attend as well)

--	--	--

**Roundtable open discussion**

Next meeting location: TEAMS February 3, 2024 Via Teams

\_\_\_\_\_ Date: \_\_\_\_\_ Time: 9:00am

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

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

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

## FAMILY COUNCIL ACTION ITEMS

<b>REFERENCE</b>	<b>NEW ACTION ITEMS OPENED</b> Name of issue discussed in meeting Key points/discussion: Description of issue Update: Update from each meeting till closed	<b>ASSIGNED TO</b> Owner of issue	<b>DATE OPENED</b> mm/dd/yyyy	<b>DATE DUE</b> mm/dd/yyyy	<b>DATE CLOSED</b> mm/dd/yyyy

<b>REFERENCE</b>	<b>CLOSED ACTION ITEMS</b> Name of issue discussed in meeting Key points/discussion: Description of issue Update: Update from each meeting till closed	<b>ASSIGNED TO</b> Owner of issue	<b>DATE OPENED</b> mm/dd/yyyy	<b>DATE DUE</b> mm/dd/yyyy	<b>DATE CLOSED</b> mm/dd/yyyy
Contract	We need our people to be able to receive notification when we message them. Addition on 10/7/23 – ability for incarcerated individuals to print messages. Closing as this is a Securus issue.	Family Co-Chair – Reed	6/10/23	12/2/23	12/2/23
Contract	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.	Family Co-Chair – Reed	6/10/23	10/7/2023	10/7/23
Process/Policy	Request to add sriracha sauce to commissary. State it's not allowed at CBCC, but is at other facilities	Captain	6/10/23	10/7/2023	10/7/23
Policy	Make it easier for our family to send money	Family Co-Chair – Reed	6/10/23	10/7/2023	10/7/23
Process/Policy	Long pens, pencils and metal safety scissors added to close custody units for art supplies.	Captain	6/10/23	8/5/23	8/5/23
Policy	Serious infraction sanctions related to the suspension of tablet.	Associate Superintendent, Operation	6/10/23	8/5/23	8/5/23
Process/Policy	Clallam Bay is the only facility that does not allow long toothbrushes for medium custody. Incarcerated Individuals have expressed that if it is fine for every other medium custody, it should be fine for them too.	Associate Superintendent Operations	6/10/23		6/10/23
Property	Make video games available on Union Supply	Captain	6/10/23		6/10/23

Process	CBIT budget transparency.	Associate Superintendent, Programs	6/10/23		6/10/23
Contract	Allow Peninsula College to sell bake goods from the Bakery Program.	Associate Superintendent, Programs	6/10/23		6/10/23
Process/Policy	Utilization of hygiene items as prizes for behavioral incentives.	Associate Superintendent, Programs.	6/10/23		6/10/23
Facility Staffing	Open upper recreation for programming	Associate Superintendent, Programs	6/10/23		6/10/23
Contact	More items available to order through Union Supply	Associate Superintendent, Programs	6/10/23		6/10/23
Process	Put better descriptions on IIBF report.	LBA	6/10/23		6/10/23
Policy/Process	Asatru group utilizing a lit candle in sanctuary	Superintendent	6/10/23		6/10/23
Contract	Tablet call quality, poor. Music is missing, video visits are interrupted and shut. Add DOC Policies to tablets.	Associate Superintendent, Operations	6/10/23		6/10/23
Policy/Process	Individuals are removed from jobs/education for Non-violent major infractions	Associate Superintendent, Programs	6/10/23		6/10/23
Policy/Process	Cultural policy is not family friendly/culturally based, education or prosocial. Miss use of funds, BPC and TEACH funds mis-appropriated.	Associate Superintendent, Programs	6/10/23		6/10/23
Process	Miss use of funds for IIBF, cultural and BPC	Associate Superintendent, Programs and LBA	6/10/23		6/10/23
Process	Outside sports, football, softball, tournaments back in Recreation.	Recreation Manager	6/10/23		6/10/23
Process	Staff throwing away books.	Associate Superintendent, Programs	6/10/23		6/10/23
Contract	When will the WA state Library open.	Associate Superintendent, Programs	6/10/23		6/10/23

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

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