



FAMILY COUNCIL MEETING MINUTES

Location: Clallam Bay Correction Center Date: 10/29/22 Time: 9:00

Teleconference details: Microsoft Teams calendar appointment:
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Meeting Attendees

Department/facility co-chair: Julie Smith Associate Superintendent Family co-chair: Michele Sommer

Facility/council secretary: Tanja Cain CPPC Family secretary, if applicable: Vacant

Members present: Julie Smith, Tanja Cain and Michele Sommer

Non-council member attendees: Nettie Reed, Diana Seiy

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Elections	Holding elections on 10/29/22	

New business

Topic	Discussion/Key Points	Next Steps
10/29/22 Meeting		
Welcome and Introductions	Michele Sommer, Diana Seiy, Nettie Reed, Julie Smith and Tanja Cain we all introduced ourselves.	
Elections	<p>Michele Sommer explained her role as the Family Co-Chair and the SFC. She explained what the LFC role is and the SFC role is.</p> <p>Nettie Reed said she would like to be the LFC Family Co-Chair.</p> <p>Diana Seiy said she has the time and would like to be the SFC Representative and LFC Family Secretary.</p> <p>Michele has prior commitments but, is happy to help the new members with their roles.</p> <p>It was all agreed on each one's new position.</p>	<p>Nettie Reed – Family Co-Chair LFC</p> <p>Diana Seiy – Family Secretary for LFC</p> <p>Diana Seiy will submit her State Family Co-Chair nomination to Ramona Cravens, Executive Secretary to Jeff Uttecht, Deputy Assistant Secretary East Command, DOC by November 5, 2022.</p>

Meeting Format	TEAMS vs in person meetings	Committee agreed to continue meeting via TEAMS.
Link to DOC Family & Visitor webpages for Local and State Family Councils	https://www.doc.wa.gov/family/council.htm#local-family-council https://www.doc.wa.gov/family/council.htm#statewide-family-council	
Link to new Visit Guidelines for CBCC	Prison Visits Washington State Department of Corrections	

Roundtable open discussion~

Transportation voucher was discussed with the group, as the new members did not know about it. This information will be sent to the group.

Question if the bus service is still available? Tanja will investigate it and get the answer to everyone.

Julie Smith said she would have the SFC and LFC links sent out to the new board members. The new visit room memo will be also sent out to them.

Meeting Adjourned 10:00 am.

Next meeting location: Microsoft TEAMS

Date: December 3rd Time: 9:00 AM

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