

## FAMILY COUNCIL MEETING MINUTES

Location: Clallam Bay Correction Center

Date: 2/4/23

Time: 9:00am

Teleconference details: Microsoft Teams meeting

Meeting ID: 266 809 261 629

Passcode: njHPke

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### MEETING ATTENDEES

Julie Smith Associate Superintendent  
Department/facility co-chair

Jeanette (Nettie) Reed  
Family co-chair

Tanja Cain CPPC  
Facility/council secretary



Dianna Seiy  
Family secretary, if applicable

Members present: Julie Smith, Tanja Cain, Nettie Reed

Non-council member attendees: Jeri Boe, Michelle Summer, Katrina Henry, Pamela Kendrick, Audrey Gaektke, Kate Hammerquist, Joshua Mandeville

### AGENDA

#### Old business


| Topic  | Discussion/Key points   | Next steps |
|--|---|------------|
| Budget-Business Manager                          | <p>Incarcerated Individual Betterment Fund Reviewed</p> <p><br/>CBCC IIBF Budget<br/>FY23 Budget Narrative</p> <p><br/>CBCC IIBF Budget<br/>Report FY23 FM15.pc</p>   |            |
| Phones/tablet switch over process and directions | <p>This past week CBCC switched over the phones to Securus, they are scheduled to go live on 12/6/22. Pin numbers were issued to all individuals as well. All applications should transfer over but my look a little different.</p> <p>Family members will need to establish a new phone account with Securus the link is <a href="#">Securus Technologies - Friends and Family Video Visitation System</a></p> |            |

|                                      |  |   |
|--------------------------------------|--|---|
| Meeting Family Friendly Event Format | December family events will be occurring this month on 12/3/22 for general population and 12/10/22 for D unit. Special Adult event is scheduled for February 18, 2023.   |   |
| Wage increases for I/I jobs          | <p>This was addressed in the facility wide tier rep meeting minutes are posted in the units.</p> <p><i>The issue is being discussed and reviewed; it is the facilities position that this is a legislative act. It has also been discussed with the executive team at CBCC and we have also been in discussion with the OMBUDS office. Maximum pay for Class III jobs is \$55 however individuals should be paid for hours worked, if work is completed outside of scheduled hours, your supervisor should document the work on your timecard.</i></p> |   |
| Visit Room Changes                   | CBCC visit room will be undergoing a remodel in the next couple months.  |   |
| Photo Program                        | As we continue to transition reopening our visit rooms to full capacity, we will continue to offer the free photo program. This gives a free photo of the approved pose to each person at the table. Several pictures should be taken, and participants should be allowed to select which photo they wish to have. The CI photo program will not be available in the visit room at this time. Thanks for working with us as we continue to transition to new normal operations.  |   |
| LFC schedule for 2023                | Meeting will occur for Local Family Council every other month, beginning in February 2023. It was agreed upon to meet the first Saturday of the month. This schedule will be posted on the DOC webpage,  | <p>Schedule:</p> <ul style="list-style-type: none"> <li>• February 4, 2023</li> <li>• April 1, 2023</li> <li>• June 3, 2023</li> <li>• August 5, 2023</li> <li>• October 7, 2023</li> <li>• December 2, 2023</li> </ul> |

|   |   |  |
|---|---|--|
|   | any cancelation/reschedules will be posted on the site. |  |
| Round table discussion: <ul style="list-style-type: none"> <li>Michelle Summers sent an email about topics she was interested in discussing and for any updates.</li> </ul> |   |  |

### New business

| Topic                                   | Discussion/Key points  | Next steps   |
|---|--|--|
| Introductions                           |  |  |
| Old Business                            | Overview   |  |
| Upcoming workshops for the Incarcerated | <ul style="list-style-type: none"> <li>Virtual Resource Event 2/16 Navigators to assist in re-entry for those releasing within 6 months</li> <li>Disability Rights of Washington (DRW) Legislative Advocacy 101 3/9</li> </ul>   |  |
| Girl Scouts Beyond Bars                 | Signups and finalizing the location for the meetings   | Finalize location  |
| Family Friendly                         | Special Adult Day Event 2/18   | A craft night for the Incarcerated is schedules in preparation for the event |
| Goodie Bags                             | Super Bowl goodie bags should arrive 2/6<br>CBCC Bakery is making Cream Puffs to give to all I/I   |  |
| Tablets                                 | <p>Tablets are on sight projected to be handed out the 14<sup>th</sup>. Michelle Summers was concerned about the date of the 14<sup>th</sup> Valentine's Day, and possible issues with the tablets coming online causing possible break downs in communication on that special day.</p> <p>Kate Hammerquist asking about a "rumor" she heard that not ALL incarcerated will be receiving a tablet. Jeri Boe said she also has heard of this but, not in writing looks like level ones will not be receiving tablets and two and three's will. Michelle Summers asked what a level was. Julie Smith clarified the levels.</p> |  |

|   |   |  |
|---|---|--|
| Budget-Business Manager                                     | <br>CBBC IIBF Budget<br>FY23 with Narratives<br>Incarcerated Individual<br>Betterment Fund Reviewed  |  |
| Visit Room Remodel  | Project is in the works no dates provided   |  |
| AMEND   | Jeri Boe said the AMEND project is being piloted at other facilities.   |  |
| Relationship/Communication training or learning opportunity | Julie Smith will look into this.  |  |
| Vending Machine   | Michelle Summer requesting healthier foods. Joshua Mandeville has contacted the vendor for updates when the cold vending machine will be fixed or replaced. The vending company has not responded back. The Vendor supply person is asked every time he comes out. Joshua Mandeville requested the families contact the vending company as well the phone number is on every machine (360-457-3383) Neetie Reed asked about other vendors possibly. |  |
| TEACH   | Neetie Reed asked about TEACH having to have a sponsor present in each class and this may cause issues moving forward. Julie Smith responded yes; a sponsor will have to be in each class statewide.  |  |

**Roundtable open discussion**

Next meeting location: Via Teams Date: 4/1/2023 Time: 9:00am

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

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

**Clallam Bay Correctional Center**  
**Incarcerated Individual Betterment Fund (IIBF)**  
**FY23 Quarterly Budget to Actual Report from July to December 2022 - FM18**

| Account Code | Budget Category | Proposed Name - Programs/Events                                 | Total FY23 Budget | Expenditures     | Fee Recovery      | Remaining FY23 Budget | Brief Description of Expenditures to Date  |
|--------------|-----------------|---|-------------------|------------------|-------------------|-----------------------|--|
| 88110        | 1NR02           | BARBER SHOP   | 450.00            | 0.00             |                   | 450.00                |  |
| 88115        | NR14            | CULTURAL MEAL ENHANCEMENT                                       |                   |                  |                   |                       |  |
| 88125        | NR08            | EFV EXPENDITURES/FEE RECOVERY (\$5 per night)                   | 2,000.00          | 1,425.00         |                   | 575.00                | Monies used to enhance the November and December meals for the incarcerated population.  |
| 88160        | NR19            | RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)            | 250.00            | 0.00             | (35.00)           | 285.00                |  |
| 88170        | NR21            | TV RENTAL PROGRAM   | 0.00              | 0.00             | (1,064.00)        | 1,064.00              |  |
| 88180        | NR27            | UNIT ACTIVITY   | 0.00              | 0.00             | (1,608.00)        | 1,608.00              |  |
| 88190        | NR30            | VISITING ROOMS  | 700.00            | 0.00             |                   | 700.00                |  |
| 89130        | F107            | IIBF Free Photos  | 490.00            | 0.00             |                   | 490.00                |  |
|              |                 |   | 1,200.00          | 0.00             |                   | 1,200.00              |  |
|              | 2FF01           | FAMILY FRIENDLY - BACK TO SCHOOL                                |                   |                  |                   |                       | Monies used to support back to school events which positively impacts intergenerational incarceration by keeping parents engaged with children's school activities, and helping with the costs of school supplies by providing a backpack for each school-age child and grade appropriate school supplies. |
| 89130        |                 |   | 1,380.00          | 1,368.20         |                   | 11.80                 |  |
| 89130        | FF15            | FAMILY FRIENDLY - FAMILY FUN DAY                                | 780.00            | 729.09           |                   | 50.91                 | Monies used to support a family fun day which is geared towards interactive family activities.   |
| 89130        | FF37            | FAMILY FRIENDLY - MARRIAGE SEMINAR                              | 800.00            | 0.00             |                   | 800.00                |  |
|              |                 | FAMILY FRIENDLY - HOTEL VOUCHER                                 |                   |                  |                   |                       | Monies allocated to the facility for the Lodging Assistance Program is designed to provide assistance to families that must travel extended distances to visit. This assistance encourages and supports in-person visitation.  |
| 89130        | FF40            |   | 10,000.00         | 250.00           |                   | 9,750.00              |  |
|              |                 | FAMILY FRIENDLY - WINTER EVENT                                  |                   |                  |                   |                       | Monies used to support the winter event for families to participate in various seasonal activities, to include crafts, decorations, meals or refreshments. Winter traditional holiday celebrations which may include winter movie or game events.  |
| 89130        | FF69            |   | 1,150.00          | 1,045.10         |                   | 104.90                |  |
| 89130        | FF91            | FAMILY FRIENDLY - VIDEO PROGRAM                                 | 500.00            | 0.00             |                   | 500.00                |  |
| 89130        | FF96            | FAMILY FRIENDLY - SIGNIFICANT PERSON DAY                        | 845.00            | 0.00             |                   | 845.00                |  |
| 89130        | FF97            | FAMILY FRIENDLY - ADULT DAY                                     | 845.00            | 320.01           |                   | 524.99                | Monies used to support a special visitation day for adults and their incarcerated loved ones.  |
| 89130        | FPOP            | Popup Allotments  | 1,445.00          | 1,232.89         |                   | 212.11                | Monies used to support activities in the visit room for various holidays and events. These funds can be requested by the CPPC throughout the year as needed.   |
|              |                 |   |                   |                  |                   |                       |  |
| 89170        | 3OP03           | TV CABLE COMCAST CABLE/FEE RECOVERY (\$0.50 per month, per I/I) |                   |                  |                   |                       | Monies allocated statewide to provide cable TV programming to the incarcerated population. The required user fee recovery offsets the cost of providing cable TV services.   |
|              |                 |   | 77,051.00         | 37,500.73        | 0.00              | 39,550.27             |  |
|              |                 | <b>Report Total</b>   | <b>99,886.00</b>  | <b>43,871.02</b> | <b>(2,707.00)</b> | <b>58,721.98</b>      |  |

1. NR = Non-restricted
2. FF = Family Friendly
3. OP = Restricted Programming