

FAMILY COUNCIL MEETING MINUTES

Location: Clallam Bay Correction Center

Date: 4/1/23

Time: 9:00am

Teleconference details: Microsoft Teams meeting

Meeting ID: 247 627 145 757

Passcode: SKH3yh

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Or call in (audio only)

+1 253-372-2181,,265369126# United States, Tacoma

Phone Conference ID: 265 369 126#

MEETING ATTENDEES

Julie Smith Associate Superintendent
Department/facility co-chair

Jeanette (Nettie) Reed- no attendance
Family co-chair

Tanja Cain CPPC
Facility/council secretary


Dianna Seiy
Family secretary, if applicable

Members present: Julie Smith, Tanja Cain,

Non-council member attendees: Michelle Summers, Samanthae Donnelly, Pam Kendrick, Micaela Romero, Kate Hammerquist, Gail Molina, Joshua Mandeville, Zachary Kinneman

AGENDA

Old business

Topic	Discussion/Key points	Next steps
Budget-Business Manager	 CBCC IIBF Budget FY23 with Narratives Incarcerated Individual Betterment Fund Reviewed	
Tablets	Tablets are on sight projected to be handed out the 14 th . Michelle Summers was concerned about the date of the 14 th Valentine's Day, and possible issues with the tablets coming online causing possible break downs in communication on that special day. 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.	
Family Friendly	Special Adult Day Event 2/18	A craft night for the Incarcerated is schedules in preparation for the event
Upcoming workshops for the Incarcerated	<ul style="list-style-type: none"> • Virtual Resource Event 2/16 Navigators to assist in re-entry for those releasing within 6 months • Disability Rights of Washington (DRW) Legislative Advocacy 101 3/9 	
Visit Room Changes	Project is in the works no dates provided	
Girl Scouts Beyond Bars	Signups and finalizing the location for the meetings	
Goodie Bags	Super Bowl goodie bags should arrive 2/6 CBCC Bakery is making Cream Puffs to give to all I/I	
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) Nettie Reed asked about other vendors possibly.	
TEACH	Nettie 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.	
LFC schedule for 2023	Meeting will occur for Local Family Council every other month, beginning in February 2023. It was	Schedule: <ul style="list-style-type: none"> • February 4, 2023 • April 1, 2023

	agreed upon to meet the first Saturday of the month. This schedule will be posted on the DOC webpage, any cancelation/reschedules will be posted on the site.	<ul style="list-style-type: none"> • June 3, 2023 • August 5, 2023 • October 7, 2023 • December 2, 2023
Round table discussion:		
•		

New business

Topic	Discussion/Key points	Next steps
Introductions		
Old Business	Overview	
Budget Manager	https://www.doc.wa.gov/information/records/publications.htm#iibf-qtr-reports-facility	Our next quarterly report will be ready mid-April (for the period including January 1 - March 31, 2023). Ms. Kendrick concurred.
Securus	<p>Ms. Smith-Training was conducted this week with Tier Reps for Video Visits</p> <p>Ms. Summers- asked about the tablets and not able to take photos? T-Mobil was not working and told to turn her tablet off for 30 minutes and back on, try again. Still not working.</p> <p>Ms. Smith-Will move this information on to Secures.</p> <p>Ms. Molina said WSP was having the same issues.</p> <p>Ms. Smith will get Secures contact information.</p> <p>Ms. Donnelley asked if the photos option can be added?</p> <p>Ms. Smith said she will see about this addition.</p> <p>Ms. Summers says no photos-only in the gym & pay for them.</p>	<p>Secures Support: By Phone</p> <p>MAIN SUPPORT LINE <i>24x7 365 days a year</i> Calling from mobile device 972-734-1111 (tel:9727341111)</p> <p>Calling using landline phone/international 1-800-844-6591 (tel:18008446591)</p> <p>Securus Video Connect® Information 1-877-578-3658 (tel:18775783658)</p> <p>You may also contact Securus with questions in the following ways:</p> <ul style="list-style-type: none"> • Email Securus' Customer Care Team • Call or mail Securus' Customer Care
Family Friendly	Significant Person Event – June 3, 2023.	Will get posted in the units for sign-ups end of April.
Girl Scouts Beyond Bars	Orientation was held Saturday, 25, 2023. Meeting with daughters will be held in May.	Had two I/I come for orientation.
Re-entry Resource Event	Will be held April 20, 2023	

Visit Room upgrades	The team came and did some measuring of the visit room.	
Commissary CI	Ms. Donnelly asked about other vegan options~ Ms. Smith-Population can write to CI Commissary to request items (Replace or add) CI runs the store.	
Ms. Smith asked if anyone has questions?		
Ms. Summers asked about Venders in the visit room and better choices	Sgt. Mandeville has tried contacting the vender and staff that stocks the machines, no action. Ms. Kendrick noted nothing new and would ask Ms. Gaedtke Business Manager	
Ms. Romero asked about single cell priority for those coming out of RHU?	Individuals can address their concerns about cell assignments to the Counselor or Unit CUS.	
Ms. Smith asked if anyone has any other questions?	No other questions, meeting adjourned 9:20AM	

Roundtable open discussion

Next meeting location: Via Teams Please note date change to June 10th. Date: June 10, 2023
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

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	¹ NR02	BARBER SHOP	450.00	0.00		450.00	
88115	NR14	CULTURAL MEAL ENHANCEMENT	2,000.00	1,425.00		575.00	Monies used to enhance the November and December meals for the incarcerated population.
88125	NR08	EFV EXPENDITURES/FEE RECOVERY (\$5 per night)	250.00	0.00	(35.00)	285.00	
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	0.00	0.00	(1,064.00)	1,064.00	
88170	NR21	TV RENTAL PROGRAM	0.00	0.00	(1,608.00)	1,608.00	
88180	NR27	UNIT ACTIVITY	700.00	0.00		700.00	
88190	NR30	VISITING ROOMS	490.00	0.00		490.00	
89130	F107	IIBF Free Photos	1,200.00	0.00		1,200.00	
89130	² FF01	FAMILY FRIENDLY - BACK TO SCHOOL	1,380.00	1,368.20		11.80	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	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	
89130	FF40	FAMILY FRIENDLY - HOTEL VOUCHER	10,000.00	250.00		9,750.00	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	FF69	FAMILY FRIENDLY - WINTER EVENT	1,150.00	1,045.10		104.90	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	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	³ OP03	TV CABLE COMCAST CABLE/FEE RECOVERY (\$0.50 per month, per I/I)	77,051.00	37,500.73	0.00	39,550.27	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.
Report Total			99,886.00	43,871.02	(2,707.00)	58,721.98	

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