



FAMILY COUNCIL MEETING MINUTES

Location: Clallam Bay Correction Center Date: 6/10/23 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
Family co-chair

Tanja Cain CPPC
Facility/council secretary

Dianna Seiy, non present
Family secretary, if applicable

Members present: Julie Smith, Tanja Cain, Jeanette (Nettie) Reed, Pamela Kendrick, Audrey Gaedtke

Non-council member attendees: Samanthae Donnelly, Loern Taylor, Michele Sommer

AGENDA

Old business

| Topic | Discussion/Key points | Next steps |
|-------------------------|--|---|
| Budget-Business 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 | Ms. Smith-Training was conducted this week with Tier Reps for Video Visits 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. Ms. Smith-Will move this information on to Secures. Ms. Molina said WSP was having the same issues. Ms. Smith will get Secures contact information. Ms. Donnelley asked if the photos option can be added? | Secures Support: By Phone MAIN SUPPORT LINE <i>24x7 365 days a year</i> Calling from mobile device 972-734-1111 (tel:9727341111) Calling using landline phone/international 1-800-844-6591 (tel:18008446591) Securus Video Connect® Information 1-877-578-3658 (tel:18775783658) |

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| | Ms. Smith said she will see about this addition. Ms. Summers says no photos-only in the gym & pay for them. | You may also contact Securus with questions in the following ways: <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. |
| Visit Room upgrades | The team came and did some measuring of the visit room. | |
| Re-entry Resource Event | Will be held April 20, 2023 | |
| 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 | |
| Round table discussion: <ul style="list-style-type: none"> • Upon completion of agenda items, round table discussions occurred. | | |

New business

| Topic | Discussion/Key points | Next steps |
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| Facility Update | <ul style="list-style-type: none"> • Count 418 • E Unit Close Custody opened 5/2023 • MSC/C Unit remain closed • Working on Staff recruitment and retention • Visit Room upgrades and planning continue. • Upcoming events discussed | |
| Old Business | Overview | |

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| Budget Manager | Reviewed IIBF Budget https://www.doc.wa.gov/docs/publications/reports/200-RE008-202303.pdf | |
| Family Friendly | Significant Person Event held on 6/3/23 Family Fun Day Event will be held on 8/26/23. | |
| Review of Family Council Policy and Family Council Resource Guide | Brief overview of establish guidelines for submitting and conducting meetings. | Will resend out policy and resource guide to council members. |
| 1. Clallam Bay is the only facility that does not allow long toothbrushes for medium custody. Inmates have expressed that if it is fine for every other medium custody it should be fine for them too. | The medium custody is connected with our close and we follow the model of the higher standard for safety and security. | Move to close item. |
| 2. The guys want long pens and pencils to be available for the closed custody units as art supplies. 3. Inmates are requesting that metal safety scissors be added to the union supply catalog as they are now approved to have them. | Items 2 and 3 are currently under statewide review. | Will move to an action item. |
| 4. Inmates are approved for video game consoles and there has been no move to make them available. They are asking for this to be rectified. | These are approved and available from Union Supply. | Move to close item |
| 5. Medium custody has been approved to sell coffee cups like Keurig through CBIT. We have all of the necessary equipment and a stock of the cups, but inmates are wondering why this is not happening and say that this prevents us from adding to CBIT. 6. After discussions with several inmates, they have brought up that the family council members should be provided with the past 3 years of transactions from the CBIT account for transparency. If not, they want ombuds to be involved with review of both the CBIT policy and all of the | The Clallam Bay Improvement Team (CBIT) was formed to reduce violence and negativity in the environment at CBCC. It follows a set of established By Laws that were last revised in 2015. We are currently reviewing them, to ensure we maintain the integrity of the group. | Move to close item. |

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| <p>program's expenditures to ensure appropriate spending by facility administrators. They are saying that facility administrators are spending money without being approved by the facility CBIT committee which is comprised of offenders.</p> | | |
| <p>7. Medium custody used to be able to purchase items from the facility's bakery program offered through the college. Inmates would like that reinstated as they wish to help fund the bakery program and other educational opportunities with Peninsula College here at the facility through these purchases. It also furthers the bakery's ability to run like a business which is what the program is designed to do in the first place.</p> | <p>The bakery program is not a business, or business class it's a college level baking course with specific learning outcomes. They meet once a week and there is no capacity to provide goods for sale.</p> | <p>Move to close item.</p> |
| <p>8. Facility fundraisers for behavioral incentives and other internal programs have been limited to only food. Inmates used to be able to get hygiene as well. Inmates want this reviewed in order to get hygiene fundraisers back on track as they greatly enjoyed this.</p> | <p>If items are on the store, we support the store program. Would encourage individuals to work through the Tier Rep process. Move to close action item.</p> | <p>Move to close item.</p> |
| <p>9. Inmates want sriracha sauce added back to their commissary. They are under the impression that Clallam Bay is the only facility that does not allow it. If everyone else can have it, they want access to it as well. I am working with individuals in another prison to verify whether they have Sriracha and I hope to have that information by the time of the next Family Council meeting.</p> | <p>This would be a CI request, what facilities order it?</p> | <p>Will move to an action item to further research this request.</p> |
| <p>10. The inmates want upper recreation reopening to be prioritized as it is an avenue for a broad range of programming and educational activities for all general population offenders. They know there is a push to add more activities and educational opportunities but administrators need to make the space</p> | <p>We are working on staff recruitment and retention to be able to open more areas up throughout the facility. We currently have an alternate place that is being utilized.</p> | <p>Move to close item</p> |

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| available in order to make it happen. | | |
| 11. Union supply is a large company with a huge selection of items for prisons all over the US. That said, inmates would like more items to be made available for order through the various monthly package programs. They want to add hygiene items, expand the food items, expand the property items and expand religious items. | This is a statewide family council agenda item. I move to have our SFC member move this agenda item to the state level. | Move to close item. |
| 12. With regard to quarterly budgets, rather than simply putting a definition in the brief descriptions section, we would like to see something more specific. I have attached a copy of the Stafford Creek Corrections Center (SCCC) budget to provide an example of what we are looking for. | Business Office is working on this. The descriptions will begin to appear on the July statement. | Move to action item. |
| 13. There is a religious issue for the Asatru group which is centered on the use of a lit candle representing their sacred flame. By DOC policy they are allowed to have a lit candle during their rituals or observances. The officer that works in the religious activities center has seen the group do this numerous times in the chapel and their last chaplain (and the one before him) would either light the candle for the group or observe the group lighting it then giving him back the lighter or matches. With the last chaplain gone to another facility, the officer up there is blatantly lying... saying he has never seen them with a candle lit up there and that it has never been allowed. Julie Smith, even after being shown the policy stating they are in fact allowed a lit candle, decided against them being allowed this religious observance. This is a direct violation of their religious rights as well as DOC policy regarding their religious group. Dan will be asking all of the other religious | It has been determined by the appointing authority this will not occur in buildings. There is an outside designated area and a contract chaplain if need be or requested. | Move to close item. |

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| groups about their ability to have lit candles too. He is pretty sure that is a common thing for nearly every one of them, especially the Christians. If this continues to be an issue, then the group states that they have to examine the possibility of a suit regarding their first and fourteenth amendment rights being violated. We are hoping this can be resolved in-house without getting other entities involved. | | |
| 14. Tablet call quality continues to be pretty bad. | Family should continue to contact Secures through the application. | Move to close item. |
| 15. We need more Wireless Access Points in each pod. our current service and phone connection is horrible. simple conversations can't be had because it cuts out and disconnects. | The facility has reached out to Securus to re-evaluate our system. | Move to action item. |
| 16. our music is missing, thousands of dollars' worth, per person | Downloads are slowly being uploaded to ours, so it doesn't overload the band width. | Move to close item. |
| 17. Our video visits are being interrupted and shut off mid or early in visit when the kiosks are rebooting. extremely frequent, happens to at least two visits a day per pod. so, 6 times per unit. and Securus won't refund these. | If this is occurring, they need to send a kite to the CUS or Visiting Sgt. for a work request to Securus. (1 st time heard of this) | Move to close item. |
| 18. We need state policies on the tablet. they are in the law library computer but why not on tablet. we need our rules and regulations just as handy as anything else. | This is a future goal for the Department, until that occurs, they are available it the places identified. This could be moved to the SFC agenda. | Move to close item. |
| 19. 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. | Need more information. Who are the "we"? | Move to action item. |
| 20. We need our people to be able to receive notifications when we message them. | Move to SFC agenda item | Move to close item |
| 21. Please make it easier for our family to send us money | Need more information | Move to action item. |
| 22. Please sell us carrying cases | Move to SFC agenda item. | Move to close item. |

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| <p>23. Staff here are taking our tablets for minor and major infractions. after talking to the CUS about this, it was explained that its generally done at an inmate's 3rd major infraction. we found this to be untrue. first major infraction sanction for an inmate was 3 months and another received 6-month loss of tablet. this is phone, messaging, music, games, any other purchased media, law library and khan educational services, pod casts.</p> <p>* Tablets are also being taken for minor infractions. it is unsure if this is within the current WAC rules and regulations because it doesn't list loss of tablet as a sanction, yet they are imposing this.</p> | <p>Serious infractions are vetted through the Hearings office. There is discussion on this process.</p> | <p>Will move to action item, until more information is available.</p> |
| <p>24. nonviolent major infractions should not strip inmates of their positive and productive proگرامing (jobs and education), and it shouldn't prevent them from being hired or getting enrolled in classes, but it is</p> | <p>There are criteria for working in specific areas of the facility. Need an example, not sure what you are asking.</p> | <p>Move to close item.</p> |
| <p>25. This new cultural policy is being made up as we go and as it is still "unfinished" it's being enforced and it isn't family friendly, nor is it actually culturally based, educational or pro social. there's no organization available, no community outreach possible and no rehabilitation aspects. this new unfinished policy is dehumanizing and influences institutional racism.</p> | <p><i>Cultural Events</i> are intended for the entire population to attend and are not the efforts or limited to any single group. Infractions, etc. may be a factor if so, it's decided upon by the Superintendent, regarding participation in the event.</p> <p>The Department continues to work on this policy, this item should be moved to the SFC agenda.</p> | <p>Move to close item.</p> |
| <p>26. the miss-use of funds. admin has taken the money from the Indo-European group account against the group's wishes, and they plan on taking the BPC money even after we said no. admin is using incorrect language to steal these monies. Moreover, they are not holding up their duty to approve volunteers for the BPC who've already contacted admin. and/or</p> | <p>I'm concerned about the use of the word stealing, I would just remind the committee about engaging in respectful and inclusive interactions. We are here to collaborate with families in addressing concerns in a productive manner.</p> <p>Money has not been taken from the Endo European Group. A cultural event will still occur for this group.</p> | <p>Move to close item.</p> |

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| <p>those that were approved for many years and where never notified of this institution's removal their red badge, yet their still approved at other institutions. why is this institution specifically against BPC and BPC/TEACH programs? other facilities are doing BPC/TEACH education and events and there are currently over 20 BPC members at CBCC.</p> | <p>We were directed by HQ to provide events for API, Hispanic and Black History/Heritage Cultural Groups. The BPC Cultural group funds are being utilized for the Black History/Heritage Cultural event coming up in July. Per DOC 210.060 Donations, donors have the ability to specify a general purpose for the funds. Since the funds were donated to support black and African American individual group activities, the appropriation for the black history/cultural event is supported by policy. This is further supported by the elimination of BPC Teach and the inactive BPC volunteer-based group that currently does not have a sponsor. The President of Fabian's Fund, (Kazi Joshua) has notified DOC that Fabian's Fund will be terminating their contract for TEACH effective July 1, 2023. After this date, BPC TEACH will no longer be offered. Education is provided to all individuals regardless of their sentence structure.</p> <p>Community members who are interested in volunteering for BCP (a volunteer-based group) can go through the regular channels of becoming a volunteer, for CBCC. the contact for this is CPPC Tanja Cain. Volunteers will need to submit a Program Proposal form to Ms. Cain that will go through CBCC's chain of command prior to starting any new program.</p> | |
| <p>27. inmates are very concerned over the miss-use of allocated funds from IIBF here at CBCC and request some real transparency as was done in the past. We are under the impression that tons of thousands a have been stolen and/or improperly spent where we can't see, use or be a part of what it was spent on.</p> | <p>These funds are posted monthly for transparency. Review of IIBF was conducted by LBA.</p> | <p>Move to close item.</p> |
| <p>28. can we have our outside sports back, football and softball? and to once again have our recreational sports team season activities and tournaments back?</p> | <p>We will look at what opportunities we can provide with the resources we have. Again, recruitment and retention is our focus.</p> | <p>Move to close item.</p> |
| <p>29. why are staff throwing away and destroying books, especially when the library is currently unavailable?</p> | <p>Not aware or have read any reports. Not going to go off hearsay. I don't know if they were missing pages, soiled, etc.</p> | <p>Move to close item.</p> |
| <p>30. When will the library open back up.</p> | <p>The recruitment for the library is open continuous.</p> | <p>Move to close item.</p> |

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| Round table discussion: | Upon completion of agenda items, round table discussions occurred. | Meeting adjourned at 10:30am |
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Roundtable open discussion

Next meeting location: Schedule:

•June 10, 2023

•August 5, 2023

•October 7, 2023

December 2, 2023 Via Teams

Date: June 10, 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 March 2023 FM 21



| 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 | (80.00) | 330.00 | |
| 88160 | NR19 | RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly) | 0.00 | 0.00 | (1,085.37) | 1,085.37 | |
| 88170 | NR21 | TV RENTAL PROGRAM | 0.00 | 0.00 | (291.45) | 291.45 | |
| 88180 | NR27 | UNIT ACTIVITY | 700.00 | 0.00 | | 700.00 | |
| 88190 | NR30 | VISITING ROOMS | 490.00 | 0.00 | | 490.00 | Monies spent to replenish visit room supplies to be used when families visit, cups, condiments |
| 89110 | SP68 | Wellness Enhancement Special Project | 21,677.00 | 0.00 | | 21,677.00 | Facility Wellness Equipment |
| 89130 | F107 | IIBF Free Photos | 1,200.00 | 1,296.43 | | (96.43) | In order to enhance the experience of visitation between incarcerated individual and their families and loved ones, the Visit Room Photo Program was suggested. This funding will be used to purchase the equipment for printing and taking photos for during the events and visitation time. The program started during the holidays and will resume for the remaining fiscal year. |
| 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 | 450.00 | | 9,550.00 | 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 | 495.95 | | 4.05 | Monies used to purchase books to be read by the individuals in a video visit with their children. The children are sent a copy of the book. |
| 89130 | FF96 | FAMILY FRIENDLY - SIGNIFICANT PERSON DAY | 845.00 | 640.16 | | 204.84 | Monies used to support the significant person event., to include crafts, decorations and refreshments. |
| 89130 | FF97 | FAMILY FRIENDLY - ADULT DAY | 845.00 | 868.82 | | (23.82) | Monies used to support a special visitation day for adults and their incarcerated loved ones. |
| 89130 | FPOP | Popup Allotments | 7,125.00 | 3,534.00 | | 3,591.00 | 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 | 56,494.83 | 0.00 | 20,556.17 | 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 | | | 127,243.00 | 68,347.58 | (1,456.82) | 60,352.24 | |

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