



# FAMILY COUNCIL MEETING MINUTES

Location: Clallam Bay Correction Center Date: 8/5/23 Time: 9:00am

Teleconference details: Microsoft Teams meeting

Meeting ID: 247 627 145 757

Passcode: SKH3yh

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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

Vacant  
Family secretary, if applicable

Members present: Jeri Boe, Julie Smith, Pamela Kendrick, Audrey Gaedtke, Karlie Shaw, Megan Pirie, Josh Mandeville

Non-council member attendees: Samantha Donnely, Michelle Sommer, Loren Taylor

## 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.

#### Round table discussion:

- Samantha Donnely – Brought up that the word inmate was used in the last minutes, requested that we use incarcerated individual.
  - *Response: These were agenda items that were submitted by the Family Co-Chair and were transcribed as received. Reached out to Family Co-Chair to make the requested change going forward.*
- Samantha Donnely – Agenda items are not getting set.
  - *Response: Agenda items from family members should be sent to Local Family Co-Chair to be placed on agenda. Jenette Reed is CBCC Local Family Co-Chair. Attached is the DOC 530.155 Family Councils and the Family Council Resource Guide. Which addresses the process for participation and bringing forward agenda items.*
- Samantha Donnely – Concerns about CBIT, individuals are not being included to review the bylaws.

- *Response: With the Best Bed Project and the opening of MSC and C unit here at CBCC, CBIT has been placed on hold until the medium build is occupied.*
- Sam Donnelly – Will backpacks be mailed out for those who don't come to the facility.
  - *We started giving them out on 8/3/23. They will be given out at the Family Fun Day and at visits. Those who are unable to visit they can request on be mailed one, if they are on the visit list.*
- Michelle Sommers – Who determines the sanctions?
  - *Response: The Hearings Officer based on the policy and sanction guidelines. DOC Policy 460.000 Disciplinary Process for Prisons; - DOC Policy 460.050 Disciplinary Sanctions*
- Megan Pirie – Director of Person Centered Services introduced herself. Her contact information is [megan.pirie@doc1.wa.gov](mailto:megan.pirie@doc1.wa.gov), phone: 360-515-2434

### New business

Topic	Discussion/Key points	Next steps
Budget Manager	<ul style="list-style-type: none"> <li>● Reviewed IIBF Budget               <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">                   CBCC IIBF Budget                  FY24 with Narratives.               </div> <div style="text-align: center;">                   FY23 CBCC IIBF                  Budget to Actual Repc               </div> </div> </li> </ul>	Reviewed IIBF Budget - Expanded descriptions and expenditures.
Facility Updates	<ul style="list-style-type: none"> <li>● Current Count – 421</li> <li>● Best Bed Project – Units Opening at CBCC and CRCC</li> <li>● Visit Room upgrades and planning has been extended.</li> </ul>	Continue to monitor progress.
Open Action Item	Long pens, pencils and metal safety scissors added to close custody units for art supplies.	The two close custody facilities (WSP/CBCC) do not allow these items based on the history of violence involving these items. For scissors they are available in the units. Move to close action item.
Open Action Item	Request to add sriracha sauce to commissary. State it's not allowed at CBCC, but is at other facilities	Currently working on, we want to be consistent statewide, if we find it is offered at other close custody facility, we will add it. This item should be resolved by next meeting.

Open Action Item	Serious infraction sanctions related to the suspension of tablet.	This is an approved process per Policy 460.000 Disciplinary Process for Prisons. If the Disciplinary Hearing Officer determines that the individual is guilty, they may impose sanctions per WAC 137-28, DOC 460.050 Disciplinary Sanctions, and other applicable policies. The use of the tablet is considered a privilege, there are other alternatives in place for those that lose their tablets. We are working on ensuring that Individuals are not given cell confinement and a tablet sanction concurrently. Move to close action item.
Open Action Item	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.	Reed – no updates, will remain as open action item.
Open Action Item	We need our people to be able to receive notification when we message them.	Reed – no updates, will remain as open action item.
Open Action Item	Make it easier for our family to send money	Reed – no updates, will remain as open action item.
Up Coming Events	<ul style="list-style-type: none"> <li>• Black History Culture Event – 7/29/23</li> <li>• API Cultural Event 8/5/23</li> <li>• Family Fun Day Event 8/26/23 - Deep Heart Performance</li> <li>• Pow Wow Event – September 16, 2023</li> <li>• Hispanic Cultural Event – September 23, 2023</li> </ul>	

	<ul style="list-style-type: none"> <li>• Back to School Backpack Program started on 8/3/23. Kids must be on visit list to get one.</li> </ul>	
CBCC LFC Election Reminder	October will need to hold an election for next year's LFC members	

**Roundtable open discussion**

Next meeting location: Schedule:  
October 7, 2023 Via Teams  
December 2, 2023 Via Teams

Date: August 5, 2023

Time: 9:00am to 9:31am

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

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