



# FAMILY COUNCIL MEETING MINUTES

Location: Clallam Bay Correction Center Date: 10/5/24 Time: 9:00am

Teleconference details:

Join the meeting now  
Meeting ID: 243 477 026 911  
Passcode: oy5Ldw

## MEETING ATTENDEES

<u>Julie Smith Associate Superintendent</u> Department/facility co-chair	<u>Jeanette (Nettie) Reed</u> Family co-chair
<u>Tanja Cain, CPPC</u> Facility/council secretary	<u>Tanya Auger</u> Family secretary, if applicable

Members present: Julie Smith

Non-council member attendees: Jeri Boe, Pam Kendricks, Josh Manderville

## AGENDA

### Old business

Topic	Discussion/Key points	Next steps
Round table discussion:		

### New business

Topic	Discussion/Key points	Next steps
Budget Manager - Kendrick's IIBF Supplemental - Smith	<ul style="list-style-type: none"> <li>Reviewed IIBF Budget</li> <li>Yearend report was shared</li> <li>IIBF Family Friendly Funds Requests for FY25</li> </ul>	Reviewed IIBF Budget and Supplemental purchases
Facility Updates - Smith	<ul style="list-style-type: none"> <li>Current Count – 536 Closed Units C, I/J</li> <li>Held Facility Wide Tier Rep Meeting 9/18/24.</li> <li>47 Volunteers, 36 pending.</li> <li>Hispanic Heritage Cultural Event was held on 9/21/24. 80 I/I and guest participated in the event.</li> </ul>	

	<ul style="list-style-type: none"> <li>• 10/5/24 Enhances Winter Visit General Population</li> <li>• 10/12/24 Enhances Winter Visit D Unit</li> <li>• December Events – Winter Nights TBA and Christian event on 12/21/24.</li> <li>• Upcoming Programs -- Dogs in MSC, Lifer Group, Veterans Group and BCP.</li> <li>• 10/14-17 On-Boarding of WA Way for Staff.</li> </ul>	
Open Action Items - Smith	<ul style="list-style-type: none"> <li>• Toothbrushes</li> <li>• Property Packages – Audrey Gaedtke will follow up on process for delivery/schedule with warehouse manager.</li> <li>• Male to Male cords and allowing more items to be consistent statewide.</li> </ul>	No updates
Nettie Reed	<ul style="list-style-type: none"> <li>• Gave updates from Statewide Family Council meeting.</li> </ul>	
Boe	<ul style="list-style-type: none"> <li>• Discussion on Securus</li> <li>• Provided overview of Washington Way for CBCC to include RHU Resource Team and upcoming Onboarding for staff.</li> </ul>	

**Roundtable open discussion**

Next meeting location: TEAMS December 7th 2024 Via Teams

Date: 10/5/2024 Time: 9:00am

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

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

**Clallam Bay Correctional Center**  
**Incarcerated Individual Betterment Fund (IIBF)**  
**FY24 Monthly Budget to Actual Report from July to April 2024 FM10**

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY24 Budget	Expenditures	Fee Recovery	Remaining FY24 Budget	Brief Description of Expenditures to Date
89110	EFVC	SPECIAL PROJECTS	4,500.00	4,405.09		94.91	Xbox and Controllers for EFV rooms, XBOX Games
89110	CULT	CULTURAL EVENTS	3,180.00			3,180.00	
98110	SP68	WELLNESS ENHANCEMENT	42,061.00	42,061.05		(0.05)	Outdoor Exercise Equipment
88115	NR14	CULTURAL MEAL ENHANCEMENT	2,000.00	1,039.20		960.80	Cinnamon Rolls Holiday Meal Enhancement
88125	NR08	EFV EXPENDITURES	250.00	230.00	20.00	0.00	Refund of EFV fees, Supplies for EFV Units
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)		1,124.89	(2,583.00)	1,458.11	Prizes for Art Show, Prizes for Holiday Recreation Event (hygiene items and food items)
88170	NR21	TV RENTAL PROGRAM		3,129.47	(2,614.00)	(515.47)	Used to purchase televisions for use in the CBCC Rental TV program. Recovered fees will reimburse the budget.
88180	NR27	UNIT ACTIVITY	1,150.00	1,201.97		(51.97)	Veteran's Day goody bag and paint brushes for use in Unit. Games to be used in the Units.
88190	NR30	VISITING ROOMS	620.00	637.75		(17.75)	Visit room puzzles, toys and games
89130	F106	D-UNIT SAFE HARBOR	1,425.00	895.96		529.04	Enhancement for visit - Toys and stuffed animals
89130	F107	IIBF Free Photos	2,400.00	1,045.77		1,354.23	Toner for photo printer in visit room.
89130	<sup>2</sup> FF01	FAMILY FRIENDLY - BACK TO SCHOOL	2,325.00	2,343.81		(18.81)	Supplies for backpacks for back to school program, glue sticks, pens, paper, lunch boxes, postage to mail backpacks out.
89130	FF15	FAMILY FRIENDLY - FAMILY FUN DAY	1,050.00	860.67		189.33	Food and crafts to enhance visitation.
89130	FF40	FAMILY FRIENDLY - LODGING ASSISTANCE	10,000.00	1,280.00		8,720.00	Lodging for visitors
89130	FF69	FAMILY FRIENDLY - WINTER EVENT	2,953.00	3,005.54		(52.54)	Toys, décor, food, and stuffed animals for Winter Family Friendly Visit Event.
89130	FF91	FAMILY FRIENDLY - VIDEO PROGRAM	500.00	503.00		(3.00)	
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	975.00	939.99		35.01	Décor for Significant Person event happening 2/17
89130	FF97	FAMILY FRIENDLY - ADULT DAY	975.00	408.19		566.81	
89130	FPOP	Popup Allotments	7,548.00	4,312.17		3,235.83	Food and crafts for A/B and D units visitation event enhancements. Karaoke Machine.
89170	<sup>3</sup> OP03	TV CABLE COMCAST CABLE/FEE RECOVERY (\$0.50 per month, per I/I)	78,192.00	69,803.30	(2,041.84)	10,430.54	Cable TV Programming provided by Sky Systems
<b>Report Total</b>			<b>162,104.00</b>	<b>139,227.82</b>	<b>(7,218.84)</b>	<b>30,095.02</b>	

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

**Clallam Bay Correctional Center (CBCC)  
Incarcerated Individual Betterment Fund (IIBF)**

**FY24 Budget Narratives**

<b>Account Code</b>	<b>Budget Category</b>	<b>Programs/Events</b>	<b>Proposed FY24 Budget</b>	<b>Brief Description of Program Objective</b> <i>At the beginning of each fiscal year, please ask the assigned program manager to provide a brief description of the funded programs and how they will provide a positive impact on the lives of the incarcerated individuals .</i>
89110	EFVC	Special Projects	4,500.00	EFV Consumable Supplies Annual Allocation - Used to improve the conditions of the EFV units.
89110	CULT	CULTURAL EVENTS	3,180.00	To be used for Cultural Events.
89110	SP68	WELLNESS ENHANCEMENT	42,061.00	To be used to enhance wellness by providing exercise equipment.
88155	NR14	CULTURAL MEAL ENHANCEMENTS	2,000.00	Used to enhance the November and December Meals for the Incarcerated population.
88125	NR08	EFV EXPENDITURES	250.00	Replace and update EFV items throughout the fiscal year to ensure the EFV's are clean and usable. These items could include furniture, pots and pans, mattresses, linens, towels, and kitchen supplies.
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	0.00	Soccerballs; volleyballs; recreation prizes; bumper plates; foam rollers; chalk; cornhole; flag football belts; footballs; rackets, nets, hoops, backboard, scale, board games, pickleball paddles
88170	NR21	TV RENTAL PROGRAM	0.00	Purchase TV's to be available for the CBCC TV rental program. The fees recovered, currently set at \$7 per month or \$15 per quarter, will be in addition to the initial allotment.
88180	NR27	UNIT ACTIVITY	1,150.00	Games and items to be used in the units
88190	NR30	VISITING ROOMS	620.00	Replace and update items used while family visits. This could include games, coloring books, crayons or game consoles.
89130	F106	D-UNIT SAFE HARBOR	1,425.00	D Unit food and crafts for an Enhanced Visit Event in December and an event in the Spring.
89130	F107	FAMILY FRIENDLY- IIBF FREE PHOTO	2,400.00	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	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	2,325.00	Positive impact on intergenerational incarceration by keeping parents engaged with children's school activities. Support non-incarcerated individuals by helping with cost of school supplies. Provide a backpack for each school-age child and grade appropriate school supplies.
89130	FF15	FAMILY FRIENDLY - FAMILY FUN DAY	1,050.00	Items used to enhance visitation between incarcerated individuals and the family members that visit.
89130	FF40	FAMILY FRIENDLY - LODGING ASSISTANCE	10,000.00	The Lodging Assistance Program is funded locally as there was recognition that many individuals are housed in facilities with an increased distance from their families. As visiting opens, some families need to travel long distances to participate in in-person visiting.
89130	FF69	FAMILY FRIENDLY - WINTER EVENT	2,953.00	Christmas crafts; bags; toys; wrapping supplies Families participate in various family focused 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 GREETINGS	500.00	I/I's record video greeting on DVD to send to Family Member. Up to 10 minutes in length: may read a book, poem, play music, sing, read a letter, etc. Known as Read to me Daddy at other facilities.
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	975.00	Celebrate significant men and women and recognize Mother and Father's Day with Incarcerated Individuals, their children, and their parents or parent figure. Include a meal, crafts, and photo for visitors to take home and a photo for I/I to keep for the memory of support from loved ones.
89130	FF97	FAMILY FRIENDLY - SPECIAL ADULT DAY	975.00	Used to enhance the visitation between incarcerated individuals and their family members.
89130	FPOP	POPOP ALLOTMENTS	7,548.00	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	OP03	TV CABLE COMCAST CABLE/FEE RECOVERY (\$0.50 per month, per I/I)	78,192.00	This supports the monthly cost of providing satellite TV throughout CBCC. The current vendor is Cell Tell /Sky Systems which is paid monthly \$7,035 per month. The fees recovered, currently set at \$0.50 per month, will be in addition to the initial allotment.
		<b>Report Total</b>	<b>162,104.00</b>	