



FAMILY COUNCIL MEETING MINUTES

Location: Clallam Bay Correction Center

Date: 12/3/22

Time: 9:00am

Teleconference details: Microsoft Teams meeting

Meeting ID: 258 338 482 230

Passcode: tYCzDo

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MEETING ATTENDEES

Julie Smith Associate Superintendent
Department/facility co-chair

Michele Sommer
Family co-chair

Tanja Cain CPPC
Facility/council secretary

Family secretary, if applicable

Members present: Julie Smith, Tanja Cain, Michele Sommer

Non-council member attendees: Samantha Donnelly, Audrey Gaedtke



AGENDA

Old business

Topic	Discussion/Key points	Next steps
Welcome and Introductions	Michele Sommer, Diana Seiy, Nettie Reed, Julie Smith and Tanja Cain we all introduced ourselves.	
Elections	Michele Sommer explained her role as the Family Co-Chair and the SFC. She explained what the LFC role is and the SFC role is. Nettie Reed said she would like to be the LFC Family Co-Chair. Diana Seiy said she has the time and would like to be the SFC Representative and LFC Family Secretary. Michele has prior commitments but, is happy to help the new members with their roles. It was all agreed on each one's new position.	Nettie Reed – Family Co-Chair LFC Diana Seiy – Family Secretary for LFC Diana Seiy will submit her State Family Co-Chair nomination to Ramona Cravens, Executive Secretary to Jeff Uttecht, Deputy Assistant Secretary East Command, DOC by November 5, 2022.
Meeting Format	TEAMS vs in person meetings	Committee agreed to continue meeting via TEAMS.
Link to DOC Family & Visitor webpages for Local and State Family Councils	<u>Family Council Washington State Department of Corrections</u>	

	Family Council Washington State Department of Corrections	
Link to new Visit Guidelines for CBCC	Prison Visits Washington State Department of Corrections	
<p>Roundtable open discussion~ Transportation voucher was discussed with the group, as the new members did not know about it. This information will be sent to the group. Question if the bus service is still available? Tanja will investigate it and get the answer to everyone. Julie Smith said she would have the SFC and LFC links sent out to the new board members. The new visit room memo will be also sent out to them.</p>		

New business

Topic	Discussion/Key points	Next steps
Budget-Business Manager	<p>Incarcerated Individual Betterment Fund Reviewed</p>  <p>CBCC IIBF Budget FY23 Budget Narrative</p>  <p>CBCC IIBF Budget 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 Securus Technologies - Friends and Family Video Visitation System</p>	
Family Friendly event	<p>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.</p>	
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</i></p>	

	<i>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>	
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, any cancelation/reschedules will be posted on the site.	<p>Schedule:</p> <ul style="list-style-type: none"> • February 4, 2023 • April 1, 2023 • June 3, 2023 • August 5, 2023 • October 7, 2023 • December 2, 2023
<p>Round table discussion:</p> <ul style="list-style-type: none"> • Michelle Summers noted changes to the appearance of the visit room, as visually appealing and appreciated that the batteries put in the toys and that the books were organized with the children's books outfacing. • Vending Machines were empty, no hot food or healthy choices. Suggested that family members utilize the suggestion box in the visit room so issues may be addressed sooner as we only meet every other month. • TV in the visit room has been ordered and will be installed upon arrival. 		

Roundtable open discussion

Next meeting location: Via Teams Date: 2/4/2022 Time: 9:00am

Comments: _____

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 Budget Narratives

Account Code	Budget Category	Programs/Events	FY23 Budget	Brief Description of Program Objective
88110	NR02	BARBER SHOP	450.00	Monies used to support barbering services available to the population and may include supplies; trimmer repair & parts; mirrors.
88115	NR14	CULTURAL MEAL ENHANCEMENT	2,000.00	Monies used to enhance the November and December meals for the incarcerated population.
88125	NR08	EFV EXPENDITURES/FEE RECOVERY (\$5 per night)	250.00	This category is for monies generated by fee supported Extended Family Visit Program (EFV) and will be used to 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	This category is for monies generated by fee supported recreation programs and will be used to support incarcerated individual wellness activities. Items include, but are not limited to: 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	This category is for monies generated by the TV Rental Program and the purchase of new TVs and/or repairs to support the program. Monies will be used to purchase TV's, when necessary to support the CBCC TV Rental Program.
88180	NR27	UNIT ACTIVITY	700.00	Monies provide items that are not required but improve the every day life of the individuals living in the unit and contribute to reducing idleness. Items include: microwaves; board games; pencil sharpeners; coolers; etc.
88190	NR30	VISITING ROOMS	490.00	Monies support consumable items provided in the visit rooms and are intended to support a positive visiting environment. Items may include: games, coloring books, crayons or game consoles.
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	1,380.00	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	Monies used to support a family fun day which is geared towards interactive family activities.
89130	FF37	FAMILY FRIENDLY - MARRIAGE SEMINAR	800.00	Monies used to purchase marriage seminar books to support the marriage program which is intended to provide tools for married couples separated by incarceration.
89130	FF40	FAMILY FRIENDLY - HOTEL VOUCHER	10,000.00	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	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	Monies used to support recorded video greetings on DVD to send to family member(s). Individuals may read a book, poem, play music, sing, read a letter, etc. May be referred to as the Read to me Daddy Program but is designed for any family member.
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	845.00	Monies used to support an event to recognize significant persons in the incarcerated individual's life. May include recognizing Mothers/Fathers Day. Expenditures may include a meal, crafts, and photo for participants to have a memory of the event.
89130	FF97	FAMILY FRIENDLY - ADULT DAY	845.00	Monies used to support a special visitation day for adults and their incarcerated loved ones.
89130	FPOP	POP-UP ALLOTMENT	100.00	Popup allocation requested by CPPC for a laminator for Family Friendly visit room crafts.
89170	OP03	TV CABLE COMCAST CABLE/FEE RECOVERY (\$0.50 per month, per I/I)	77,051.00	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			97,341.00	

Clallam Bay Correctional Center
Incarcerated Individual Betterment Fund (IIBF)
FY23 Quarterly Budget to Actual Report from July to September 2022 - FM15

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY23 Budget	Expenditures	Fee Recovery	Remaining FY23 Budget	Brief Description of Expenditures to Date
88110	NR02	BARBER SHOP	450.00	0.00		450.00	
88115	NR14	CULTURAL MEAL ENHANCEMENT	2,000.00	0.00		2,000.00	
88125	NR08	EFV EXPENDITURES/FEE RECOVERY (\$5 per night)	250.00	0.00	(20.00)	270.00	
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	0.00	0.00	(455.00)	455.00	
88170	NR21	TV RENTAL PROGRAM	0.00	0.00	(717.00)	717.00	
88180	NR27	UNIT ACTIVITY	700.00	0.00		700.00	
88190	NR30	VISITING ROOMS	490.00	0.00		490.00	
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	1,380.00	1,368.20		11.80	Backpacks, school supplies and postage for mailing backpacks/supplies to families
89130	FF15	FAMILY FRIENDLY-- FAMILY FUN DAY	780.00	523.84		256.16	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	50.00		9,950.00	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	0.00		1,150.00	
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	0.00		845.00	
89130	FPOP	POP-UP ALLOTMENT	100.00	0.00		100.00	Popup allocation requested by CPPC for a laminator for Family Friendly visit room crafts.
89170	OP03	TV CABLE COMCAST CABLE/FEE RECOVERY (\$0.50 per month, per I/I)	77,051.00	18,512.14	0.00	58,538.86	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			97,341.00	20,454.18	(1,192.00)	78,078.82	