



# FAMILY COUNCIL MEETING MINUTES

Location: Clallam Bay Correction Center Date: 09/30/22 Time: 1230

Teleconference details: Microsoft Teams calendar appointment:  
**Join on your computer or mobile app** [Click here to join the meeting](#)  
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 Phone Conference ID: 899 219 223#  
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<b>Meeting Attendees</b>
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Department/facility co-chair: Julie Smith Associate Superintendent Family co-chair: Michele Sommer

Facility/council secretary: Tanja Cain CPPC Family secretary, if applicable: Vacant

Members present: Superintendent Jeri Boe, Local Business Advisor Audrey Gaedtke, Fiscal Analyst 4 Pam Kendrick, Visit Room Sgt Josh Mandeville

Non-council member attendees: \_\_\_\_\_


<b>Agenda</b>
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Old business

Topic	Discussion/Key Points	Next Steps

New business

Topic	Discussion/Key Points	Next Steps
<b>9/30/22 Meeting</b>		
Days & times for meetings	Discussed what were the best days and times for LFC meetings. After 5pm or weekends at 10:00 gives a 45-minute meeting before visits start if in person.	Saturdays are the best days at 9:00am. Continue with Teams December 3 <sup>rd</sup> Saturday, at 9:00 am will be the following meeting. Family members will join via Teams
Elections	Michele was hoping for more family participation for the elections and meetings.	Next meeting scheduled for Saturday, October 29 <sup>th</sup> at 9:00 am this will be for elections.
Family Events	When Family Events might start back up	No Family Events until after the New Year.
Visit Room LFC Flyers	Noted there is not much information in the VR for the LFC meetings.	Visit Room and Public Access has been posted with LFC information flyers and the attached information was posted on the Kiosk. Facebook page-Michele to look into.

How to get family members information from Family Co-Chair	Michele was wondering how she can get information out to family members. At visitation Michele as a council member, she can talk with other family during visits.	Michele will remove her name from the current web page and make a new email address for families to email her directly for information.
Budget	Audrey reviewed the budget; quarterly report ends June 30 <sup>th</sup> . Pam discussed allocation of funds with Tanja. Budget will be posted in the unit, VR, and web page by Tanja.	 CBCC IIBF Budget FY23 with Narratives.p Budget attached.

**Roundtable open discussion~**

**Q: Michele asked the question about the tablets when they might be available to the I/I's.**  
**A: Superintendent Boe said possibly December they are working on the infrastructure.**

**Q: Michele asked if families are able to donate toys and books to the visit room for the kids and if the process and donation form can be posted in the VR**  
**A: Sgt Mandeville explained the process and there is a donation form, and he will look into getting the process and form posted in the VR.**

Next meeting location: Microsoft TEAMS

Date: October 29th Time: 9:00 AM

Comments: The following kiosk message will be sent to the population to encourage them to have their loved ones participate in CBCC LFC.

*Currently CBCC is recruiting family and friends of incarcerated individuals to be members of our local family council. Family councils advise, collaborate, problem solve, and partner with the Department and the community to improve communications with the Department, create opportunities to strengthen family and community connections, improve quality of life for those incarcerated, promote successful reentry, provide family input on related policies and operational memorandums, and address local and statewide issues/concerns that affect a broad range of those incarcerated and their families. Family is broadly defined to include immediate, extended, and elected family members, such as romantic partners, friends, neighbors, and clergy. Department employees and council members work together to bring awareness to the family councils to encourage participation. Each prison facility maintains a Local Family Council (LFC). Family council meetings provide opportunity for family members to ask questions, get information, and share their perspective of the facility. All approved visitors may attend a family council meeting. Your family members may find additional information on our agency website to contact the facility at [www.doc.wa.gov](http://www.doc.wa.gov).*

*Currently with Safe Start next scheduled meeting is October 29<sup>th</sup> on Microsoft TEAMS*

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Distribution: **ORIGINAL** - Family council co-chairs