



## FAMILY COUNCIL MEETING MINUTES

Location: Clallam Bay Correction Center

Date: 2/1/25

Time: 9:00am

Teleconference details:

Microsoft Teams Need help?

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Meeting ID: 210 954 701 904

Passcode: qU2CJ6i3

### MEETING ATTENDEES

Julie Smith Associate Superintendent  
Department/facility co-chair

Jeanette (Nettie) Reed  
Family co-chair

Tanja Cain, CPPC  
Facility/council secretary

Family secretary, if applicable

Members present: Nettie Reed, Julie Smith, Tanja Cain



Non-council member attendees: Jeri Boe, Pamela Kendrick, Audrey Gaedtke, Joshua Madeville, Jennifer Anaquod

### AGENDA

#### Old business

Topic	Discussion/Key points	Next steps
Round table discussion: Jennifer Anaquod shared her experience attending the Statewide Family Council meeting.		

#### New business

Topic	Discussion/Key points	Next steps
Budget Manager - Gaedtke	<ul style="list-style-type: none"><li>Reviewed IIBF Budget</li></ul>	Reviewed IIBF Budget  CBCC IIBF Budget FY25 with Narratives f  Approved FY25 CBCC IIBF Supplemental Bud
Facility Updates - Smith	<ul style="list-style-type: none"><li>New Secretary for Department – Tim Lang, former Attorney General</li></ul>	

	<ul style="list-style-type: none"> <li>• Current Count – 605 Closed Units C, I/J remain closed.</li> <li>• Superbowl packages delivered sometime next week.</li> <li>• Christian event was held on Saturday 12/21/24 and the Asatru event was held on Monday 12/30/24.</li> <li>• We had two Enhanced visits one for GP on 12/22/24 and one for D unit on 12/14/24.</li> <li>• MSC had their door decorating contest in December. Prizes were tuxedo cake, apple pie, and six pack of vanilla cupcakes. (pictures)</li> <li>• Significant Person Event February 8, 2025 General Population.</li> <li>• Violence Reeducation Events – April 3, 2025, Comedian Adam Tiller.</li> <li>• Certified Peer Specialist training will be on May 5<sup>th</sup> - 23<sup>rd</sup> in D Unit.</li> <li>• Intermural Sports and Fitness classes have begun.</li> <li>• Yoga classes will begin next week.</li> <li>• Art Show will be on February 12, 2025.</li> <li>• Drawing/painting classes will begin in the next couple weeks.</li> <li>• Music Equipment will be arriving in the next couple of weeks, with music program starting by the end of the month.</li> <li>• The new Religious Coordinator starts on February 16, 2025.</li> <li>• Cultural Policy – no updates.</li> <li>• Veterans and Lifer groups meets monthly. BPC meets twice a month.</li> <li>• Resource Team is working with seven individuals on Rapport Building Activities.</li> <li>• Change Agents – Recruitment to staff</li> <li>• Dog Program in MSC will be restarting soon.</li> <li>• Expanding Cat Program into D Unit.</li> <li>• Bee Classes begin on Tuesday. Program has donated Honey, and made chap stick.</li> <li>• Book Club in RHU and D Unit.</li> <li>• Hero's Journey, writing class start on 2/12/25.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• TTY Phones will be installed in each unit.</li> </ul>	
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## Roundtable open discussion

Next meeting location: TEAMS April 5<sup>th</sup> Via Teams

Date: 4/5/2025 Time: 9:00am

Comments: • The December CBCC IIBF Budget FY25 with Narratives that was reviewed at the meeting had a budget year-to-date through December instead of the whole budget for FY25 through June 30, 2025. The attached report in the minutes includes both a year-to-date Budget through December 2024, and a total FY25 Budget through June 2025 column.

• CBCC LFC Co-chair, Nettie Reed, asked when the next meeting is for the family members who are on the workgroup for the IIBF Purchase Proposal Process. Local Business Manager, Audrey, reached out today to the Project Manager for this workgroup, who said there is not an upcoming meeting on the calendar yet, but the members of this workgroup (Nettie and Audrey) will be receiving an email update from her shortly.

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and 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)**  
**FY25 Quarterly Budget to Actual Report for December 24 FM 18**

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY25 Budget	Year-To-Date Budget	Expenditures	Fee Recovery	Remaining FY25 Budget	Brief Description of Expenditures to Date
88115	<sup>1</sup> NR14	CULTURAL MEAL ENHANCEMENT	1,200.00	1,200.00	594.15		605.85	Enhancement of holiday meal
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	1,500.00	1,500.00	692.52	(1,358.00)	2,165.48	Recreation Fees recovery, Supplies for recreational events
88170	NR21	TV RENTAL PROGRAM	0.00	0.00		(2,037.00)	2,037.00	TV Rental Fees recovery
88180	NR27	UNIT ACTIVITY	2,200.00	2,200.00	437.03		1,762.97	Raquetballs and Table Tennis for use in Unit, thank you for Veterans goody bags, decorations for holiday
88190	NR30	VISITING ROOMS	1,590.00	1,590.00	122.29		1,467.71	Visit Room Supplies
89110	CULT	CULTURAL EVENT	2,405.00	2,405.00			2,405.00	
89110	EFVC	SPECIAL PROJECTS	4,500.00	4,500.00	1,248.22		3,251.78	Fans, thermostat, Blu-ray player, Ice Cream Scoop for use in EFV units, Baby learning toy
89110	SART	IIBF ARTS SPECIAL PROJECT	6,546.00	6,546.00	6,188.50		357.50	Art Supplies for Recreation
89110	SCHI	IIBF VISIT ROOM SPECIAL PROJECT	21,820.00	21,820.00	863.80		20,956.20	Visit room upgrades, games and decorations
89110	SMUS	IIBF MUSIC	36,000.00	36,000.00	32,640.62		3,359.38	Musical Instruments and supplies for Recreational Music Program.
89110	SOTH	IIBF OTHER SPECIAL PROJECT	5,455.00	5,455.00			5,455.00	
89110	SREC	IIBF RECREATION SPECIAL PROJECT	36,003.00	36,003.00	22,450.01		13,552.99	Photo printers and supplies for recreation, Moveable Goal posts
89110	SUNI	IIBF UNIT SPECIAL PROJECT	17,489.79	17,489.79	9,984.86		7,504.93	Cat enclosure, chairs for G/H dayroom, beehive cover
89110	SWAY	IIBF WASHINGTON WAY SPECIAL PROJECT	14,946.70	14,946.70	15,066.78		(120.08)	Tablecloths for visit room, murals for dayrooms
89130	F106	D-UNIT SAFE HARBOR - Significant Person Event	488.00	0.00			488.00	
89130	F106	D-UNIT SAFE HARBOR - Winter Event	1,189.00	1,189.00	642.51		546.49	Decorations and Stuffed Animals for Winter Event
89130	F106	D-UNIT SAFE HARBOR - Special Adult Day	488.00	0.00	147.92		340.08	Dessert enhancement.
89130	F107	IIBF Free Photos	3,400.00	3,400.00	1,370.12		2,029.88	Paper and Ink for Visit room Photos
89130	<sup>2</sup> FF01	FAMILY FRIENDLY - BACK TO SCHOOL	2,825.00	2,825.00	2,964.16		(139.16)	Backpacks and Supplies for Back to school
89130	FF15	FAMILY FRIENDLY - FAMILY FUN DAY	1,425.00	1,425.00	1,092.48		332.52	Coolers, bubbles, condiments, fishing game
89130	FF37	FAMILY FRIENDLY - RELATIONSHIP ENRICHMENT EVENT	860.00	0.00			860.00	
89130	FF40	FAMILY FRIENDLY - LODGING ASSISTANCE	10,000.00	10,000.00	2,706.65		7,293.35	Lodging and Fuel reimbursement for Visitors
89130	FF69	FAMILY FRIENDLY - WINTER EVENT	1,575.00	1,575.00	1,613.19		(38.19)	Winter Event enhancement - Crafts and Decorations
89130	FF91	FAMILY FRIENDLY - VIDEO PROGRAM	500.00	500.00			500.00	
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	975.00	0.00	52.04		922.96	Crafts for Significant Person Day
89130	FF97	FAMILY FRIENDLY - ADULT DAY	975.00	0.00	130.16		844.84	Refreshments for Special Adult Day
89130	FPOP	Popup Allotments	5,475.00	5,475.00	5,071.08		403.92	Enhancements for Visits, Ink, Photo Printer, Coolers, decorations for events
89170	OP03	TV Services	0.00	0.00		(1,352.17)	1,352.17	TV Fee recovery
		<b>Report Total</b>	<b>181,830.49</b>	<b>178,044.49</b>	<b>106,079.09</b>	<b>(4,747.17)</b>	<b>80,498.57</b>	

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

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

**FY25 Budget Narratives**

Account Code	Budget Category	Programs/Events	Proposed FY25 Budget	Brief Description of Program Objective <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>
88155	NR14	CULTURAL MEAL ENHANCEMENTS	1,200.00	Used to enhance the November and December Meals for the Incarcerated population.
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	1,500.00	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	2,200.00	Games and items to be used in the units
88190	NR30	VISITING ROOMS	1,590.00	Replace and update items used while family visits. This could include games, coloring books, crayons or game consoles.
89110	CULT	IIBF CULT	2,405.00	To be used to fund cultural event enhancements
89110	EFVC	Facility EFV	4,500.00	EFV Consumable Supplies Annual Allocation - Used to improve the conditions of the EFV units.
89110	SART	IIBF ARTS SPECIAL PROJECT	6,546.00	Consumable Art Supplies (paints, sketchbooks, easels, canvas, etc.) and carts to carry supplies for CBCC Art Programs for CBCC Incarcerated Individuals (I/I).
89110	SMUS	IIBF MUSIC SPECIAL PROJECT	36,000.00	This will be used to create two Music rooms, practice areas and music lessons for CBCC Incarcerated Individuals.
89110	SCHI	IIBF VISIT ROOM SPECIAL PROJECT	21,820.00	Visit room enhancement Videogame systems, chairs, décor, rugs - for use with tweens and teens to bond with their parent. Requested by I/I residents and family members.
89110	SOTH	IIBF OTHER SPECIAL PROJECT	5,455.00	To replenish the release clothing closet and replenish the release backpack items at CBCC to provide clothing and non perishable foods and hygiene items for individuals releasing from CBCC.
89110	SREC	IIBF RECREATION SPECIAL PROJECT	36,003.00	To be used by I/I for playing sports games like soccer and football. More photo printers for I/I photo programs. Concrete pad around pullup bars and new concrete on the basketball courts and new basketball hoops. Moveable goal posts. Photo backdrops and props for Sports Team Photo Program. Requested by I/I residents of CBCC.
89110	SUNI	IIBF UNIT SPECIAL PROJECT	17,489.79	Improved new dayroom furniture for MSC Unit. Dog and cat kennels and a cover for the Bee Programming Area used by I/Is for animal care programs.
89110	SWAY	IIBF WASHINGTON WAY SPECIAL PROJECT	14,946.70	Unit dayroom table cloths to enhance the current dayroom furniture used by I/Is. Nature murals to enhance the living unit dayrooms. Requested by I/I residents of CBCC.
89130	F106	D-UNIT SAFE HARBOR	2,165.00	D Unit events in August and December
89130	F107	FAMILY FRIENDLY- IIBF FREE PHOTO	3,400.00	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.
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	2,825.00	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	1,425.00	Items used to enhance visitation between incarcerated individuals and the family members that visit.
89130	FF37	FAMILY FRIENDLY - MARRIAGE ENCOUNTERS	860.00	Purchase marriage seminar books that will be used to accompany the CBCC marriage seminars.
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	1,575.00	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	POPUP ALLOTMENTS	5,475.00	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.
		<b>Report Total</b>	<b>181,830.49</b>	

BUDGET	DESCRIPTION	AMOUNT	BUDGET REMAINING
SART	Consumable art supplies (paints, sketchbooks, easels, canvas, etc.) and carts to carry supplies for CBCC Art Programs for CBCC I/Is.	\$ 6,546.00	\$357.50
SMUS	Music Program Instruments	\$ 36,000.00	\$3,359.38
SOTH	To replenish the release clothing closet and replenish the release backpack items at CBCC in addition to the allotments from re-entry funds to provide clothing and non-perishable food and hygiene items for releasing individuals from CBCC.	\$ 5,455.00	\$670.07
SREC	Concrete pad around pullup bars and new concrete on the basketball courts and new basketball hoops.	\$ 9,273.50	\$9,273.50
SREC	To be used by I/Is for playing sports games like soccer and football. Moveable goal posts would create the ability to use the outdoor recreation field for multiple types of sports games. This is a request by I/I residents of CBCC.	\$ 21,820.00	\$2,837.56
SREC	Photo backdrops and props for Sports Team Photo Program (part of the CBCC Recreation Programming for I/Is)	\$ 545.50	-\$452.16
SREC	Faster photo printers (for visit room program, rec, and family friendly events) to provide photos for I/Is to send to their loved ones to promote family connections.	\$ 4,364.00	-\$66.61
SUNI	Chairs for MSC Dayroom, installation includes costs to be weighted, ganged together, or floor mounted	\$ 10,998.34	\$3,285.48
SUNI	For the dog and cat program that enhances the lives of the I/Is who care for the animals.	\$ 1,036.45	\$9.90
SUNI	Bee protective structure on the property that enhance the lives of the I/Is through the Bee Program and teach valuable bee-keeping skills.	\$ 5,455.00	\$3,252.07
SCHI	There is currently nothing in the visit room like this for tweens and teens to bond with their dads over something really entertaining to that age group. Will model it after the SCCC gaming areas in their visit room. This is a request by I/I residents of CBCC, as well as family members of I/Is.	\$ 21,820.00	-\$2,385.42
SWAY	Unit dayroom table cloths to enhance the current dayroom furniture used by I/Is	\$ 2,727.50	\$176.73
SWAY	Murals to enhance the living units Day Rooms	\$ 12,219.20	\$ (785.69)
		\$ 138,260.49	\$19,532.31