

## FAMILY COUNCIL MEETING MINUTES

Location: Clallam Bay Correction Center

Date: 4/5/25

Time: 9:00am

Teleconference details:

MMicrosoft Teams Need help?

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Meeting ID: 255 754 332 795

Passcode: iu35Xk3a

### MEETING ATTENDEES

Julie Smith Associate Superintendent  
Department/facility co-chair

Jeanette (Nettie) Reed  
Family co-chair

Tanja Cain, CPPC  
Facility/council secretary

Jennifer Anaquod  
Family secretary, if applicable

Members present: Julie Smith, Nettie Reed, Jennifer Anaquod


Non-council member attendees: Jeri Boe, Audrey Gaedtke, Pam Kendrick, Sgt. Mandeville, Valerie Clark

### AGENDA

#### Old business

Topic	Discussion/Key points	Next steps
2/1/25 LFC Meeting Minute Updates	Provided updates on key points from 2/1/25 meeting minutes: Comedian Adam Tiller; Music Equipment status, Religious Coordinator status, Cultural Policy feedback has been provided to HQ, MSC Dog program, Expansion of Cat Program to D Unit, Hero's Journey started, TTY phones installed.	
Round table discussion: Discussed travel, public transportation and survey that is in visit room for family to fill out regarding travel assistance.		

#### 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
Facility Updates - Smith	<ul style="list-style-type: none"> <li>Institution Count 604</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ramadan concluded on 3/31/25</li> <li>• Passover begins on 4/12/25 at sundown and ends on 4/20/25 at night fall.</li> <li>• Enhanced visit on 4/4/25 General Population and 4/12/25 for D Unit.</li> <li>• BPC Liberation Education Workshop for 3/28/25 was postponed due to GVRs in MSC, it will be rescheduled.</li> <li>• Cultural groups are beginning to meet, dates for events are: <ul style="list-style-type: none"> <li>• Black Heritage History 6/28/25</li> <li>• API 9/6/25</li> <li>• Hispanic 9/27/25</li> </ul> </li> <li>• May 1, 2025 Reckless Son Concert</li> <li>• June 6, 2025 – Eid al Adha</li> <li>• Tentative Matthew Burton - Unbound Man Part 1 July 21, Part 2 November 10<sup>th</sup> (Helping men heal from trauma)</li> <li>• Art Classes – Upper Recreation</li> <li>• Tournaments, teams, fitness classes</li> <li>• Violence Reduction Incentives</li> <li>• Fundraisers for April – 1. MRT Class donation to Welfare Animal Guild 2. CBIT donation to Maripose House 3. BPC donation to R.E.S.T. Real Escape from the Sex Trade.</li> <li>• IIBF Family Friendly requests are due at the end of the month. Tanja is putting together a list, if you have any request please get them to her.</li> </ul>	
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## Roundtable open discussion

Next meeting location: TEAMS June 7, 25 Via Teams

Date: 6/7/2025 Time: 9:00am

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

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

**Clallam Bay Correctional Center**  
**Incarcerated Individual Betterment Fund (IIBF)**  
**FY25 Quarterly Budget to Actual Report for February 25 FM 20**

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY25 Budget	Expenditures	Fee Recovery	Remaining FY25 Budget	Brief Description of Expenditures to Date
88115	NR14	CULTURAL MEAL ENHANCEMENT	1,200.00	594.15		605.85	Enhancement of holiday meal
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	1,500.00	928.60	(2,121.00)	2,692.40	Recreation Fees recovery, Supplies for recreational events
99999	NR20	RECYCLE	0.00	196.20	(196.20)	0.00	Funds incorrectly deposited to Recycle Program
88170	NR21	TV RENTAL PROGRAM	0.00		(2,918.00)	2,918.00	TV Rental Fees recovery
88180	NR27	UNIT ACTIVITY	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	315.99		1,274.01	Visit Room Supplies
89110	CULT	CULTURAL EVENT	2,405.00			2,405.00	
89110	EFVC	SPECIAL PROJECTS	4,500.00	1,418.68		3,081.32	Fans, thermostat, Blueraay player, Ice Cream Scoop for use in EFV units, Baby learning toy
89110	SART	IIBF ARTS SPECIAL PROJECT	6,546.00	6,188.50		357.50	Art Supplies for Recreation
89110	SCHI	IIBF VISIT ROOM SPECIAL PROJECT	21,820.00	13,164.60		8,655.40	Visit room upgrades, games and decorations
89110	SMUS	IIBF MUSIC	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	4,784.96		670.04	Clothing exchange supplies
89110	SREC	IIBF RECREATION SPECIAL PROJECT	36,003.00	24,260.00		11,743.00	Photo printers and supplies for recreation, Moveable Goal posts
89110	SUNI	IIBF UNIT SPECIAL PROJECT	17,489.79	10,141.41		7,348.38	Cat enclosure, chairs for G/H dayroom, beehive cover
89110	SWAY	IIBF WASHINGTON WAY SPECIAL PROJECT	14,946.70	15,118.58		(171.88)	Tablecloths for visit room, murals for dayrooms
89130	F106	D-UNIT SAFE HARBOR - Significant Person Event	488.00	331.00		157.00	Visit Enhancement Supplies
89130	F106	D-UNIT SAFE HARBOR - Winter Event	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	147.92		340.08	Dessert enhancement.
89130	F107	IIBF Free Photos	3,400.00	1,660.82		1,739.18	Paper and Ink for Visit room Photos
89130	<sup>2</sup> FF01	FAMILY FRIENDLY - BACK TO SCHOOL	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	1,092.48		332.52	Coolers, bubbles, condiments, fishing game
89130	FF37	FAMILY FRIENDLY - RELATIONSHIP ENRICHMENT EVENT	860.00	423.40		436.60	Relationship Enrichment Supplies
89130	FF40	FAMILY FRIENDLY - LODGING ASSISTANCE	10,000.00	3,424.35		6,575.65	Lodging and Fuel reimbursement for Visitors
89130	FF69	FAMILY FRIENDLY - WINTER EVENT	1,575.00	1,613.19		(38.19)	Winter Event enhancement - Crafts and Decorations
89130	FF91	FAMILY FRIENDLY - VIDEO PROGRAM	500.00	39.19		460.81	Postage for Mailing out books
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	975.00	936.14		38.86	Crafts for Significant Person Day
89130	FF97	FAMILY FRIENDLY - ADULT DAY	975.00	542.41		432.59	Refreshments for Special Adult Day
89130	FPOP	Popup Allotments	6,975.00	6,518.13		456.87	Enhancements for Visits, Ink, Photo Printer, Coolers, decorations for events
89170	OP03	TV Services	0.00		(1,857.24)	1,857.24	TV Fee recovery
<b>Report Total</b>			<b>183,330.49</b>	<b>130,525.02</b>	<b>(7,092.44)</b>	<b>59,897.91</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	6,975.00	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>183,330.49</b>	