

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, April 9, 2018

A regular meeting of the Indeterminate Sentence Review Board was held in the ISRB Office Building located at 4317 Sixth Avenue SE, Lacey, commencing at 9:00 a.m.

Present were:

Board Members:

Kecia Rongen
Lori Ramsdell-Gilkey
Jeff Patnode
Elyse Balmert

Staff:

Robin Riley, Executive Assistant
Sheila Lewallen, Victim Liaison
Monika Fields, Hearing Investigator III
Kristi Busch, Hearing Investigator III
Matt Frank, Hearing Investigator III
Ron Frederick, Hearing Investigator III
Irene Seifert, Correctional Records Supervisor
Jody Swails, Correctional Records Technician
Christine Hunter, Correctional Records Technician
Teresa Schmidt, Correctional Records Technician
Fawneil Opp, Correctional Records Technician - Absent
Nakia Titus, Administrative Assistant 1

A. Closed Session

- Case
- **Hearing Calendar** – Board Members reviewed the Hearing Calendar from March 2018 through June 2018. Amendments were made to the calendar.
- Decisions and Reasons Pilot - Presentation and discussion

B. Decisions and Reasons – Mr. Patnode presented the new Decision and Reasons format for prison hearings.

ACTION 2-2018

Mrs. Ramsdell-Gilkey moved to approve the Decision and Reasons format presented by Mr. Patnode. 2nd – Ms. Balmert.

4-0 - Approved

The new format will be updated in forms.

C. **Board Meeting Minutes** – Ms. Rongen asked the Board Members if there were any additional corrections or amendments to the minutes. The Board Meeting minutes from the March 12, 2018 and March 26, 2018 meeting are approved.

D. **Board & Staff Discussion**

- **Hearing Calendar** – Ms. Rongen notified staff of updates which Ms. Riley will make to the Hearing Calendar.
- **Discovery** – Mrs. Ramsdell-Gilkey and Ms. Seifert have provided new discovery lists to Ms. Rongen to review. Ms. Rongen will decide which discovery list to use.
- **Offender Reentry Community Safety (ORCS) Eligibility** – The ORCS Program Administrator will come talk with the Board and staff to provide ORCS criteria. Ms. Rongen has asked ORCS Program Administrator Angela Sauer to do a preliminary review in certain cases where the Board is looking at release.

If the Board Member’s intent is to release someone with ORCS eligibility structure, how do we make sure that happens? Discussion ensued.

- The Board can include wording in the decision to make sure a mental health component is part of the Offender Release Plan (ORP) if the individual is not ORCS eligible.
- Review the Offender Release Plan (ORP) to insure mental health component is included.

The Board will take all Monroe Correctional Complex – Special Offender Unit cases to the table to discuss screening for ORCS.

E. **Chair’s Report**

- Matt Frank is now in a permanent Hearing Investigator position with the Indeterminate Sentence Review Board. Ron Frederick is still in a temporary Hearing Investigator position.
- Interviews for Program Assistant are scheduled Wednesday, April 11.
- The Court delivered a decision related to geographic restrictions. The Court has remanded the decision back to the Board for a hearing to give the offender an opportunity to speak on his behalf as to why he should be able to travel where he has requested.

F. **Old Business** - None

G. New Business – Use new format templates

- Ms. Balmert reported on our ISRB Logo and Templates.
 - We have a fact sheet with our logo and colors.
 - We have a Power Point template for training slides.
- Skype Feedback – Ms. Rongen asked for feedback on the Skype Hearings from the Airway Heights Correction Center (AHCC), Coyote Ridge Correction Center (CRCC) and ISRB staff.
 - Ms. Fields reported there was an issue with the camera during one hearing, but everything else went well and these are issues we will need to work through.
 - The lighting at AHCC was not good but they were limited due to the cord length.

H. Board Member Reports –

- Ms. Balmert asked folks to get their money in if they are going to participate in the agency run/walk on May 5, 2018.
- Ms. Rongen, Mr. Patnode, Ms. Lewallen and Ms. Busch are all presenting at the Sex Offender Management Conference in Yakima in May. Ms. Balmert will attend the conference.
- Ms. Rongen and Mr. Patnode will be attending the Association of Paroling Authorities International (APAI) Conference in April 2018.
 - Since this meeting, Ms. Balmert will be taking Ms. Rongen's place at the APAI Conference.
- The Washington Coalition for Sexual Assault Program (WCSAP) asked Mr. Patnode and another Board Member to speak at one of their staff meetings.

I. Staff Reports

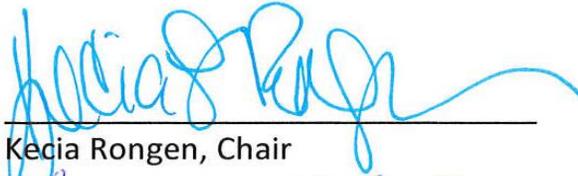
- Staff Updates were made.

J. Community Concerns – Community Concerns Meeting – Victim/Survivor met via telephone with the Board Members to provide a statement on how the crime has affected their life and to voice any concerns regarding the offender's release.

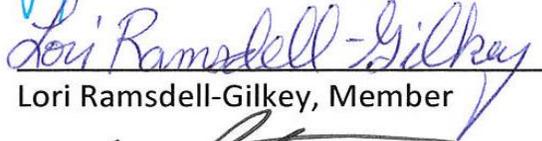
K. Community Concerns – Community Concerns Meeting – Victim/Survivor met via telephone with the Board Members to provide a statement on how the crime has affected their life and to voice any concerns regarding the offender's release.

L. **Community Concerns – Community Concerns Meeting** – Victim/Survivor met in person with the Board Members to provide a statement on how the crime has affected their life and to voice any concerns regarding the offender’s release.

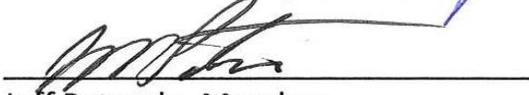
M. **Adjourn** – 4:00 p.m.



Kecia Rongen, Chair



Lori Ramsdell-Gilkey, Member



Jeff Patnode, Member



Elyse Balmert, Member