

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, January 14, 2019

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:

Staff:

Kecia Rongen
Lori Ramsdell-Gilkey
Jeff Patnode
Elyse Balmert - Telephone

Robin Riley, Executive Assistant
Victim Liaison - Vacant
Monika Fields, Hearing Investigator III
Kristi Busch, Hearing Investigator III
Matt Frank, Hearing Investigator III
Jill Getty, 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
Nakia Titus, Administrative Assistant 1
Babette June, Program Assistant

A. Closed Session

- Cases
- Hearing Calendar

B. Board Meeting Minutes – Ms. Rongen asked if there were any amendments or corrections to the Board Meeting Minutes dated December 10, 2018 and December 17, 2019. Hearing none, the minutes were approved as submitted.

C. Findings and Conclusions – The Board reviewed the Findings and Conclusions approved on November 17, 2018 considering recommended changes from staff. The Board came to a consensus to use the previously approved Findings and Conclusions with some changes in format. The approved format is attached to these findings and is dated January 14, 2019. The Board will start using the form on February 1, 2019.

D. Board & Staff Discussion

- **Hearing Calendar** – The Board and staff reviewed the Hearing Calendars from January 2019 through April 2019. No changes were made.
- **Monohan Hearing**

Ms. Seifert presented material regarding a Monohan Hearing to include “Process Leading to a Monohan Hearing” which was provided to the Board and staff.

A Monohan hearing is scheduled when a release date is set and the Board is notified the incarcerated individual has committed a new infraction. *Monohan v. Burdman stands for the proposition that the Board is required, prior to revocation (cancellation) of a parole/release date, to complete the following process:*

- The Hearing Investigator submits an Administrative Action through SharePoint to suspend the release date pending the outcome of a disciplinary hearing.
- Upon receipt of the disciplinary hearing decision, the Board makes a second decision to either schedule a Monohan Hearing or take no further action and maintain the release decision.
- If a Monohan hearing is held the following outcomes are possible:
 - Cancel release date and immediately schedule a 100/420/release hearing. This hearing can be held following the Monohan Hearing.
 - Continue to find releasable and reissue release orders after verification offender release plan (ORP) is still valid.

Discussion also surrounded attorney representation for a Monohan Hearing. The Board and staff will discuss this issue at the next full day Board Meeting. The hearing notice and rights and privileges will also be reviewed.

- **Diversity** – Ms. Riley provided the Diversity Calendar and Fact Sheet for January 2019 and asked for volunteers for the Diversity/Wellness portion of the next several Board Meetings. Volunteers are as follows and have been posted on SharePoint:
 - February Nakia Titus
 - March Kecia Rongen
 - April Teresa Schmidt
 - May Jeff Patnode
 - June Irene Seifert
 - July Elyse Balmert
 - August Robin Riley

E. Chair's Report

- Ms. Rongen reported that the first interviews for the Program Specialist 5 position have been completed and second interviews have been scheduled. Ms. Lewallen will be present for the Community Concerns Meetings this afternoon.
- A work session with the Senate Human Services Re-entry and Rehabilitation Committee is scheduled for January 24, 2019. Ms. Rongen and Mr. Patnode will present on behalf of the ISRB. The full Board will be in attendance.
- Ms. Rongen has asked staff to start tracking information for each month and report out at the first Board Meeting of following month. The first report will take place at the February 11, 2019 meeting and will include data from January 2019. The following items will be tracked:
 - The number of prison hearings
 - The number of violations hearings
 - Revoked
 - Reinstated
 - The number of out-of-custody violation hearings
 - The number of Community Concerns Meetings and or contacts with victims/survivors
 - The number of ORP's approved and denied per month
 - The number of administrative reinstatements
 - The number of final discharges

The quarterly report received from the Department of Corrections (DOC) Data Analytics, and the data provided by staff will be included in the Board Meeting Minutes.

- The Sentencing Guidelines Commission met last week. The SGC is working on support for post-conviction review bill. SGC will recommend any post-conviction review go under ISRB. This recommendation could include additional Board Members.

F. Old Business - None

G. New Business - None

H. Board Member Reports –

- Mr. Patnode attended the Lifetime Supervision Meeting last week. The Office of Financial Management (OFM) is working on lifetime supervision as it pertains to SORNA. Part of the application is an analysis of lifetime supervision. The group is working on defining on what the system looks like

when someone comes in with a new sex offense and lifetime supervision. No recommendations has been made yet.

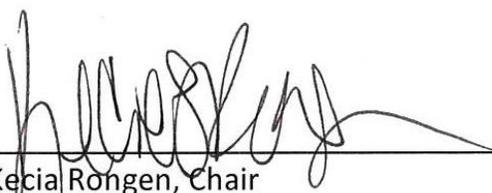
I. Staff Reports –

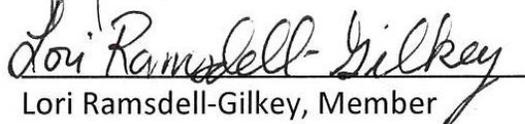
- Ms. Getty attended the quarterly meeting for of the End of Sentence Review Committee (ESRC). The Static 99 has some changes in the scoring protocol to include a grid system to simplify scoring. The ESRC has created some programming for this and Ms. Getty has the power point if anyone is interested.
- Civil Commitment – A new unit has been built for those civilly committed with special needs.
- OnBase issues are being worked on.

J. 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.

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L. Adjourn – 4:00 p.m.


Kecia Rongen, Chair


Lori Ramsdell-Gilkey, Member


Jeff Patnode, Member


Elyse Balmert, Member