

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, January 13, 2020

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

Robin Riley, Executive Assistant
Heather Duell, Administrative Assistant 1
Kerri McNeil, Victim Liaison
Ashley Cattell, Program Assistant
Monika Fields, Hearing Investigator III - Absent
Kristi Busch, Hearing Investigator III
Matt Frank, Hearing Investigator III
Jill Getty, Hearing Investigator III - Absent
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

A. Board and Staff Discussion – 9:00 a.m. to 11:00 a.m.

- **Hearing Calendar** – The Hearing Calendar from January 2020 through April 2020 was reviewed and amended.
- **Data Report**
 - **ISRB Monthly Data Report – December 2019**

ISRB DATA REPORT							
		Jul 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019
Release Hearings		47	40	47	35	48	42
Violation Hearings (In Custody)		17	16	8	17	10	8
Violation Hearings (Out-of-Custody)		5	0	3	3	0	2

	TOTAL:	22	16	12	20	10	10
	REVOKED	8	8	3	11	6	6
	REINSTATED	14	8	9	9	4	2
	CONT ACTIVE STATUS	0	0	0	0	0	1
	PENDING	0	0	0	0	0	1
	Sched New Hearing – New Info	0	0	0	0	0	0
Administrative Reinstatements		5	9	5	6	1	7
Victim/Survivor Meetings:		2	3	1	3		3
Emails to Victims/Survivors							31
Letters to Victims/Survivors:							160
Summaries Provided							9
Prison Visits							0
ORP's Approved		17	27	15 (2 ICOTS)	20	17	19 (1 ICOTS)
ORP's Denied		12	5	6	6	7	6
Finals Issued		1	1	1	0	0	0

- **Long Term Juvenile Board Cases & NCIC Checks –**

Ms. Rongen reported that we recently received a JUVBRD Petition. It was accepted, because the Board did not have the information the petitioner had received a felony conviction when he was over 18 years of age serving time in a prison out of state. Once the felony conviction was discovered, the petition was denied.

Ms. Rongen asked how we could prevent this from happening again and asked that a NCIC check on all LT JUVBRD petitioners be added to the process prior to accepting the petition.

- Certified ISRB Correctional Records Technicians will run the NCIC check.
- This step will be added to the petition check list.

Ms. Seifert will talk with DOC Records to see if they can provide back-up for running NCIC checks.

Ms. Rongen stated the NCIC check should probably be done during the JUVBRD Assessment completed by Classification to determine programming needs. The ISRB will discuss with DOC at a later date once a permanent Classification and Case Management Administrator has been hired.

- **Passports – Flying Requirements for those on supervision – Ms. Fields** – This discussion has been moved to the February 10, 2020 Board Meeting.
- **Diversity/Wellness** – Kerri McNeil will make her diversity presentation in April 2020.

B. Chairs Report

- **Sentencing Guidelines Commission** - Ms. Rongen attended the Sentencing Guidelines Commission (SGC) Meeting on Friday, January 10, 2020. She was asked to present information regarding the JUVBRD cases and results of their hearings to include data collected on these cases.
- **Legislative Session** – The Legislative Session starts today. It is a short session and will last 60 days.
- **JR to 25 Meeting** – Ms. Rongen and Ms. Seifert will attend this meeting.
- **The Governor’s Budget** includes funding for a Director, Board Member, an Administrative Assistant III and additional Attorney Fees.
- **Staff Reports** –
 - **Phone calls** - Staff are concerned about the large amount of phone calls received from DOC staff and others and the amount of time it takes to respond to these calls. Training and job aids are two ideas that were talked about and will be discussed further at the February 10, 2020 Board Meeting.
 - **Stipulated Agreements** – Ms. Seifert and Ms. Hunter brought up some issues they found when processing the Stipulated Agreement. This item will also be added to the February 10, 2020 Board Meeting for discussion. Staff are encouraged to bring information and proposed solutions.

C. Board Member Reports – Mr. Patnode reported that he is working on standard reasons for the Decision and Reasons that would be applicable for certain cases.

D. Old Business - None

E. New Business - None

F. Board Meeting Minutes – Ms. Rongen asked if there were any changes to the minutes dated December 9, 2019 and December 16, 2019. Hearing none, the minutes were approved as submitted.

G. February Assignment – Ms. Rongen would like everyone to think about and report at the February 10 2020 Board Meeting.

- **Positively reflect on the past year in the work place**
 - What did you accomplish?
 - What made you proud?
 - Did you develop or improve work relationships?
- **What is your focus for the next year?**
 - What would you like to accomplish – goals?

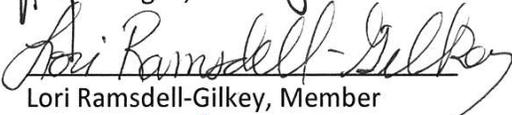
H. Closed Session

- Cases

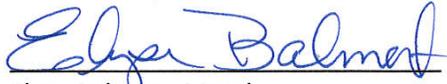
I. Community Concerns Meeting – Closed to the Public – 1:00 p.m. – Telephonic – Victim/Survivors met in person with the Board Members to provide a statement on how the crime has affected their life and to voice any concerns regarding the offender’s release.

J. Adjourn – 2:30 p.m.


Kecia Rongen, Chair


Lori Ramsdell-Gilkey, Member


Jeff Patnode, Member


Elyse Balmert, Member

