

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, February 10, 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
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 - Absent

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

- **Hearing Calendar** – The Hearing Calendar from February 2020 through May 2020 was reviewed and amended.
- **Data Report**
 - **ISRB Monthly Data Report – January 2019** – After discussion it was determined that Administrative Actions will be added to the ISRB Monthly Data Report including Stipulated Agreements. Records will develop a tally sheet to keep a monthly count.

ISRB DATA REPORT								
		Jul 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020
Release Hearings		47	40	47	35	48	42	40
Violation Hearings (In Custody)		17	16	8	17	10	8	11

Violation Hearings (Out-of-Custody)		5	0	3	3	0	2	3
	TOTAL:	22	16	12	20	10	10	14
	REVOKED	8	8	3	11	6	6	4
	REINSTATED	14	8	9	9	4	2	8
	CONT ACTIVE STATUS	0	0	0	0	0	1	1
	PENDING	0	0	0	0	0	1	1
	Sched New Hearing – New Info	0	0	0	0	0	0	0
Administrative Reinstatements		5	9	5	6	1	7	6
Victim/Survivor Meetings:		2	3	1	3		3	4
Emails to Victims/Survivors							31	36
Letters to Victims/Survivors:							160	201
Summaries Provided							9	9
Prison Visits							0	0
ORP's Approved		17	27	15 (2 ICOTS)	20	17	19 (1 ICOTS)	26
ORP's Denied		12	5	6	6	7	6	10
Finals Issued		1	1	1	0	0	0	0

- **Passports – Flying Requirements for those on supervision - Ms. Fields** was concerned that soon people on supervision will not be able to fly within the United States without a passport. Discussion included information that you can fly within the United States with a Washington State Enhanced Driver's License. Ms. Fields will check with the Department of Licensing to make sure that is the case.
- **Job Aids** – Mrs. Ramsdell-Gilkey has created job aids for Community Corrections Officers (CCOs) to use to prepare for an ISRB Violation Hearing. The job aid includes step by step instructions and refers CCOs to their first line supervisor for questions prior to contacting the Hearing Investigator at the ISRB. Mrs. Ramsdell-Gilkey asked if anyone had anything to add to the job aid. Ms. Fields has information to add that

has previously been provided to CCOs during training. She will provide that document to be included.

Ms. Rongen and Ms. Fields have a meeting with the Department of Corrections (DOC) Training and Development Unit on Wednesday.

- **Stipulated Agreements** – Ms. Seifert has concerns regarding when the violations for a Stipulated Agreement are entered into the Field Disciplinary Screen and by whom. Currently, they are being entered by the ISRB Correctional Records Technician (CRT) after approval of the Stipulated Agreement and probably after the Stipulated Agreement has been served. DOC Policy 460.130 does not direct the CCO to enter the violations prior to sending the Stipulated Agreement to the ISRB for approval.
 - **Next Steps**
 - Once approved, the Hearing Investigator will scan and e-mail a signed copy of the Stipulated Agreement to the CCO to let them know it has been approved.
 - The Hearing Investigator will send a copy of the e-mail to the assigned CRT who is processing the Stipulated Agreement to let them know the CCO has been notified.
 - The assigned CRT will process the Stipulated Agreement and make the entries into the Field Disciplinary Screen.
 - Ms. Rongen will talk with Autumn Witten regarding DOC Policy 460-130.
- **Conditions for Geographic Boundaries** – Ms. Seifert asked how the Board is determining geographic boundaries. Ms. Rongen reported the Board has a court case that provides clear direction on how to set geographic boundaries, and the Board is looking at each case individually.
- **Conditions for Order of Release**
 - **Releases to consecutive SRA/OAA causes**
 - New wording is needed for paroling/releasing to a consecutive sentence without supervision.
 - Ms. Rongen reported that the Board does have approval authority over release addresses for those that parole to consecutive causes without supervision.
 - After discussion it was agreed that new wording needs to be created in the Order of Release and the Decision and Reasons. It also needs to be determined who will track these case.
 - A work group will be established to review the wording and process. The group will include Jeff Patnode, Lori Ramsdell-Gilkey, Matt Frank, Irene Seifert and Teresa Schmidt. Ms. Riley will schedule their first meeting.

- **Reflections in 2019 – Focus on 2020**
Ms. Rongen asked that each unit meet to reflect on what worked well in 2019 and to determine the focus for 2020. Units will report at the March 9, 2020 Board Meeting.
- **Diversity/Wellness** – Mrs. Ramsdell-Gilkey provided information on how to take care of ourselves – especially with the difficult subject matter we work with every day.

B. Chairs Report

- **Legislative update:**
 - Last Friday was first cut-off for bills.
 - **SB 6530 – Concerning post-conviction review by the clemency and pardons board** - This bill has not moved out of committee.
 - **HB 2547 – Allowing qualifying incarcerated persons to apply for possible early release.** – This bill has not moved out of committee.
 - **SB 5819 – Establishing a post-conviction review board and review process for early release of qualifying offenders.** – Re-introduced and retained in present status.
 - **DOC Bills –**
 - **SB 6638 – Providing re-entry services** – Allows the Health Care Authority (HCA) to restore suspended Medicaid benefits up to 90 days before a person’s release from incarceration or civil commitment to facilitate reentry and recovery services. Hearing is in Ways and Means.
 - **SB 6642 – Increasing the availability of certified sex offender treatment providers.** Placed on second ready by rules committee.
 - **HB 2393 – Earning credit for complying with community custody conditions.** First reading, referred to Human Services, Re-entry and Rehabilitation
 - **HB 2394 – Concerning community custody.** Requires terms of community custody to run concurrently when a person is serving consecutive terms of confinement for multiple sentences, unless a court specifically orders otherwise. First reading, referred to Human Services, Re-entry and Rehabilitation
 - **HB 2417 – Concerning individuals serving community custody terms.**
 - Modifies the requirements for sanctioning violations of community custody conditions. First reading, referred to Human Services, Re-entry and Rehabilitation
 - **HB 2434 – Concerning sanctions for violating community custody conditions.** Modifies sanctions for violations of community custody by specifying that the Department of Corrections has discretion to treat a person’s sixth and subsequent low-level violation the same as

a high-level violation, rather than mandating the practice as provided in current law. Placed on second reading.

- **HB 2435 – Concerning sanctions for violating community custody conditions.** Modifies requirements for confining a person with a qualifying underlying felony conviction who commits a new crime while on community custody by providing the person is released if the prosecuting attorney notifies the Department of Corrections that new criminal charges will not be filed. No action.
- **HB 2459 – Increasing the public disclosure of registered sex offenders.** Modifies the guidelines for disclosure by public agencies of relevant, necessary, and accurate information regarding registered sex or kidnapping offenders with a risk level I to provide for disclosure of information to schools, child care providers, and other specified entities and individuals. No action.

- **ISRB Psychological Evaluations** - Dr. Robtoy is taking over for Dr. Wentworth and Dr. Richel will be the back-up – he is at AHCC.

- **UA Policy** - Ms. Rongen sat in on phone call with Mac Pevey and prison staff regarding the UA Policy to provide feedback. The Board would like UA's to be sent to the lab if the violation will be heard at a Board hearing.

C. Board Member Reports – Board Members talked about difficult cases and difficulty with hearing venues.

D. Old Business - None

E. New Business

- **Polygraphs** – Ms. Busch brought up the subject of certain individuals on supervision having difficult taking polygraphs due to medical conditions. She had a request form a CCO to delete the polygraph condition in one case. The Board will look at these on a case by case basis through an administrative action.

F. Board Meeting Minutes – Ms. Rongen asked if there were any changes to the minutes dated January 13, 2020 and January 27, 2020. Hearing none, the minutes were approved as submitted.

G. RCW 9.95.422 Deliberations

- 266961 Bianchi
- 118603 Smith
- 738070 Williams

Separate deliberation minutes will be posted to the website.

H. Closed Session

- Decisions and Reasons – Moved to next Board Meeting
- Cases

I. Community Concerns Meeting – Closed to the Public – 1:00 p.m. – In-person
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.

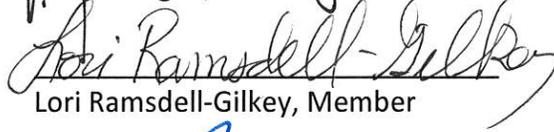
J. Community Concerns Meeting – Closed to the Public – 2:00 p.m. – In-person
Victim/Survivors met in person with the Board Members to provide a statement on how the crime has affected their life and to voice any concerns regarding the offender’s release.

K. Community Concerns Meeting – Closed to the Public – 3:00 p.m. – In-person
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.

L. Adjourn – 4:00 p.m.



Kecia Rongen, Chair



Lori Ramsdell-Gilkey, Member



Jeff Patnode, Member



Elyse Balmert, Member