

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, July 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

Attended Via Skype:

Kerri McNeil, Victim Liaison
Ashley Cattell, Program Assistant
Monika Fields, Hearing Investigator III
Kristi Busch, Hearing Investigator III
Jill Getty, Hearing Investigator III
Matt Frank Hearing Investigator III

Heather Duell, Administrative Assistant I
Irene Seifert, Correctional Records Supervisor
Kasandra Bouvia, Correctional Records Technician
Christine Hunter, Correctional Records Technician
Teresa Schmidt, Correctional Records Technician
Fawneil Opp, Correctional Records Technician

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

- **Violation Hearings** – Board Members were ready to start conducting Violation Hearings in person when possible. However, due to the rise in cases of COVID-19 in Washington State the ISRB will continue to conduct violation hearings telephonically until further notice.
- **Staff Check-In** – Ms. Rongen provided an opportunity for each Board Member and staff member to check in and let everyone on the team know how they are doing with what is going on in the world with COVID-19 and Black Lives Matter. Everyone provided input.
- **Hearing Calendar** – The Hearing Calendar from July 2020 through October 2020 was reviewed and amended.

- **Data Report**

- **ISRB Monthly Data Report –June 2020** – Ms. Riley provided the monthly data for May 2020.

ISRB DATA REPORT							
		Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020
Release Hearings		39	39	29			
Violation Hearings (In Custody)		12	7	8			
Violation Hearings (Out-of-Custody)		0	3	1			
	TOTAL:	12	10	9			
	REVOKED	8	4	5			
	REINSTATE D	5	5	2			
	CONT ACTIVE STATUS	0	1	0			
	PENDING	0	0	2			
	Sched New Hearing – New Info	0	0	0			
Administrative Reinstatements		3	4	2			
Victim/Survivor Meetings:		4	0	2			
Emails to Victims/Survivor		65	38	44			
Letters to Victims/Survivor		144	162	92			
Returned Mail:		13	28	37			
Summaries Provided		7	2	4			

Prison Visits		0	0	0			
ORP's Approved		34	25	30			
ORP's Denied		14	11	6			
ICOTS		0	0	2			
Finals Issued		1	0	1			
Stipulated Agreements		28	14	18			

- **Teleworking Process –**
 - Board and staff will continue to tele-work and come in the office when needed. Ms. Rongen asks that everyone post the days they are in the office on SharePoint so we can make sure they are not too many people in the office at once.
 - Ms. Rongen asked everyone to do the following to make sure we are available:
 - Make sure your work schedule is correct. Ms. Riley or Ms. Duell will post the work schedules on SharePoint so we know when people are available.
 - Post your leave on SharePoint so people are not trying to get a hold of you when you are not available.
 - Make sure desk phones are transferred to cell phones.
 - If at all possible – have conversations on the phone rather than e-mail.
 - If you having any obstacles at home with getting your work done at let your supervisor know.

- **Furlough Days –** There are two more furlough days this month. Do not work on your furlough day.
 - Turn in time card and leave slip

- **Current processes related to COVID-19** as reported by Ms. Rongen.
 - The Board was hoping to start conducting violation hearings in person when Washington State was on a downward trend in COVID-19 cases. That has changed, so we will continue to conduct violation hearings telephonically until further notice. We might be able conduct some violation hearings via Skype for Business at AHCC.
 - Victim meetings will continue to be held telephonically or via Skype for Business.
 - If you are coming into the office – please complete the self-screening. Do not come in if you are sick or having any symptoms, or if someone in your

family has symptoms or being tested. Please let Ms. Rongen and your supervisor know. There is a DOC secondary screening process.

- **Damascus House and the 5105 Process**
 - Ms. Getty received an Offender Release Plan (ORP) to Damascus House which the department was not able to approve. She discovered that Damascus House had not gone through the 5105 Process, so there could not be two individuals residing in that transition house on ERD Vouchers.
 - If any transitional house wants to accept more than two individuals on ERD Vouchers they must comply with the 5105 Process in which the Sheriff's Department and Police Department are notified and allowed to provide input regarding the placement.
 - Ms. Getty did try to get more information regarding this process. Lourdes (Lou) Turner is the Program Administrator for Housing and the ERD Housing Voucher contact.

- **Entering Nationwide Warrants – all cases?** - Mr. Frank was working on a case where the warrant need to be upgraded to nationwide and asked Board Member Patnode why we don't request that all ISRB abscond warrants be nationwide. Mr. Patnode asked that this discussion be brought to the Board and Staff Discussion.

DOC Policy 350.750 Warrants, Detainers, and Holds authorizes the Community Corrections Officer (CCO) to request a warrant for an ISRB case which includes Washington, Oregon and Idaho. To expand that warrant, the CCO must provide justification to the Board as to why the warrant should be expanded nationwide. During non-business hours, a section Duty Officer or Headquarters Duty Officer can expand the warrant area for Board cases.

During the discussion the following was noted:

- According to DOC 350.750, DOC warrants are issued according to risk level.
- When the ISRB upgrades a warrant to nationwide and issues a Suspend and Return, they are saying they want this person brought back for a hearing.

After discussion, the Board has decided to continue issuing Suspend and Returns on a case by case basis.

- **Proposed Change to Condition:**
 - **Conditions Relating to Offenders of Minors:**
 - **Current Condition – 22.** You must not have contact with minors unless accompanied by a responsible adult who is capable of protecting the child, who knows of the conviction, and has been approved of in advance by your CCO and/or your sexual deviancy treatment provider.

- **Proposed Condition – 22.** You must not have contact with minors without the permission of your CCO and the ISRB and then only if accompanied by an approved Chaperone/Supervisor of Contact per DOC Policy 450.320. If level 3 per policy that would be reason to extend.

Discussion ensued on the proposed change to the current condition.

ACTION 2-2020

Mr. Patnode moved to approve the Proposed Condition – 22 as written. 2nd – Mrs. Ramsdell-Gilkey.

APPROVED - 4-0

The special conditions will be updated with the approved proposed wording.

B. Chairs Report -

- **New Board Member TaTeasha Davis starts on Wednesday, July 15.** Board Members will all be in on Thursday.
- **Thurston County Unit** – The Thurston County Unit’s move has been postponed until 8-10-2020. Ms. Rongen is trying to find out who might be taking their place and to let the planning folks know we will need additional space.
- Ms. Rongen is participating in a several part series put on by the Washington State Diversity, Equity and Inclusion Council regarding Black Lives Matter. She will send out information on these sessions.
- Ms. Rongen reported on the COVID-19 status at the Coyote Ridge Corrections Center. The Emergency Operations Center will be open for a long while.

C. Board Member Reports

Sex Offender Policy Board - Ms. Getty remotely attended the Sex Offender Policy Board (SOPB) Meeting on behalf of Ms. Balmert. SOPB is focused on less restrictive alternatives and the most effective way to release from the Special Commitment Center. Currently, the individual’s attorney does all the release planning and the SOPB does not agree that this is the best practice. However there is no money for release planning. They are also looking at Secure Transition Facilities, but there is not money for that either. WASPC is in the process of adding to their model policy regarding registration.

D. Old Business – None

E. New Business

- Ms. Rongen asked Mr. Frank if there is anything new with the End of Sentence Review Committee. Mr. Frank reported that the meetings are being held via Skype, and there are new people on the committee.
- Mr. Rongen asked Ms. Fields if there are any updates from the Headquarters Community Screening Committee. Ms. Fields had nothing new to report.
- Ms. Rongen thanked Ms. Duell for her patience and customer service while facilitating Skype Hearings. She also thanked Ms. Fields for her work on a particular case and showed her appreciation for the customer service provided.

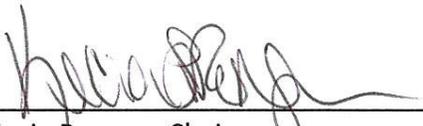
F. Board Meeting Minutes – Ms. Rongen asked the Board Members if there were any amendments to the minutes dated June 8, 2020 and June 22, 2020. Hearing none, the minutes were approved as submitted.

G. Closed Session

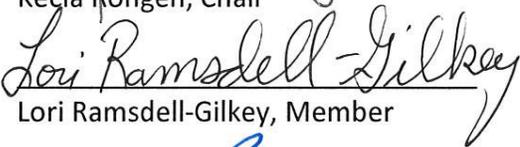
- Cases

H. Community Concerns Meeting – Victims/Survivors met with the Board via Skype to let them know how the crime has affected their life.

I. Adjourn – 3:00 p.m.



Kecia Rongen, Chair



Lori Ramsdell-Gilkey, Member



Jeff Patnode, Member



Elyse Balmert, Member



TaTeasha Davis, Member