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 – via Skype
   TaTeasha Davis

Staff:
   Robin Riley, Executive Assistant

Attended Via Skype:
   Kerri McNeil, Victim Liaison
   Monika Fields, Hearing Investigator III
   Kristi Busch, Hearing Investigator III
   Jill Getty, Hearing Investigator III
   Matt Frank Hearing Investigator III
   Irene Seifert, Records Supervisor
   Kasandra Bouvia, Correctional Records Technician
   Christine Hunter, Correctional Records Technician
   Teresa Schmidt, Correctional Records Technician
   Fawneil Opp, Correctional Records Technician
   Heather Duell, Administrative Assistant III - Absent
   Andrew McDonald, Administrative Assistant I

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

   • Hearing Calendar – The Hearing Calendar from September 2020 through December 2020 was reviewed.

   • Data Report
      o ISRB Monthly Data Report – August 2020 – Ms. Riley provided the monthly data for August 2020.
## ISRB DATA REPORT

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• OMNI Codes – CCB Hearings – Do we need to request an OMNI code after the 9th CCB Hearing to track those that have 10 or more hearings?
  o After discussion the Board decided an additional code was not needed. They would still like records to use the codes in OMNI because we still need the data. However, after the ninth hearing continue to use the ninth hearing code.

• Diversity – Ms. Rongen presented the following material:
  o Gender Pronouns in External Communications and Tips for Talking with Transgender Persons – Board and staff talked about personal pronouns and the recommended use for correspondence and other word documents. Also discussed was recommendations for replacing pro-nouns and words when communicating with or referring to people that identify as transgender, gender fluid and non-binary.

• Check In - Ms. Rongen did a roll call check in with Board Members and staff.

B. Chairs Report -
  • Ms. Rongen provided an updated report on COVID-19 and teleworking.
    o Board and staff will continue to telework.
  • Thurston County Unit Move – The moving date has been pushed out to October 5, 2020.
  • Program Assistant Interviews – Ms. McNeil, Ms. Grupp and Mr. Patnode will be conducting interviews on Friday, September 25, 2020.
  • APAI Training e-mail was sent to Board Members, Hearing Investigators and Ms. McNeil. Contact Ms. Riley for registration.
  • Budget –
    o DOC is working on proposed legislation for the next legislative session that will result in a budget reduction.

C. Board Member Reports – There are several telephonic violation hearings for September 2020.

D. Old Business – None
  • Continued Hearings – Decisions and Reasons – Ms. Seifert provided the following procedure to follow when a hearing is opened and continued:
If you have a hearing that was “opened” and then continued, there should be a Decision and Reasons that indicates the hearing was continued and the reason for the continuance. This should then be sent to the facility and counselor.

Be mindful of the reason for the continuance, is it something that you need to do or is it something you need to ask the counselor/institution to do?

Do you have to wait for this to happen before you re-schedule the hearing? Or can you put on the next docket?

You will need to track the reason for the continuance and to ensure that what was needed is completed and he is re-scheduled.

Any new information received that the Board will consider also needs to be provided to the defense attorney and the incarcerated individual if they are not represented by an attorney. Redactions may need to be made, so please contact Ms. Riley prior to providing materials.

E. New Business - None

F. Board Meeting Minutes – Ms. Rongen asked the Board Members if there were any amendments to the minutes dated August 17, 2020 and August 24, 2020. Hearing none, the minutes were approved as submitted.

G. Closed Session
   • Cases

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

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

J. Adjourn – 3:30 p.m.
Kecia Rongen, Chair
Lori Ramsdell-Gilkey, Member
Jeff Patnode, Member
Elyse Balmert, Member
TaTeasha Davis, Member