

INDETERMINATE SENTENCE REVIEW BOARD  
BOARD MEETING  
SUMMARY MINUTES

Monday, September 12, 2022

A regular meeting of the Indeterminate Sentence Review Board was by the Indeterminate Sentence Review Board (ISRB) whose office is located at 637 Woodland Square Loop SE, Lacey, WA 98504. The meeting started at 9:00 a.m.

**Board Members:**

Kecia Rongen  
Lori Ramsdell-Gilkey  
Jeff Patnode  
Elyse Balmert  
TaTeasha Davis - Absent

**Staff:**

Jill Getty, Executive Director	Robin Riley, Executive Assistant
Kerri McNeil, Victim Liaison	Ronda DeBower, Records Supervisor
Monika Fields, Hearing Investigator III	Christine Hunter, Correctional Records Technician
Kristi Busch, Hearing Investigator III	Teresa Schmidt, Correctional Records Technician
Ron Frederick, Hearing Investigator III	Fawneil Opp, Correctional Records Technician
Matt Frank Hearing Investigator III	Nadine Tucker, Correctional Records Technician
Heather Duell, Admin Assistant III	Sachika Hiraide, Administrative Assistant I
Kathleen Trombley, Program Assistant	Theresa Hinds, Hearing Investigator III

**A. Board and Staff Discussion**

- **Introductions**
- **Hearing Calendar** - The Hearing Calendar for September 2022 through December 2022 was reviewed and amended.
- Fawn Opp will be retiring at the end of this month. Vilayvanh Janis will has been hired and will be starting on Friday, September 16 so there is some overlap in training. Ms. Janis comes to us from the DOC Hearings Unit in Tacoma.
- **Monthly Data Report**

**ISRB MONTHLY DATA REPORT**

	22- Mar	22- Apr	May-22	Jun-22
<b>RELEASE HEARINGS</b>	77	49	57	38
<b>VIOLATION HEARINGS IN-PERSON:</b>	19	11	7	21

<b>VIOLATION HEARINGS OUT OF CUSTODY:</b>	2	1	2	1
<b>TOTAL</b>	21	12	9	22
<b>REVOKED:</b>	14	4	3	16
<b>REINSTATED:</b>	6	8	3	5
<b>CONTINUED ON ACTIVE STATUS:</b>	1	0	1	1
<b>PENDING:</b>	0	0	0	0
<b>CONTINUED:</b>	0	0	2	0
<b>SUSPENDED @ HEARING</b>	0	0	0	0
<b>Sched New Hearing - New Info:</b>	0	0	0	0
<b>ADMINISTRATIVE REINSTATEMENTS:</b>	9	3	2	1
<b>LETTERS TO VICTIMS/SURVIVORS:</b>	100	148	141	89
<b>EMAILS TO VICITMS/SURVIVORS:</b>	18	24	12	19
<b>MAIL RETURN:</b>	24	21	48	25
<b>SUMMARIES PROVIDED</b>	10	6	11	3
<b>PRISON VISITS/TEAMS HEARINGS:</b>	3	0	0	0
<b>VICTIM SURVIVOR MEETINGS:</b>	6	4	5	5
<b>EXCLUSION ZONE CONDITION REQUESTS:</b>	2	5	7	2
<b>EXCLUSION ZONE RE-VERIFICATIONS:</b>	4	0	2	3
<b>REFRAIN FROM CONTACT REQUESTS:</b>	0	3	2	1
<b>ORP' APPROVED:</b>	32	12	12	26
<b>ORPs DENIED</b>	6	8	7	12
<b>RELEASES CANCELLED</b>				
<b>ICOTS</b>	2	0		1
<b>FINALS ISSUED:</b>	1	0	0	0
<b>STIPULATED AGREEMENTS:</b>	37	33	22	27
<b>BOARD WARNINGS FY22 July - Dec</b>	3	6	4	8

- **Conditions** – Ms. Getty submitted an updated version of Standard and Special Conditions for approval by the Board. She also submitted the Board Internet Safety Plan. The Board and staff discussed what was presented. Mrs. Ramsdell-Gilkey suggested a change to the name of the Internet Safety Plan so there is no confusion on the part of the individual on supervision. The Board agreed, and it will be called
- Board – Electronic Device Inventory and Internet Search Requirement.

#### **ACTION 7-0**

Ms. Balmert moved to approve the Standard and Special Conditions as presented along with the Board - Internet Device Inventory and Internet Search Requirement Form. 2<sup>nd</sup> – Mrs. Ramsdell-Gilkey

**VOTE 4-0** – Ms. Davis was absent and did not vote.

The Standard and Special Conditions and Board – Internet Device Inventory and Internet Search Requirement Form will go into effect immediately.

#### **B. Chair Report**

Ms. Rongen met with the Building Owners of Woodland Square Loop, Department of Corrections (DOC) Facilities Senior Planner Dan Dickinson, and a representative from the Lacey Police Department regarding safety in this area. Ms. Rongen expressed concerns about the vacant buildings. The Lacey Police Department said to call the non-emergent line if we see people sleeping on the property or neighboring buildings, and they will help them to move along. The number is 360-459-4333. Ms. Rongen also asked for the window to be fixed as soon as possible and asks people to be careful when they go out to their cars.

Ms. Riley will take over building management duties. Ms. Getty will be her back-up for access cards and Ms. Rongen will be back up for the alarm.

The Program Specialist III position should have closed, and we can start interviewing for that position soon.

#### **C. Executive Director Reports –**

Policy updates - Ms. Getty met with the Policy Office and finalized 320.105 and 320.110. They are still working on 320.100. Hopefully they will be posed for public comment soon.

Attorney issues – Ms. Rongen, Ms. Riley and Ms. Getty are working on expanding the attorney list. There might be some issues with attorneys being in person at Nisqually, but the Board would like everyone else to be there in person. Attorneys will be able to attend via TEAMS.

If it is not practical for Community Corrections Officers or Field Case Manager to be in-person, they can attend via Teams if they are two or more hours away from the hearing site. This is also true for Board members, Assistant Attorney Generals and Attorneys.

#### **D. Board Member Reports**

- Ms. Balmert gave kudos and thanks to Mrs. DeBower and Ms. Hunter for staying on top of all the continuances happening for violation hearings.
- Ms. Balmert reported Mrs. DeBower and Ms. Schmidt are getting the Do Not Release Decision and Reasons form ready, and Board Members will be able to use it soon. This form will be used for all Community Custody Board (CCB) cases found not releasable.
- Mr. Patnode talked about CCOs or Field Case Managers not being at the jail to facilitate the movement of the violator. Ms. Rongen asked to be notified of these issues so she can try to fix it. Discussion ensued and it was decided that CCOs are responsible for making sure someone is at the hearing to facilitate movement.
- Mrs. Ramsdell-Gilkey continues to work on lifetime supervision for the Sex Offender Policy Board. The report is due December 2022.
- Check ins – Board and Staff checked in.

**E. Board Meeting Minutes** – Ms. Rongen asked if there were any corrections or amendments to the minutes dated August 8 and August 22, 2022, Board Meeting Minutes. Hearing none, they were adopted as written.

**F. Training** – Ms. Fields reported the Hearing Investigators have doing a lot of training – recently with King County, Thurston and Kitsap County, and this week with Cowlitz County. Ms. Rongen asked if there were any comments, questions that might be helpful. Board Members thanked the hearing Investigators for continuing to provide training.

**G. Association of Paroling Authorities International (APAI)** – Ms. Rongen reported the Board has applied to host the APAI Conference in 2024 – 2025. If approved, there will be a host committee and things to do up through the conference in April of 2024 or 2025.

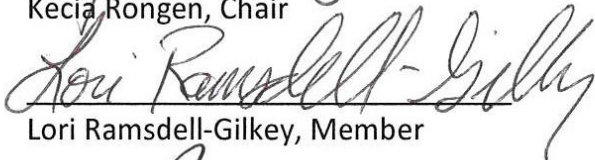
#### **H. Closed Session**

- Cases

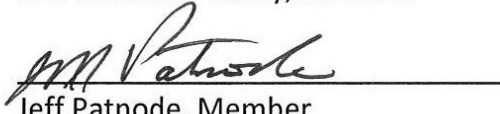
- I. **Community Concerns Meetings (Closed to the Public)** - Victims/Survivors met via Microsoft Teams with the Board Members to provide a statement on how the crime has affected their life and to voice any concerns regarding an individual's release.
  
- J. **Adjourn** – 4:00 p.m.




Kecia Rongen, Chair



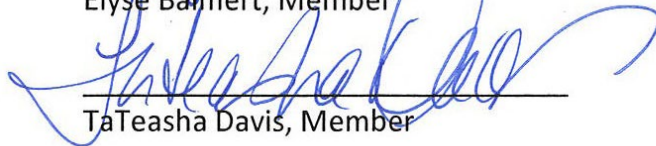
Lori Ramsdell-Gilkey, Member



Jeff Patnode, Member



Elyse Balmert, Member



TaTeasha Davis, Member