

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, December 11, 2017

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
Jeff Patnode
Lori Ramsdell-Gilkey
Elyse Balmert

Sheila Lewallen, Victim Liaison
Shelley J. Smith, Program Assistant
Robin Riley, Executive Assistant
Monika Fields, Hearing Investigator III
Kristi Busch, Hearing Investigator III
Matt Frank, Hearing Investigator III - Absent
Ron Frederick, 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
Nakia Titus, Administrative Assistant 1

A. RCW 9.95.422 Deliberation

- VICKERS, Teddy 912730 – Separate minutes will be posted to the website.

B. Closed Session

- C. Board Meeting Minutes** – Ms. Rongen asked the Board Members if there were any additional corrections or amendments to the minutes. The Board Meeting minutes from the November 13, 2017 and November 27, 2017 Board Meetings are approved.

- D. Hearing Calendar** – Board Members reviewed Hearing Calendars from December 2017 through March 2018. Amendments were made to the calendars.

E. Board & Staff Discussion

- **Hearing Calendar** – Ms. Rongen notified staff of updates which Ms. Riley will make to the Hearing Calendar.
- **Decisions and Reasons – Grammar and Numbers, etc.** – Ms. Rongen presented guidelines for Decisions and Reasons and Findings and Conclusions per the

Governor's Correspondence Guidelines. Board Members asked records staff to amend the Decisions and Reasons if the dates and acronyms are not spelled out per the guidelines.

- **Wellness** – Ms. Riley provided information on self-care during the holidays.

F. Chair's Report

- **Advanced Corrections** – Ms. Rongen checked in with Board Members and Hearing Investigators to make sure they have either taken Advanced Corrections or are signed up for the training.
- **Legislation** - This legislative session will be a short 58 days long. There will be some bills introduced regarding youthful offenders such as automatic decline. There will also be discussion surrounding what to do with the under 25 age group.
- **Sentencing Guidelines Commission (SGC)** - Ms. Rongen attended the SGC meeting on Friday, December 8, 2017. She reminded those in attendance that most of the Community Custody Board cases have lifetime supervision with eventually will need to be addressed. Ms. Rongen has volunteered to work on the committee to review lifetime supervision.
- **Team Building** – The Indeterminate Sentence Review Board and staff will have off site team building with Facilitator Haley Lowe on Thursday, December 14, 2017.

- G. Old Business** – Salvation Army Family Gifts – Ms. Smith will review the status of what is needed and e-mail everyone.

H. New Business - None

I. Board Member Reports –

Ms. Balmert now represents the Sex Offender Policy Board (SOPB). She is replacing Mr. Patnode. The SOPB will send out a draft letter of recommendations to go to the Governor's Office in final form. In January 2018, there will be a new Chair and Vice-Chair elected for this group. Mr. Patnode thanked Ms. Balmert for taking over ISRB representation of the SOPB.

- J.** Staff Updates were made.

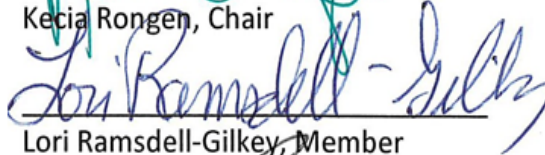
- K. Community Concerns** – **Community Concerns Meeting** – Victim/Survivors met telephonically with the Board Members to provide a statement on how the crime has affected their life and to voice any concerns regarding the offender's release.

L. **Community Concerns – Community Concerns Meeting** – 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.

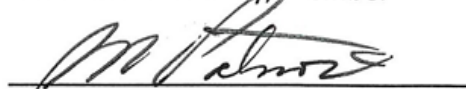
M. **Adjourn** – 3:00 p.m.



Kecia Rongen, Chair



Lori Ramsdell-Gilkey, Member



Jéff Patnode, Member



Elyse Balmert, Member