

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, September 9, 2019

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 - Absent
Jeff Patnode
Elyse Balmert

Robin Riley, Executive Assistant
Kerri McNeil, Victim Liaison
Monika Fields, Hearing Investigator III
Kristi Busch, Hearing Investigator III
Matt Frank, Hearing Investigator III - Absent
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
Nakia Titus, Administrative Assistant 1

A. RCW 9.95.422 Deliberations

- **943021 GRAHAM**
- **282835 MCCUMBER**
- **628261 ROBERTS**

Separate deliberation minutes will be posted to the ISRB portion of the DOC Website.

B. Closed Session

- **Cases**
- **Hearing Calendar** - The Hearing Calendar for September 2019 through December 2019 was reviewed and amendments were made.

C. Board Meeting Minutes – Ms. Rongen asked if there were any changes to the Board Meeting Minutes dated July 8, 2019 and July 22, 2019. No changes were requested and the minutes were adopted as presented.

D. Board and Staff Discussion

- **Meeting Norms** – The Board and Staff had a brainstorming session led by Ms. Rongen to come up with ISRB Team Agreements for Board and Staff Meetings which are listed below:
 - Topics Germaine to Those in Attendance
 - Full Opportunity for Input
 - Stay Focused and On Topic
 - Aware of Public Forum (confidentiality)
 - Be Respectful When Talking and Others are Talking
 - Raise Hand When Wanting to Talk
 - No Cell Phones Unless it is Urgent
 - End on a Good Note/Positive Affirmations
 - Have Fun
- Board and Staff also discussed guidelines for agenda items for both Board and Staff Meetings:
 - Schedule Staff Meetings before the Board Meetings - if possible.
 - Send agenda items via e-mail to Ms. Riley to determine whether the topic should be discussed at a Staff Meeting or Board Meeting.
 - Schedule the Board and Staff Discussion as the first item on the Agenda for the first Board Meeting of each month.
- **Decisions and Reasons Process** – Ms. Riley proposed a change to how the Board and Staff process Decisions and Reasons.
 - **Current Process:** Board Members complete the Decision and Reasons and e-mail the draft to the Corrections Records Technician (CRT). This requires going back to the e-mail to delete the draft once the decision is finalized.
 - **Proposed Process:** Board Members complete the Decision and Reasons and place them in a draft folder in the shared drive and notify the CRT when they are ready for review.
 - **Next Steps:**
 - Records will come up with a process for the Decisions and Reasons without using e-mail and by creating a draft folder. They will present that process at the first Board Meeting in October 2019.
 - Ms. Riley will create a separate folder for Decisions and Reasons that fall under RCW 9.95.422.
- **Hearing Calendar** – The Board and staff reviewed the Hearing Calendars for September 2019 through December 2019.
- **Quarterly Data** – Ms. Rongen talked about the numbers in the Quarterly Data Report provided by DOC Data Analytics. She asked Ms. Riley to review some of the numbers to make sure the correct data is being captured.

- It is important to use the correct codes in OMNI when entering a decision so the correct data can be provided.

- **ISRB Monthly Data Report – July 2019**

ISRB DATA REPORT					
		APRIL 2019	MAY 2019	JUNE 2019	JULY 2019
Release Hearings		37	45	29	47
Violation Hearings (In Custody)		16	18	16	17
Violation Hearings (Out-of-Custody)		1	4	1	5
	TOTAL:	17	22	17	22
	REVOKED	10	9	8	8
	REINSTATED	5	10	3	13
	CONT ACTIVE STATUS	1	1	0	0
	PENDING	0	2	6	1
	Sched New Hearing – New Info	1		0	0
Administrative Reinstatements		3	6	6	5
Victim/Survivor Meetings:		5	4	5	2
Letters to Victims/Survivors:					
ORP's Approved		19	21	10	17
ORP's Denied		5	6	7	12
Finals Issued		1	1	0	1

IV. Chair's Report

Ms. Rongen reported we are still in the process of hiring a Program Assistant and Administrative Assistant I. Ms. Rongen and Ms. Riley will work on the position description for the Administrative Assistant III position.

Ms. Rongen reported that Dateline will be airing a three part series starting Friday night on Prison Reform and Juvenile Board Cases. Lester Holt will host.

V. **Board Member Reports** - None

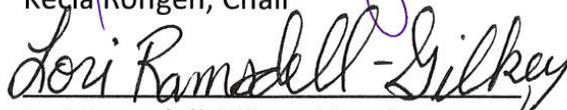
VI. **Old Business** - None

VII. **New Business** – None

VIII. **Adjourn** – 2:00 p.m.



Kecia Rongen, Chair



Lori Ramsdell-Gilkey, Member



Jeff Patnode, Member



Elyse Balmert, Member