

INDETERMINATE SENTENCE REVIEW BOARD  
BOARD MEETING  
SUMMARY MINUTES

Monday, November 4, 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  
Jeff Patnode  
Elyse Balmert

Robin Riley, Executive Assistant  
Heather Duell, Administrative Assistant 1 - Absent  
Kerri McNeil, Victim Liaison  
Ashley Cattell, Program Assistant - Absent  
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

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

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

<b>ISRB DATA REPORT</b>					
		<b>July 2019</b>	<b>August 2019</b>	<b>September 2019</b>	<b>October 2019</b>
<b>Release Hearings</b>		<b>47</b>	<b>40</b>	<b>47</b>	<b>35</b>
<b>Violation Hearings (In Custody)</b>		17	16	8	17
<b>Violation Hearings (Out-of-Custody)</b>		5	0	3	3
	<b>TOTAL:</b>	<b>22</b>	<b>16</b>	12	20

	<b>REVOKED</b>	8	8	3	8
	<b>REINSTATED</b>	14	8	9	7
	<b>CONT ACTIVE STATUS</b>	0	0	0	0
	<b>PENDING</b>	0	0	0	5
	<b>Sched New Hearing – New Info</b>	0	0	0	0
<b>Administrative Reinstatements</b>		5	9	5	6
<b>Victim/Survivor Meetings:</b>		2	3	1	3
<b>Letters to Victims/Survivors:</b>					
<b>ORP's Approved</b>		17	27	15 (2 ICOTS)	20
<b>ORP's Denied</b>		12	5	6	6
<b>Finals Issued</b>		1	1	1	0

- **Diversity/Wellness** – Ms. Rongen will present on the 18<sup>th</sup> of November 2019.

## B. Chairs Report

- **New Staff:** Heather Duell, Administrative Assistant 1 and Ashley Cattell, Program Assistant both started on Friday, November 1, 2019. They are at orientation this week and will return to the office on Friday.
- **DOC Strategic Plan and Mission and Values** – Ms. Rongen played the video of Secretary Sinclair outlining DOC's new Strategic Plan and Missions and Values which was sent out via e-mail to all staff on October 17, 2019. After viewing the video, discussion ensued and included:
  - **Strategic Anchors**
    - Mission
    - Our Commitment
    - Vision
    - Our Values
  - **Budget Priorities**
    - The ISRB was included in the infrastructure and the current level of funding is not sufficient to maintain current levels of hearings and remain in compliance with RCW 9.95.422.

- **The Sentence Guidelines Commission (SGC) will** meet Friday. Ms. Rongen will be attending the SGC Meeting and providing an update on the Juvenile Board cases at the request of Senator Darneille. This update is similar to what Ms. Rongen and Mr. Patnode previously presented to the Senate Committee.

**C. Board Member Reports - None**

**D. Ms. Rongen – Successes and Challenges**

- Ms. Seifert reported:
  - All suspend and returns are done for done for deported individuals
  - All new admissions are done. Some have not been entered in to OMNI yet by WCC.
  - Records still has some extra overtime hours for later if needed.
- Hearing Investigations reported no change to their busy workload.
- Kerri McNeil is looking forward to having assistance from the Program Assistant when she is trained.

**E. Closed Session**

- **Cases**

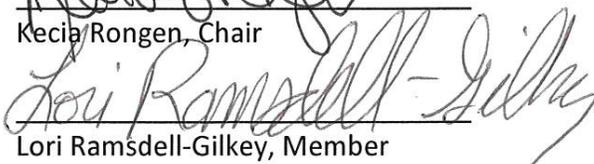
**F. Community Concerns Meeting – Closed to the Public – 3:00 p.m. – In-Person**

**IV. Adjourn – 3:30 p.m.**



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Kecia Rongen, Chair



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Lori Ramsdell-Gilkey, Member



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Jeff Patnode, Member



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Elyse Balmert, Member