

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, May 11, 2020

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

Attended Via Skype:

Kerri McNeil, Victim Liaison
Ashley Cattell, Program Assistant
Monika Fields, Hearing Investigator III
Kristi Busch, Hearing Investigator III
Jill Getty, Hearing Investigator III
Matt Frank Hearing Investigator III

Heather Duell, Administrative Assistant I
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

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

- **Hearing Calendar** – The Hearing Calendar from May 2020 through August 2020 was reviewed and amended.
- **Data Report**
 - **ISRB Monthly Data Report – April 2020** – Ms. Rongen read the numbers for the Quarterly Report we receive from the Department of Corrections Data Analytics to compare to our monthly data report.

ISRB DATA REPORT											
		Jul 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020
Release Hearings		47	40	47	35	48	42	40	41	50	39

Violation Hearings (In Custody)		17	16	8	17	10	8	11	1	7	12
Violation Hearings (Out-of-Custody)		5	0	3	3	0	2	3	1	3	0
	TOTAL:	22	16	12	20	10	10	14	12	10	12
	REVOKED	8	8	3	11	6	6	4	5	2	8
	REINSTATED	14	8	9	9	4	3	9	7	6	4
	CONT ACTIVE STATUS	0	0	0	0	0	1	1	0	0	0
	PENDING	0	0	0	0	0	0	0	0	2	0
	Sched New Hearing – New Info	0	0	0	0	0	0	0	0	0	0
Administrative Reinstatements		5	9	5	6	1	7	6	7	13	3
Victim/Survivor Meetings:		2	3	1	3		3	4	5	7	4
Emails to Victims/Survivor							31	36	48	48	65
Letters to Victims/Survivor							160	201	152	133	144
Returned Mail:										28	13
Summaries Provided							9	9	6	9	7
Prison Visits							0	0	0	0	
ORP's Approved		17	27	15 (2 ICOTS)	20	17	19 (1 ICOTS)	26	23	32	34
ORP's Denied		12	5	6	6	7	6	10	11	8	14
ICOTS										2	0
Finals Issued		1	1	1	0	0	0	0			1
Stipulated Agreements											28

- **Current processes related to COVID-19** as reported by Ms. Rongen.
 - As of now we are still encouraged to work from home if possible.
 - If there is something you need to do in the office, please put it on SharePoint so we can limit folks in the office.
 - Release hearings will be held via SKYPE until further notice and will continue until we hear more from the Governor’s Office and Division of Prisons.
 - Violation hearings will be conducted via telephone and Skype as well as out of custody hearings.
 - Mr. Patnode asked the Hearing Investigators if violators are getting served the paperwork for violation hearings. Ms. Getty reported it can be difficult if the violators are being held in one of the prisons.
 - Community Concerns Meetings will be held via telephone or skype.
 - Staff talked about challenges with telecommuting and access to the network.

- **Thurston County Unit** will be relocating but we won’t know when until they have the keys to their new building in their hands as reported by Ms. Rongen.

- **Violation Hearing Discovery – Receiving Jail Phone Calls**
 - Mrs. Seifert would like the Community Corrections Officers (CCO) to contact their IT Department or the Assistant Attorney General about setting up a Secure File Transport site prior to sending transcripts of jail phone calls and colored pictures to her e-mail which locks it up. Ms. Seifert said she could add direction to the ISRB Discovery List regarding sending these items. The Board and Hearing Investigators agreed that was the way to go to get the information out.

- **Addendums – Where to find them in OnBase**

Mr. Patnode reported he has a hard time finding addendums in OnBase because they are buried in violation packets. The Board talked about having the signed addendums uploaded as a new addendum instead of putting the signed copy in the violation packet.

Ms. Seifert puts comments in OnBase in Violation Packet if the addendum is included. Mrs. Ramsdell-Gilkey would like the unsigned addendum to remain in the violation packet and the signed addendum uploaded as a new addendum.

Decision: Addendums will continue to be included in the violation packet if they were issued due to a violation hearing. Any signed copies of those addendums will be indexed as “Addendums” in OnBase.

- **Budget**

Ms. Rongen reported on the budget situation. There will be budget cuts due to the Economic and Revenue Forecast.

- There will be a hiring freeze and we will see what happens over the next few months. Our vacant positions are funded so we may be able to get an exemption.
- Exemptions have been submitted for the Administrative Assistant III and the Correctional Records Technician which is considered essential.
- Ms. Rongen has asked the Governor's Office not to fill the Board Member position due to hearings being done via SKYPE and travel is down. Travel and hearings will be monitored to determine need.
- Ms. Rongen would like to hire a director which is in the ISRB budget, but we will need to wait to see if we need to submit an exemption.
- The Department is asking when staff give notice, they want to keep the position open for 60 days and then submit an exemption for hiring.

B. Chairs Report -

The Board will be interviewing for the Administrative Assistant III and a Correctional Records Technician. There may be a special session to focus on budget and COVID-19. No dates have been set.

C. Board Member Reports

- Mr. Patnode likes doing hearings via Skype and telephonically. Less travel means more time in the office. He doesn't mind doing violation hearings on the phone, and thinks it works well.
- Ms. Balmert will be on the interview panel for the Administrative Assistant III and attending Sex Offender Policy Board Meetings via Skype.
- Mrs. Ramsdell-Gilkey will be on the interview panel for the Administrative Assistant III. She does not like doing violation hearings telephonically, she would rather conduct the hearings face to face.

D. Staff Check-in – Staff reported how they are doing and what they are working on at present.

E. Old Business – None

F. New Business –

- Ms. Fields came across a PRE-84 case that should have gone through the End of Sentence Review Committee (ESRC) and didn't. She will forward the information she receives from ESRC on that case the Board Members. For PRE-84s and JUVBRD cases, the ESRC does a draft notification and scoring. These documents are in the custom query in OnBase and need to be moved over to the ISRB file.
- Administrative Actions – Ms. Balmert will review Administrative Actions while Mr. Patnode is out of the office and Ms. Rongen will be the second on Offender Release Plans (ORP).

G. Board Meeting Minutes – Ms. Rongen asked the Board Members if there were any amendments to the minutes dated April 13, 2020 and April 27, 2020. Hearing none, the minutes were approved as submitted.

H. RCW 9.95.422 Deliberation

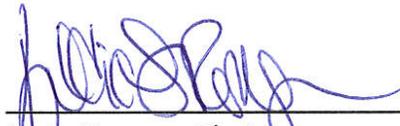
- **Anderson, Nicholas 807021**
- **Scott, Jaimar 970703**
- **Alderman, Roger 269624**
- **Skinner, Brian 660064**

Separate Deliberation Minutes for each case will be posted to the website.

I. Closed Session

- Cases

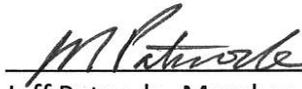
J. Adjourn –3:00 p.m.



Kecia Rongen, Chair



Lori Ramsdell-Gilkey, Member



Jeff Patnode, Member



Elyse Balmert, Member