

INDETERMINATE SENTENCE REVIEW BOARD  
BOARD MEETING  
SUMMARY MINUTES

Monday, September 14, 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 – via Skype  
TaTeasha Davis

Robin Riley, Executive Assistant

**Attended Via Skype:**

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

Irene Seifert, Records Supervisor  
Kasandra Bouvia, Correctional Records Technician  
Christine Hunter, Correctional Records Technician  
Teresa Schmidt, Correctional Records Technician  
Fawneil Opp, Correctional Records Technician  
Heather Duell, Administrative Assistant III - Absent  
Andrew McDonald, Administrative Assistant I

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

- **Hearing Calendar** – The Hearing Calendar from September 2020 through December 2020 was reviewed.
- **Data Report**
  - **ISRB Monthly Data Report –August 2020** – Ms. Riley provided the monthly data for August 2020.

ISRB DATA REPORT							
		Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020
Release Hearings		39	39	29	39	39	
Violation Hearings (In Custody)		12	7	8	8	13	
Violation Hearings (Out-of-Custody)		0	3	1	0	6	
	<b>TOTAL:</b>	<b>12</b>	<b>10</b>	9	8	19	
	<b>REVOKED</b>	8	4	5	3	7	
	<b>REINSTATE D</b>	5	5	2	2	0	
	<b>CONT ACTIVE STATUS</b>	0	1	0	0		
	<b>PENDING</b>	0	0	2	3		
	<b>Opened and Continued</b>					1	
	<b>Sched New Hearing – New Info</b>	0	0	0	0	0	
Administrative Reinstatements		3	4	2	5	4	
Victim/Survivor Meetings:		4	0	2	3	7	
Emails to Victims/Survivor		65	38	44	36	1	
Letters to Victims/Survivor		144	162	92	125	37	
Returned Mail:		13	28	37	19	13	
Summaries Provided		7	2	4	4	7	
Prison Visits		0	0	0	0	0	
ORP's Approved		34	25	30	16	22	
ORP's Denied		14	11	6	6	4	

<b>ICOTS</b>		0	0	2		0	
<b>Finals Issued</b>		1	0	1	2	3	
<b>Stipulated Agreements</b>		28	14	18	24	24	

- **OMNI Codes – CCB Hearings** – Do we need to request an OMNI code after the 9<sup>th</sup> CCB Hearing to track those that have 10 or more hearings?
  - After discussion the Board decided an additional code was not needed. They would still like records to use the codes in OMNI because we still need the data. However, after the ninth hearing continue to use the ninth hearing code.
- **Diversity** – Ms. Rongen presented the following material:
  - Gender Pronouns in External Communications and Tips for Talking with Transgender Persons – Board and staff talked about personal pronouns and the recommended use for correspondence and other word documents. Also discussed was recommendations for replacing pro-nouns and words when communicating with or referring to people that identify as transgender, gender fluid and non-binary.
- **Check In** - Ms. Rongen did a roll call check in with Board Members and staff.

**B. Chairs Report -**

- Ms. Rongen provided an updated report on COVID-19 and teleworking.
  - Board and staff will continue to telework.
- Thurston County Unit Move – The moving date has been pushed out to October 5, 2020.
- Program Assistant Interviews – Ms. McNeil, Ms. Grupp and Mr. Patnode will be conducting interviews on Friday, September 25, 2020.
- APAI Training e-mail was sent to Board Members, Hearing Investigators and Ms. McNeil. Contact Ms. Riley for registration.
- Budget –
  - DOC is working on proposed legislation for the next legislative session that will result in a budget reduction.

**C. Board Member Reports** – There are several telephonic violation hearings for September 2020.

**D. Old Business – None**

- Continued Hearings – Decisions and Reasons – Ms. Seifert provided the following procedure to follow when a hearing is opened and continued:

- If you have a hearing that was “opened” and then continued, there should be a Decision and Reasons that indicates the hearing was continued and the reason for the continuance. This should then be sent to the facility and counselor.
- Be mindful of the reason for the continuance, is it something that you need to do or is it something you need to ask the counselor/institution to do?
- Do you have to wait for this to happen before you re-schedule the hearing? Or can you put on the next docket?
- You will need to track the reason for the continuance and to ensure that what was needed is completed and he is re-scheduled.

Any new information received that the Board will consider also needs to be provided to the defense attorney and the incarcerated individual if they are not represented by an attorney. Redactions may need to be made, so please contact Ms. Riley prior to providing materials.

**E. New Business - None**

**F. Board Meeting Minutes** – Ms. Rongen asked the Board Members if there were any amendments to the minutes dated August 17, 2020 and August 24, 2020. Hearing none, the minutes were approved as submitted.

**G. Closed Session**

- Cases

**H. Community Concerns Meeting** – Victims/Survivors met with the Board telephonically via Skype to let them know how the crime has affected their life.

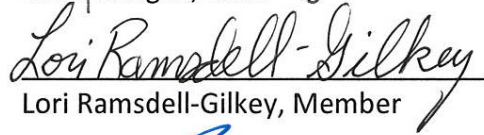
**I. Community Concerns Meeting** – Victims/Survivors met with the Board via Skype to let them know how the crime has affected their life.

**J. 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



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TaTeasha Davis, Member