

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, October 12, 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
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
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 October 2020 through January 2021 was reviewed.
- **Data Report**
 - **ISRB Monthly Data Report –September 2020** – Ms. Riley provided the monthly data for September 2020

ISRB DATA REPORT							
		Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020
Release Hearings		39	39	29	39	39	48
Violation Hearings (In Custody)		12	7	8	8	13	12
Violation Hearings (Out-of-Custody)		0	3	1	0	6	6
	TOTAL:	12	10	9	8	19	18
	REVOKED	8	4	5	3	7	4
	REINSTATE D	5	5	2	2	0	7
	CONT ACTIVE STATUS	0	1	0	0		2
	PENDING	0	0	2	3		5
	Opened and Continued					1	0
	Sched New Hearing – New Info	0	0	0	0	0	0
Administrative Reinstatements		3	4	2	5	4	10
Victim/Survivor Meetings:		4	0	2	3	7	4
Emails to Victims/Survivor		65	38	44	36	1	12
Letters to Victims/Survivor		144	162	92	125	37	115
Returned Mail:		13	28	37	19	13	32
Summaries Provided		7	2	4	4	7	10
Prison Visits		0	0	0	0	0	0
ORP's Approved		34	25	30	16	22	17
ORP's Denied		14	11	6	6	4	4

ICOTS		0	0	2		0	1
Finals Issued		1	0	1	2	3	0
Stipulated Agreements		28	14	18	24	24	25

- **Out of state Travel – DOC Policy 380.650 Feedback** – Board and staff discussed this policy and how it relates to individuals under the jurisdiction of the ISRB.
 - Ms. Rongen noted requested changes to the policy and will report to the DOC Policy Office.
 - Conditions will be reviewed to see if new conditions need to be added to the Order of Release for certain cases which would include no overnight stays past one day or 24 hours for level 3 sex offenders. Ms. Ramsdell-Gilkey will conduct this review.
 - Board will discuss this issue on the next available Board Meeting to submit and approve any needed new conditions.

- **Out of Custody Hearings – Process when individual is not arrested**

Current Process:

- Notice of Violation Report or Special Report is received from the CCO and forwarded to the Hearing Investigator from the ISRB Mailbox
- Hearing Investigator submits the violation report with recommendation to Board Member on an Administration Action in Sharepoint for the Board Member to decide if the individual will stay in the community and have an out-of-custody hearing or if the Board directs he should be arrested, or Board Warning or Stipulated Agreement be issued instead of the out of custody hearing..
- If Board approves out of custody, admin decision is sent to the CCO, directing that the Violation Specified, Rights and Privileges be served on the offender (if they have not already been served) and not to arrest.
- At this point offender is placed in the PC review process.
- The Board does not need to sign the PC sheet to schedule the out of custody hearing, which has already been approved.

Proposed Process:

- Notice of Violation Report or Special Report is sent to the Board and forwarded to the Hearing Investigator from the ISRB Mailbox
- Hearing Investigator forwards to Irene or Christine to set up the PC Review Sheet and assign back to Hearing Investigator - at this point we may not have the Violation Specified Rights and Privileges.

- Hearing Investigator will take to the Board Member for review on the PC Review Sheet and the Board Member can sign off approving the out of custody hearing, or directing he be arrested or another action be taken.
- Hearing Investigator will notify Community Corrections Officer (CCO) via e-mail that probable cause has been found and to serve Violations Specified and Rights and Privileges.

The full Board has come to a consensus to approve the proposed process starting immediately.

Discovery for Out of Custody Hearings

Discovery is also necessary for out-of-custody hearings and must be provided to the individual when they are not represented by an attorney.

The Hearing Investigator should include in the e-mail to the CCO regarding probable cause, that discovery should be provided to the subject of the out of custody hearing.

- **Check In** - Ms. Rongen did a roll call check in with Board Members and staff.

B. Chairs Report -

- Kasandra Bouvia will be leaving the ISRB, and her last day will be Wednesday, October 14, 2020. The soon to be vacant Correctional Records Technician (CRT) position will be posted.
- The Thurston County Unit is scheduled to move out of the building by November 5, 2020.
- The Sentencing Guidelines Commission met on Friday, October 9, 2020.
 - Anthony Powers, with the help of Microsoft, presented a tool he created to look at sentencing data statewide on judges sentencing practices including race, type of sentence and length of sentence. Judges are very interested in looking at this data.

Anthony Powers proposed his project to Microsoft. It was accepted and the tool was developed. The tool is currently housed at Microsoft, but they are looking for neutral place to store this data.

Anthony Powers is employed by the Seattle Clemency Project.

There was also discussion at the meeting about bringing back the parole system.

- Layoffs are scheduled for Teamsters in October and November.
- **COVID-19 Update**
Ms. Rongen provided DOC Data on COVID-19 update.
- Ms. Rongen also asked the Board and staff to place a hold on November 13, 2020 for a team building day.

C. Board Member Reports – None

D. Old Business – None

E. New Business –

- Mr. Frank asked the Board what is to be done if an incarcerated individual refuses to sign his release conditions to ICE. After Board and Staff discussion, the following was decided:
 - Have the incarcerated individual write “refused to sign” on the order and the facility can note as witness that he was provided with a copy of the order.
 - The Board will not consider holding another hearing unless the detainer is to a country where they don’t take deportees.
 - If they will be deported, release to ICE.

F. Board Meeting Minutes – Ms. Rongen asked the Board Members if there were any amendments to the minutes dated September 14, 2020 and September 28, 2020. Hearing none, the minutes were approved as submitted.

G. RCW 9.95.422 Deliberation

- 625676 MUSIC
- 239524 MCVAY

H. Closed Session

- Cases

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

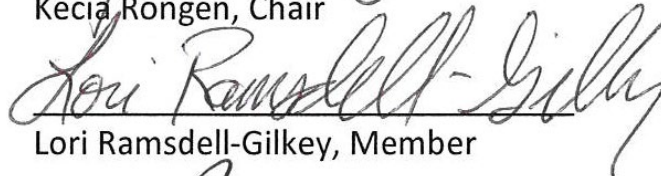
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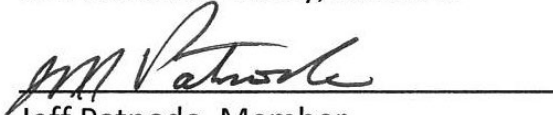
L. Adjourn – 3:30 p.m.



Kecia Rongen, Chair



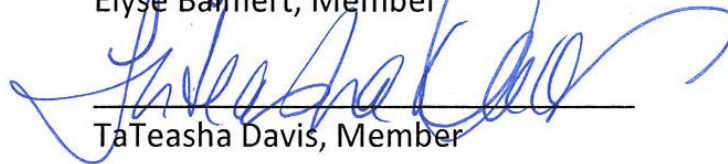
Lori Ramsdell-Gilkey, Member



Jeff Patnode, Member



Elyse Balmert, Member



TaTeasha Davis, Member