

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, December 7, 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.

Board Meeting conducted via Microsoft Teams

Board Members:

Kecia Rongen
Lori Ramsdell-Gilkey
Jeff Patnode
Elyse Balmert
TaTeasha Davis

Staff:

Robin Riley, Executive Assistant	Irene Seifert, Records Supervisor
Kerri McNeil, Victim Liaison	Christine Hunter, Correctional Records Technician
Monika Fields, Hearing Investigator III	Teresa Schmidt, Correctional Records Technician
Kristi Busch, Hearing Investigator III	Fawneil Opp, Correction Records Technician - A
Jill Getty, Hearing Investigator III - Absent	Heather Duell, Administrative Assistant III
Matt Frank Hearing Investigator III	Andrew McDonald, Administrative Assistant 1
Kathleen Trombley, Program Assistant	

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

- **Hearing Calendar** – The Hearing Calendar from December 2020 through March 2021 was reviewed and amended.
 - **Docket cancelled in December due to COVID-19** and lockdowns
 - Stafford Creek Corrections December – Rescheduled January 13, 2021
 - Airway Heights Corrections Center – Rescheduled for February 16, 17, 18, 2021
- **Data Report**
 - **ISRB Monthly Data Report –November 2020** – Ms. Riley provided the monthly data for November 2020

ISRB MONTHLY DATA REPORT							
		July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020
Release Hearings		39	39	48	50	45	
Violation Hearings (In Custody)		8	13	12	6	8	
Violation Hearings (Out-of-Custody)		0	6	6	3	1	
	TOTAL:	8	19	18	9	9	
	REVOKED	3	7	4	4	4	
	REINSTATED	2	0	7	4	3	
	CONT ACTIVE STATUS	0		2	0	1	
	PENDING	3		5	1	1	
	Opened and Continued		1	0	0	0	
	Sched New Hearing – New Info	0	0	0	0	0	
Administrative Reinstatements		5	4	10	2	6	
Victim/Survivor Meetings:		3	7	4	5	3	
Emails to Victims/Survivor		36	1	12	12	2	
Letters to Victims/Survivor		125	37	115	85	129	
Returned Mail:		19	13	32	19	22	
Summaries Provided		4	7	10	10	6	
Prison Visits		0	0	0	0	0	
ORP's Approved		16	22	17	20	30	
ORP's Denied		6	4	4	5	9	

ICOTS			0	1	0	3	
Finals Issued		2	3	0	0	0	
Stipulated Agreements		24	24	25	28	23	

- **Administrative Finding of Releasable/Parolable**

Ms. Seifert asked Board Members to consider who will be reading the Decisions and Reasons when they include the next action of an Administrative Release. She is concerned the reader might not think an Offender Release Plan (ORP) is required.

- **ASAP Reinstatements**

Ms. Seifert asked for a temporary change in processing ASAP Reinstatements due to COVID and staff availability.

Prior to COVID, an ASAP reinstatement was processed for release the same day if the decision was received by records prior to noon on the same day. Any decisions received after noon were processed on the next day.

Currently ASAP reinstatement release dates can take two to three working days depending on ISRB and DOC staff availability.

Bed-dates:

- If a Board Member has emailed the Hearing Investigator to obtain a bed-date for an individual, either Ms. Seifert and Ms. Hunter should be included in that email.
- When a bed-date confirmation comes in, the Community Corrections Officer (CCO) should also indicate how the individual is getting from the holding facility to ABHS. Bed date releases should be set at least two to three days out to give everyone time to process the decision. Ms. Seifert and Ms. Hunter should also be included in these e-mails.

Ms. Rongen spoke to overall awareness in these strange times and to consider more time be allowed for transportation once reinstated.

Ms. Rongen also asked Hearing Investigators to staff each case with Board Members for at least the next month to determine if an in-person hearing is required.

- **Board Meeting Schedule 2021** – Ms. Riley presented the 2021 Board Meeting Schedule for approval.

ACTION 5-2020

Mr. Patnode moved to approve the 2021 Board Meeting Schedule. 2nd Ms. Balmert.

APPROVED 5-0

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

B. Chairs Report -

COVID-19 – Ms. Rongen asked that if Board and staff come into the office to make sure they don't have any symptoms. Please don't come in because you feel like you have to come in. We don't want to put anyone at risk and cause any unnecessary exposure. Do what you can to keep yourself and your family safe.

Check with your teams to make sure you have holiday coverage.

Dawn Williams, Program Administrator for the Substance Abuse Recovery Unit will be meeting virtually with the Board and Hearing Investigators regarding programs available in the facilities and other questions about chemical dependency. Ms. Riley is trying to schedule the meeting and will do so after the New Year when Ms. Williams is available.

Dr. Lou Sowers, Chief of Psychology and Dr. Tim Richel will be virtually speaking with the Board and Hearing Investigators next week about how they classify individuals with the S-Codes and other issues relating to Board cases. Let Ms. Riley know if you would like to attend.

Due to cancellation of dockets this month due to COVID, take this time to do your online required training, work on a project or read report for which you previously haven't had time.

C. Board Member Reports – None

D. Old Business – None

E. New Business –

Once a SSOSA is revoked, the conditions listed in the SSOSA Judgement and Sentence are no longer valid unless they are incorporated in the Order of Revocation.

- F. Board Meeting Minutes** – Ms. Rongen asked the Board Members if there were any amendments to the minutes dated November 9, 2020 and November 23, 2020. Hearing none, the minutes were approved as submitted.

G. RCW 9.95.422 Deliberations

- 261719 ISSAACS
- 905798 BELGARDE

Separate deliberation minutes will be posted to the ISRB website.

H. Closed Session

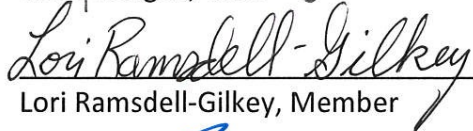
- Cases

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 – 2:30 p.m.



Kecia Rongen, Chair



Lori Ramsdell-Gilkey, Member



Jeff Patnode, Member



Elyse Balmert, Member



TaTeasha Davis, Member