

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
Held via Microsoft Teams
SUMMARY MINUTES

Monday, July 12, 2021

A regular meeting of the Indeterminate Sentence Review Board was held via Microsoft Teams Starting at 9:00 a.m.

Board Members:

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

Staff:

Robin Riley, Executive Assistant - Absent
Kerri McNeil, Victim Liaison - Absent
Monika Fields, Hearing Investigator III
Kristi Busch, Hearing Investigator III

Jill Getty, Hearing Investigator III
Matt Frank Hearing Investigator III
Heather Duell, Administrative Assistant III
Kathleen Trombley, Program Assistant

Irene Seifert, Records Supervisor
Christine Hunter, Correctional Records Technician
Teresa Schmidt, Correctional Records Technician - Absent
Fawneil Opp, Correctional Records Technician
Nadine Tucker, Correctional Records Technician
Andrew McDonald, Administrative Assistant I

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

- **Hearing Calendar** – The Hearing Calendar from July 2021 through October 2021 was reviewed and amended.
- **Data Report**
 - **ISRB Monthly Data Report** – Ms. Duell provided the monthly data for June 2021

ISRB MONTHLY DATA REPORT				
		Apr-21	May-21	June 21
RELEASE HEARINGS		45	42	36
VIOLATION HEARINGS IN-PERSON:		21	10	11
VIOLATION HEARINGS OUT OF CUSTODY:		1	1	2
	TOTAL	22	11	13
	REVOKED:	14	6	5
	REINSTATED:	7	4	5
	CONTINUED ON ACTIVE STATUS:	0	0	0
	PENDING:	1	1	3
	OPENED AND CONTINUED:	0	1	0
	Sched New Hearing - New Info:	0	0	0
ADMINISTRATIVE REINSTATEMENTS:		2	5	3
VICTIM SURVIVOR MEETINGS:		5	2	3
EMAILS TO VICTIMS/SURVIVORS:		7	5	13
LETTERS TO VICTIMS/SURVIVORS:		99	45	70
Mail Return:		32	13	20
SUMMARIES PROVIDED		13	3	3
PRISON VISITS		0	0	0
ORP's APPROVED:		20	12	26
ORP's DENIED		4	6	6
ICOTS		1	0	0
FINALS ISSUED:		0	0	0
STIPULATED AGREEMENTS:		23	24	34

Ms. Rongen provided data reports from 2012 through 2021 and requested further clarification on the number of violation hearings for FY21. Discussion included possible reduction in hearings during the first several months of COVID-19. Ms. Duell provided a count of hearing recordings.

- **“Germany Moment”** – Nadine Tucker shared some traditions and customs and about Germany where she was born and raised.

B. Chair's Report

- Board Member availability in July is sparse.
- Ms. Rongen will notify Board and staff when the DOC Safe Start is distributed. Starting next week everyone will come in the office at least one day a week. We have discovered that we can do our work from home and those that telework 75% of the time may be required to share space eventually per the Office of Financial Management. We will revisit when and if necessary.
- Nisqually Jail Hearings – Ms. Seifert and Mr. Frank had a follow-up meeting with Rochelle Hughes about violation hearings in the Nisqually Jail. A CCO is required at the hearing. The responsibility for CCO attendance on the supervising CCO or their supervisor. A second meeting will be tomorrow. DOC is running dockets every day so the ISRB hearings will be starting at 1:00 p.m. on Thursday. Ms. Seifert hopes at the next meeting she will learn more. CCO Coverage The Board wants to go back to doing business and in-person hearings and does not expect the local CCO's to cover the ISRB hearings if they are the not supervising CCO.
- WCC is up and running with Microsoft Teams. We will start video conferencing hearings at the September docket.
- August 16 is our first in-person Board Meeting.

C. Board Members Reports

APAI – Mrs. Ramsdell-Gilkey, Ms. Balmert and Ms. Davis attend the APAI 2021 Conference in Texas this year. There were not as many people attending from outside the United States due to the pandemic. Mrs. Ramsdell-Gilkey walked away knowing that we do a good job in Washington State. Ms. Davis, Mrs. Ramsdell-Gilkey and Ms. Balmert presented on “Miller v Alabama.” There has not been much change in other states regarding the juvenile cases. Mrs. Ramsdell-Gilkey wants to look at what we are measuring, look at the quality of our work, how we respond to absconders, and reducing revocations.

APAI – Ms. Balmert – One of the sessions that was particularly helpful was asking for feedback from CCOs and from our stakeholders. In addition, she was able to connect with a victim liaison out of Texas whose office had received a federal grant. They received it for their state. ~~and~~ Her position is funded by that grant, ~~and~~ works at the sentencing level, and talks about the process will look like so victims are aware of what their parole Board can or can't do. This would allow up front education about any change in the laws. The OCVA has the grant money where we could apply.

D. Old Business - None

E. New Business

- **OnBase Document Length** – Ms. Seifert sent out outcome of meeting regarding documents entered OnBase – no more than 50 pages – see Irene’s memo. Use comment section in OnBase to make it easier for people to find things.
- **Electronic/Legal Mail** – We must send legal mail through the regular mail such as correspondence with incarcerated individuals that is stamped legal mail. We can no longer send legal mail through the Counselor because they should not have access to and individual’s legal mail.
- **Training** – Ms. Fields would like to provide training in the prisons with regards to the Board Member expectations for hearings.

F. Board Meeting Minutes – Ms. Rongen asked if there were any corrections or amendments to the minutes dated June 14, 2021 and June 28, 2021. Hearing none, the minutes are approved as written.

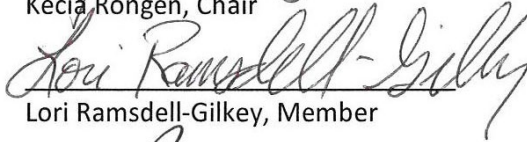
G. Closed Session

H. Community Concerns Meetings (Closed to the Public) - Victims/Survivors met via Microsoft Teams with the Board Members to provide a statement on how the crime has affected their life and to voice any concerns regarding an individual’s release.

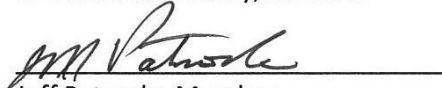
I. Adjourn – 4:00 p.m.



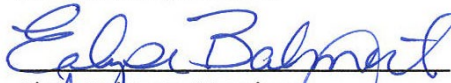
Kecia Rongen, Chair



Lori Ramsdell-Gilkey, Member



Jeff Patnode, Member



Elyse Balmert, Member



TaTeasha Davis, Member