

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
VIA MICROSOFT TEAMS
SUMMARY MINUTES

Monday, September 13, 2021

A regular meeting of the Indeterminate Sentence Review Board was held via Microsoft Teams by the Indeterminate Sentence Review Board (ISRB) whose office is located at 637 Woodland Square Loop SE, Lacey, WA 98504. The meeting started at 9:00 a.m.

Board Members:

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

Staff:

Robin Riley, Executive Assistant	Ronda DeBower, 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, Correctional Records Technician
Jill Getty, Hearing Investigator III	Nadine Tucker, Correctional Records Technician
Matt Frank Hearing Investigator III	Andrew McDonald, Admin Assistant I
Heather Duell, Admin Assistant III	
Kathleen Trombley, Program Assistant	

A. Board and Staff Discussion

- Hearing Calendar – September 2021 through December 2021
The Hearing Calendar was reviewed by Board and Staff and amendments were made.

- **Monthly Data Report**

ISRB MONTHLY DATA REPORT

	21-Jul	21-Aug
RELEASE HEARINGS	40	20
VIOLATION HEARINGS IN-PERSON:	14	11
VIOLATION HEARINGS OUT OF CUSTODY:	5	2
TOTAL	19	13
REVOKED:	10	7
REINSTATED:	6	3
CONTINUED ON ACTIVE STATUS:	3	1
PENDING:	0	1
OPENED AND CONTINUED: Sched New Hearing - New Info:	0	0
ADMINISTRATIVE REINSTATEMENTS:	6	6
VICTIM SURVIVOR MEETINGS:	2	4
EMAILS TO VICITMS/SURVIVORS:	25	6
LETTERS TO VICTIMS/SURVIVORS:	128	95
Mail Return:	28	21
SUMMARIES PROVIDED	5	5
PRISON VISITS	0	0
ORPs APPROVED:	19	13
ORPs DENIED	4	4
ICOTS	1	0
FINALS ISSUED:	0	0
STIPULATED AGREEMENTS:	28	36

- **Traci Drake, Ph.D., Chief of Psychology – Monroe – 11:00 a.m.** The Board met with Dr. Drake via Microsoft Teams to talk about mental health services at Monroe and to also discuss questions asked by the Board of the incarcerated individual who is having a hearing.

Dr. Drake talked about the Monroe Correctional Command – Special Offender Unit (SOU), which is an inpatient type of setting. There is access to onsite therapists and incarcerated individuals are observed in their living units. They are assigned a primary therapist they work with, and if that individual is also in the Sex Offender Treatment and Assessment Program (SOTAP) that primary therapist works with the SOTAP therapist.

Ms. Rongen and the other Board Members find it very helpful to have the mental health counselors or psychologists testify in a hearing.

Dr. Drake let the Hearing Investigators know they could cc her on an e-mail to make sure a primary therapist is available to attend the hearing if the incarcerated individual is in mental health treatment. Dr. Drake also let the Hearing Investigators know that if they suspect there is more mental health information than is provided from medical records, the Hearing Investigator should check with the mental health counselor.

Ms. Rongen is concerned that some individuals not attending their hearings at MCC-SOU. Dr. Drake said they are thinking of putting together something to help individuals understand what will happen during a hearing. Dr. Drake will let Dr. Mason know that someone from the Board will be available to participate in these meetings via Teams.

Ms. Duell will add Dr. Drake to Teams Meeting Notices for future MCC-SOU dockets.

- **Check ins**

B. Chair's Report

The Executive Director position will be filled soon on a double fill basis hopefully starting in October 2021. Exempt positions need to be established by a committee, and that committee meets in February.

SCORE Jail – South Correctional Entity has said they will accept our violators. Video or telephonic hearings can be held at their facility.

Gradual Re-entry Program (GRE) - Community Custody Board (CCB) cases will be eligible at their first hearing only. The Department of Corrections (DOC) is not yet ready to expand sex offender's participation in the GRE early next year. There will be another meeting to determine the start date and what the next steps will be.

C. Board Member Reports

- Mr. Patnode is crunching numbers around the Structured Decision Making for cases that fall under RCW 9.95.422 to see how the domains line up with our decisions. He

is also working on the Sex Offender Policy Board (SOPB) Project. The SOPB will have tentative recommendations to the legislature in the next month.

- Mrs. Ramsdell Gilkey and Ms. Balmert are working on surveys for:
 - Classification Counselors – Do they have enough information to prepare for the release hearings and help the incarcerated individuals prepare.
 - Incarcerated Individuals - A survey for incarcerated individuals regarding preparing for their hearing.
 - Community Corrections officers – Do they have all the information to prepare for violation hearings and to offer them different ways they can get the information they need.

Mrs. Ramsdell-Gilkey asked staff to submit any questions for the survey to her and she will see if the questions can be incorporated into the survey. Ms. Duell will continue to send the information sheet provided by Mrs. Ramsdell-Gilkey to the Classification Counselor to help them prepare. She will also send the information sheet to Mrs. Ramsdell-Gilkey to see if anything needs to be added.

- Ms. Davis has volunteered to help Ms. Balmert with the training videos and researching story boards.

D. Old Business - None

E. New Business –

- **Board Warnings**

Ms. Fields proposed that the Hearing Investigators process the Board Warnings like they do the Stipulated Agreements since they are both low level interventions.

- Work needs to be done on the process if the Hearing Investigators take over the Board Warnings without submitting them to the Board.
- The Board Warning form would need to be updated with a place for the Hearing Investigator to sign as they do on the Stipulated Agreements. Records would note the action on the Action Sheet in the file.

Ms. Rongen would like the Hearing Investigators to come up with a process to put on an ISRB Process Decision memorandum.

ACTION 2-2021

Mr. Patnode moved to approve the motion for Hearing Investigators to process Board Warnings and come up with an updated process. Mrs. Ramsdell-Gilkey – 2nd.

APPROVED 4-0 (1 absent)

Ms. Fields will take the lead and Ms. Getty will assist.

- **No New CD Info E-mail –**

Ms. Schmidt proposes the e-mail received from the Chemical Dependency Unit showing no CD info be noted on a check box on the Hearing Review Sheet (HRS) rather than placed in the incarcerated individual’s file. This will save time by not entering each document and the information will be in once place on the HRS.

A majority of the Board has come to a consensus to not have the e-mail placed in the file and the information noted on Hearing Review Sheet.

Ms. Schmidt will put a checkbox on the HRS showing no new CD information. Once Ms. Schmidt updates the form with the check box, she will notify Ms. Rongen.

F. Board Meeting Minutes – Ms. Rongen asked if there were any corrections or amendments to the minutes dated August 11, 2021, August 16, 2021 and August 23, 2021. Hearing none, the minutes are approved as written.

F. RCW 9.95.422 Deliberations

- **FALETOGO, Aaron**

Separate Deliberation Minutes will be posted to the website.

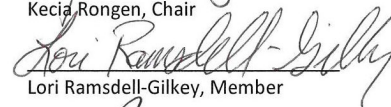
G. Closed Session

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 – 3:30 p.m.



Kecia Rongen, Chair




Lori Ramsdell-Gilkey, Member



Jeff Patnode, Member



Elyse Balmert, Member



TaTeasha Davis, Member