

INDETERMINATE SENTENCE REVIEW BOARD  
BOARD MEETING  
*VIA MICROSOFT TEAMS*  
SUMMARY MINUTES

Monday, October 11, 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  
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 – October 2021 through January 2022  
The Hearing Calendar was reviewed by Board and Staff and amendments were made.

- **Monthly Data Report**

	21- Jul	21- Aug	21- Sep
<b>RELEASE HEARINGS</b>	40	20	38
<b>VIOLATION HEARINGS IN- PERSON:</b>	14	11	9
<b>VIOLATION HEARINGS OUT OF CUSTODY:</b>	5	2	2
<b>TOTAL</b>	19	13	11
<b>REVOKED:</b>	10	8	2
<b>REINSTATED:</b>	6	3	6
<b>CONTINUED ON ACTIVE STATUS:</b>	3	1	1
<b>PENDING:</b>	0	1	2
<b>OPENED AND CONTINUED: Sched New Hearing - New Info:</b>	0	0	0
<b>ADMINISTRATIVE REINSTATEMENTS:</b>	6	6	1
<b>VICTIM SURVIVOR MEETINGS:</b>	2	4	3
<b>EMAILS TO VICITMS/SURVIVORS:</b>	25	6	19
<b>LETTERS TO VICTIMS/SURVIVORS:</b>	128	95	94
<b>Mail Return:</b>	28	21	36
<b>SUMMARIES PROVIDED</b>	5	5	7
<b>PRISON VISITS</b>	0	0	0
<b>ORP' APPROVED:</b>	19	13	17
<b>ORPs DENIED</b>	4	4	9
<b>ICOTS</b>	1	0	0
<b>FINALS ISSUED:</b>	0	0	0
<b>STIPULATED AGREEMENTS:</b>	28	36	29

- **Seriously Mentally Ill Incarcerated Individuals**
  - **Guidelines for decision making**– Moved to November 8, 2021 Board Meeting Agenda.
- **Scheduling Attorneys for 420 Hearings –**
  - A contract attorney is assigned for an RCW 9.95 .420 hearing if the incarcerated individual has an intellectual disability or is so seriously mentally ill, they cannot represent themselves.

The process outlined below was agreed upon after discussion with Board and staff:

- When the Correctional Records Technician (CRT) is scheduling an individual for a .420 Hearing on a tentative docket they will do the following:
    - Check the last Decision and Reasons to see if the individual was previously represented at their hearing. If they were, the CRT will assign a contract attorney.
    - Check the PULHESDXTR Codes on the individual's face sheet in OMNI. If the H Code (Developmental Disability) is a 2 or higher; or if the S Code (Mental Health) is a 3 or higher, the CRT will e-mail the Hearing Investigator to which the facility is assigned to obtain further information and determine if an attorney is needed.
      - This process will be followed for both first .420 Hearings and those that have had hearings previously and did not have an attorney as circumstances change.
    - If an e-mail is received by the individual's counselor indicating an attorney is needed, the CRT should forward the e-mail to the Hearing Investigator.
    - Incarcerated individuals in SOU should all be reviewed for appropriateness of an attorney.
  - When the CRT is doing post work for a hearing where there was attorney representation, please list attorney representation on action sheet.
  - The Board Members will include in the next action of the Decision and Reasons if an attorney is needed for the next hearing.
- **Blake Decision** – Certain individuals under the jurisdiction of the Indeterminate Sentence Review Board (ISRB) have been resentenced in reference to the State v. Blake. They have received minimum terms that put them years past their earned release date (ERD). In these cases, after discussion with Board Attorneys, the time

start will be the date of resentencing. The Board will see them for a hearing and either find them releasable or add time to begin on the new time start. The CRT will do a memo to the file and update the action sheet and notify the facility records of the new time start and request a sticky note be placed in OMNI to explain sentence structure. Ms. DeBower, Correctional Records Supervisor will come up with language to send to the facilities in these cases. Notification may also be made to the counselor to let them know of the new process prior to the hearing.

- **Unfinished Business**

- **SCORE (South Correctional Entity)** – Ms. Hunter reported that the first two violation hearings were scheduled at SCORE via Microsoft Teams and scheduling was easy. There are several hearings coming up and many of our violators are being held at this facility. If there is any issue the contact at SCORE will let Ms. Hunter know.
- **Board Warning Process** – The Hearing Investigators have finalized the following process:
  - The Hearing Investigator (HI) will review the request for a Board Warning when e-mailed by the supervising Community Corrections Officer (CCO) in response to a violation.
    - If the HI approves the request for Board Warning, they will complete the form, covert it to PDF and send it to the supervising CCO and to the assigned CRT. The assigned CRT will enter the action in OMNI, update the Action Sheet in the file and upload the form in OnBase.
    - If the HI disagrees with issuing a Board Warning, they will do the following:
      - Confer with a Board Member to determine if an arrest needs to be made and send e-mail to the CCO with a cc to the assigned Administrative Assistant to upload into OnBase.
  - Board needs to approve the updated Board Warning Form with edits at the October 25, 2021 Board Meeting.
- **Hearing Review Sheet (HRS) Checkbox for CD Treatment** – Ms. Schmidt has created this box on the HRS Checkbox for CD Treatment in the CRT Section.–
- **Board Member Packets** – Per Mrs. Ramsdell’s request, Mr. McDonald will include Assessments in the Board Member Hearing Packets.

- **New Business**

None

- **Check ins** – Check ins with Board and Staff

## B. Chair’s Report

- Ms. Rongen recognized Ms. Busch’s 20 years of service to the state of Washington.
- Ms. Rongen reported that three cases for Gradual Re-entry (GRE) will be identified to walk through the process to determine next steps.

**C. Board Member Reports**

None

**D. Board Meeting Minutes** – Ms. Rongen asked if there were any corrections or amendments to the minutes dated September 13, 2021 and September 27, 2021. Hearing none, the minutes are approved as written.

**F. RCW 9.95.422 Deliberations**

- MCWHORTER, John 772043  
Separate Deliberation Minutes will be posted to the website.

**G. Closed Session**

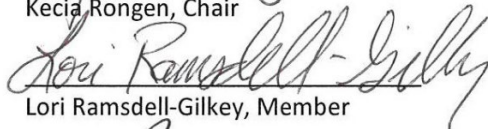
**H. Community Concerns Meetings (Closed to the Public)** - Victims/Survivors met via Microsoft Teams with the Board Members to provide a statement on how the crime has affected their life and to voice any concerns regarding an individual’s release.

**I. Adjourn** – 3:45 p.m.



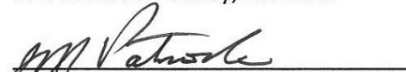
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Kecia Rongen, Chair




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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