

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, August 14, 2023

A regular meeting of the Indeterminate Sentence Review Board (ISRB) was held 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-Gilkey
- Jeff Patnode
- Elyse Balmert
- Jill Getty

Staff:

- | | |
|---|---|
| Corey McNally, Executive Director | Rebecca Torrence, Executive Assistant |
| Heather Duell, Admin. Assistant III | Kerri McNeil, Victim Liaison |
| Ronda DeBower, Records Supervisor | Monika Fields, Hearing Investigator III |
| Kristi Busch, Hearing Investigator III | Christine Hunter, Correctional Records Technician |
| Ron Frederick, Hearing Investigator III | Vilayvanh Janis, Correctional Records Technician |
| Matt Frank Hearing Investigator III | Teresa Schmidt, Correctional Records Technician |
| Theresa Hinds, Hearing Investigator III | Nadine Tucker, Correctional Records Technician |
| Kathleen Trombley, Program Specialist III | Sarah Lykes, Office Assistant |
| Ji Soo Shin, Admin. Assistant I | |

Guest: Nathan Pilling, Kitsap Sun Reporter

Mr. Pilling observed the Deliberations for the case falls under RCW 9.95.422.

I. Board and Staff Discussion

- Calendar – The Hearing Calendars through November 2023 were reviewed and updated.
- Monthly Data Report

	Jun-23	Jul-23
RELEASE HEARINGS	48	47
RELEASABLE	24	*
NOT RELEASABLE	22	*
CONTINUED/RESCHEDULED	2	*
VIOLATION HEARINGS IN CUSTODY:	14	13
VIOLATION HEARINGS OUT OF CUSTODY:	2	3

REVOKED:	8	9
REINSTATED:	7	7
CONTINUED ON ACTIVE STATUS:	0	0
PENDING:	1	0
CONTINUED:	0	0
ARREST @ OOC HEARING	0	0
Sched New Hearing - New Info:	0	0
TOTAL HEARINGS	64	63

ADMINISTRATIVE REINSTATEMENTS:

LETTERS TO VICTIMS/SURVIVORS:	87	106
EMAILS TO VICTIMS/SURVIVORS:	17	19
MAIL RETURN:	18	18
SUMMARIES PROVIDED:	6	2
HEARINGS ATTENDED:	0	1
VICTIM SURVIVOR MEETINGS:	1	3
EXCLUSION ZONE CONDITION REQUESTS:	1	0
EXCLUSION ZONE RE-VERIFICATIONS:	1	1
REFRAIN FROM CONTACT REQUESTS:	0	0
ORPs APPROVED:	23	19
RELEASE FROM NON-BOARD CAUSE:	0	0
ORPs DENIED:	5	10
RELEASES CANCELLED/SUSPENDED:	0	2
ICOTS:	0	2
FINALS ISSUED:	0	0
STIPULATED AGREEMENTS:	37	24
BOARD WARNINGS FY23 - Jan - Mar	3	7
COORESPONDENCE - US MAIL	47	53
COORESPONDENCE - E-MAIL	31	20

*** This data will be pulled when the month is closed.**

- Check ins – Staff had no updates to provide.

II. Chair's Report –

- Kentucky Visit – This agenda item will be moved to the Board Meeting on September 11, 2023.
- Staff Recognition – Staff were provided a gift of appreciation for their participation in updating the division's Mission, Values and Goals.

III. Executive Director Report

- Staff were reminded of the mandatory, in-person Trauma Informed Care Training on August 18, 2023, 9am – 4:15pm.
- The Board has contracted with another attorney and has another attorney to review.

IV. Board Member Reports – None.

V. New Business

- Restoration of Good Conduct Time – There was a brief discussion of the concern that Mrs. DeBower recently addressed. This topic will be added to the Board Meeting on September 11, 2023, for a more in-depth discussion.
- CRT Unit Update – A new Correctional Records Technician Lead was hired. Ms. Tucker was promoted from a Corrections Records Technician (CRT). Interviews will be conducted for the open CRT position that Ms. Tucker held.
- Audio Recordings in OnBase – The process for storing the hearing audio in OnBase has begun.
- Standard and Special Conditions – The document tracking the Standard and Special Conditions will be managed by Ms. Torrence and the document will be password protected. Ms. Torrence will also track all updates on a separate document which will also be password protected. The purpose is to maintain the integrity of the document.
- APAI Conference 2024 Update-Host Committee – The ISRB will be hosting the Association of Paroling Authorities International (APAI) conference in May 2024. The planning is in the beginning stages, but they have begun. There is a core host committee working with APAI staff and updates will be provided to staff.

VI. RCW 9.95.422 Case Deliberations

- NORMAN, Nedley 261755

Separate minutes will be posted to the website.

VII. Community Concerns Meetings (Closed to the Public) – Victims/Survivors met via Microsoft Teams and/or in person 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.

VIII. Closed Session

- Cases were discussed.
- July 2023 Quarterly Litigation Report – This topic will be moved to the September 11, 2023, Board Meeting.
- Sex Offender Policy Board (SOPB) – The SOPB is working on a project for updating sentence structure.
- Standard condition for relationships – The wording of the condition was verified.

IX. Adjourn – 4pm

DocuSigned by:
Kecia Rongen
Kecia Rongen, Chair

DocuSigned by:
Lori Ramsdell-Gilkey
Lori Ramsdell-Gilkey, Member

DocuSigned by:
Jeff Patnode
Jeff Patnode, Member

DocuSigned by:
Elyse Balmert
Elyse Balmert, Member

DocuSigned by:
Jill K. Getty
Jill Getty, Member