INDETERMINATE SENTENCE REVIEW BOARD BOARD MEETING SUMMARY MINUTES

Monday, September 25, 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 Not Present Jeff Patnode Elyse Balmert Jill Getty

Staff:

Corey McNally, Executive Director

Rebecca Torrence, Executive Assistant

I. Chair's Report –

- Wenatchee has a new Reentry Center
- Second round of Administrative Assistant 3 interviews will take place this week.
- Diversity, Equity and Inclusivity (DEI) Director has changed. Kecia is working with the Director to get put back into the process.
- Ms. Rongen and available Board Members will be meeting with David Riggins regarding the SDMF. It is a general meeting to check in on the process for the SDMF.
- APAI Committee planning is progressing and going well.

II. Executive Director Report –

- Informational Videos for staff are progressing forward.
- WAC 100? Is being revised and we are waiting for the Assistant Attorney General (AAG) to weigh in on the verbiage.
- Mr. McNally is working on the Bi-Annual Report.
- Three contract attorneys have been added to our attorney roster.

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III. Board Member Reports –

- There was a discussion regarding the date format in the Decision and Reasons report. In the narrative of the report the date will be written out (example: September 25, 2023). If the date is in a field box, it will be typed with slashes (example: 9/25/2023).
- The Correctional Records Technicians will be asked to fill out the last page of the Decision and Reasons report and to double check the format of the report is consistent throughout the entire report.

• Mr. Patnode conducted the first hearing at the Chehalis Tribal Jail, and it was successful.

IV. RCW 9.95.422 Case Deliberations

- 269624 ALDERMAN, Roger
- 261719 ISAACS, Gary

Separate minutes will be posted to the website.

V. Closed Session

- Cases were discussed.
- Structured Decision-Making Framework (SDMF) Quality Assurance (QA) The Board will continue to use this time to discuss the SDMF process to assure the Board is on the right track.
- Ms. Rongen and Mrs. DeBower are continuing to work with DOC staff to assure the correct Good Conduct Time is being calculated accurately.
- It was agreed upon that the specific wording of a condition regarding an Offender Release Plan will be, "You must submit a proposed release address no later than 90 days prior to your earliest release date on County, Cause #. Failure to do so, could result in a violation of supervision.".
- Mr. McNally and Ms. Rongen will work on adding best practices to the Washington Access Codes (WACs) in regards to codes that apply to codes that affect Board cases.

VI. Adjourn – 11:55am

DocuSigned by:

<u>Kecia Rongen</u> Kecið:Bongen-Chair

Not Present

Lori Ramsdell-Gilkey, Member

Jeff Patrode

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Elyse Barner, Member

Jill Getty Member