

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, November 13, 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
Kerri McNeil, Victim Liaison	Monika Fields, Hearing Investigator III
Ronda DeBower, Records Supervisor	Christine Hunter, Correctional Records Technician
Kristi Busch, Hearing Investigator III	Vilayvanh Janis, Correctional Records Technician
Ron Frederick, Hearing Investigator III	Teresa Schmidt, Correctional Records Technician
Matt Frank, Hearing Investigator III	Nadine Tucker, Correctional Records Tech. Lead
Theresa Hinds, Hearing Investigator III	Heather Duell, Correctional Records Technician
Kathleen Trombley, Program Specialist III	Sarah Lykes, Administrative Assistant III
Ji Soo Shin, Admin. Assistant I	Heather Vicha, Office Assistant III

I. Board and Staff Discussion

- Hearings Calendars through March 2024 were reviewed and approved.
- Monthly Data Report was reviewed, and revisions will be made.
- Check ins – Staff were asked what the team could do for them this week.

II. Chair's Report

- Ms. Rongen and Mr. McNally are working on Agency Requested Legislation.
- NIC is doing a research project on the SDMF.
- A reminder to staff regarding what is publicly disclosable.
- APAI 2024 planning is going well.

III. Executive Director Report

- Annual Reviews are underway.

IV. Board Member Reports

- Ms. Balmert and Ms. Getty reported having a busy week last week for hearings.
- Mr. Patnode noted that the request for reviewing conditions has increased.
- Mrs. Ramsdell-Gilkey recommends the staff observe the process for the SDMF.

V. New Business

- **Transgender, Intersex, and/or Non-Binary Individuals Policy** – The Board does not identify any individual as transgender, intersex and/or non-Binary. They only ask individuals what pronoun they would like to be referred to as.
- **2024 Board Meeting's Schedule** – The Board Meeting schedule was reviewed and approved.
- **Future ISRB iDOC Page** – We are working on having an ISRB iDOC page for internal DOC staff. The page will provide DOC staff with internal ISBR processes.
- **DOC Staff training** – Hearing Investigators provided training to DOC staff at the Everett Field Office regarding ISRB processes.
- **Records:**
 - CRTs will start copying and pasting the criminal history onto the Hearing Review Sheets.
- **Victim Services:**
 - Ms. McNeil and Ms. Trombley presented at the Legal Advocacy Meeting conducted at the King County Sexual Assault Resource Center. It was a great opportunity to educate others in similar fields what the ISRB has to offer. Ms. McNeil and Ms. Trombley were invited back for the training in 2024.

VI. October 2023 Board Meeting Minutes were reviewed and approved.

VII. RCW 9.95.422 Case Deliberations

- LINDAMOOD, Robert 277406

Separate minutes will be posted to the website.

VIII. 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.

IX. Closed Session
Cases were discussed.

X. Adjourn – 2pm

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