

INDETERMINATE SENTENCE REVIEW BOARD  
BOARD MEETING  
SUMMARY MINUTES

Monday, December 11, 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 9:30 a.m.

**Board Members:**

Kecia Rongen  
Lori Ramsdell-Gilkey  
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
Matt Frank, Hearing Investigator III	Nadine Tucker, Correctional Records Technician
Theresa Hinds, Hearing Investigator III	Heather Duell, Correctional Records Technician
Sarah Lykes, Administrative Assistant III	Heather Vicha, Office Assistant III
Ji Soo Shin, Admin. Assistant I	Teresa Schmidt, Correctional Records Technician

**Staff Not Present:**

Jeff Patnode, Board Member  
Ron Frederick, Hearing Investigator III  
Kathleen Trombley, Program Specialist III

**I. Board and Staff Discussion**

- Hearings Calendar – Reviewed and approved calendars through April 2024
- Monthly Data Report – Reviewed and approved.
- Check ins

**II. Chair's Report**

- Governor's Budget should be released this week.
- Ms. Rongen and Mr. McNally are working on agency legislation requests. They are looking for a sponsor for the Washington Supreme Court Decision, which affects conditions.
- Ms. Rongen attended the National Summit conference in Atlanta, Georgia last week. She participated as a panel member with the Nebraska Parole Board

Chair. The topic was “Between a Rock and a Hard Place.” The discussion was a success and well engaged with great questions.

- Within the conference, there was a portion set aside for Washington State to present issues they are facing.
- The data project regarding the Structured Decision-Making Framework (SDMF) is underway.
- The Association of Paroling Authorities International (APAI) Conference agenda is being finalized.

**III. Executive Director Report**

- The informational videos are underway. Ms. Torrence will be requesting an Adobe account that will allow us to access photos and the ability to edit photos. Our goal is to have them done prior to the APAI conference in May 2024. The videos are intended to be used to provide general informational videos for internal and external stakeholders.
- Several staff will be conducting informational training in Lakewood regarding the Board.
- The Biannual Data Report is almost complete.

**IV. Board Member Reports**

- Mrs. Ramsdell-Gilkey expressed the workload challenge added regarding producing an SDMF for all cases that took effect December 1, 2023.
- Ms. Balmert pointed out the name change for Monroe Corrections Complex from SOU to SRTC.

**V. New Business**

- Plain Talk Executive Order – Ms. Rongen requested staff to review documents within their work scope to assure we are adhering to the Executive Order.

**VI. Board Meeting Minutes**

- The November 2023 minutes were reviewed, edited, and approved.

**VII. RCW 9.95.422 Case Deliberations**

- None.

**VIII. Community Concerns Meetings (Closed to the Public) – None.**

**IX. Closed Session**

- Cases were discussed.
- 2023 Washington Supreme Court Decision Discussion – There was a discussion regarding the court decision to assure that the Board is adhering to the decision appropriately.

- There is an increase in requests from Individuals requesting their conditions be reviewed and updated.
  - Requests must be specific regarding what they are asking to be reviewed.
  - Requests will be treated as an appeal. It will be forwarded to the Hearing Investigator for review.
- Mr. McNally will draft a response that can be sent to the Individual if their request is not specific that can be sent back from the administrative staff, after the Hearing Investigator reviews it. This will ensure consistency and transparency.
- Hearing Investigator’s workloads were discussed. There has been an increase since the 2023 Washington Supreme Court Decision.

**X. Adjourn – 3:45pm**

DocuSigned by:  
*Kecia Rongen*  
Kecia Rongen, Chair

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

Not Present

Jeff Patnode, Member

DocuSigned by:  
*Elyse Balmert*  
Elyse Balmert, Member

DocuSigned by:  
*Jill K. Getty*  
Jill Getty, Member