

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, March 11, 2024

A regular meeting of the Indeterminate Sentence Review Board (ISRB) was held at the office 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	Ji Soo Shin, Admin. Assistant I
Heather Vicha, Office Assistant III	

Staff Not Present:

Sarah Lykes, Administrative Assistant III

I. Board and Staff Discussion

- Hearings Calendar through July 2024 were reviewed, updated and approved.
- Monthly Data Report for the month of February 2024 was reviewed.
- Check ins

II. Chair's Report

- HB2303 is waiting for the Governor to sign which is scheduled to happen next week.
- Ms. Rongen reported out on the American Probation and Parole Association (APPA) conference she attended and that there was good information provided to attendees. She was able to connect with DOC staff and have great productive conversations.

III. Executive Director Report

- In February 2023, ISRB staff updated the Mission, Vision and Values for the ISRB. One of the main topics that was made a priority was internal and external communication. Since DOC staff and the ISRB work together to assure the success of an Individuals life in and out incarceration, it was determined that it was important to keep DOC informed of ISRB processes. Mr. McNally was tasked with the format of which to do so. In coordination with an external media company, informational videos were produced. Once the videos are complete, they will be posted. There are videos for both internal and external stakeholders.

IV. Board Member Reports

- None.

V. New Business

- Board Members reviewed the Probable Cause Process. It will be an agenda item at the first Board Meeting in April.

VI. Board Meeting Minutes

- February 2024 meeting minutes were reviewed and motioned for approval.

VII. RCW 9.95.422 Case Deliberations

- None.

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 – 2:30pm

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 Getty
Jill Getty, Member