

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, March 10, 2025

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
Jeff Patnode
Corey McNally
Meghan Kelly-Stallings

Staff:

Leah Landon, Executive Director	Rebecca Torrence, Executive Assistant
Monika Fields, Hearing Investigator III	Kerri McNeil, Victim Liaison
Kristi Busch, Hearing Investigator III	Christine Hunter, Correctional Records Technician
Ronda DeBower, Records Supervisor	Ron Frederick, Hearing Investigator III
Matt Frank, Hearing Investigator III	Nadine Tucker, Correctional Records Tech. Lead
Kathleen Trombley, Program Specialist III	Teresa Schmidt, Correctional Records Technician
Heather Vicha, Office Assistant III	Heather Duell, Correctional Records Technician
Ji Soo Shin, Admin. Assistant I	

Not Present:

Sarah Lykes, Administrative Assistant III
Vilayvanh Janis, Correctional Records Technician
Theresa Hinds, Hearing Investigator III
Jill Getty, Board Member

I. Board and Staff Discussion

- Hearings Calendars through July 2025 were reviewed.
- Monthly Data Report was reviewed.
- Roundtable

II. Chair's Report

- The positions that the ISRB requested were not funded through the budget. We will wait to see if they are approved through legislation.
- State agencies were asked to submit a proposal of a 6% reduction in their budgets. The Department of Corrections was exempt from that due to public safety. However, staff may be participating in 24 furlough days.

- Ms. Rongen provided an update on HB 5266 and HB 1317.
- Ms. Rongen recognized several staff who have gone above and beyond.

III. Executive Director Report

- Ms. Landon will be auditing the Agency In-Service Training deadlines for staff.
- Process Decisions are also being audited. The template is being revised so the formatting is consistent.
- The monthly data that Ms. Torrence pulls may be something the DOC Data Analytics unit can pull for us.
- Manuals will be updated and standardized.
- The Shared Drive will also be cleaned up and organized in a more standardized manner.

IV. Board Member Reports

- None.

V. New Business

- J&S Project Update
- EMP Process - In early 2024 DOC expanded the requirements of the Extraordinary Medical Placement.

VI. Board Meeting Minutes

- February 2025 Board Meeting minutes were reviewed. Mr. McNally moved to approve the minutes, Ms. Kelly-Stallings seconded the motion, and the minutes were unanimously approved.

VII. RCW 9.95.422 Case Deliberations

- None.

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.
- How Process Decisions are being tracked was discussed. The Board Members provided input on the process and agreed that consistency is important. Ms. Landon will be working on this project.

X. Adjourn – 2:30

DocuSigned by:
Kecia Rongen
Kecia Rongen, Chair

DocuSigned by:
Corey McNally
Corey McNally, Member

DocuSigned by:
Jeff Patnode
Jeff Patnode, Member

DocuSigned by:
Meghan Kelly Stallings
Meghan Kelly Stallings, Member

Not Present

Jill Getty, Member