

**INDETERMINATE SENTENCE REVIEW BOARD  
BOARD MEETING  
SUMMARY MINUTES**

Monday, April 14, 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  
Jill Getty  
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
Theresa Hinds, Hearing Investigator III	Nadine Tucker, Correctional Records Tech. Lead
Matt Frank, Hearing Investigator III	Heather Vicha, Office Assistant III
Kathleen Trombley, Program Specialist III	Teresa Schmidt, Correctional Records Technician
Sarah Lykes, Administrative Assistant III	Heather Duell, Correctional Records Technician
Ji Soo Shin, Admin. Assistant I	

**Not Present:**

Vilayvanh Janis, Correctional Records Technician

**I. Board and Staff Discussion**

- Hearings Calendars were reviewed and revised through August 2025. The Governor's Office will be notified of any PRE cases that are found to be releasable.
- Monthly Data Report for the month of March was reviewed.

	Feb-25	Mar-25
<b>RELEASE HEARINGS</b>	<b>38</b>	<b>41</b>
<b>RELEASABLE</b>	24	17
<b>NOT RELEASABLE</b>	9	9
<b>CONTINUED/RESCHEDULED</b>	5	3
<b>DECISION PENDING</b>	0	12

<b>VIOLATION HEARINGS IN CUSTODY:</b>	<b>15</b>	<b>14</b>
<b>VIOLATION HEARINGS OUT OF CUSTODY:</b>	<b>1</b>	<b>1</b>
<b>REVOKED:</b>	4	8
<b>REINSTATED:</b>	6	5
<b>CONTINUED ON ACTIVE STATUS:</b>	1	1
<b>PENDING:</b>	5	1
<b>CONTINUED/RESCHEDULED:</b>	0	0
<b>ARREST @ OOC HEARING</b>	0	0
<b>Sched New Hearing - New Info:</b>	1	0
<b>TOTAL HEARINGS</b>	<b>54</b>	<b>56</b>
<b>ADMINISTRATIVE REINSTATEMENTS:</b>	7	4
<b>LETTERS TO VICTIMS/SURVIVORS:</b>	113	100
<b>EMAILS TO VICTIMS/SURVIVORS:</b>	28	25
<b>MAIL RETURN:</b>	34	23
<b>SUMMARIES PROVIDED:</b>	11	7
<b>HEARINGS ATTENDED:</b>	0	2
<b>VICTIM SURVIVOR MEETINGS:</b>	3	3
<b>EXCLUSION ZONE CONDITION REQUESTS:</b>	1	7
<b>EXCLUSION ZONE RE-VERIFICATIONS:</b>	3	1
<b>REFRAIN FROM CONTACT REQUESTS:</b>	0	0
<b>ORPs APPROVED:</b>	19	18
<b>RELEASE FROM NON-BOARD CAUSE:</b>	0	0
<b>ORPs DENIED:</b>	5	2
<b>RELEASES CANCELLED/SUSPENDED:</b>	1	0
<b>ICOTS:</b>	0	1
<b>FINALS ISSUED:</b>	0	0
<b>STIPULATED AGREEMENTS:</b>	20	22
<b>BOARD WARNINGS</b>	5	5
<b>CORRESPONDENCE - US MAIL</b>	23	31
<b>CORRESPONDENCE - E-MAIL</b>	57	50

- Roundtable

## II. Chair's Report

- Ms. Rongen has been approved to attend Association of Paroling Authority International (APAI) in Georgia in May. The hope is the budget will allow more staff to attend the next one.

- Conditions Project Training has been rescheduled for May 8, 2025 and a virtual option will be available. Staff from Center for Effective Public Policy (CEPP) will be providing the training, staff from the Community Corrections Division as well as the ISRB will be in attendance.
- The Governor has asked all agencies to do a Customer Service Survey as part of Results Washington. Jesse Jones is in charge of this project. Ms. Landon met with DOC staff to discuss the project.
- Ms. Landon has been tasked with working with DOC's DEI Administrator for us to team up with them to ensure we are meeting the goals of the Governor's Office.
- Ms. Landon set up CPR training in the office on April 15, 2025.

### **III. Executive Director Report**

- The clean up of the shared drive continues.
- A request for Research & Data Analytics (RDA) to pull our monthly data has been made so that Ms. Torrence does not need to pull data by hand monthly.
- Ms. Landon will also be working with RDA on a recidivism study.
- The Hearing Investigator's Manual is being updated. For the units that have current manuals they will be put into the new standardized format.
- The Process Decisions in the shared drive are being standardized as well and that is almost complete.
- Ms. Landon is working with the ISRB Victim Services Liaisons to create and implement a Victim Services Survey.

### **IV. Board Member Reports**

- None.

### **V. New Business**

- J&S Project Update – Ms. Vicha has completed approximately 80% of the project.
- 10am – 11am – Dr. Elizabeth Drake from Dispute Resolution Center (DRC) of Thurston County provided a presentation on Restorative Justice and provided great information regarding what services the DRC of Thurston County provides.
- 11am – 12pm – Ludmila (Mila) Tschursin from Department of Corrections Victim Services provided an overview of their program.
- OnBase Project – Ms. Torrence provided a document to staff requesting input by the end of business on April 24, 2025 regarding the update of the folders in OnBase.

### **VI. Board Meeting Minutes**

- March 2025 Board Meeting Minutes were reviewed and 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**

- Sexually Explicit Material Discussion – At this time, the Sexually Explicit Materials’ condition will not be added to the Standard Conditions.

**X. Adjourn – 3:15pm**

DocuSigned by:

*Kecia Rongen*

Kecia Rongen, Chair

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Signed by:

*Corey McNally*

Corey McNally, Member

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*Jeff Patnode*

Jeff Patnode, Member

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Signed by:

*Meghan Kelly Stallings*

Meghan Kelly Stallings, Member

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DocuSigned by:

*Jill K. Getty*

Jill Getty, Member

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