

INDETERMINATE SENTENCE REVIEW BOARD  
BOARD MEETING  
SUMMARY MINUTES

Monday, June 9, 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:**

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
Theresa Hinds, Hearing Investigator III	Nadine Tucker, Correctional Records Tech. Lead
Matt Frank, Hearing Investigator III	Vilayvanh Janis, Correctional Records Technician
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	Heather Vicha, Office Assistant III

**Not Present:**

Jill Getty, Board Member  
Kecia Rongen, Chair

NOTE: Jeff Patnode, Board Member facilitated the meeting.

**I. Board and Staff Discussion**

- Hearings Calendars were reviewed through October.
- Monthly Data Report was reviewed.

**II. Chair's Report**

- None.

**III. Executive Director Report**

- The Conditions of Supervision project has been in place for the last 9 – 12 months and the work will continue.
- The standardization for the forms is going well and near completion. Continued feedback on suggested edits should be sent to Mrs. Landon.

- The Hearing Investigator's Manual is in its final review. This manual will set the standard for all other manuals moving forward.
- The Shared Drive folders are still being cleaned up and organized.
- We have gotten the approval to work with the Research and Data Analytics (RDA) group to conduct a recidivism study. The goal for completion is approximately six months.

**IV. Board Member Reports**

- None.

**V. New Business**

- J&S Project Update – Mrs. Vicha is near completion of the project. It is projected that she will meet the targeted date of June 30, 2025.
- Designated Crisis Responders from Olympic Health and Recovery Services came in to speak with staff regarding the work they do and how they support the Department and the community.
- Ms. Schmidt was nominated for the 2024 Statewide Records Support Staff of the Year. She was presented with an award from the ISRB for being nominated. Ms. Rongen received the President's Award from the President of the Association of Paroling Authorities International (APAI) she was also re-elected as the Vice President for APAI.
- Safety – There are several new staff so our Safety Representative, Mr. Frank, informed staff where our meeting place is if there an emergency and an evacuation is necessary.
- Sexually Explicit Material condition – Mrs. Fields brought forward an issue that a Community Corrections Officer brought to her regarding the wording of the condition.

**VI. Board Meeting Minutes**

- May 2025 Board Meeting Minutes were reviewed, edited and approved. Mrs. Kelly-Stallings moved to approve the minutes, Mr. McNally seconded the motion.

**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.
- Hearing Timeframes for Victim notification – Ms. McNeil expressed a concern regarding the notification process for victims and survivors when an Individual signs a Waiver. The Victim/Survivors should have a 90-day notification of the hearing. The Hearing Waiver will be reviewed for wording.
- Strategic Planning – Mrs. Landon will be working on a plan for an updated Strategic Plan. The previous strategic plan was updated in 2023.

X. Adjourn – 12:15pm

Not Present

Kecia Rongen, Chair

Signed by:

Corey McNally

Corey McNally, Member

Signed by:

Jeff Patnode

Jeff Patnode, Member

Signed by:

Meghan Kelly-Stallings

Meghan Kelly-Stallings, Member

Not Present

Jill Getty, Member