

INDETERMINATE SENTENCE REVIEW BOARD  
BOARD MEETING  
SUMMARY MINUTES

Monday, February 25, 2009

A regular meeting of the Indeterminate Sentence Review Board was held in the ISRB Office Building located at 4317 Sixth Avenue SE, Lacey, commencing at 1:30 p.m.

Present were: Board Members:	Staff:
Jeralita P. Costa, Chair	Margaret McKinney, Executive Director
Tom Sahlberg	R. Peggy Smith, Planning and Research Administrator
Betsy Hollingsworth	Ellen Hanegan-Cruse, Victim Liaison
Dennis Thaut	Robin Riley, Executive Assistant
Dick Van Wagenen	Janice McMann, Correctional Records Technician
	Jill Getty, Hearings Investigator III
Donna Mullen, A.A.G.	

A. **Call to Order** – The meeting was called to order at 1:30 p.m.

B. **Chairs Report**

1. **Legislative Update** – Ms. Costa provided an update on the following bills:

- **SHB 1263/PSSB 5190 - An ACT relating to technical corrections to ensure accurate sentences for offenders** - This bill is currently on the floor of the Senate.

Ms. Costa had nothing new to report on the changes of supervision in the community. Senator Hargrove and the Governor each have a version of this bill. Ms. Costa reported that the Board cases are still covered and will be supervised.

- **SB 5207 / HB1281 – An Act relating to the rights of victims, survivors and witnesses of crimes to be heard before the indeterminate sentence review board and clemency and pardons board** – This bill is currently on the floor of the House.

Ms. Hollingsworth asked about the bill that restricts access to the internet for sex offenders. Ms. Costa replied she did not know the status of this bill but she would check into it and provide a response.

**Sex Offender Policy Board (SOPB) Update** – Mr. Sahlberg attended the last SOPB Meeting and provided an update. Shoshana Kehoe is the Interim SOPB Program Director

Subcommittee Reports – Both subcommittees made a motion approving funding for literature review.

Added to the portion that approved the contract with WSIPP, is to include juvenile offenders in the Meta analysis.

Mr. Sahlberg reported that the SOPB voted to adopt the approval of a policy position regarding state compliance with the Adam Walsh Act.

**Sentencing Guidelines Commission** – Ms. Costa reported that the Sentencing Guidelines Commission Meeting will coincide with the Gender and Justice meeting on Friday, March 13, 2009. Ms. Hollingsworth volunteered to attend the SGC Meeting as Ms. Costa's designee.

### C. **Executive Director's Report**

1. **Retention Schedule Presentation** – Ms. McMann made a presentation to the Board regarding records retention. She is developing a records retention schedule for the ISRB. The presentation outline is attached to this document. Ms. McMann will continue to gather information from all employees throughout this process. Ms. McMann has attended a Secretary of State Records Retention Seminar and is working on a very specific schedule for Board work.

Ms. Mullen mentioned that all AAG's will be providing Electronic Records Retention training – possibly in April 2009.

2. **Budget Woes** – The legislature is discussing mandatory furloughs for state employees – Ms. McKinney stated that the problem with mandatory furloughs is that the workload will still be there and there will be less time for completion.
3. **Hearing Examiner/Investigator – Outreach**

**Sex Offender Symposium** - Ms. Getty reported that the Hearing Examiner/Investigators presented at two DOC Sex Offender Symposiums that took place in Everett and King County. She stated there is a symposium scheduled for Pierce County in April. Ms. Getty also reminded the Board that Ms. Costa and Ms. Fields had participated in a symposium in Spokane several months ago. Symposiums have also been conducted in Yakima and Vancouver. All have been well received By DOC staff.

**Facility Training for Classification Counselors** – Ms. Getty reported that the Hearings Investigators are working on training for classification counselors. Mr. LaRosa will lead this training. Ms. Getty stated they are considering presenting training at five facilities across the state Mr. Thaut suggested that training take place at Clallam Bay Corrections Center so the outlying facilities feel included. The

facilities to be scheduled at this time are Airway Heights Corrections Center, Washington State Penitentiary, Monroe Correctional Command, McNeil Island Corrections Center, Washington Corrections Center and Clallam Bay Corrections Center. Ms. Getty stated that the Hearing Examiner/Investigators are trying to complete this training prior to July 2009 for budgetary reasons. Ms. Getty asked if the Board had topics they would like covered in the training, and to please provide input as soon as possible. Mr. Thaut would like the Board's expectations of facilities plans included in the curriculum. Mr. Sahlberg stated it is also important for the classification counselor to provide detailed information on infractions at the hearing. Mr. Thaut would also like the release planning piece included in the training. Ms. McKinney stated that the Hearing Examiner/Investigators will present information at the next staff meeting.

4. **Offender Change Program Standards Committee** – Ms. Getty will be the ISRB representative for this committee. Ms. McKinney will attend the first meeting, with Ms. Getty, on March 16, 2009.

5. **MRP Language**

Mr. Sahlberg originally sent out the presented language to begin a discussion about MRP wording in the Decision and Reasons. Mr. Thaut remembered that the old MRP wording was not useful to the DOC. Therefore, he feels there is no sense in using language that is so restrictive. Discussion ensued.

Mr. Thaut stated the Board needs to carve out some time to discuss this language and speak with one voice on this issue. The MRP language will be discussed at a future meeting with records staff.

The records staff are concerned that the Board is not indicating how much time is being added to the minimum term to complete the MRP. If time is added, the decision should include reasons for the addition to the minimum term and the MRP language. The Board Members told Ms. McKinney they would address the minimum term in the Decision and Reasons, and if no time is added the Board will indicate the following: "no time adjusted."

6. **Dictation and Deferred Decisions**

Ms. McKinney made a plea to the Board to continue to move the deferred decisions through the process as soon as possible. Ms. McKinney reported that she is asking all records staff the same.

D. **Old Business**

1. **Telecommuting Policy – Status**

Ms. Hollingsworth is working on this policy.