

INDETERMINATE SENTENCE REVIEW BOARD  
BOARD MEETING  
SUMMARY MINUTES

Monday, June 8, 2009

A regular meeting of the Indeterminate Sentence Review Board was held in the ISRB Office Building located 4317 Sixth Avenue SE, Lacey, commencing at 11:00 a.m.

Present were: Board Members:	Staff:
Jeralita P. Costa, Chair	Margaret McKinney, Executive Director
Dennis Thaut	R. Peggy Smith, Planning and Research Administrator
Tomi Sahlberg	Ellen Hanegan-Cruse, Victim Liaison
Betsy Hollingsworth	Robin Riley, Executive Assistant
	Irene Seifert, Correctional Records Technician II
	Jody Swails, Correctional Records Technician I
	Melissa Zuniga-Espinoza, Correctional Records Technician I
	Christine Hunter, Correctional Records Technician I

**A. Calendars and Scheduling**

The Board and staff reviewed calendars and schedules.

**B. Approval of Previous Minutes**

**ACTION 20-09:**

Mr. Sahlberg moved to adopt the minutes of the Board Meeting held May 11, 2009. Ms. Hollingsworth - 2<sup>nd</sup>.

*Decision:* Motion carried 4-0 and approved.

**ACTION 21-09:**

Ms. Hollingsworth moved to adopt the minutes of the Board Meeting held May 27, 2009 as amended. Mr. Thaut - 2<sup>nd</sup>.

*Decision:* Motion carried 4-0 and approved.

**C. Chair's Report**

**1. Association of Paroling Authorities International (APAI)**

Ms. Costa reported she was in Alexandria, Virginia for the DACUM Project which involves developing New Board Member Training in compliance with the National Institute of Corrections (NIC) parole framework.

Ms. Costa informed the Board Members that The National Institute of Corrections (NIC) is offering a 36-hour training program based on the Comprehensive Framework for Paroling Authorities in an Era of Evidence-Based Practices. Dwight Holden, Chairperson of the Delaware Board of Parole and Peggy Knoll from Kansas will be the trainers. Ms. Costa stated that someone will be brought in to provide training in risk assessments. The target audience is newly appointed board members with at least a year of service and seated board members who have not had training. The training will begin on July 20<sup>th</sup> with an introductory live on-line session. Board Members will have mandatory independent work prior to classroom training in Oklahoma from August 3<sup>rd</sup> through the 5<sup>th</sup>. There will be a follow-up on-line session the week of August 31<sup>st</sup>. Mr. Thaut is eligible to attend the training but will not be available.

Ms. Costa stated that she tries to forward WebEx training to the Board Members and asks that they take advantage of the training, if possible. Ms. McKinney asked the Board Members to be mindful if a cost is involved for trainings and if so, to check with her to see if funds are available.

APAI has opened the conference sight for 2010. The conference may be held in Savannah, Georgia. Ms. Costa reported that the APAI is looking at potential funding sources and working with PEW and NIC to determine how to incorporate frameworks.

The term for Steven Powers, Chair of the Oregon Board of Parole and Post Supervision is up on June 30, 2009. Mr. Powers has decided not to go for a re-appointment and will be leaving within the next month or two.

## **2. Sentencing Guidelines Commission**

Ms. Costa reported she will be attending the Sentencing Guidelines Commission Meeting on Friday, June 12, 2009. She has not received an agenda, but when she does she will forward it to the other members. At the last SGC meeting the legislative session was discussed

## **3. Sex Offender Policy Board (SOPB)**

Ms. Costa reported that the SOPB Registration and Notification Committee Meeting is scheduled for Tuesday, June 9, 2009. The committee will meet with the sub-committee to discuss community involvement. The next full Board Meeting of the SOPB is scheduled on June 25, 2009 at the Yakima Forum on Sex Offenders Law and Policy. The focus of the meeting will be on feedback in central and eastern Washington on notification. Ms. Costa will attend as a member of the SOPB. Mr. Thaut, Ms. Hollingsworth and Mr. Sahlberg will attend as guests.

## **4. Discussions with the Department of Corrections (DOC)**

### **a. ISRB/DOC Quarterly Meeting**

Ms. Costa reported that the next quarterly meeting with the Board and the DOC Senior Management Team is on June 11, 2009. Mr. Thaut stated he would like to hear about the Supervision Bill and DOC's implementation plans. Mr. Thaut would like the Board and DOC to discuss at what point there will be a disproportionate amount of Board cases on supervision and possible future joint legislation. Ms. McKinney reported that Mr. Vail and several of the Senior Staff will not be in attendance. Ms. Aylward and Ms. Strange will be available to meet with the Board.

Topics for discussion include the following:

- Clarification on End of Sentence Review Committee (ESRC) Referrals for Forensic Psychologicals
- Referrals for Dangerously Mentally Ill Offenders (DMIO)
- Pre-assessments in place of polygraphs

Ms. Costa asked Ms. McKinney to ask Ms. Aylward if she had questions for the Board. The Board would also like her to bring some pre-assessments for the Board Members to review.

**b. Mutual Re-Entry Program (MRP)**

Ms. Costa stated the Board and Hearings Examiners should meet with Karen Daniels and whomever she would like to attend to discuss MRPs. Mr. Thaut would like the Board Members to review current DOC Policy with regard to MRPs and discuss the subject at the next Board Meeting.

The Board would like a Hearings Examiner to provide a couple of good examples of Board decisions in these cases and the DOC's response to those decisions.

Ms. McKinney reminded the Board that DOC has asked us not be too specific in the Decisions and Reasons about actual programs when requesting programming to address an offender's needs. DOC has asked that we focus on deficits that need to be addressed.

The Board would also like to discuss Work Release and Offender Release Plans as well.

**5. Blackberries**

Ms. Costa reported that those that have Blackberries will receive new ones. She stated there will have to be a coordinated effort to turn in all the old Blackberries so the new ones can be programmed by the DOC. During the switch, people will be without Blackberries for 3 to 4 days.

## D. Executive Director's Report

### 1. Budget:

At this point in the fiscal year we would be expected to have spent 91% of our budget. We have spent 88%.

In Object "Goods and Services" there are 19 sub-objects. You'll note that we are overspent in 11 of those 19 categories. The primary reason that hasn't been a problem is the fact that our AG costs have been quite low compared to our allotment. We have over \$120,000 in savings in that category.

We have significant funds available in travel and I think this is primarily a result of my inability to accurately anticipate travel costs two years out. We will see, however a relatively large expenditure of funds in this category as employees submit overdue reimbursement requests and because the staff have travelled quite a bit this month providing training throughout the state.

It is unclear why the allotment for FTEs shows only 2 FTEs. In fact, our allotment is 16.2 FTEs. With that in mind, it is important to note that we are NOT overspent by 14.29 FTEs as this document suggests.

2. **Hiring and Out-of-State Travel Freeze** - Ms. McKinney reported that the travel and out-of-state hiring freeze will be lifted on July 1, 2009.
3. **Small Agency Consultant** – Ms. McKinney has invited the OFM Small Agency Consultants to join us for music in the park on July 18<sup>th</sup> – bring a sack lunch.
4. **AAG – Requests for Advice** – Ms. McKinney stated our agency needs to track all questions sent to the AAG for a response so we can keep track of what responses we are waiting for.

## E. Old Business

### 1. ISRB Policy 530.20 - Leave

#### ACTION 22-09

Ms. Hollingsworth moved to adopt ISRB Leave Policy 530.20. Mr. Sahlberg – 2<sup>nd</sup>.

*Decision:* Motion carried 4-0 and approved.

### 2. Concurrent CCB Scheduling Issues

Mr. Thaut asked if there is a way we can justify not seeing an offender on the first ERD and comply with the statute. Discussion ensued. The Board currently schedules .420 hearings

120 days prior to each cause. If there is way to defer to the longest ERD it would be the best use of state resources.

Ms. Costa stated that seeing an offender on their earliest ERD affects their entrance in SOTP because of the additional cause. However, if the offender is not seen on their earliest ERD, they could potentially be held past their ERD if the longest running cause was overturned.

Ms. Costa suggested that a work session be set up to include ESRC, AAG's, Board Members and staff to iron out what the actual issues are and develop solutions and draft language for proposed legislation. ISRB staff should include Ms. Smith, Ms. Hanegan-Cruse and Ms. Fields and Ms. Seifert.

Statute currently says we must see an offender 90 days prior to the ERD. Ms. Mullen will review this statute and respond.

3. **Advisory Memos** – Ms. McKinney introduced the concept of Advisory Memos. Advisory Memos will be published anytime the Board makes a decision on policy or process. Ms. Costa suggests that the memos be numbered and listed by title and number for tracking purposes.

## **F. New Business**

### **1. Victim Services Policy**

Ms. Hanegan-Cruse presented the draft Victim Services Policy. She asked the Board for direction on the policy. Discussion ensued. Ms. Mullen asked about the definition of victim. Ms. Hanegan-Cruse responded that the definition was from statute.

Ms. Hollingsworth asked for clarification of "Victim Services will provide information and assistance." Ms. Hanegan-Cruse stated it means facilitation of input to the board and providing referrals. Discussion ensued and those in attendance agreed that including a definition of "assistance" in the policy would be helpful. Ms. Hollingsworth would also like the definition of "concerned citizen" clarified. Ms. McKinney asked Ms. Hollingsworth and Ms. Hanegan-Cruse to get together to discuss these changes. Ms. Costa would like the definitions to be alphabetized.

Ms. McKinney asked the Board how they want to proceed with presentations from unadjudicated victims. The Board will allow in-person presentations at a Board Meeting; however unadjudicated victims may not make statements at an offender hearing.

Ms. Costa stated that anybody has the right to present input on a case.

Ms. Costa stated that community members could attend the public portion of the Board Meeting to make a statement. Victims/Survivors can make a presentation during the Executive Session of the Board Meeting. The AAG will advise if the Board Meetings are actually open public meetings.

**2. Public Comment:**

Ms Costa asked that a public comment section will be added to the agenda for future Board Meetings.

**3. Travel Policy**

Ms. McKinney introduced this policy which is now on Share Point for review and comment. Changes were discussed and the policy will be presented at the next Board Meeting for a vote.


**IX. AAG Report**

Ms. Mullen discussed her activities during the last month. She has received requests for opinions from Board & staff.

**X. Executive Session**

1. Case Discussion

**XI. Adjourned**



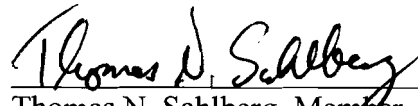
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Jeralita P. Costa, Chair



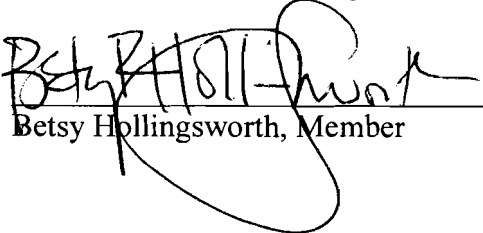
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Dennis L. Thaut, Member



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Thomas N. Sahlberg, Member



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Betsy Hollingsworth, Member