

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES

Monday, August 10, 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 11:00 a.m.

Present were: Board Members:	Staff:
Jeralita P. Costa, Chair	R. Peggy Smith, Planning and Research Administrator
Dennis Thaut	Ellen Hanegan-Cruse, Victim Liaison
Tom Sahlberg	Irene Seifert, Correctional Records Technician II
Betsy Hollingsworth	Jody Swails, Correctional Records Technician I
Donna Mullen, AAG	Melissa Zuniga-Espinoza, Correctional Records Technician I
	Christine Hunter, Correctional Records Technician I

Absent - Margaret McKinney, Executive Director

A. Calendars and Scheduling

Calendars and schedules were discussed and amended for the months of August, September, October and November of 2009.

B. Approval of Previous Minutes

ACTION 30-09:

Ms. Hollingsworth moved to adopt the minutes of Board Meetings held July 13, 2009 and July 29, 2009. Mr. Sahlberg – 2nd.

Decision: Motion carried 4-0 and approved.

C. Chair's Report

• **Sentencing Guidelines Commission (SGC)**

Ms. Costa reported that the August SGC Meeting has been cancelled.

Ms. Costa reported that statute requires the Chair of the ISRB, or the Chair's designee, to be a member of the Sentencing Guidelines Commission (SGC), and the Sex Offender Policy Board (SOPB). At this time, Peggy Smith is the Chair's alternate designee on the SOPB.

• **Sex Offender Policy Board (SOPB)**

Ms. Costa will attend a Sex Offender Policy Board Sub-Committee Meeting on Sex Offender Registration on August 11, 2009 at the Washington Association of Sheriffs and Police Chiefs

- **Legislative Proposals –**

Proposed legislation regarding the concurrent/consecutive Community Custody Board Causes: The Z-draft was received from the Code Reviser's Office and agreed to by the Board members at the last Board meeting just before adjourning. Ms. McKinney will begin the stakeholder work.

D. Executive Director's Report

- **Strategic Plan**

Ms. Smith provided statistics on ISRB Prison Hearing Measures, Workload/Caseload Factors, and offenders who are in ICE Custody or Deported.

Ms. Smith also provided Case Management Data from February 2009 through July 2009.

- **Processing Release Plans via Docu-sign:**

Ms. Hollingsworth stated she would like to see Offender Release Plans forwarded to the Board electronically for review and decision. Discussion ensued.

Ms. Riley will schedule a meeting to include the Board Members, Hearings Examiner/Investigators, Executive Director and Planning and Research Administrator. The topic of discussion will be submission of Offender Release Plans and Hearing Examiner/Investigator work-ups via Docu-sign.

E. Old Business

1. **ISRB Policy – 500.30 Hours of Work and Operation**

The Board would like this policy put on the next Board Meeting agenda for a vote with suggested wording changes.

2. **Condition Wording for Sexually Explicit**

The Board looked at the wording for the sexually explicit materials release condition. Mr. Thaut stated that the condition should mirror DOC's policy 450.100. Ms. Riley will compare the DOC wording with the wording provided at today's meeting. This issue will be discussed and decided on at the next Board Meeting in August 2009.

F. New Business

1. **Organizational Chart -**

ACTION 31-09:

Mr. Thaut moved to adopt ISRB Organization Chart with an amendment to remove the percentages. Ms. Hollingsworth – 2nd.

Decision: Motion carried 4-0 and approved.

- 2. Credit Card Use Policy** – This policy is being introduced. It is on Share Point and will be voted on at the next Board Meeting.

G. Public Comment

No public comment.

H. AAG Report

Ms. Mullen will provide a written opinion on CCB Release to OAA. Ms. Mullen reported that she was under the impression that she was not to provide advice until staff looked at DOC's release procedure. Mr. Thaut stated the question is who has the authority to make a release decision. The Board would like to know if they can approve the release plan. Ms. Mullen will provide written legal opinion at the next Board Meeting.

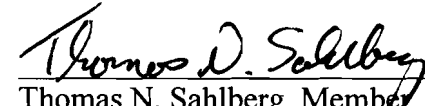
I. Executive Session

J. Adjourned 2:26 p.m.

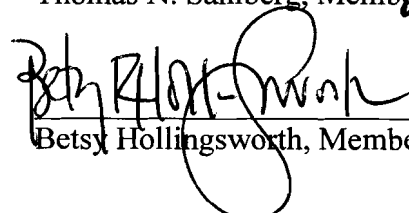
Jeralita P. Costa, Chair



Dennis E. Thaut, Member



Thomas N. Sahlberg, Member



Betsy Hollingsworth, Member