

INDETERMINATE SENTENCE REVIEW BOARD
BOARD MEETING
SUMMARY MINUTES
August 26, 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:
Dennis Thaut	Margaret McKinney, Executive Director
Tom Sahlberg	R. Peggy Smith, Planning and Research Administrator
Betsy Hollingsworth	Ellen Hanegan-Cruse, Victim Liaison
	Robin Riley, Executive Assistant
	Irene Seifert, Correctional Records Technician II

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

B. **Chair's Report**

- **Division of Responsibilities**

The ISRB is currently without a Chair and an Appointing Authority. Until the Governor's Office appoints a new Chair the following responsibilities will be divided as follows:

1. Mr. Thaut will Chair the Board Meetings and sign Board approved policies.
2. The Executive Assistant will report to the Executive Director
3. Signing Authority for Budgetary Issues – The Executive Director and Planning and Research Administrator have unlimited signing authority. The Executive Assistant has signing authority up to \$2,000.00
4. Sentencing Guidelines Commission – Ms. Hollingsworth will be the interim representative for the ISRB.
5. Sex Offender Policy Board – Mr. Sahlberg will be the interim representative for the ISRB. Ms. Smith will continue to attend the SOPB Benchmarks Committee.
6. Request Legislation – Mr. Sahlberg will work with Ms. McKinney on request legislation. Ms. Riley will assist.
7. Board Member Presentations:
 - Ms. Hollingsworth will make a presentation at the WAPA sponsored Special Assault Unit Conference in October – date and time to be determined.

- The Board will make a presentation to the community regarding the Sex Offender Treatment Program at Airway Heights Corrections Center. After discussion, the Board would like Mr. Thaut to make the presentation. If he is not available, Mr. Sahlberg will make the presentation.
- **Sex Offender Policy Board (SOPB)**

Mr. Thaut attended the SOPB Community Meeting in Everett on Thursday, August 20, 2009. The only agenda item was a report from the Everett Community Task Force which includes a compilation of addresses showing where the concentration of sex offenders reside in certain areas of the city. The three standing sub-committees reported on their progress. SOPB Committee Reports are due to the legislature in November.

C. Executive Director's Report

- **Budget**

Ms. McKinney discussed the agency budget and provided budget reports to Board Members. Allotments are not included in current documents.

- **Strategic Plan**

Ms. Smith presented an update on Strategic Measures for Fiscal Years 2009-2011. Items included in the update are included in the agency reports to the Office of Financial Management. Ms. Smith introduced the CCB Outcome Measure Monitoring Report. This report will be updated quarterly.

- **IT Updates**

Ms. McKinney reported that the IT Portfolio must be updated every year and submitted to the Department of Information Systems (DIS). Mr. Snelson and Ms. Smith have completed the update of the IT Portfolio for this year and submitted the report to DIS prior to the due date.

Cost Saving Measures – Mr. Snelson has begun the process of replacing personal printers when the last toner cartridge is used. Board Members and staff will be networked to the copier or a printer in their area. This will save money on electricity and printer supplies.

D. Old Business

1. ISRB Policy - Hours of Work and Overtime 500.30

ACTION 32-09

Ms. Hollingsworth moved to approve the Hours of Work and Overtime Policy. Mr. Sahlberg - 2nd.

Decision: Motion carried 3-0 and approved.

2. ISRB Policy - Credit Card Use 200.30

ACTION 33-09

Ms. Hollingsworth moved to approve the Credit Card Use Policy. Mr. Sahlberg - 2nd

Decision: Motion carried 3-0 and approved.

3. Provision Release Advisory Memorandum

Ms. Seifert asked for clarification and re-wording in regards to standard language in the Decision and Reasons for offenders found not releasable in order to complete treatment. When the ISRB receives a completion summary for treatment, an administrative review will be scheduled to determine the next action. Ms. McKinney and Ms. Seifert will finalize the wording for the Decisions and Reasons.

4. Standard Condition for Sexually Explicit Material

Previously, AG Mullen provided the Board with proposed language for a condition regarding sexually explicit material. After review of the proposed wording, RCW 9.68.130 and the Department of Corrections policy regarding Unauthorized Mail, the Board came to a consensus to use the proposed language provided by Ms. Mullen when issuing this special condition. This condition will be included in the list of Uniform Conditions to be listed on the Group Drive. The wording is as follows:

Do not possess or access sexually explicit materials. "Sexually explicit materials" are any pictorial representations of (adults/minors/_____) that are intended for sexual gratification. This includes, but is not limited to, material involving (males/females/minors/_____) which show genitalia, bodily excretory behavior that appears to be sexual in nature, physical stimulation of unclothed genitals, masturbation, sodomy (i.e. bestiality or oral or anal intercourse), flagellation or torture in the context of a sexual relationship, or emphasizing the depiction of human genitals. Works of art or of anthropological significance are not considered "sexually explicit materials."

Ms. McKinney and Ms. Seifert are reviewing the standard conditions of parole/release as well as putting together a list of uniform special conditions.

E. New Business

1. Annual Conferences

The Association for the Treatment of Sexual Abusers (ATSA) 28th Annual Conference.

The Board Members have decided they will not attend the ATSA Conference this year
The Association of Paroling Authorities International (APAI)

The Board Members may wish to attend the annual APAI Conference in April if possible and suggest that Ms. McKinney attend as well.

2. Media Attention

Ms. McKinney has begun work on an "Observing a Hearing" policy and will send the Board Members what she has so far. Ms. Hollingsworth asked that this policy mirror the Community Concerns Policy about who attends hearings. Ms. McKinney and the Board Members will meet to talk about the media portion of this policy.

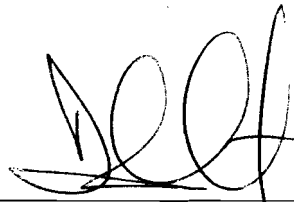
3. Hearing Recordings.

Ms. McKinney would like the Board to consider notifying the offender at the beginning of the hearing that the recording is disclosable. At this time it is very time consuming to redact the hearing recording. Until this is researched further, the Board has asked that hearing recordings not be released to anyone who is not authorized to receive this information by the offender. Ms. McKinney also reminded Board Members that hearing recordings are currently being kept for six months.

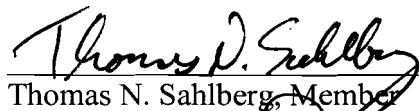
F. Public Comment - None.

G. AAG Report - None.

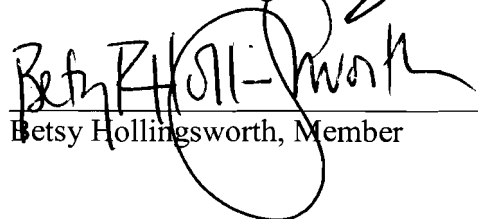
H. Adjourned – 3:00 p.m.



Dennis L. Thaut, Member



Thomas N. Sahlberg, Member



Betsy Hollingsworth, Member