

INDETERMINATE SENTENCE REVIEW BOARD  
BOARD MEETING  
SUMMARY MINUTES

Monday, September 14, 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:

Dennis Thaut  
Betsy Hollingsworth  
  
Donna Mullen, AAG

Staff:

Margaret McKinney, Executive Director  
R. Peggy Smith, Planning and Research Administrator  
Ellen Hanegan-Cruse, Victim Liaison  
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

Absent: Tom Sahlberg

**A. Calendars and Scheduling**

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

**B. Approval of Previous Minutes**

**ACTION 34-09:**

Ms. Hollingsworth moved to adopt the minutes of Board Meetings held August 10, 2009 and August 26, 2009. Mr. Thaut – 2<sup>nd</sup>.

*Decision:* Motion carried 2-0 and approved.

**C. Board Member Reports**

• **Sentencing Guidelines Commission (SGC)**

Ms. Hollingsworth attended the Sentencing Guidelines Commission (SGC) Meeting on Friday, September 11, 2009. The SGC staff had been asked to do a cost savings analysis regarding a variety of changes in sentencing that could be considered by the legislature. Discussion included reducing the inmate and jail population by reducing each sentence by 30 days. Another option discussed was compressing the risk levels which would create longer ranges and provide the judges with more discretion.

Anmarie Aylward provided a special report on research she is conducting on female offenders as there has been an increase in this population. The research includes different initiatives to release these offenders sooner with supervision and wraparound services.

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

Mr. Sahlberg attended the SOPB Meeting in Lakewood on August 27, 2009. The main topic of discussion was the Crime Free Housing Program used in Lakewood.

- **Legislative Proposals –**

Mr. Sahlberg has submitted draft request legislation to stakeholders. The legislation has to do with scheduling .420 Hearings 120 days prior to the longest running concurrent Community Custody Board cause.

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

- **Strategic Plan**

Ms. Smith reported that a Strategic Plan Update will be provided quarterly rather than monthly.

Ms. Smith presented spreadsheets for Fiscal Year 2010 which include Workload Factors/Caseload Factors & ISRB Prison Measures. The statistics for Fiscal Year 2009 are posted on the website and the intranet. The percentage of offenders released after sex offender treatment was discussed. The Board would also like to see offenders enter into SOTP early enough to complete treatment prior to their hearings.

- **Budget**

To date, the ISRB has spent 16.2% of its total, REDUCED, allotment. Reduced allotment is the amount of our total budget after the Governor's additional 2% reduction. At this point in the fiscal year we would expect to have spent 16.6% of our total budget. This is a little concerning since our expenditures in August did not include 2 weeks of the Chair's salary nor did it include any expenditure for supplies. It will be good to have the additional cushion of the vacant Chair position in September.

The only glaring issue at this point is an allotment for Sub-Object EP – Insurance that was not accurately set. So our budget will be overspent in that Sub-Object for the next two years. It will be important to remember this as we look at future budget statements because we will have to be under spent in some area to make up for that miscalculation. It should be noted that the "unexpected" \$9000+ expenditure is the Office of the Attorney General's service fees for representing the ISRB in tort claims. It is not an insurance claim as I previously presumed.

- **ORP Process for Docu-Sign**

Ms. McKinney distributed a flow chart on the ORP Process for Docu-Sign. The staff suggested that a lead Board Member be assigned for this process to rotate monthly. Ms. Hollingsworth will be the first lead Board Members for the ORP Process for September. This will rotate between Ms. Hollingsworth and Mr. Sahlberg because they are both full time Board Members. Once the process is in place, Ms. Riley will send an e-mail to staff listing the lead Board Member assigned for the month and also place it on Share Point.

- **Psychological Evaluations**

Ms. McKinney presented a break down by hearing type for October, November and December. The staff are concerned there will be several continuances of .100 Hearings because a psychological report has not been received due to lack of psychologists at the facilities.

The Board Members present discussed this issue and asked Ms. McKinney to prepare an advisory memo outlining their decision.

- **Forms**

Ms. McKinney is in the process of updating all ISRB forms.

- **Work Week Schedules**

Ms. McKinney has e-mailed the Board and asked them to update their work week schedules.

- **Flu**

Ms. McKinney has asked Board Members as well as staff to be vigilant and do not come to work if you are sick.

## **E. Old Business**

### **1. ISRB Policy – Observers and Media at ISRB Hearings**

This policy is being introduced and will be voted on at the September 30, 2009 Board Meeting.

## **F. New Business**

### **1. Agenda Items for DOC Quarterly Meeting (September 23, 2009)**

The Board agreed on three topics to discuss at the upcoming DOC Executive Management Quarterly meeting. Those topics are: SOTP Completion Dates, RMIT Team Decisions, and the need for Psychological Evaluations prior to hearings.

**2. ISRB Policy – 510.70 – Layoff – Washington General Service**

This policy is being introduced and will be voted on at the September 30, 2009 Board Meeting.

**3. ISRB Policy – 530.10 – Salary Determination**

This policy is being introduced and will be voted on at the September 30, 2009 Board Meeting.

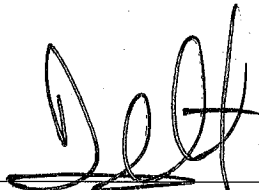
**G. Public Comment**

None

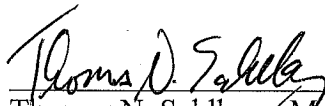
**H. Executive Session**

1. AAG Report

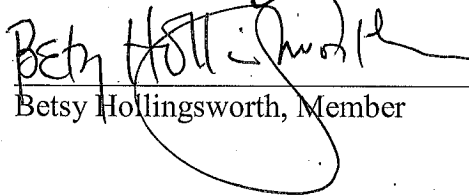
**I. Adjourned 3:20 p.m.**



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Dennis L. Thaut, Member



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Thomas N. Sahlberg, Member



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Betsy Hollingsworth, Member