

# Washington State Criminal Sentencing Task Force Meeting

February 18, 2020 9:00am-2:45pm

ZOOM Meeting

# AGENDA



## Meeting Goals

- Task Force introductions and updates
- Review Task Force Operating Procedures
- Discuss Principles of Collaborative Decision-Making
- Grid Subgroup Work to Date
- Legislation briefing

# AGENDA

**9:00am**  
**Review Agenda,  
Groundrules**

**9:05am**  
**Introductions and Updates**

**9:25am**  
**Dynamics of Collaborative  
Processes and  
Participatory Decision-  
Making**

**10:00am**  
**Task Force Operating  
Procedures**

**10:30am**  
**BREAK**

**10:40am**  
**Operating Procedures  
Continued**

**11:00am**  
**Grid Decision Points,  
Considerations, and Research**

**12:00pm**  
**Break for Lunch**

**12:30pm**  
**Continue: Grid Decision  
Points, Considerations, and  
Research**

**1:45pm**  
**Update on Legislation**

**2:00pm**  
**Next Steps/Action Items**

**2:30pm**  
**Questions from Observers**

**2:45pm**  
**Adjourn**

# ZOOM: Virtual Meeting Groundrules

**Mute your audio:** Whether you've joined by phone or video, please mute your audio until just before it's your turn to speak.

**Join by Video:** We encourage everyone to join by video (recognizing that bandwidth issues may prevent some from using video) Personal presence is important for collaborative group meetings, and even more crucial for virtual meetings.

**Gallery view:** Please select gallery view (in top left corner of your computer screen), so you can see everyone & not just the speaker.

# ZOOM: Virtual Meeting Groundrules

**Chat:** On the bottom “menu” bar on your screen (or in the participant box on a mobile device app) you’ll see a “chat” button. We have disabled the private chat function to adhere to your groundrule of no side conversations. If you want to chat to the facilitators or pass along info to the Task Force, please send your chat to Molly, who is monitoring the chat.

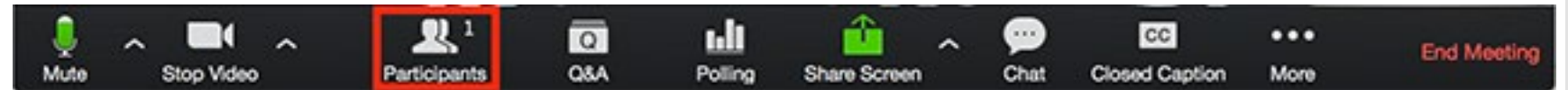
**Phone Participation:** For those only on via phone, we will facilitate discussion similar to in-person meetings. During discussion, we will start w/Task Force members “in the room” (those on Zoom, using “Raise Hand”) then ask those on phone if they have questions or comments.

# ZOOM: Virtual Meeting Groundrules

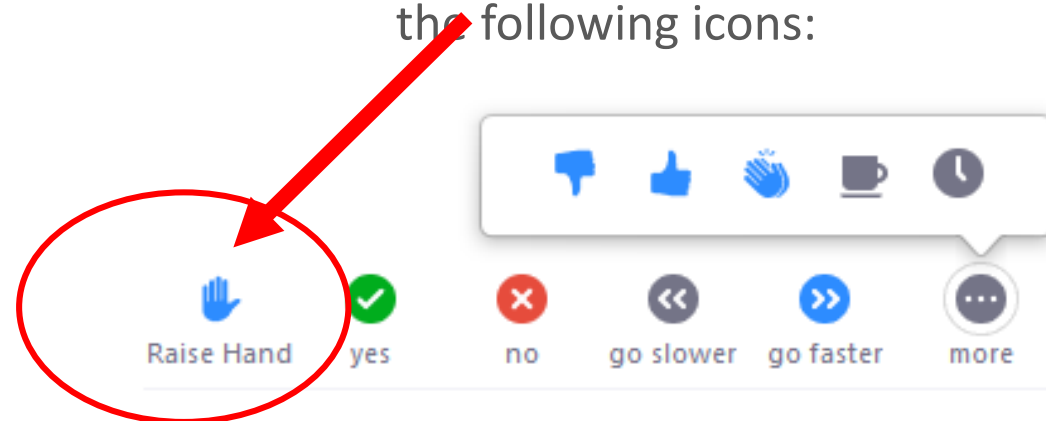
**When you want to speak:** To avoid talking over one another, we ask that those on video use the “raise your hand function”. The Facilitation Team will monitor this and call on folks individually, similar to how we use table tents during in-person meetings.

To access the “raise your hand function”:

Click on the “participants” icon.



This will bring up the participant box and at the bottom you will see the following icons:



# Task Force Groundrules

## Criminal Sentencing Task Force Groundrules

- **Be Respectful**
  - One person speaks at a time; listen when others are speaking, avoid interrupting and side conversations.
  - Keep comments brief so everyone gets a chance to share their thoughts. Avoid dominating the discussion.
  - Hear and respect all opinions.
  - Silence cell phones and refrain from using laptops during the meeting, except to take notes.
- **Be Constructive**
  - Acknowledge that all participants bring with them legitimate purposes, goals, concerns, and interests, whether or not you are in agreement with them.
  - Openly explore issues.
  - Act in “good faith,” seeking to resolve conflicts and identify solutions.
  - State concerns and interests clearly, listen carefully to and assume the best in others. Leave negative assumptions and attitudes at the door.
  - Share comments that are solution focused, rather than repeating past discussions.
  - It’s OK to disagree, it is not OK to make personal attacks or slanderous statements.
  - Minimize the use of jargon and acronyms, define and explain when used.
  - Work towards consensus. Be willing to compromise.
  - Ask for clarification when uncertain of what another person is saying. Ask questions rather than make assumptions.
- **Be Productive**
  - Begin and end meetings on time.
  - Respect time constraints.
  - Adhere to the agenda as much as possible, focusing on the subject at hand.

9:05-9:25am

## Introductions

- **Members:** Please state name, affiliation, and constituency you represent on the Task Force.
- **Alternates:** Please state name, affiliation, and who you are an alternate for on the Task Force.

## Updates

- Co-Chairs
- Facilitation Team



9:25-10:00am

## **Dynamics of Collaborative Processes and Participatory Decision-Making**

10:00-10:30pm

## **Task Force Operating Procedures**

10:30-10:40am

**BREAK**

10:40-11:00am

## **Operating Procedures Cont.**

11:40-12:00pm

## Sentencing Grid Decision Points, Considerations, and Research

- Recap of the Sentencing Guidelines Commission work leading to the Task Force – Jon Tunheim and Greg Link
- Presentation: Lauren Knoth, WSIPP
- Q & A

12:00-12:30pm

**Break for Lunch**

12:30–1:45pm

**Cont. Discussion:  
Sentencing Grid Decision  
Points, Considerations,  
and Research**

1:45–2:10pm

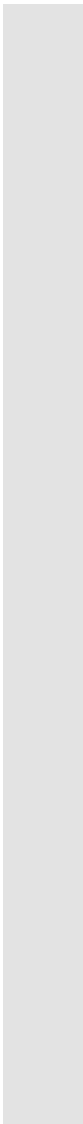
## Legislation Update

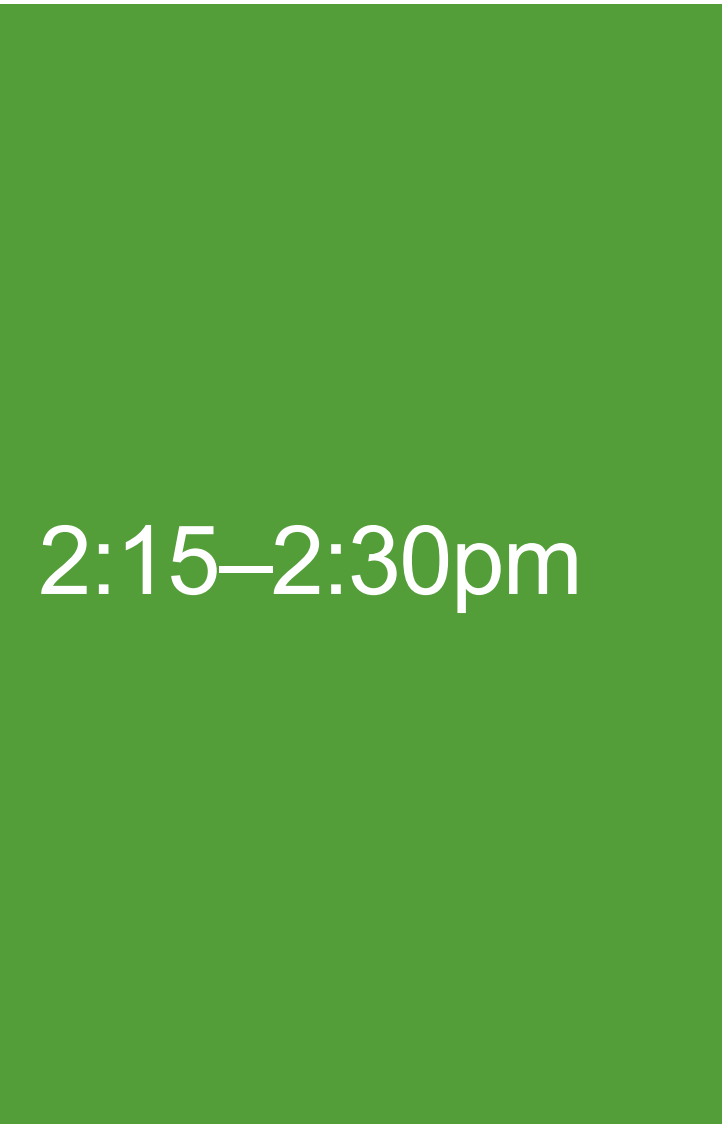




2:10–2:15pm

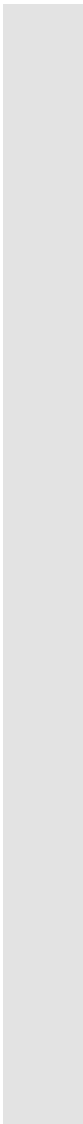
# Next Steps and Action Items

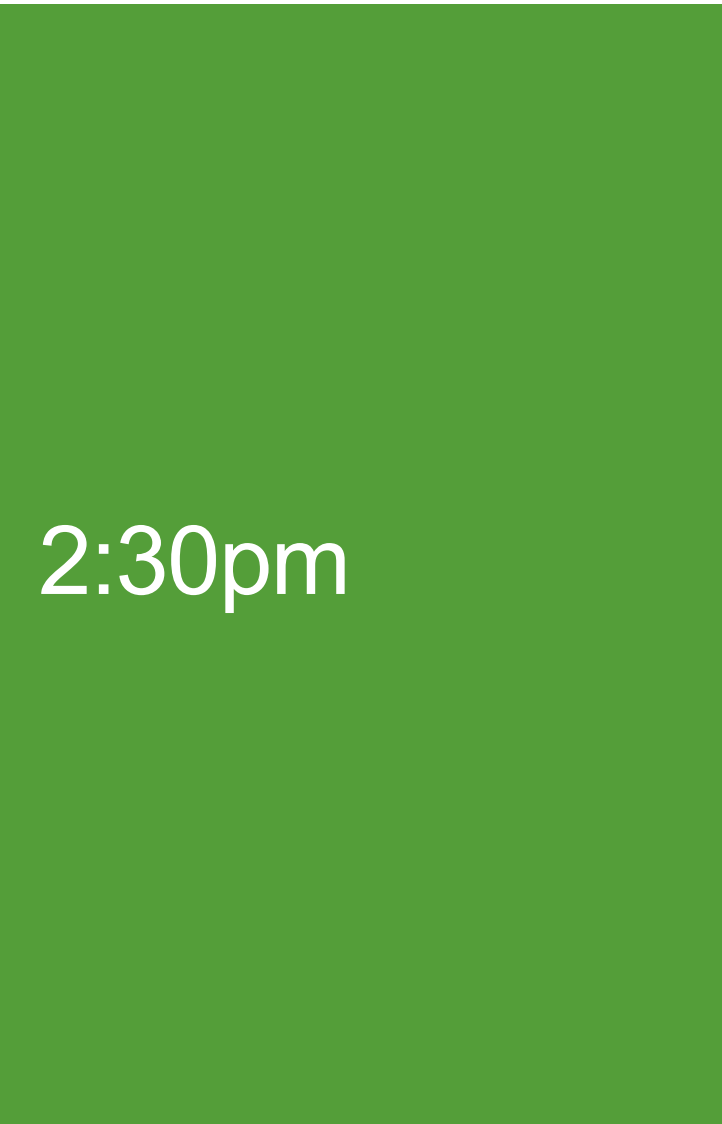




2:15–2:30pm

## Questions From Observers





2:30pm

**ADJOURN**

