

Washington State Criminal Sentencing Task Force Meeting

April 16, 2020 9:00am-12:30pm

ZOOM Meeting

AGENDA



Meeting Goals

- Check-ins and updates from members.
- Additional updates: Task Force Work Plan; Working Groups; Report on Legislative Session.
- Presentation, Q&A on disproportionality and disparity in sentencing.
- Discuss holding future Task Force meetings via Videoconference.

AGENDA

9:00am – 9:15am



Get Technology Working and Take Attendance

9:15am – 9:20am



Review Agenda and Groundrules

9:20am – 10:30am



Updates and Check-Ins

- Members
- Facilitation Team: update on work plan and future meetings
- Working Groups
- Report out from Legislative members on the session
- Q&A

10:30am – 11:10am



Presentations: Disproportionality and Disparity in Sentencing

11:10am – 11:20am



Break

11:20am – 12:00pm



Presentations: Q&A

12:00pm – 12:20pm



Reflections on Meeting Experience

12:20pm – 12:30pm



Action Items, Next Steps and 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. That helps improve the sound quality for everyone. You can mute/unmute by clicking on the microphone icon or by holding down the space bar.

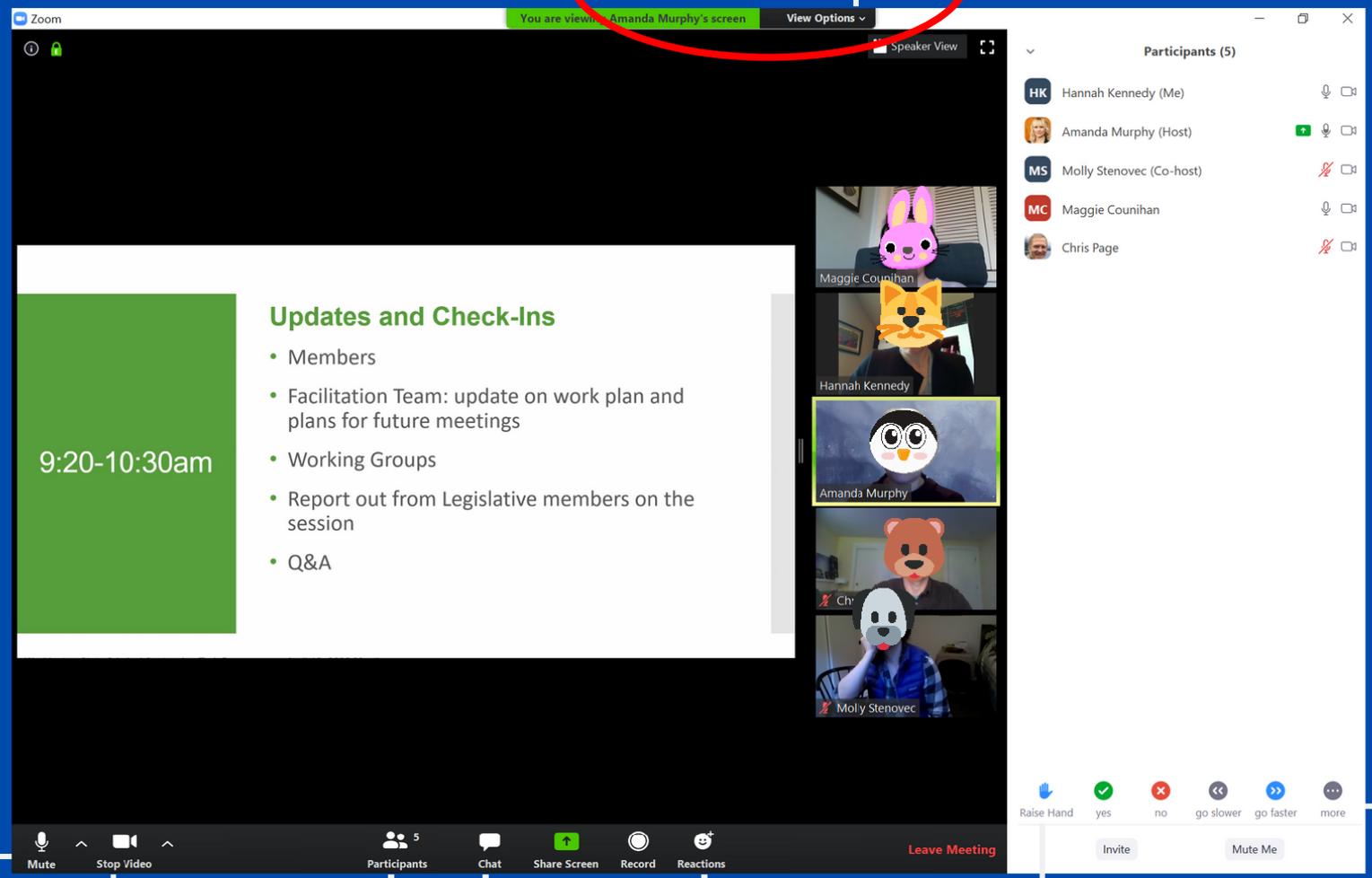
Join by Video: Strongly encourage everyone to join by video. Personal presence is important for collaborative group meetings, and even more critical for virtual meetings.

Gallery view: We ask that you select gallery view (in the top left corner of your computer screen), so you can see everyone and not just the speaker.

Ruckelshaus Center Zoom Cheat Sheet

Change text size, switch to gallery view, and set other view options.

View "participant" window



Unmute to speak, mute at all other times.

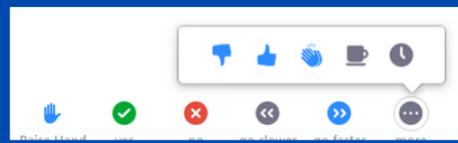
If you need a break or another cup of coffee, you can briefly "stop video" and "start video" when you're back.

Open "participant" window.

Open "chat window" where you can contact the meeting hosts. Please note the Facilitation Team has restricted the chat function of this meeting; participants can only send (and view) message with hosts.

Show your appreciation with "reactions"

"raise your hand" if you'd like to speak or ask a question; the Facilitation Team will monitor hands and call on people in turn.



Click here to view other functions, including "thumbs-up" and "thumbs-down."

ZOOM: Virtual Meeting Groundrules

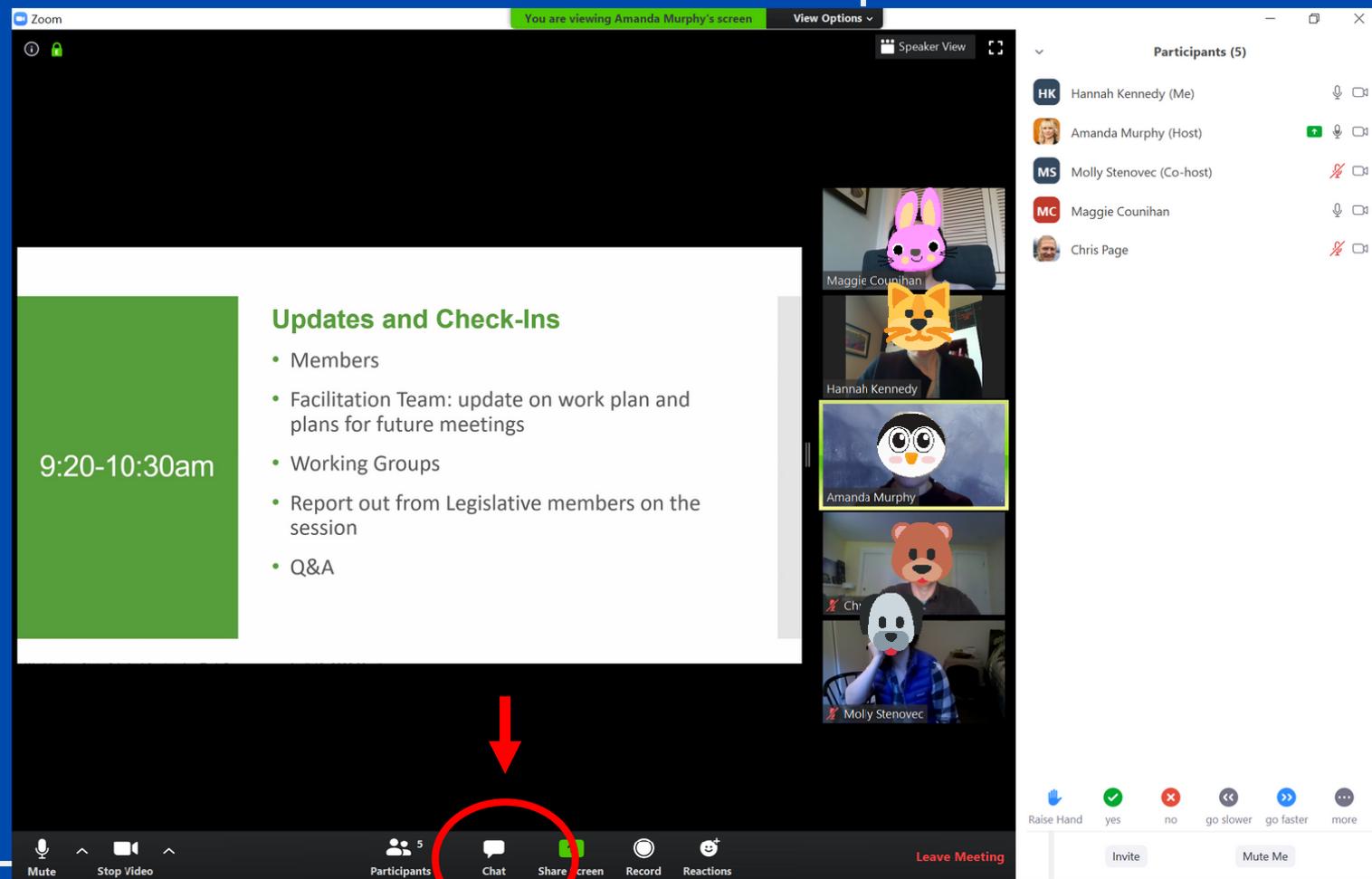
Chat: On the bottom “menu” bar on your screen (or in the participant box on a mobile device app) you’ll see a “chat” button. We have disabled the private chat function to adhere to your groundrule of no side conversations. You are able to chat to the privately to Molly, who will manage incoming messages.

Phone Participation: For those only able to participate via phone, we will facilitate discussion similar to in-person meetings. During discussion time, we will start with those “in the room” (those on Zoom using the raise hand function) and then ask those on the phone if they have questions and comments for the discussion.

Ruckelshaus Center Zoom Cheat Sheet

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View "participant" window



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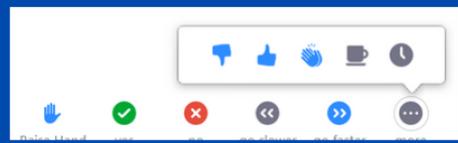
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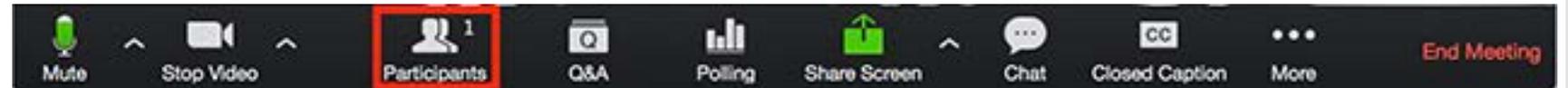
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ZOOM: Virtual Meeting Groundrules

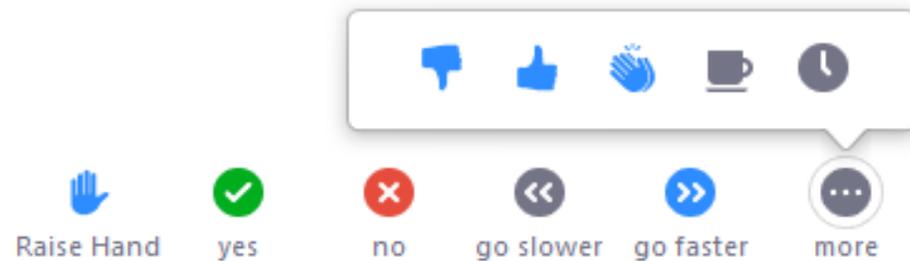
When you want to speak: To avoid talking over one another, we ask that those on video use the “raise your hand function”. The Facilitation Team will monitor this and call on folks individually, similar to how we use table tents during in-person meetings.

To access the “raise your hand function”:

Click on the “participants” icon

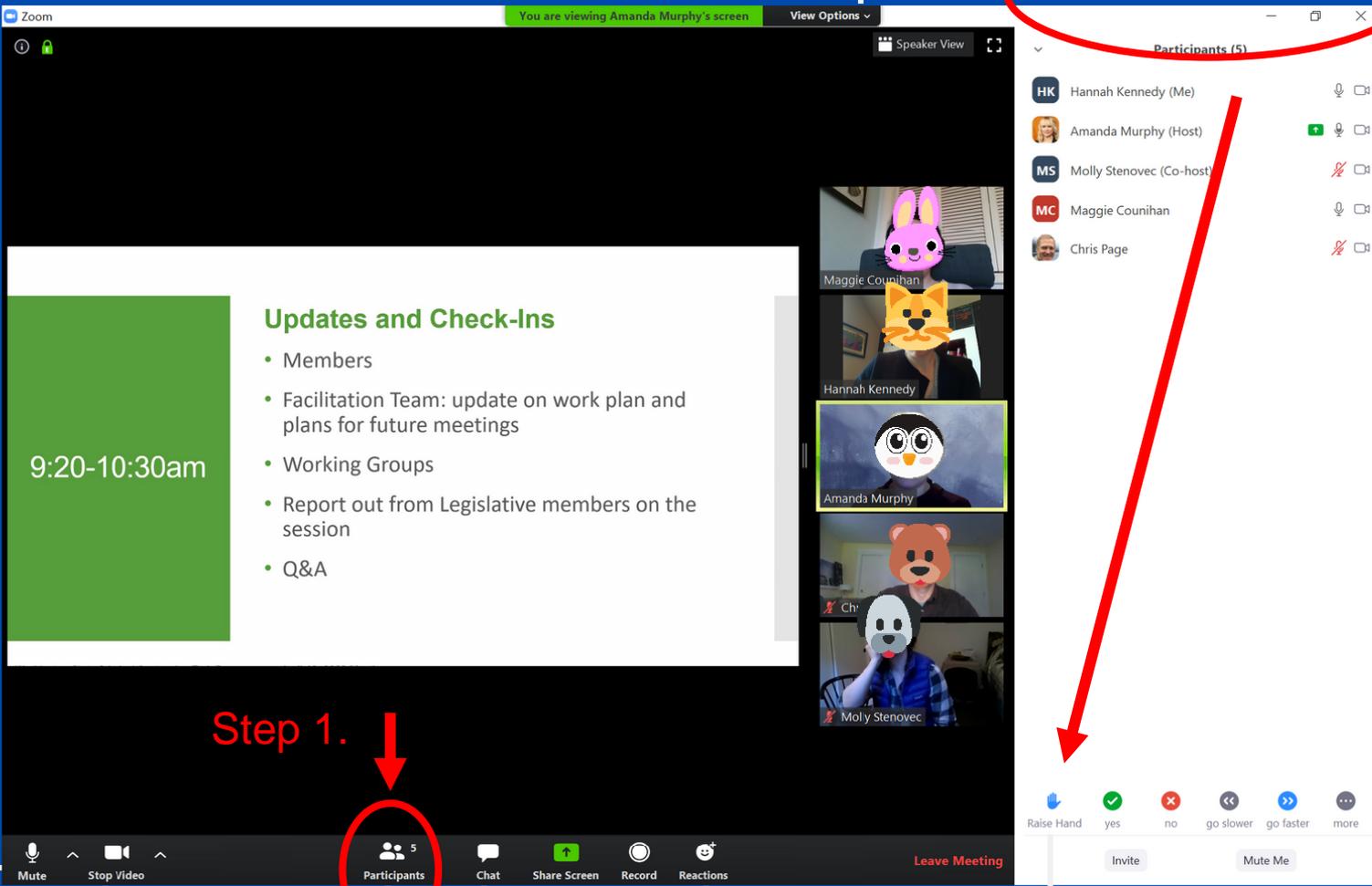


This will bring up the participant box and at the bottom you will see the following icons:

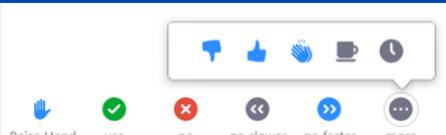


Ruckelshaus Center Zoom Cheat Sheet

Change text size, switch to gallery view, and set other view options.



Step 2. Once you click on "participants" (step 1.) this "participant window" will appear



Step 3. Click here to view other functions, including "thumbs-up" and "thumbs-down."

"Unmute" to speak, "mute" at all other times.

If you need a break or another cup of coffee, you can briefly "stop video" and "start video" when you're back.

Step 1. Open "participant" window.

Open "chat window" where you can contact the meeting hosts. Please note the Facilitation Team has restricted the chat function of this meeting, participants can only send (and view) message with hosts.

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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 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.

9:20-10:30am

Updates and Check-Ins

- Members
- Facilitation Team: update on work plan and plans for future meetings
- Working Groups
- Report out from Legislative members on the session
- Q&A

10:30-11:10am

Presentations: Disproportionality and Disparity in Sentencing

- Lauren Knoth, Senior Research Associate, Washington State Institute for Public Policy
- Clela Steelhammer, Senior Criminal Justice Policy Analyst, Washington Caseload Forecast Council

11:10-11:20am

BREAK

11:20-12:00pm

Q&A: presentations on Disproportionality and Disparity in Sentencing

12:00-12:20pm

Reflections: Video-Meeting Experience and Future Meetings

- Each member gives one sentence that summarizes how they experienced the meeting.
- Discuss holding future Task Force meetings via Videoconference.

12:20-12:30pm

Action Items and Next Steps

- Review meeting decisions, agreements, and achievements.
- Review Action Items & Parking Lot
- Next meeting agenda, issues, (any carry-over, unfinished business?)

12:30pm

Adjourn