



**Sex Offender Treatment Provider Advisory Committee  
Regular Meeting Minutes  
September 17, 2024**

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**Committee members present:**

Larraine Lynch, MSW, LICSW, CSOTP, Vice Chair  
Bryce Nelson, J.D.  
Jason Bailey, MA, LMHC, NCC, CSOTP  
Sonja Hardenbrook, J.D.  
Holly Coryell, Ph.D., Dept. of Social and Health Services  
David G. Medved, PhD, Dept. of Corrections  
Vacant, Superior Court Judge

**Committee members absent:**

Daniel Yanisch, Psy.D, CSTOP (inactive)  
Jedd Pelander, Dept. of Children, Youth, and Families  
Daniel Knoepfler, LMHC, CSOTP

**Staff members present:**

Lana Crawford, Program Manager  
Kalon Robinson-Goodman, Program Manager  
John Simmons, Program Support  
James Smartt, Program Support  
Melody Casiano, Policy Analyst  
Evan Shigaya, Policy Analyst  
Marie Carp, Assistant Attorney General

**Guest presenters:**

None

On September 17, 2024, the Sex Offender Treatment Providers Advisory Committee met via web conference and in-person at Washington State Department of Health, Town Center East 2 (TC2) Building, Room #153, 111 Israel Road SE, Tumwater, WA 98501. Notice of the meeting was published on the [profession website](#) and was sent out through the GovDelivery listserv.

**1. Call to Order –Lorraine Lynch, MSW, LICSW, CSOTP, Vice Chair**

- 1.1. Introductions – Ms. Lynch called the meeting to order at 1:13 p.m. Committee members and agency staff introduced themselves and their area of practice.
- 1.2. Approval of the September 17, 2024, regular meeting agenda. – *Motion to approve the September 17, 2024, Agenda, seconded, approved.*
- 1.3. Approval of December 4, 2023, regular meeting minutes, January 23, 2024, special meeting minutes, and March 19, 2024, regular meeting minutes. – *Motion to approve the December 4, 2023, regular meeting minutes, seconded, approved. Motion to approve January 23, 2024, special meeting minutes as amended with the correct spelling of a committee member’s name, seconded, approved. Motion to approve March 19, 2024, regular meeting minutes, seconded, approved.*

**2. Public Comment – Lorraine Lynch, MSW, LICSW, CSOTP, Vice Chair.**

- 2.1. There was no public comment.

**3. Assistant Attorney General Report – Marie Carp, AAG**

*The AAG had no items relevant to the advisory committee to report.*

**4. Presentation: Robert’s Rules of Order & Parliamentary Procedures - Marie Carp, AAG**

*The AAG gave a presentation on Robert’s Rule of Order.*

**5. SOTP Program Statistics – Lana Crawford, Program Manger**

*Committee members reviewed data relating to the issuance of SOTP credentials and program budget.*

- 5.1. Credentialing Report – *Ms. Crawford gave a presentation of the credentialing statistics to the committee.*
- 5.2. Budget Report – *Ms. Crawford presented a report on the budget to the committee.*

**6. Committee Chair Election – Lana Crawford, Program Manager**

*Committee elected a new chair to preside over committee meetings – Motion to elect Bryce Nelson, J. D. as the new chair of the advisory committee, seconded, approved.*

**7. Bylaws– Lana Crawford, Program Manager**

- 7.1. Bylaws Draft – *Ms. Crawford presented the current draft of the bylaws for the committee to review and discuss.*

**8. Advisory Sub-Committee Outreach - Lana Crawford, Program Manager**

*The committee will be updated on the progress of the committee.*

8.1. Handout: DRAFT outline of presentation – *Ms. Crawford presented the draft outline of the current presentation being developed by the recruitment subcommittee.*

**9. Open Discussion of SOTP Advisory Committee – Lorraine Lynch, MSW, LICSW, CSOTP, Vice Chair**

*The committee will discuss topics of interest to the advisory committee.*

**10. Future Agenda Items – Lana Crawford, Program Manager**

*The committee discussed the agenda items for future meetings.*

10.1. Rule Workshop - Chapter 246-930 WAC – *The committee discussed the need for rules workshops.*

**11. Adjournment - Lorraine Lynch, MSW, LICSW, CSOTP, Vice Chair**

*The meeting was adjourned at 2:46 pm.*

**Submitted by:**

Lana Crawford, Program Manager  
Sex Offender Treatment Provider Advisory  
Committee

**Approved by:**

Lorraine Lynch, MSW, LICSW, CSOTP,  
Vice Chair  
Sex Offender Treatment Provider Advisory  
Committee

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