



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes
January 2019

Monday, January 7, 2019
9:00 a.m.

MEMBERS PRESENT: Tom Gillert, Chairman, Brett Macy, Vice-Chairman, Allen McCall (in at 9:05 a.m.), Kris Steele, and Robbie Fullerton

MEMBERS ABSENT: None

STAFF: DeLynn Fudge (out at 9:20 a.m.), Melinda Romero, Justin Wolf, and Amber Briggs-Spell

GUESTS: None

I. Call to Order – Tom Gillert, Chairman

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:01 a.m. on Monday, January 7, 2019, at Kate Barnard Correctional Center (KBCC) in Oklahoma City by Chairman Tom Gillert.

A. Roll Call

Melinda Romero, Deputy Director, announced the members attending as Tom Gillert, Brett Macy, Allen McCall, Kris Steele, and Robbie Fullerton. The voting order was announced as Brett Macy, Robbie Fullerton, Kris Steele, Allen McCall, and Tom Gillert.

B. Moment of Silence/Prayer

Chairman Gillert requested a moment of silence indicating that no one was obligated to participate. Kris Steele led the Moment of Silence/Prayer.

C. Pledge of Allegiance

Chairman Gillert led the Pledge of Allegiance.

D. Assurance of Compliance with Open Meeting Act

The regularly scheduled meeting of the Pardon and Parole Board was convened in accordance with the Oklahoma Open Meeting Act. This meeting was preceded by advance notice of the date, time, and place filed with the Oklahoma Secretary of State on November 9, 2018. Notice of this meeting was also posted at 1:40 p.m. on December 31, 2018, at the principal office of the Pardon and Parole Board, located at 2915 N. Classen, Suite 405, in Oklahoma City, Oklahoma. Director Fudge confirmed that the meeting was in compliance with the Open Meeting Act.

II. Business Meeting – DeLynn Fudge, Executive Director

A. Discussion and Possible Action on December Business Meeting Minutes

A copy of the December Business meeting minutes was emailed as well as provided in the packet for review. A motion was made by Brett Macy and seconded by Allen McCall to approve the Business Meeting Minutes as presented. Brett Macy, Robbie Fullerton, Kris Steele, Allen McCall, and Tom Gillert voted in favor of the motion. There were no votes against the motion. The motion passed.

B. Discussion and Possible Action on December Parole Meeting Minutes

A copy of the December Parole meeting minutes was emailed as well as provided in the packet for review. A motion was made by Brett Macy and seconded by Allen McCall to approve the Parole Meeting Minutes as amended. Brett Macy, Robbie Fullerton, Kris Steele, Allen McCall, and Tom Gillert voted in favor of the motion. There were no votes against the motion. The motion passed.

C. Discussion and Possible Action on Agency Updates:

1. Personnel Updates – New Hires and Separations

Director Fudge shared that there have been no new hires or separations from the agency since last month's meeting. Interviews have been scheduled for one of the administrative assistant positions. The second administrative assistant position and the two investigator positions for CCF and NFCC closed on January 4, 2019. Applicant listings will be pulled following the Board meeting and interviews will then be scheduled.

2. Legislative Update

Senator Shaw has filed SB0028 for the agency. This bill is a language clean-up bill having to do with Truth and Sentencing language, a bill that was never enacted but is still referred to in statute. It is believed that this bill will lessen the number of inmate lawsuits. Staff continue to monitor legislation. The House and Senate deadline for the introduction of bills and joint resolutions is January 17th. The Legislature convenes on February 4th.

3. Administrative Staff Activities

On December 26th, the agency received the first list from DOC for the Administrative Parole Docket. There were 138 on the first list, which is significantly less than anticipated. Director Fudge and Deputy Director Romero will be working on the next steps for docketing. The February docket closes on January 11th so the next available docket for the administrative parole list is likely the March docket.

The Eastern District held a bi-annual meeting at the administrative office this month. Mr. Wolf provided training to the field staff on the Progressive Discipline Policy and the Policy on Prohibited Activities and Relationships with Offenders and Ex-Offenders. An update on the training was provided to the Board including the general discussions of the staff. Mr. Wolf also attended the Criminal Justice Reclassification Coordination Council – Other State Laws Subcommittee and discussed the work of the subcommittee and the group. General discussion was held. Finally, Director Fudge reported that Judge McCall has been appointed by Justice Combs as the Supreme Court appointment to the Pardon and Parole Board. Staff will be updating the book of information that had previously been provided to the Board members. She indicated that a book is also being developed for the Governor's Office to assist them with the type of information that will be received from the agency. For training for the new Board, commitments have been obtained from the National Parole Resource Center (NPRC), the Center for Effective Public Policy (CEPP), and the Crime and Justice

Institute (CJI) as well as other allied partners, such as DOC, to provide training for the Board.

III. Discussion and Possible Action on October – December Statistical Information – DeLynn Fudge

In lieu of Director Fudge, General Counsel provided an overview of the statistics for October and November. The University of Central Oklahoma was closed during the holidays so December's statistics were not available for review. For October and November, the Board had a release rate for inmates incarcerated with non-violent offenses of 40.2% and 28.4%, respectively. In comparison to FY2018, the release rate was 27.4%. For offenders serving time for violent offenses, the release rate was 6.9% and 2.9%, respectively. In FY2018, the average was 6.3%. Substance abuse treatment, UAs, and mental health evaluations continue to be the top three most common special conditions. General discussion was held about tracking the recent commutations. No action was taken.

IV. Discussion and Possible Action on FY2019 Second Quarter Budget – Melinda Romero

Deputy Director Romero indicated that OMES was not able to provide the December reports needed to prepare the second quarterly report. She requested that this item be tabled to the February agenda. A motion was made by Allen McCall and seconded by Brett Macy to table this agenda item until February. Brett Macy, Robbie Fullerton, Kris Steele, Allen McCall, and Tom Gillert voted in favor of the motion. There were no votes against the motion. The motion passed.

V. Discussion and Possible Action on Approval of Policy 116 – Drug and Alcohol Free Workplace – Justin Wolf, General Counsel

Mr. Wolf presented Policy 116 for review and approval. Ms. Fullerton made a suggestion to the policy. A motion was made by Brett Macy and seconded by Allen McCall to approve Policy 116 as amended. Brett Macy, Robbie Fullerton, Kris Steele, Allen McCall, and Tom Gillert voted in favor of the motion. There were no votes against the motion. The motion passed.

VI. Discussion and Possible Action on Approval of Policy 117 – Tobacco Free Workplace - Justin Wolf

Mr. Wolf presented Policy 117 for review and approval. Ms. Fullerton made a suggestion to the policy. A motion was made by Brett Macy and seconded by Allen McCall to approve Policy 117 as amended. Brett Macy, Robbie Fullerton, Kris Steele, Allen McCall, and Tom Gillert voted in favor of the motion. There were no votes against the motion. The motion passed.

VII. Discussion and Possible Action on Approval of Policy 118 – Workplace Violence – Justin Wolf

Mr. Wolf presented Policy 118 for review and approval. Ms. Fullerton made a suggestion to the policy. A motion was made by Brett Macy and seconded by Allen McCall to approve Policy 118 as amended. Brett Macy, Robbie Fullerton, Kris Steele, Allen McCall, and Tom Gillert voted in favor of the motion. There were no votes against the motion. The motion passed.

VIII. Discussion and Possible Action on Approval of Policy 119 – Leave – Justin Wolf

Mr. Wolf presented Policy 119 for review and affirmation. No changes to the policy were recommended. A motion was made by Brett Macy and seconded by Allen McCall to affirm Policy 119 as presented. Brett Macy, Robbie Fullerton, Kris Steele, Allen McCall, and Tom Gillert voted in favor of the motion. There were no votes against the motion. The motion passed.

IX. Discussion and Possible Action on Approval of Policy 120 – Work Related Injury or Illness Worker's Compensation – Justin Wolf

Mr. Wolf presented Policy 120 for review and affirmation. Ms. Fullerton made a suggestion to the policy. General discussion was held. The amendment was withdrawn. A motion was made by Brett Macy and seconded by Allen McCall to affirm Policy 120 as presented. Brett Macy, Robbie Fullerton, Kris Steele, Allen McCall, and Tom Gillert voted in favor of the motion. There were no votes against the motion. The motion passed.

X. Discussion and Possible Action on Approval of Policy 121 – Reasonable Accommodation – Justin Wolf

Mr. Wolf presented Policy 121 for review and affirmation. No changes to the policy were recommended. A motion was made by Brett Macy and seconded by Robbie Fullerton to approve Policy 121 as presented. Brett Macy, Robbie Fullerton, Kris Steele, Allen McCall, and Tom Gillert voted in favor of the motion. There were no votes against the motion. The motion passed.

XI. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda – Tom Gillert

Mr. Macy thanked the Chairman Gillert, each of the Board Members, Director Fudge, Deputy Director Romero and the for their service during his time with the Board.

XII. Adjournment of Business Meeting – Tom Gillert

The meeting was adjourned at 9:55 a.m.

Respectfully Submitted,



DeLynn Fudge
Executive Director

The minutes for the January 2019 Pardon and Parole Board Business Meeting were approved by a majority vote on the 11th day of February 2019.