



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes
January 19, 2016
9:00 a.m.

MEMBERS PRESENT: Vanessa Price, Chairman, Pattye High, Vice-Chairman, Tom Gillert, William Latimer, and Brett Macy

MEMBERS ABSENT: None

STAFF: DeLynn Fudge, Melinda Romero, Jennifer Pando, and Kathy Smith

I. Opening of Meeting – Vanessa Price, Chairman

The Business Meeting of the Oklahoma Pardon and Parole Board (hereinafter referred to as PPB) was called to order at 9:01 a.m. on Monday, January 19, 2016, at Kate Bernard Community Correctional Center (KBCCC) in Oklahoma City by Chairman Vanessa Price. Melinda Romero announced the members attending and a quorum was present.

A. Moment of Silence/Prayer

Chairman Price conducted a moment of silence/prayer indicating that no one was obligated to participate.

B. Pledge of Allegiance

Chairman Price invited all attendees to participate in the Pledge of Allegiance. Ms. Price indicated that no one was obligated to participate.

C. Assurance of Compliance with Open Meeting Act

DeLynn Fudge confirmed that the meeting was posted at 3:00 p.m. on January 13, 2016, in compliance with the Open Meeting Act. Notice was given to the Secretary of State and an agenda was posted at the Board's Administrative Office in advance of the twenty-four hours prior to the meeting, pursuant to Title 25 O.S. § 301, et seq.

II. Business Meeting – DeLynn Fudge, Executive Director

A. Discussion and Possible Action on Approval of December Regular Business Meeting Minutes

Ms. Fudge provided the December Regular Business Meeting minutes for review and approval. A motion to approve the minutes was made by Mr. Gillert and seconded by Mr. Macy. Mr. Macy, Ms. High, Mr. Latimer, Ms. Price, and Mr. Gillert voted in favor of the motion. The motion passed.

III. Presentation, Discussion, and Possible Action on the Changes to Department of Corrections Misconducts and Application of Misconducts – Mark Knutson, Administrative Manager, Administrative Review Authority, Oklahoma Department of Corrections

Ms. Fudge reported to the Board that Mr. Knutson informed staff at the last minute that he would be unable to attend the meeting due to an unforeseen circumstance. Ms. Price asked that staff reschedule the presentation for the February meeting.

IV. Discussion and Possible Action on Policy 002 – Duties and Responsibilities of the Pardon and Parole Board – DeLynn Fudge

Ms. Fudge presented the current policy as well as the proposed Policy 002 – Duties and Responsibilities of the Pardon and Parole Board. Ms. Fudge indicated that the policy had been reviewed by Ms. Preslar, Office of the Attorney General. General discussion was held. A motion was made by Ms. High and seconded by Mr. Macy to approve the policy as presented. Mr. Macy, Ms. High, Mr. Latimer, Ms. Price, and Mr. Gillert voted in favor of the motion. The motion passed.

V. Update, Discussion, and Possible Action on Approval of Proposed Administrative Rule for Commutation – DeLynn Fudge

Ms. Fudge discussed that the proposed Administrative Rule for Commutation is being considered by the Governor. The Governor has 45 days to approve or disapprove. If she approves, the PPB will continue with the public hearing. The proposed rule was published in the register on January 15, 2016, and can be downloaded on the PPB's website.

The Pardon and Parole Board business meeting was running ahead of schedule due to the cancelation of Mr. Knutson's presentation. The Board took a short recess at 9:25 a.m. and reconvened at 10:00 a.m.

VI. Discussion and Possible Action on Quarterly Field Staff Award Presentation – Vanessa Price and Kim Cain

When the Board reconvened, it was announced that there was a significant accident on the highway and some field staff had not yet arrived. This item was tabled until they were able to arrive. Ms. Price continued with the remainder of the agenda.

VII. Discussion and Possible Action on Election of a Chairperson – Melinda Romero

Ms. Romero indicated that an election for a chairperson needs to occur for a two-year term. A motion was made by Mr. Latimer to elect Ms. Price as chairperson and was seconded by Ms. High. Mr. Macy, Ms. High, Mr. Latimer, and Mr. Gillert voted in favor of the motion. Ms. Price abstained. The motion passed.

VIII. Discussion and Possible Action Election of a Vice-Chairperson – Melinda Romero

Ms. Romero indicated that an election for a Vice-Chairperson needs to occur for a two-year term. A motion was made by Mr. Macy to elect Ms. High as vice-chairperson and was seconded by Ms. Price. Mr. Macy, Mr. Latimer, Ms. Price, and Mr. Gillert voted in favor of the motion. Ms. High abstained. The motion passed.

The Pardon and Parole Board took a short recess at 10:01 a.m. and reconvened at 11:20 a.m.