



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes
February 8, 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, Melissa Blanton, and Amy Coker

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 9:03 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 2:07 p.m. on February 2, 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 January Regular Business Meeting Minutes

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

B. Discussion and Possible Action on Approval of January Regular Parole Meeting Minutes

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

C. Discussion and Possible Action on Agency Update:

1. Legislative Update

There aren't any bills that have been filed at this time that Ms. Fudge is aware of which impact the PPB. If any are filed, the Board will be notified and updated. Ms. Price asked about the ballot proposal by the Oklahomans for Criminal Justice Reform. Ms. Fudge indicated that she will reach out to the group and provide additional information at the next meeting.

2. Budget Update

The FY2016 budget is on track. Ms. Fudge is hoping that there is not another Budget Revenue Failure. We are expecting at least a 6% reduction to the FY2017 budget and hope it is not more.

3. Space Request Update

Ms. Fudge reported that the administrative staff has moved into the permanent space which is located at 2915 N. Classen, Suite 405. The Board is invited to come and visit the offices at any time.

4. Personnel Update – New Hires and Separations

Ms. Fudge introduced Ms. Melissa Blanton who started as the Staff Attorney for the PPB on February 1st. Ms. Blanton introduced herself to the Board. The Board welcomed her to the PPB. Ms. Fudge reported that there have been no other separations. There are two Investigator positions open – one at Joseph Harp Correctional Center (JHCC) and one at the Cimarron Community Correctional Facility. Ms. Fudge reported that there was a tremendous applicant response with 70 applicants for one position and 50 applicants for the other.

5. Administrative Staff Activities

The administrative staff has primarily been busy with the office move. Ms. Fudge recognized Ms. Melinda Romero for her efforts in planning and coordinating the move. In addition, Ms. Kim Cain and Ms. Fudge attended the Western District Regional staff meeting. It was a productive meeting and very beneficial to meet and visit with field staff.

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

Mr. Knutson introduced himself to the Board and provided training on the Administrative Review Authority Section within the Department of Corrections. The Administrative Review Authority is responsible for reviewing, investigating, and responding to inmate misconduct and grievance appeals. This review is considered to be the last step in the internal administrative process.

He presented the changes to the levels of misconducts, as well as the types of misconducts, the way misconducts are now applied, the procedures for the appeals process, and the application of misconducts across facilities. The changes went into effect on November 1, 2015. He indicated that some of the misconducts were elevated and some were lowered. He indicated that there is a lot of discretion built into the system for A and B misconducts. General discussion was held.

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

Ms. Fudge indicated that the Proposed Administrative Rule for Commutation was not approved by the Governor. As a result, further action on the rule is halted. The feedback from the Governor indicated that the eligibility criteria for commutation was too restrictive and the procedural processes were not detailed enough. The feedback, along with the input received from public, will be used to draft a new rule next year. With the rule process now halted, the public hearing will be cancelled. In the meantime, there will be more research into the emergency administrative rule making process to determine if that is a possible avenue.

V. Report, Discussion, and Possible Action on Interstate Compact for Adult Offender Supervision (ICAOS) Meeting – Judge Tom Gillert

As the representative for the Pardon and Parole Board for ICAOS, Judge Gillert provided an update of their last meeting. He indicated that Milt Gilliam was present; however, since he has retired a new individual, Anthony Rowell, has been assigned to take his place. Judge Gillert indicated that Jari Askins, Administrative Director of the Courts is now a voting member.

VI. Review, Discussion, and Possible Action on July to December 2015 Board Statistics from the Oklahoma State Bureau of Investigation – DeLynn Fudge

Ms. Fudge provided the Board with the statistics gathered with the assistance of the Statistical Analysis Center (SAC) at the Oklahoma State Bureau of Investigation. The July to November stats were provided as they are currently working on the December and January stats. Once a full year of stats are available, the SAC will provide an aggregate report. These stats will be posted to the website and provided to the legislature.

VII. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda – Vanessa Price

There was no new business.

VIII. Adjournment of the Business Meeting – Vanessa Price

The business meeting was adjourned at 11:29 a.m. by Chairman Price.

Respectfully Submitted,


DeLynn Fudge
Executive Director

The minutes for the February 2016 Pardon and Parole Board Business Meeting were approved by a majority vote on the 21st day of March 2016.

