



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes
March 21, 2016
9:00 a.m.

MEMBERS PRESENT: Vanessa Price, Chairman, Tom Gillert, William Latimer, and Brett Macy

MEMBERS ABSENT: Pattye High, Vice-Chairman

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 9:00 a.m. on Monday, March 21, 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 8:57 a.m. on March 18, 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 February Regular Business Meeting Minutes

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

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

Ms. Fudge provided the February Regular Parole Meeting minutes for review and approval. A

motion to approve the minutes as presented by Mr. Macy and seconded by Mr. Gillert. Mr. Gillert, Mr. Latimer, Mr. Macy, and Ms. Price voted in favor of the motion. The motion passed.

C. Discussion and Possible Action on Agency Update:

1. Legislative Update

Ms. Fudge indicated that there are several bills being followed that relate to Criminal Justice Reform, Expungements, and Open Meeting requirements, but there are no bills directly impacting the PPB. Judge Gillert requested staff send an update regarding any bills that the Board may need to follow. Ms. Fudge agreed to do so.

2. Personnel Update – New Hires and Separations

There have been no separations this month. Last month, it was reported that there was a large response to the positions posted for Joseph Harp Correctional Center and Cimarron Correctional Center. However, due to the second Budget Revenue Failure, these positions are not being filled at this time. Executive Staff, as well as supervisors, have agreed it is the first line for potential cost saving measures.

3. Budget Update

A second Budget Revenue Failure was issued as of March 1, 2016. The first revenue failure was \$74,003.43. The second equaled \$98,667.24 for a total of \$172,670.70. The PPB has some carry-over funds that will meet these cuts in FY16 but there is concern with the cuts for FY17. It is hoped that drastic measures, such as a furloughs or a reduction in force plan, will not be required for FY17. The first line of response is: a) not filling the vacant positions; b) reduction in expenditures; c) early retirement buy-out; d) furloughs; and, e) reduction in force.

4. Administrative Staff Activities

Ms. Fudge reminded the Board that forms need to be filed with the Ethics Commission by May 15th. It is a short process that takes less than 5 minutes. Ms. Romero will be following up with those that have not filed. Due to the second budget revenue failure, the training for investigators/supervisors scheduled for April 28-29, 2016, has been cancelled. While training is needed, the expense can't be justified at this time. Ms. Fudge will work to determine if other options, such as a one-day or regional trainings will be more cost effective.

Ms. Price and Ms. Fudge met with Rep. George Young to discuss the Pardon and Parole Board. It was a very positive meeting. Ms. Price subsequently met with the Legislative Black Caucus.

A supervisor's meeting was held on March 3rd as there is effort to continue to enhance communication between the field and the board. Ms. Fudge and Ms. Blanton met with the Governor's Office on revocations to discuss the information that is needed in the revocation summaries. The PPB is revising the records disposition schedule. Ms. Fudge met with Dr. Pitman regarding the statute that allows the PPB to review the parole for those non-violent offenders that are within six (6) months of discharge when the DOC is at 95% capacity. It will take some time to implement the initiative but the dialogue has been initiated. Finally, an update of the Pardon application and FAQs will be brought to the Board next month for review and approval.

III. Presentation, Discussion, and Possible Action on Oklahomans for Criminal Justice Reform – Kris Steele, Chairman of the Oklahomans for Criminal Justice Reform Coalition and Executive Director of TEEM

Mr. Steele provided a presentation on the issue of incarceration in this state and Correctional spending increases since 2009. Mr. Steele stated that 95% of the offender population will inevitably transition back to communities. TEEM is an 18-month service model that requires 6-9 months post-release interaction. With a recidivism rate of only 4%, TEEM provides assistance to selected low risk offenders using an educational and employment model. Services include cognitive behavioral programs, computer literacy, resume building, mentoring, job placement, and assistance with obtaining a driver's license, developing restitution payment plans, and legal issues, such as child custody/child support. The offender is matched with a mentor who stays in touch with the inmate for three years. Mr. Steele is also spearheading SQ780 which will reclassify drug possession and low level property crimes from a felony to a misdemeanor and SQ781 which will direct OMES to calculate the savings from not incarcerating these individuals and redirect the funds to treatment and mental health. General discussion was held.

IV. Update, Discussion, and Possible Action on DOC's Entering Misconducts and Update Memos – Kim Cain, Field Services Supervisor

Ms. Cain reported that the Department of Correction's Operating Policy 060125 "Offender Disciplinary Procedures" was completely overhauled and the new policy took effect on November 1, 2015. The policy revision created a need to change the OMS system. Beginning November 1, the DOC was not able to enter misconducts into OMS until the system was revised to calculate the offender's time. In the meantime, misconducts were entered on the offender's CRC and filed in the offender's field file and legal file. On February 1, 2016, all records officers were instructed to begin entering into OMS those misconducts received after November 1. They were given a completion date of March 15, 2016. Ms. Cain wanted to make the Board aware that this could result in more update memo's than usual.

V. Discussion and Possible Action on Field Services Site Visits – Kim Cain

Ms. Cain reported she had begun her second round of investigator site visits. She reported the investigators are welcoming and are appreciative of her listening to them.

VI. 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.

VII. Adjournment of the Business Meeting – Vanessa Price

The business meeting was adjourned at 9:54 a.m. by Chairman Price.

Respectfully Submitted,


Delynn Fudge
Executive Director

The minutes for the March 2016 Pardon and Parole Board Business Meeting were approved by a majority vote on the 18th day of April 2016.

