



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes
May 16, 2016
9:00 a.m.

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

MEMBERS ABSENT: None

STAFF: DeLynn Fudge, Melinda Romero, Melissa Blanton, and Amy Coker

I. Opening of Meeting – Vanessa Price, Chairman

The Business Meeting of the Pardon and Parole Board (hereinafter referred to as PPB) was called to order at 9:02 a.m. on Monday, May 16, 2016, at Kate Bernard Corrections Center (KBCC) 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 7:30 a.m. on May 12, 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 of notice required 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 April Regular Business Meeting Minutes

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

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

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

C. Discussion and Possible Action on Agency Update:

1. Legislative Update

The Board was provided with a Legislative Report which was updated as of May 11, 2016. The PPB continues to follow bills related to expungements, criminal procedure, or criminal penalties. The Governor has signed several criminal justice legislative bills. Ms. Fudge provided a summary of some specific bills which have been signed. It is anticipated that the Legislature will conclude their business on May 27th or sooner. Next month, Melissa Blanton will provide the Board with a thorough legislative update.

2. Personnel Update – New Hires and Separations

There have been no new hires and no separations this month. Ms. Fudge announced that we have a new extern, Brian Trent, from the University of Oklahoma where he just finished his first year of law school. Brian is a native of Enid, Oklahoma. He will be providing 130 hours of service to the PPB this summer.

3. Budget Update

The PPB budget continues to be on track and expenditures continue to be made with caution.

4. Administrative Staff Activities

Ms. Fudge reported that all board members have completed their paperwork for the Ethics Commission. She thanked them for their effort. Ms. Fudge indicated that she is still working with DPS to get PPB's own ORI Number, which will allow the PPB to obtain NCIC reports directly for out-of-state pardons, in-absentia requests, and employment checks. The Western District, along with Beverly Matthews, are finalizing the Out of State Pardons. Some are scheduled for the June docket. It is anticipated that the backlog will be caught up and all will be docketed by August.

Ms. Fudge has been working on the Employee Manual since she started. She thanked Melinda Romero and Melissa Blanton for their review assistance. Ms. Fudge indicated that the document is quite large and she plans to provide it, along with a number of policies that correspond to the manual, to the Board next month. General discussion was held on how the Board would like to receive the packet. Ms. Fudge will send both paper and hard copy documents for the Board's review.

Other items that have been reviewed and revised are the Records Disposition Schedule and the status of employees related to the Fair Labor Standards Act. Ms. Fudge will have a draft of the commutation packet available for review next month. Again, she will provide this document in advance for the Board's review and consideration.

PPB staff met with OSBI and DOC on the administrative rule process. Administration continues to work with the field on various issues such as docketing. The way the docketing is currently completed will likely be changed from a centralized docketing process to one where the investigators complete the docketing for new inmate arrivals at the facilities they cover.

III. Update, Discussion, and Possible Action on Title 57 O.S., Section 332.7: Review of Project on Non-Violent Offender Release Criteria when DOC is at 95% Capacity – DeLynn Fudge

Ms. Fudge reported that the staff have been working with the Department of Corrections (DOC) toward the possibility of implementing the provisions in Title 57 O.S., Section 332.7(G) that allows non-violent offenders that are within six months of release to be considered by the Pardon and Parole Board when the DOC is at 95% capacity. The DOC has run the numbers consistent with the agreed upon criteria and it appears this would result in an overall increase of 100 reports per month. General discussion was held. The Board agreed that this was a reasonable start. No action was taken.

IV. Presentation, Discussion, and Possible Action on Approval of Victim and Victim Representative and Parole Frequently Asked Questions – DeLynn Fudge

Ms. Fudge presented the Victim and Victim Representative and Parole Frequently Asked Questions to the Board for review and approval. Ms. Fudge indicated that the PPB worked with the Department of Corrections, the Office of the Attorney General and the District Attorneys Council, including a Victim Witness Coordinator. A motion to approve the Victim/Victim Representative and the Parole Frequently Asked Questions was made by Mr. Gillert and seconded by Ms. High. Ms. Price, Mr. Gillert, Ms. High, Mr. Macy, and Mr. Latimer voted in favor of the motion. The motion passed.

V. 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.

VI. Adjournment of the Business Meeting – Vanessa Price

The business meeting was adjourned at 9:22 a.m. by Chairman Price.

Respectfully Submitted,



DeLynn Fudge
Executive Director

The minutes for the May 2016 Pardon and Parole Board Business Meeting were approved by a majority vote on the 13th day of June 2016.

