



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Parole Business Meeting Minutes
May 2018

Monday, May 14, 2018
9:00 a.m.

MEMBERS PRESENT: Tom Gillert, Chairman, Brett Macy, Vice-Chairman, Kris Steele, and Robbie Fullerton

MEMBERS ABSENT: Allen McCall

STAFF: Melinda Romero, DeLynn Fudge, Justin Wolf, and Amber Briggs

GUESTS: None

I. Call to Order – Tom Gillert, Chairman

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:00 a.m. on Monday, May 14, 2018, at Kate Barnard Corrections 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, Kris Steele, and Robbie Fullerton. Allen McCall had an approved absence. A quorum was present. The voting order was announced as Tom Gillert, Kris Steele, Brett Macy, and Robbie Fullerton.

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

Ms. Fudge confirmed that the meeting was in compliance with the 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, 2017. Notice of this meeting was also given at least twenty-four (24) hours in advance of the meeting. The notice of the date, time, place, and agenda of the meeting was posted at 1:40 p.m. on May 8, 2018, at the

principal office of the Pardon and Parole Board, located at 2915 N. Classen, Suite 405, in Oklahoma City, Oklahoma.

II. Business Meeting – DeLynn Fudge, Executive Director

A. Discussion and Possible Action on April Special Business Meeting Minutes

Ms. Fudge emailed as well as provided a hardcopy of the April Business Meeting minutes for the Board to review. Ms. Fudge asked the Board to review and approve the minutes as presented or edit and approve the minutes. A motion was made by Brett Macy and seconded by Kris Steele to approve the April Special Business Meeting Minutes as presented. Tom Gillert, Kris Steele, Brett Macy, and Robbie Fullerton voted in favor of the motion. There were no votes against the motion. The motion passed.

B. Discussion and Possible Action on April Special Parole Meeting Minutes

Ms. Fudge emailed as well as provided a hardcopy of the April Parole Meeting minutes to the Board to review. Ms. Fudge asked the Board to review and approve the minutes as presented or edit and approve the minutes. A motion was made by Brett Macy and seconded by Kris Steele to approve the April Special Parole Meeting Minutes as presented. Tom Gillert, Kris Steele, Brett Macy, and Robbie Fullerton 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. Legislative Update

Ms. Fudge provided an update on SB1305 which was discussed last month. The bill failed the deadline. Four (4) other bills, SB650, SB1221, SB185, and HB2286 were reviewed and discussed. SB650 was signed by the Governor on May 1 and addressed changes to the expungement process. The Governor vetoed SB1221. This bill initially addressed the annual training and eligibility requirements of the PPB but morphed into the Alyssa Wiles Juvenile Life Without Parole Sentencing Act. The language in SB1221 about the annual training and eligibility requirements of the PPB was moved into SB185. SB185 was signed by the Governor on May 8. Finally, HB2286 was signed by the Governor on April 26, created a number of criminal justice reforms including reducing the amount of time to be considered for parole to 25% for non-violent offenders, an administrative parole process, and an aging prisoner's process for parole consideration. These changes will occur on November 1st. At the June meeting, a training will be provided on the specifics of the legislation and initial implementation processes.

2. Budget Update – FY2018 and FY201

The FY18 budget remains on track. Ms. Fudge reported that for FY2019 no state agency received a cut. The PPB's allocation was \$2,333,154, which is an increase in \$150,873. Part of this increase is reserved for the legislative salary increases which will be approximately \$26,000 – \$28,000 annually. Ms. Fudge indicated that while she would like to expand the field staff with the remaining funds, the legislation changes will primarily impact the administrative staff. The administrative parole and aging parole will increase phone calls, victim and district attorney notifications, development and processing of "age" related applications, docketing, protest letters, support letters, ballots, results, result notifications, and certificates. With the current staffing levels at the administrative office, these additional duties cannot be absorbed. However, all options will be considered and the Board will be updated after a careful review of the implementation process for the legislative changes.

3. Personnel Updates – New Hires and Separations

The new staff attorney, Justin Wolf, was introduced and welcomed to the Board. An investigator, Zack Trimm, was hired for Jess Dunn and Eddie Warrior Correctional Facilities. He will join the PPB on May 23rd.

4. Administrative Staff Activities

Interviewing and on-boarding consumed most of this month's administrative activities. For the onboarding of new employees, New Employee Manual was created, similar to the Board's Manual. New staff spent two days at the administrative office providing information on job duties, the expectations of the position, reviewing our policies and procedures, discussing agency culture, the role and process of the Board, etc. Then they spent time in the field with experienced investigators. Following the field training, the supervisor spent time with them at their new facility. It has been reported that the on-boarding is a positive process. The negative side has been with the time it takes to get their computers working. OMES has taken three (3) weeks and six (6) weeks respectively. A meeting has been scheduled with OMES IT staff to discuss the logistics.

Ms. Fudge reported that the PPB was notified by OMES on April 11 that updated Purchasing Policies and Procedures needed to be submitted. The original email went out on October 9, 2017, but the PPB wasn't on the list. Revised policies were due November 15, 2017. With assistance from OMES the policies and procedures were submitted and the revisions were approved on May 7, 2018.

The Board took a brief recess at 9:34 a.m. to allow the Department of Corrections to conduct some videoconferencing technical issues. The board reconvened at 10:02 a.m.

III. Discussion and Possible Action on Attendance at the Association of Paroling Authorities International (APAI) Kris Steele, DeLynn Fudge, and Melinda Romero

Kris Steele, Melinda Romero, and DeLynn Fudge reported on the APAI training conference. Ms. Fudge reported the value in having that national connection with others who are board members and directors of pardon and parole board. The three attendees shared information that they gained from the conference.

IV. Discussion and Possible Action on December 2017 Statistical Information – March 2018 Statistical Information - DeLynn Fudge

The Board reviewed four (4) months of statistics. There has been an increase in the percentages of parole. To demonstrate the increase, Ms. Fudge provided an overview of the monthly percentages for violent and non-violent paroles in a handout as well as a breakdown of males versus females. General discussion was held. Chairman Gillert indicated that there was an issue on the December stats as it indicated that he was absent when he was not. Ms. Fudge indicated she would follow up with UCO. No action was taken.

V. Discussion and Possible Action on Approval of Policy 123 – Ethics and Conflict of Interest Policy – DeLynn Fudge

Ms. Fudge reported that Chairman Gillert and Vice-Chairman Macy had requested a policy be developed on Ethics and Conflicts of Interest. Ms. Fudge reviewed a number of states' policies and combined various components. General discussion was held. Various additions were requested.

The Board directed Ms. Fudge to include these components for review at next month's meeting. A motion was made by Brett Macy and seconded by Robbie Fullerton to table the agenda item to June. Tom Gillert, Kris Steele, Brett Macy, and Robbie Fullerton voted in favor of the motion. There were no votes against the motion. The motion passed.

VI. Discussion and Possible Action on Revisions to Policy 101 – Duties and Responsibilities of the Pardon and Parole Board – DeLynn Fudge

Ms. Fudge reported that during the remainder of the year, various policies will be presented to the Board for amendments. The new language was underlined and other language was stricken. General discussion was held. A motion was made by Kris Steele and seconded by Brett Macy to table the agenda item to June. Tom Gillert, Kris Steele, Brett Macy, and Robbie Fullerton voted in favor of the motion. There were no votes against the motion. The motion passed.

VII. Discussion and Possible Action on Pardon and Parole Board Litigation – DeLynn Fudge

Ms. Fudge reported there is a constant influx of litigation from inmates. In the past, Ms. Blanton handled these cases, unless there were other parties involved such as the Governor's Office or DOC. Then, such cases were typically handled by the OAG or in conjunction with the OAG. Ms. Fudge indicated that unless the Board directs otherwise, Mr. Jones will continue to handle the responses, unless there a lawsuit should rise to the level of needing the Board's attention or awareness. If this occurs, then an Executive Session item will be placed on the agenda to discuss the specifics. General discussion was held and the Board was in agreement with current practices.

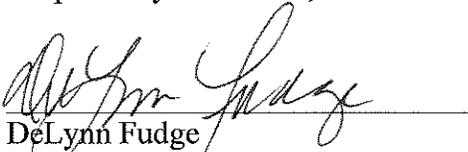
VIII. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda – Tom Gillert

There was no new business.

IX. Adjournment of the Business Meeting – Tom Gillert

The meeting was adjourned at 10:44 a.m. by Chairman Gillert.

Respectfully Submitted,


DeLynn Fudge
Executive Director

The minutes for the May 2018 Pardon and Parole Board Business Meeting were approved by a majority vote on the 11th day of June 2018.