



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes
June 13, 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 9:06 a.m. on Monday, June 13, 2016, at Kate Barnard 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 3:05 p.m. on June 9, 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 May Regular Business Meeting Minutes

Ms. Fudge provided the May Regular Business Meeting minutes for review and approval. A motion to approve the minutes as presented was made by Mr. Macy and seconded by Mr. Gillert. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

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

Ms. Fudge provided the June Regular Parole Meeting minutes for review and approval. A motion to approve the minutes as presented was made by Mr. Macy and seconded by Mr. Gillert. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

C. Discussion and Possible Action of FY 2017 Pardon and Parole Board Appropriations

The PPB budget remained at level funding with the FY2016 budget after the two budget revenue failures. Ms. Fudge provided two handouts. The first handout charts the budget appropriations since FY2011 to current. The second handout shows the other agencies within the Public Safety Cabinet and the additional cuts they sustained. The Pardon and Parole Board was one of only three agencies which did not sustain additional cuts. Ms. Fudge indicated that when specific budget categories are identified that will be brought to the Board for approval. General discussion was held.

D. Discussion and Possible Action on Agency Update:

1. Legislative Update

Melissa Blanton will be providing a legislative update later on the agenda so Ms. Fudge indicated this agenda item will be addressed later.

2. Personnel Update – New Hires and Separations

There have been no new hires and no separations this month.

3. Budget Update

The budget for FY16 ends on June 30th. The budget continues to be on track.

4. Administrative Staff Activities

One of Ms. Fudge's goals is to increase the computer skills for staff. Two individuals, Melissa Blanton and Melinda Romero, have attended basic and advanced Excel training. Amy Coker will be attending in August. Others will be attending training for Communication Skills for Women. Melissa Blanton continues to hold monthly Revocation Hearings with DOC. Kim Cain, Beverly Matthews, and the Western District team continue to make progress on out of state pardons. There are only a small number which need to be processed. Last Friday, the Investigator Training was held. Overall, the training was well received. Two speakers provided presentations on Sexual Harassment and Discrimination and on Reading OSBI, NCIC, and JOLTS Reports.

Ms. Fudge provided an update on the docketing of offenders. Docketing is currently a centralized process completed by two investigators; however, due to a change in the way that DOC audits files, the PPB will be moving to a decentralized process where each investigator will be responsible for completing a docketing worksheet on new receptions at their facilities. Training has been provided to the investigators and the instructions and processes clarified. General discussion was held. It is hoped that this will eliminate some of the entries on the update memos. Ms. Fudge has primarily been working on the Employee Handbook as well as the agency policies which will be addressed later in the agenda. Ms. Fudge provided an update on a conversation she had with David Prater. He indicated that he didn't have any concerns with the Pardon and Parole Board at this time. He said he hears that the public and the Legislature have also given positive feedback.

III. Discussion and Possible Action on Commutation Application – DeLynn Fudge

Ms. Fudge indicated that the Board had a copy of the current Commutation Application and a copy of the proposed Commutation in their packets. To develop proposed changes, Ms. Fudge reviewed several other states' applications. She also allowed Mr. Risley and Ms. Hampton to provide their input. Ms. Fudge presented the changes in the application. General discussion was held. Mr. Gillert would like a sentence to be added to the instructions that certain sections are required and if not completed the application would be considered incomplete. The Board identified those required sections. A motion was made by Mr. Gillert and seconded by Mr. Latimer to approve the amended Commutation Application. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

IV. Presentation, Discussion, and Possible Action on Legislative Update – Melissa Blanton

Ms. Blanton reported that she has reviewed the bills that were being tracked, as well as, all legislation that has been signed by the Governor. A handout which includes a summary of enacted legislation was provided to Board members. Ms. Blanton summarized the content of each bill passed and indicated that ongoing updates would be provided as the Governor has a few more days to take action on passed legislation.

V. Review and Discussion on the Employee Manual – DeLynn Fudge

Ms. Fudge indicated that this agenda item was a review and discussion item. The Board isn't expected to approve the Employee Manual but she did want them to see the procedures that support the policies which will be provided. Ms. Fudge reported that the Handbook had not been updated in some time. Ms. Price asked if there was going to be training on the information contained in the Handbook or some acknowledgement and understanding from the staff on the updates and changes. Ms. Fudge indicated that the last page of the document is the Acknowledgment Form. Employees will be provided with the document, will have about a month to read and review it, and then will submit the form which will be filed in the employee file.

VI. Discussion and Possible Action on the Approval of Internal Agency Policies – DeLynn Fudge

- Policy 100 – Establishment of Policies
- Policy 101 – Duties and Responsibilities of the PPB
- Policy 102 – Duties and Responsibilities of the Executive Director
- Policy 103 – Salary Adjustments
- Policy 104 – Code of Conduct
- Policy 105 – Duty Stations
- Policy 106 – Dress Code
- Policy 107 – Alternate Work Schedule
- Policy 108 – Fair Labor Standards Act
- Policy 109 – Outside Employment
- Policy 110 – Prohibited Activities and Relationships with Offenders and Ex-Offenders
- Policy 111 – Electronic Equipment
- Policy 112 – Travel
- Policy 113 – Progressive Discipline
- Policy 114 – Employee Performance Evaluations
- Policy 115 – Equal Employment Opportunity and Prohibited Discrimination
- Policy 116 – Drug and Alcohol Free Workplace
- Policy 117 – Tobacco Free Workplace
- Policy 118 – Workplace Violence

Ms. Fudge presented internal agency Policy 100 – Establishment of Policies. Ms. Fudge indicated that minor changes to the policy are being proposed which include renumbering and language for consistency with other policies. A motion was made by Mr. Gillert and seconded by Mr. Macy to approve the policy as presented. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 101 – Duties and Responsibilities of the Pardon and Parole Board. Ms. Fudge indicated that minor changes to the policy are being proposed which include renumbering and language for consistency with other policies. A motion was made by Mr. Gillert and seconded by Mr. Macy to approve the policy as presented. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 102 – Duties and Responsibilities of the Executive Director/Staff. Ms. Fudge indicated that minor changes to the policy are being proposed which include renumbering and language for consistency with other policies. Mr. Macy suggested minor additional wording changes. A motion was made by Mr. Gillert and seconded by Mr. Macy to approve the policy as amended. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 103 – Salary Adjustment Upon Completion of Initial Probation, Performance-Based, Skill-Based, and Equity-Based Salary Adjustment. Ms. Fudge indicated that minor changes to the policy are being proposed which include renumbering and language for consistency with other policies. Mr. Macy suggested minor additional wording changes. A motion was made by Mr. Gillert and seconded by Mr. Macy to approve the policy as amended. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 104 – Code of Conduct. Ms. Fudge indicated that this is a new policy. A motion was made by Mr. Macy and seconded by Mr. Gillert to approve the policy as presented. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 105 – Duty Stations. Ms. Fudge indicated that this is a new policy. Mr. Macy suggested minor spacing changes. A motion was made by Mr. Gillert and seconded by Mr. Macy to approve the policy as amended. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 106 – Dress Code. Ms. Fudge indicated that this is a new policy. A motion was made by Mr. Macy and seconded by Mr. Gillert to approve the policy as presented. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 107 – Alternate Work Schedule. Ms. Fudge indicated that this is a new policy. Mr. Macy suggested minor additional wording changes. A motion was made by Mr. Gillert and seconded by Mr. Macy to approve the policy as amended. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 108 – Fair Labor Standards Act. Ms. Fudge indicated that this is a new policy. A motion was made by Mr. Macy and seconded by Mr. Gillert to approve the policy as amended. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 109 – Outside Employment. Ms. Fudge indicated that this is a new policy. A motion was made by Mr. Macy and seconded by Mr. Gillert to approve the policy as presented. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 110 – Prohibited Activities and Relationships with Offenders and Ex-Offenders. Ms. Fudge indicated that this is a new policy. Ms. Price suggested minor wording changes. A motion was made by Mr. Gillert and seconded by Mr. Macy to approve the policy as amended. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 111 – Electronic Devices. Ms. Fudge indicated that this is a new policy. A motion was made by Mr. Gillert and seconded by Mr. Macy to approve the policy as amended. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 112 – Travel. Ms. Fudge indicated that this is a new policy. A motion was made by Mr. Gillert and seconded by Mr. Macy to approve the policy as amended. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 113 – Progressive Discipline. Ms. Fudge indicated that this is a new policy. Mr. Macy suggested minor additional wording changes. A motion was made by Mr. Gillert and seconded by Mr. Macy to approve the policy as amended. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 114 – Employee Performance Evaluation. Ms. Fudge indicated that this is a new policy. Mr. Macy suggested minor additional wording changes adding information on the role of the reviewer. A motion was made by Mr. Macy and seconded by Mr. Gillert to approve the policy as amended. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 115 – Equal Employment Opportunity and Prohibited Discrimination, Harassment, and Retaliation. Ms. Fudge indicated that this is an existing policy which the Board approved in September 2015. The changes to the policy that are being proposed include renumbering and language for consistency with other policies. A motion was made by Mr. Macy and seconded by Mr. Gillert to approve the policy as amended. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 116 – Drug and Alcohol Free Workplace. Ms. Fudge indicated that this is a new policy. A motion was made by Mr. Macy and seconded by Mr. Gillert to

approve the policy as presented. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 117 – Tobacco Free Workplace. Ms. Fudge indicated that this is a new policy. A motion was made by Mr. Macy and seconded by Mr. Gillert to approve the policy as presented. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 118 – Workplace Violence. Ms. Fudge indicated that this is a new policy. A motion was made by Mr. Macy and seconded by Mr. Gillert to approve the policy as presented. Mr. Macy, Ms. High, Mr. Latimer, Mr. Gillert, and Ms. Price voted in favor of the motion. There were no unfavorable votes. The motion passed.

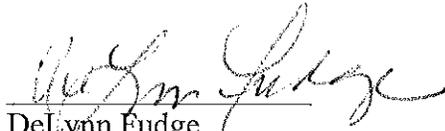
VII. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda – Vanessa Price

There was no new business.

VIII. Adjournment of the Business Meeting – Vanessa Price

The business meeting was adjourned at 10:24 a.m. by Chairman Price.

Respectfully Submitted,



DeLynn Fudge
Executive Director

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