



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Parole Business Meeting Minutes
June 2018

Monday, June 11, 2018
9:00 a.m.

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

MEMBERS ABSENT: None

STAFF: Melinda Romero, DeLynn Fudge, Justin Wolf, Zack Trimm, and Trace 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 9:05 a.m. on Monday, June 11, 2018, at Kate Barnard Corrections Center (KBCC) in Oklahoma City by Chairman Tom Gillert.

A. Roll Call

Justin Wolf, General Counsel, announced the members attending as Tom Gillert, Brett Macy, Kris Steele, Allen McCall, and Robbie Fullerton. The voting order was announced as Kris Steele, Brett Macy, Allen McCall, Robbie Fullerton, and Tom Gillert.

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

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. Ms. Fudge confirmed that the meeting was in compliance with the Open Meeting Act.

II. Business Meeting – DeLynn Fudge, Executive Director

A. Discussion and Possible Action on May Business Meeting Minutes

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

B. Discussion and Possible Action on May Parole Meeting Minutes

Ms. Fudge emailed as well as provided a hardcopy of the May Parole Meeting minutes to the Board to review. A motion was made by Brett Macy and seconded by Robbie Fullerton to approve the May Parole Meeting Minutes as presented. Kris Steele, Brett Macy, Allen McCall, Robbie Fullerton, and Tom Gillert 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. Personnel Updates – New Hires and Separations

Since the last meeting, there has been one separation from the agency. The vacant administrative position will be refilled. There has also been one new hire. Last month, Ms. Fudge introduced Zack Trimm who was hired for JDCC and EWCC. Since the last meeting, the PPB has also hired Trace Briggs as a PPB investigator for JHCC and LARC. Both investigators were introduced to the Board.

2. Budget Update – FY2018 and FY2019

Ms. Fudge reported that the FY18 budget continues to be within limits. Ms. Romero will be providing a quarterly report next month. OMES is working on our FY19 Budget and the budget will be submitted next month for approval.

3. Administrative Staff Activities

Simple legislation is being considered for next year which involves the deletion of various statutory references to a sentencing matrix. Since the matrix does not exist, this would be clean up language. In addition, the administrative staff would like to submit language to allow email notification for victims as an alternative to regular mail. The failure rate of regular mail is high and email would be a more consistent notification process. Legislative changes will be submitted to the Board next month for approval.

Ms. Fudge made the Board aware that the medium security unit at OSP is now open as a result more personal appearances for medium security inmates may occur beginning in July. Since the medium and maximum security inmates cannot be in the same area at the same time, the personal appearances will have to be managed differently. The Chief of Security and the Case Manager Supervisor are working together to determine the best possible solution for personal appearances on the docket for medium and maximum security inmates.

Last month, a meeting was held with the Governor's Office to coordinate the communication of information and work flow processes regarding recommendations for parole, pardons, and commutations from the PPB to the Governor's Offices. During that

meeting, a number of issues were resolved. A second meeting was scheduled with the PPB, the Governor's Office, and the DOC to discuss medical parole issues. The meeting was productive and facilitated additional communication and discussion.

During the month, administrative staff met with the two individuals from the Crime and Justice Institute (CJI). CJI provides technical assistance and support to states interested in using data-driven approaches criminal justice reforms. CJI has offered to assist with research, training, and technical assistance with implementation of the criminal justice reforms which were passed in the last legislative session. A follow up meeting scheduled for June 15th.

III. Presentation, Discussion, and Possible Action on Legislative Updates – Justin Wolf, Staff Attorney

Mr. Wolf presented analysis and summary of the legislative changes that affect the Oklahoma Pardon and Parole Board. This included SB650 regarding expungements, HB2286 regarding changes to parole timelines and creating administrative parole and age parole, and HB0185 regarding eligibility and training requirements of Pardon and Parole Board Members. Questions were fielded and discussion was had regarding the legal implications of the legislative changes. No action was taken.

IV. Discussion and Possible Action on Implementation of Criminal Justice Reform Measures - DeLynn Fudge

Ms. Fudge provided a handout, which delineated the various tasks that need to be completed in order to implement the legislative criminal justice reforms, which were passed last year. General discussion was held. 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 Judge Gillert and Mr. Macy requested a policy on ethics and conflict of interest. As reported last month, Mr. Stroker, NPRC was contacted to determine other states that had good policies. A web search review on other policies was also conducted. A draft of the policy was presented last month. The Board held general discussion on additional items they wanted to add, including clarifying language that further defines a conflict of interest and adding procedures on what to do if a Board Member is contacted. Last month, the item was tabled so that Mr. McCall could be present to participate in the discussion. In the interim, Ms. Fullerton also provided also some suggestions.

General discussion was held on the various components of the policy and the overall purpose of the policy. Some minor changes were requested in the section, Conflict of Interest for Board Members. The Board requested that the policy be sent to Richard Stroker for review. A motion was made by Allen McCall to table this item to July to make the necessary changes. The motion was seconded by Brett Macy. Kris Steele, Brett Macy, Allen McCall, Robbie Fullerton, and Tom Gillert 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

As indicated last month, most policies were created in 2016. A biennial review will be conducted to review and update the internal agency policies. Beginning with Policy 101, the majority of the

proposed revisions are clean-up language. Ms. Fudge identified new language. General discussion was held. A motion was made by Kris Steele and seconded by Robbie Fullerton to approve the policy as presented. Kris Steele, Brett Macy, Allen McCall, Robbie Fullerton, and Tom Gillert voted in favor of the motion. There were no votes against the motion. The motion passed.

VII. 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.

VIII. Adjournment of the Business Meeting – Tom Gillert

Chairman Gillert adjourned the meeting at 10:32 a.m.

Respectfully Submitted,



DeLynn Fudge
Executive Director

The minutes for the June 2018 Pardon and Parole Board Business Meeting were approved by a majority vote on the 16 day of July 2018.