



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes
July 18, 2016
9:00 a.m.

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

MEMBERS ABSENT: Patricia High, Vice-Chairman

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 9:05 a.m. on Monday, July 18, 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. The voting order was announced as William Latimer, Tom Gillert, Vanessa Price, and Brett Macy.

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 4:10 p.m. on July 14, 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. Presentation, Discussion and Possible Action on Interstate Compacts – Frank Mesarick, Administrative Office and Deputy Compact Administrator, Oklahoma Department of Corrections

Mr. Mesarick provided training on the Interstate Compact for Adult Offender Supervision (IACOS). He provided an overview on the history of IACOS as well as the process for offender applications, the timelines involved in the process, and the requirements of the receiving states. Mr. Mesarick provided handouts for the Board's review. General discussion was held and the Board had an opportunity to ask questions.

III. Business Meeting – DeLynn Fudge, Executive Director

A. Discussion and Possible Action on Approval of June Regular Business Meeting Minutes

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

B. Discussion and Possible Action on Approval of June 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 Brett Macy and seconded by Tom Gillert. William Latimer, Tom Gillert, Vanessa Price, and Brett Macy voted in favor of the motion. There were no unfavorable votes. The motion passed.

C. Discussion and Possible Action on FY2016 Budget and the FY2017 Pardon and Parole Board Appropriation and Budget

The FY2016 budget was \$2,294,014.00 with some carry over funds. The FY2016 budget is on track. The PPB has used approximately \$89,230.00 in carry over funds to date for planned projects. It is anticipated that there will be more invoices, such as the nearly \$30,000.00 for the upgrade to the PPB Reporting system. The remaining carry over funds will allow the PPB to get through fiscal year 2017 without any budget cuts to personnel, pending no additional budget revenue failures.

Ms. Fudge wanted to provide the Board a comparison between the FY2016 and the FY2017 budget; however, OMES asked the budget to be provided in a different format and the comparison would be confusing. OMES will be providing a presentation at next month's meeting as per the consolidated services contract. General discussion was held. No action was taken.

Ms. Price announced that she would be switching roles on the Board. She will be traveling quite a bit in the future and indicated that it is in the best interest of the agency to step down as chairperson. Normally, elections would occur in January; however, she will be offering her resignation as chairperson at the end of this meeting. Judge Gillert indicated that there is a designated item for consideration of this later on the agenda, so Ms. Price deferred any further discussion to that time.

D. Discussion and Possible Action on Agency Update:

1. Legislative Update

Melissa Blanton indicated there was no new legislation to report.

2. Personnel Update – New Hires and Separations

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

3. Administrative Staff Activities

Ms. Fudge reminded the Board that DOC is transferring prisoners this week. There could be issues with prisoners in transit. If an inmate is not in the location where we anticipate they should be, the Board may need to pass them to the next month. An overview on the statistics for fiscal year 2016 was provided to the Board. The Statistical Analysis Center (SAC) at the OSBI compiled the statistics. The statistics will be posted on the website. The Board reviewed the statistics and general discussion was held. Brett Macy asked for the document to be emailed to the Board.

The PPB has been working with the DOC and it is anticipated that the PPB will be using the new video conferencing solution next month. New equipment is being installed at each of the DOC host facilities. It is hoped that the connection problems that have been experienced in the past will be eliminated. The PPB will be working closely with OMES and DOC to test the system prior to the next meeting. The PPB paid for a portion of the cost for this effort to support DOC. After purchasing cameras for the field and a system for the main office, the PPB will be able to benefit. Video conference calls with individual field staff or all field staff will be available.

Melissa Blanton and Jennifer Pando attended a Victim Services Roundtable Meeting, which connects the PPB with the entire criminal justice system and the non-profit sector. Updates and information on the victim registration and website information, such as frequently asked questions, was provided. Later this week, they will be providing a presentation at the DAC's Victim Witness Coordinators Conference to share information and coordinate efforts on behalf of victims.

Last August, one of the initial issues field staff identified was a need for scanners. The scanners will increase efficiency for the field staff. The scanners have been purchased and distributed. Administration is currently working with OMES to install the scanners.

Melissa Blanton and DeLynn Fudge met with OAG on clemency hearings. Currently, there are five (5) pending executions and two (2) that are close to that stage. Ms. Fudge had understood that potentially clemency hearings could begin to occur by the end of the year. However, the most recent update is that it will likely be at least five months or more before they begin. Once DOC has an established protocol in place; however, there could be more than one per month. General discussion was held on potential schedule for the Board. No action was taken.

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

Melissa Blanton indicated that no new legislation was signed since the last month's update. She will be provided with a copy of the comprehensive Legislative Update prepared annually by Trent Baggett at the District Attorneys Council and will forward a copy to the Board Members for their information and review. General discussion was held. No action was taken.

V. Discussion and Possible Action on Consideration of Pardons and Potential DUI Crimes in Relation to Enhancements – Melissa Blanton

Melissa Blanton reported that after the June Pardon recommendations were forwarded to the Governor's office, she received feedback regarding several individuals who had been convicted of DUI crimes. Three applicants had DUI sentences that were completed recently enough that they still fall within the statutory time frame to be used as prior convictions for enhancing future DUI crime punishments. Ms. Blanton relayed that the Governor wishes to be consistent in her actions and message regarding DUI crimes and therefore, two of those Pardon applicants were denied a Pardon. These two were encouraged to re-apply at the first of 2017 when their sentences would then fall outside the realm of possible use as an enhancement should they be charged once again with a DUI crime. Similarly, the third applicant's sentence was very near the end of the enhancement period, so the Governor will grant the Pardon, but will wait until the very end of the allotted time frame to grant a Pardon, which will allow the window for enhancement to expire. Ms. Blanton indicated that the feedback from the Governor is being shared with the Board as an additional consideration when reviewing Pardon applications and making recommendations. General discussion was had regarding DUI crimes, as well as all types of possible crime enhancements. No action was taken.

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

- Policy 119 – Leave
- Policy 120 - Work Related Injury or Illness /Workers' Compensation

Ms. Fudge presented internal agency policies, which were previously forwarded to the Board for review. Ms. Fudge indicated that the policy follows state statute in terms of the various types of leave. The Leave Sharing Program was also discussed. Statute allows the Executive Director to determine if outside leave is accepted from other agencies. General discussion was held on the financial impact of accepting outside leave, as well as previous requests for shared leave. General discussion was held. A typographical error was found. A motion was made by Tom Gillert and seconded by Brett Macy to approve the policy as amended. William Latimer, Tom Gillert, Vanessa Price, and Brett Macy voted in favor of the motion. There were no unfavorable votes. The motion passed.

Ms. Fudge presented internal agency Policy 120 – Work Related Injury or Illness/Workers' Compensation. There were no questions or discussion on this policy. A motion was made by Tom Gillert and seconded by Brett Macy to approve the policy as amended. William Latimer, Tom Gillert, Vanessa Price, and Brett Macy voted in favor of the motion. There were no unfavorable votes. The motion passed.

VII. Discussion and Possible Action on Election of a Chairperson – Vanessa Price

Ms. Price previously indicated that she has accepted a new position and will be traveling extensively in the near future. While she can remain on the Board, she believes that it would be in the best interest of the Pardon and Parole Board for her not to serve as chairperson. General discussion was held on the time that the chairperson spends in the administrative office. Ms. Price indicated that prior to the hiring of Ms. Fudge, she was at the office to help but since then has not spent much time. If she is there, it is to review her docket. Ms. Price stated that both she and Ms. High are both willing to be available to the staff since they are local.

A motion was made by William Latimer and seconded by Brett Macy to nominate Tom Gillert as chairperson. William Latimer, Vanessa Price, and Brett Macy voted in favor of the motion. Tom Gillert abstained. There were no unfavorable votes. The motion passed.

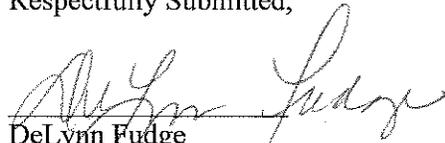
VIII. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda – Vanessa Price

There was no new business.

IX. Adjournment of the Business Meeting – Vanessa Price

The business meeting was adjourned at 10:07 a.m. by Chairman Price.

Respectfully Submitted,



DeLynn Fudge
Executive Director

The minutes for the July 2016 Pardon and Parole Board Business Meeting were approved by a majority vote on the 16th day of August 2016.