



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes
August 15, 2016
9:00 a.m.

MEMBERS PRESENT: Judge Tom Gillert, Chairman, Patricia High, Vice-Chairman (in at 9:15 a.m.)
Vanessa Price, Brett Macy, and William Latimer

MEMBERS ABSENT: None

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

I. Opening of Meeting – Tom Gillert, Chairman

The Business Meeting of the Pardon and Parole Board (hereinafter referred to as PPB) was called to order at 9:11 a.m. on Monday, August 15, 2016, at Kate Barnard Corrections Center (KBCC) in Oklahoma City by Chairman Tom Gillert. Melinda Romero announced the members attending and a quorum was present.

A. Moment of Silence/Prayer

Chairman Gillert conducted a moment of silence/prayer indicating that no one was obligated to participate in the Moment of Silence/Prayer or the Pledge of Allegiance.

B. Pledge of Allegiance

Chairman Gillert led the Pledge of Allegiance.

C. Assurance of Compliance with Open Meeting Act

DeLynn Fudge confirmed that the meeting agenda was posted at 8:55 a.m. on August 11, 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 Offender Services – Tom Gillert

- Tony Fish, Director, Muscogee Creek Nation Integration Services
- Rhonda Bear, Program Manager, Women in Transition
- Pastor Theodis Manning, Teaching and Saving Kids (TASK)

Training on various community-based programs was provided to the Board by Mr. Fish, Ms. Bear, and Pastor Manning. Ms. Bear discussed information on the Women in Transition, the Stand in the Gap Program, and the She Brews Coffee House, which is a job-training program in Claremore. She provided information on the numbers that they serve. Pastor Manning addressed the Teaching and Saving Kids (TASK) Program that assists at-risk youth in the community and offenders within the correctional system as well as post-release. TASK is a volunteer program where many primarily post-incarcerated individuals dedicate themselves to supporting and mentoring others. Pastor Manning had several individuals present who discussed how TASK had assisted them. Mr. Fish presented information on the Muscogee Creek Nation Reintegration Program. Mr. Fish provided information on the core beliefs of the program, the eligibility criteria, and the services, which includes housing assistance, food/grocery assistance, clothing assistance, reentry classes, legal advocacy, youth services, and

seminars. Handouts were provided by all three programs. The Board was given an opportunity to ask questions of each presenter. General discussion was held. No action was taken.

III. Presentation, Discussion, and Possible Action on FY 2016 Budget Review – Steve Funck, Deputy State Comptroller and Steven Hawkins, Director of ABS, Office of Management and Enterprise Services
Steve Funck and Steven Hawkins provided an overview of the FY2016 appropriated budget of the Pardon and Parole Board, along with the carryover funds. He indicated that there will be additional expenses to the FY2016 budget as invoices which occurred in that fiscal year will be paid through November 2016. Mr. Hawkins indicated that there appears to be no fluff in the PPB budget. Ms. Fudge indicated that 90% of the budget is personnel and benefits. General discussion was held. No action was taken.

IV. Discussion and Possible Action on Approval of FY2017 Pardon and Parole Board Budget – DeLynn Fudge

Ms. Fudge provided a summary of the FY2016 expenditures by category along with the projected budget for FY2017. Ms. Fudge commended Melinda Romero, as she was instrumental in reviewing the FY2016 expenditures and projecting costs for the FY2017 budget. Ms. Romero looked at past expenditures and projected future costs. Ms. Fudge indicated there are some costs in FY2016 that will not occur in FY2017, such as moving costs or furniture related to the move. If a budget revision is needed, the PPB can work with OMES to complete. General discussion was held. A motion was made by Patricia High and seconded by Brett Macy to approve the FY2017 budget as presented. Tom Gillert, Brett Macy, Vanessa Price, William Latimer, and Patricia High voted in favor of the motion. There were no unfavorable votes. The motion passed.

V. Business Meeting – DeLynn Fudge, Executive Director

A. Discussion and Possible Action on July Regular Business Meeting Minutes

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

B. Discussion and Possible Action on July Regular Parole Meeting Minutes

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

C. Discussion and Possible Action on Agency Updates

1. Legislative Updates

The legislative update and interim studies are separate agenda items so Ms. Fudge deferred to those agenda items.

2. Personnel Updates – New Hires and Separations

There were no new hires or separations this past month.

3. Administrative Staff Activities

Ms. Fudge shared that the PPB has begun working with OMES on Phase II of the PPB Reporting System. Phase I of the PPB Reporting System was implemented in May. There was one unexpected glitch that has now been resolved but it is anticipated that the upgrade will modernize the system. Phase I mainly affected the field investigators' reporting processes.

Phase II of the PPB Reporting System will provide technological updates which will affect the administrative office. Through the Phase II Project, the vendor will create approximately fifteen (15) template letters that can be auto-populated and sent to victims at various key stages in the pardon, parole, commutation, and/or clemency processes of the offender. In addition, it is

anticipated that the PPB Reporting System upgrade will automate the creation of Certificates of Pardons and Paroles. It is also anticipated that the upgrade will create monthly dockets, voting ballots for each offender, and generate a report regarding the results from the monthly meeting.

During the month, Ms. Fudge met with Executive Director of the Association of Paroling Authorities International (APAI). Located in Huntsville, TX, the APAI is dedicated to the accomplishment of public safety and successful offender reentry through training, education, standards of evidence-based research and best practices, providing peer-based technical assistance and support in collaboration with strategic partners. Both the Board and the staff would have access as members. The cost is \$475. The Board agreed that it sounded like a reasonable cost.

Ms. Fudge reported that a long-standing issue with the victim database has been resolved with the assistance of OMES. Jennifer Pando now has a working victim database where she can edit and update victim addresses. Finally, Ms. Fudge and Kim Cain attended the Northeast District Meeting at Taft. She reported it was a productive and collaborative meeting. General discussion was held. No action was taken.

VI. Update, Discussion, and Possible Action on Interim Studies – DeLynn Fudge

Ms. Fudge provided a summary of the two Interim Studies that were scheduled by House Representatives. Generally, these meetings occur in the fall before legislative session begins. Chairman Gillert indicated that he has been researching the establishment of the Pardon and Parole Board in the Constitution and has asked staff to prepare a legal history of the changes to the Constitution related to the Board. Melissa Blanton has started working on this and should be able to provide something next month as a training item for the Board. General discussion was held. No action was taken.

VII. Discussion and Possible Action on Legislative Agenda for FY2017 – Melissa Blanton

Ms. Blanton

Ms. Blanton indicated that she previously forwarded a full legislative update to the Board members via email for their review and information. She indicated that there are several topics that could be considered for legislative amendments this coming session, including parole waivers for offenders on the GPS program; provisions relating to DOC's capacity and the early release of offenders on parole; parole provisions for offenders with three or more convictions for which DOC time was ordered; and statutory references to the Truth in Sentencing matrix which never took effect before repeal. General discussion was held. The Board requested that any proposed legislation be reviewed and approved by the Board. No action was taken.

VIII. Discussion and Possible Action on Content for Training Manual for the Pardon and Parole Board Members – DeLynn Fudge

Ms. Fudge indicated that last month, Ms. Price suggested that work start on a training manual for new Board members. A bullet list of training items was provided to the Board for review and input. General discussion was held. The Board recommended some additional items that were not on the list. Ms. Fudge indicated that she would add these items and develop a training outline for the future. No action was taken.

IX. Discussion and Possible Action on Discussion and Possible Action on the Approval of Internal Agency Policy – DeLynn Fudge

- Policy 121 – Reasonable Accommodation

Ms. Fudge presented a draft of Policy 121 - Reasonable Accommodation, an internal agency policy. She indicated the policy is replicated from the Office of Management and Enterprise Services' policy, which was approved in March of 2016. General discussion was held. Mr. Macy wanted clarification on who makes the decision on whether the request for reasonable accommodation is approved or denied. He indicated that he would like to see separation between the person that makes the decision to accept or deny the reasonable

accommodation(s) and the person to whom the employee appeals the decision. The policy will be changed so that the Deputy Director is the contact point for the discussion and identification on the type of reasonable accommodation(s) that the employee needs and the determination of whether the agency accepts or denies the reasonable accommodation or any alternatives. Then an employee who disagrees with the reasonable accommodation determination will file an appeal to the Executive Director. Ms. High requested wording changes in the tense of two sentences in order to be consistent with the rest of the policy. A motion was made by Ms. Price and seconded by Mr. Macy to approve internal agency policy, Policy 121 – Reasonable Accommodation as specifically amended. Tom Gillert, Brett Macy, Vanessa Price, William Latimer, and Patricia High voted in favor of the motion. There were no unfavorable votes. The motion passed.

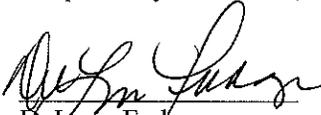
X. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda – Tom Gillert

There was no new business.

XI. Adjournment of the Business Meeting – Tom Gillert

The business meeting was adjourned at 11:27 a.m. by Chairman Gillert.

Respectfully Submitted,


DeLynn Fudge
Executive Director

The minutes for the August 2016 Pardon and Parole Board Business Meeting were approved by a majority vote on the 14th day of September 2016.