

# PARDON AND PAROLE BOARD

## Meeting Minutes April 2013

- I. **Call to Order** – This meeting of the Oklahoma Pardon and Parole Board was convened at 9:00 a.m. on April 16, 2013 at Hillside Community Correctional Center in Oklahoma City, Oklahoma. Notice was given to Secretary of State and an Agenda posted at the Board's Administrative office twenty-four hours prior to meeting pursuant to Title 25 O.S. § 301, et seq.
- II. **Roll Call** - Members present: Currie Ballard, Dr. Marc Dreyer, Richard Dugger, Lynnell Harkins, and David Moore.
- III. **Victims/Representatives & District Attorneys** – The Board heard presentations from and conducted interviews with Victims/Representatives and District Attorneys.
- IV. **Business Meeting**

### A. Old Business

1. Review of Oklahoma's Parole Conditions in Comparison With Other Paroling Authorities Conditions – Tracy George – passed to May 2013.
2. Progress Report on Changes That Have Been Implemented or That May Be In Progress Concerning the Openness and Transparency of the Parole Board Meeting –Tracy George
  - a. Investigator Report Format
  - b. Validation of Risk Assessment Instrument
    - i. Talk to Dr. Salisbury about risk assessment.
  - c. Information Submitted to the Board Via Email
    - i. E-mail every Friday packets to the Board Members regarding victim and delegate letters.
    - ii. Dr. Dreyer requests that at the end of every mail out period for Victim and Delegate letters; we have a cumulative cover sheet of all offenders we have sent in.
  - d. Operating System Upgrade and Website
    - i. Website is live and running.
  - e. Consolidation of Dockets

### B. Current Business

1. Approval of March 2013 Regular Meeting Minutes
  - i. Meeting minutes were approved, passed with unanimous vote.
2. Department of Corrections assessment process and work release –  
Milt Gilliam

- i. Milt Gilliam talked about the process that happens once an offender is out on parole. Receive Offender, Complete risk assessment, see if they need employment, etc.. Once complete Officer sets up plan for offender with the most needed program first.
- ii. Add Interlock or suggestion of Interlock
- iii. Sex offenders are assessed for sex offender treatment and by specialized officers.
- iv. Discussed officers and audits of offenders

- 3. Proposed Clemency Hearing date(s) for James L. DeRosa, D.O.C. #410959
  - a. May 17, 2013 at 9:00 a.m.
    - i. Discussed Clemency hearing for James L. DeRosa for May 3, 2013 @ 9am, pending without objection.
    - ii. Also discussed 2<sup>nd</sup> Clemency hearing for May 10 @ 9am, pending without objection.

C. Agency Update

- 1. Personnel Update
  - i. Deputy Director John Daniels Retirement, July 1, 2013.
  - ii. Lawton's position closed on Friday.
  - iii. CCF and LCF Increase of population of offenders.
- 2. Legislative Update
  - i. List of Bills still in process after deadlines
- 3. Budget Update

D. New Business - Any new business not known about or which could not have been reasonably foreseen before the time of posting of the agenda.

- V. **Business Meeting Adjournment** – The business meeting was concluded at 9:58 a.m. on April 16, 2013.
- VI. **Offender Personal Appearances** – Throughout the Meeting (Wednesday thru Friday), the Board heard presentations from and interviewed offenders who made personal appearances and the delegates accompanying them. The Board took action on each offender, as recorded and reflected on each offender's ballot. The ballot for each offender is documented as a part of these minutes.
- VII. **Jacket Review Delegations/Voting** – Throughout the meeting (Tuesday, Wednesday, Thursday, and Friday), the Board took action on offenders who did not make a personal appearance. The Board took action on each offender, as recorded and reflected on each offender's ballot. The ballot for each offender is documented as a part of these minutes.
- VIII. **Convene/Adjournment** – The monthly meeting of the Oklahoma Pardon and Parole Board was convened, recessed, reconvened and adjourned as follows: Tuesday, April 16, 2013,

convened at 9:00 a.m. and recessed at 7:03 p.m.; Wednesday, April 17, 2013, reconvened at 8:03 a.m. and recessed at 8:45 p.m.; Thursday, April 18, 2013, reconvened at 8:02 a.m. and adjourned at 6:35 p.m.; Friday, April 19, 2013, reconvened at 8:01 a.m. and adjourned at 4:22 p.m. The board declared all votes final at the adjournment of the meeting on April 19, 2013 at 4:22 p.m.

Minutes submitted by Amber Croom