

# PARDON AND PAROLE BOARD

## Meeting Minutes FEBRUARY 2013

- I. **Call to Order** – This meeting of the Oklahoma Pardon and Parole Board was convened at 9:02 a.m. on February 19, 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 – Dr. Marc Dreyer
      - Tracy George passed out information concerning the different conditions from other states.
      - Tracy George will have a copy of eighteen conditions ready for board members at next months meeting.
    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
        - i. Mrs. George presented a slide show of the new web site for investigative reports.
        - ii. The investigative report system is in the testing phase and will be ready for an official launch on March 1, 2013.
      - b. Validation of risk assessment instrument
        - i. Mr. Jenks made contact with Ms. Braxton about the assessment.
        - ii. She is still working to get two different vendors for the board to choose from, for the assessment. She had a vendor set up but it fell through so she is attempting to find another vendor at this time.
      - c. Information submitted to the Board via email
        - i. There will be two emails.
          1. Board Communications
          2. Administrative Office Communications

- ii. There will be a need for public education via news release and other venues including the web site.
  - d. Operating system upgrade and website
    - i. The site structure from the test phase is being imported to the production site.
    - ii. There will be a template ready by February 28, 2013.
    - iii. Release date is anticipated to be March 1, 2013.
  - e. Consolidation of dockets
    - i. March & April dockets will be the same. The consolidated docket will start at the May 2013 board meeting. There will be only one docket and one docket deadline. Each offender on the docket will be placed in alphabetical order with the docket type listed.
- 3. Clemency Hearing for Stephen Ray Thacker DOC # 437398 waived.

## B. Current Business

- 1. Approval of January 2013 regular meeting minutes
  - a. The following changes were suggested to the meeting minutes:
    - i. Mr. Dugger's name was misspelled in one section.
    - ii. In the last paragraph, the wording was meeting was convened each day, and needed to say it reconvened.
    - iii. Added language that all votes are now final at the end of the meeting.
  - b. Mr. Moore made a motion to accept the minutes as amended. Mr. Dugger 2<sup>nd</sup> the motion. Motion carried with a unanimous vote.
  - c. Proposal to detail General Counsel to Executive Director duties.
    - i. Director Jenks retires on May 31, 2013 and is using vacation leave until that time. Due to this change, an Acting Executive Director needs to be appointed.
    - ii. Mr. Moore made a motion that General Counsel be detailed as Acting Executive Director for the next six months. Mr. Ballard 2<sup>nd</sup> the motion. The motion carried with a unanimous vote.

## C. Agency Update

- 1. Personnel Update
  - a. Hired Amari Kimbro as the new Administrative Technician III.
  - b. Hired two temporary employees for administrative office.
    - i. Kathy Morton who is currently proofing reports and docketing worksheets in the absence of Deputy Director Daniels
    - ii. Yvonne Lugo who will be acting as Executive Assistant to Mrs. George.

2. Legislative Update
  - a. Mrs. George distributed the summary of the 2013 Tracked Legislation.
3. Budget Update
  - a. Feedback from House and Senate Budget Hearings
    - i. Dr. Dreyer gave a summary of the budget hearings held in February. The legislators were concerned about the amount of funding requested for hiring of security for the board meetings. Suggestions were made for changing venues to a more secure location or to utilize an entrapment room.
  - b. The Governor has requested the Agency be given an extra \$300,000.00 in the budget for Fiscal Year 2014. This would place the Agency back at the FY2010 level.

D. New Business

- a. Issues to be brought before the board in March were:
  - i. Expungement of information on web regarding pardon applications.
  - ii. Security issues.

- V. **Business Meeting Adjournment** – The business meeting was concluded at 12:48 p.m. on February 19, 2013.
- VI. **Offender Personal Appearances** – Throughout the Meeting (Wednesday and Thursday), 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), 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 recessed and convened as follows: Tuesday, February 19, 2013, convened at 9:02 a.m. and recessed at 6:34 p.m.; Wednesday, February 20, 2013, reconvened at 8:20 a.m. and recessed at 7:49 p.m.; Thursday, February 21, 2013, reconvened at 8:02 a.m. and adjourned at 9:30 p.m. All votes were made final at the adjournment of the meeting on February 21, 2013 at 9:30 p.m.

Minutes submitted by Kathy Kelly Walden