

# PARDON AND PAROLE BOARD

## Meeting Minutes March 2013

- I. **Call to Order** – This meeting of the Oklahoma Pardon and Parole Board was convened at 9:00 a.m. on March 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 – Tracy George
      - Tracy George handed out a copy of current conditions and a suggested condensed listing that encompassed all current conditions in more concise manner in a list of five conditions.
      - Dr. Dreyer recommended that these conditions be placed on the parole certificates.
      - Suggestions for changes to the wording of condition #3 were made.
      - Changes will be made and the conditions will be sent to Milt Gilliam for his review, then sent to the governor for her approval.
      - The parole conditions will be brought back to the meeting at the May board 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. The investigator reports are up and running, the investigators are finding small bugs that are being taken care of by OMES.
        - ii. Instructions were given to staff that interviews should be conducted on all personal appearances, violent offenders and Re-Entry offenders need to be interviewed. GPS & SER do not need to be interviewed.
        - iii. All misconducts within the last year are to be placed in section 8. All violent misconducts should be placed in section 10.
        - iv. Dates are very important for the occurrences of violent offenses.

- v. # 8, all misconducts should be from current incarceration, up to ten years prior.
  - vi. #9 & #10 should be for prior incarcerations.
- b. Validation of risk assessment instrument
    - i. Dr. Emily Salisbury has been set up for the risk assessment.
    - ii. Mrs. George stated she will be setting up a conference call with Dr. Salisbury, Dr. Dreyer and Mr. Moore.
    - iii. Dr. Dreyer appointed himself and Mr. Moore to handle the risk assessment with Dr. Salisbury.
  - c. Information submitted to the Board via email
    - i. There will be two emails.
      - 1. Board Communications
        - a. Deadline for communication prior to board meeting will remain the Tuesday, one week prior to the meeting.
        - b. PO Boxes will be closed approximately six months after the process is complete.
      - 2. Administrative Office Communications
  - d. Operating system upgrade and website
    - i. Mr. Richardson spoke to the board members about the Final Cut Express system. The features of this system are:
      - 1. 3 tier system: Audio, Video & Computer
      - 2. The cost will range between \$4,000 and \$6,000.
      - 3. This will allow for individual offender videos to be captured and renamed for easier access.
      - 4. Video would record the offender only, however, the voices of the board members would be heard on the video.
    - ii. The new website is running
      - 1. There is no search engine at this time due to OMES not having the approval form 115. This form has been sent to OMES.
      - 2. Both websites will be running for the next 3 – 6 months.
      - 3. Mrs. George asked for short biography's from each of the board members, to be turned in by April board meeting to be added to the new website.
  - e. Consolidation of dockets
    - i. The month of May will be one docket with the SER, Stage II, Medical, Commutation and Pardon dockets remaining separate as discussed.

## B. Current Business

- 1. Approval of February 2013 regular meeting minutes.
  - a. Wording on VIII needs to be changed from "All votes were made final at the adjournment of the meeting..." to "The board declared that all votes were final at the adjournment of the meeting..."

- b. Mr. Dugger made a motion to accept the meeting minutes as changed. Mr. Moore 2<sup>nd</sup> the motion. The motion carried with a unanimous vote.
- 2. Termination of legal contract with Mr. Martin
- 3. Mrs. George informed the Board that she would forward a letter as Acting Executive Director to Mr. Martin that the contract for legal services with him was being terminated and all Board Members concurred with this action.
- 4. Proposal for Board Meeting structure (administrative staff duties, Board Chair duties, number of days, agenda item structure, etc.) – Tracy George
  - a. General Counsel functions are outlined as follows:
    - i. Ensure the Board Members stay on agenda
    - ii. Let Board Members know when the subject(s) are off agenda
    - iii. Give Board legal advise as necessary
  - b. Board Chairman will take over the following function as was original intent
    - i. Preliminary identification of offenders and swearing of oath
  - c. Number of Days for Board Meeting
    - i. Make meeting four days
    - ii. There was discussion of possibly separating the Business Meeting from the Parole Hearings for clarity
      - 1. First meeting for Board Business Meeting.
      - 2. Second meeting for Parole Hearings.
      - 3. Each meeting would have a separate Notice and Agenda
      - 4. Adjournment after each meeting
    - iii. Various formats for each day was discussed but not finalized. Chairman Dreyer will finalize format for meeting agenda/schedule to go into effect with the May docket.
- 5. Appointment of subcommittee to determine and begin search process for Executive Director – Dr. Marc Dreyer.
  - a. Dr. Dreyer appointed Ms. Harkins and himself to begin the search process.
  - b. The process will be presented to the board members in April
- 6. National Parole Resource Center Self-Assessment Tool – Dr. Marc Dreyer
  - a. Each board member received a self assessment tool to be filled out individually and returned to the office by the April board meeting.
  - b. Mrs. George will assimilate and submit the forms.
  - c. Results will be available at the May board meeting.
  - d. Answers can be done anonymously.
- 7. Technical Assistance auditor visit – Tracy George
  - a. Mr. Faulkner will be meeting with staff between April 28<sup>th</sup> & April 30<sup>th</sup>, to see how the staff functions.
  - b. Information will be gathered to help determine what is needed to become accredited.
- 8. Department of Corrections assessment process for education of offenders – Mr. Reginald Hines
  - a. Education Assessment are made according to if there is verification of education or if the offender tests lower than documented level.
  - b. There is a reassessment when an offender is released to probation.
    - i. LSI has 54 categories & 10 subscales

- c. General Assessment & Work Release issues will be placed on the April board meeting for further discussion.
  - 9. Review of Policy 010 & Procedures 010-1, 010-2, 010-3, 010-4 (security procedures for parole board meetings) – Mr. David Moore
    - a. Mr. Moore gave the board members the security policies.
    - b. Mr. Moore will be talking to Sharon Harris and Milt Gilliam about the security policies.
    - c. Mr. Moore stated that he would need to make changes after he meets with DOC then he will try to have them ready for the board to discuss further in April.
- C. Agency Update
  - 1. Personnel Update
    - a. Posting of Investigator Position at Lawton Correctional Facility
      - i. Will be posted by the end of the month.
      - ii. The posting will close 10 – 17 days after opening, and interviews will be in Mid April for position to be filled by May.
  - 2. Legislative Update
    - a. None
  - 3. Budget Update
    - a. Should know more about the supplemental budget by mid-April.
- D. New Business
  - 1. Ronnie Ladd – taking a new job.
- V. **Business Meeting Adjournment** – The business meeting was concluded at 11:10 a.m. on March 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 convened, recessed, reconvened and adjourned as follows: Tuesday, March 19, 2013, convened at 9:00 a.m. and recessed at 5:49 p.m.; Wednesday, March 20, 2013, reconvened at 8:01 a.m. and recessed at 6:53 p.m.; Thursday, March 21, 2013, reconvened at 8:01 a.m. and adjourned at 6:28 p.m. The board declared all votes final at the adjournment of the meeting on March 21, 2013 at 6:28 p.m.

Minutes submitted by Kathy Kelly Walden