

# PARDON AND PAROLE BOARD

## Meeting Minutes May 2013

- I. **Call to Order** – This meeting of the Oklahoma Pardon and Parole Board Business Meeting was convened at 9:00 a.m. on May 13, 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: Dr. Marc Dreyer, Richard Dugger, Lynnell Harkins, and David Moore.
- IV. **Business Meeting**
  - A. Old Business
    1. Review of Oklahoma's Parole Conditions in Comparison With Other Paroling Authorities Conditions – Tracy George – passed to June 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. Validation of Risk Assessment Instrument
        - i. The old risk assessment will need to be completely redone. Tracy talked to Robbie about the risk assessment and was informed the funding was on hold due to sequestration and Robbie would have to get back to Tracy when the grant funding was restored. Robbie was optimistic about getting the funding.
      - b. Operating System Upgrade and Website
        - i. The old website and new website are both running at the same time. The PPB will no longer have the old website by September. – Tracy George
        - ii. Board Members and Acting Director discussed the issues with the website search function.
        - iii. Board Members and Acting Director discussed the difference in the two websites and their names.
      - c. Consolidation of Dockets
        - i. Tracy George, Acting Director, requested the Board to e-mail or phone call the changes that need to be made on the report. Deadline for those changes May 17, 2013.
        - ii. Reduced docket by 35 and passed 141 JR to June, July and August considerations.
        - iii. Board Members and Mrs. George discussed mail change and no longer having post office boxes. Board Members will

keep their P.O. Boxes for 6 months then not renew them as all correspondence will filtered through the Administrative Offices.

3. Technical Assistance auditor visit – Tracy George
  - a. A Grant was used and ACA paid for the auditor to perform a technical audit of PPB procedures.
  - b. Mr. Faulkner came out from Virginia to audit PPB’s procedures; Mr. Faulkner told Mrs. George that the PPB does everything accredited authorities do with the exception of not having the supervision arm.
  - c. Grant to be extended and the Director will be able to go to South Carolina and see how they do the parole process. Possible date of June or July.
  
4. Security update – David Moore
  - a. Mr. Moore is awaiting response from Mr. Gilliam and Warden Harrison; both have reviewed the proposed policy and we are waiting on a response from Director of D.O.C.

#### B. Current Business

1. Approval of April 2013 Regular Meeting Minutes
  - a. Pass April Meeting Minutes until May 2013 for corrections.
    - i. First Motion – Lynell Harkins
    - ii. Second Motion – Richard Dugger
    - iii. All others voted yes.
2. Announcement of Retirement Reception for Executive and Deputy Director
  - a. June 6, 2013 @ 2pm, Hillside Community Correctional Center.
  - b. Board Members and Acting Director will split all costs. Retirement Party will not come out of Agency Budget.

#### C. Agency Update

1. Personnel Update
  - a. Resignation of OSP Investigator
    - i. James Hull resigned May 6, 2013.
    - ii. Mrs. George will post and fill position.
  - b. Lawton Investigator Position
    - i. Mrs. George is still working on filling this position. PPB will hopefully have someone hired by June 1, 2013.
  - c. Posting of Executive Director Position
    - i. Mrs. George will post this position June 10-21.
    - ii. Search Committee can review candidates resumes June 24-28.
    - iii. Interviews will be conducted July 8-10.
    - iv. Dr. Marc Dreyer and Lynell Harkins will interview candidates.

2. Legislative Update

- a. House Bill 1722 Signed
- b. Commutation application process and Pardons still go to the Governor.
- c. Starting November 1, 2013 the Parole Board will only be able to Parole offenders with a Consecutive (CS) Case to the CS Case Only. The board members will no longer be able to parole through a CS Case.

3. Budget Update

a. FY2014 funding

- i. PPB did not receive a supplemental budget.
- ii. \$75,000.00 in additional funding was approved for the FY14 budget.
- iii. Made decisions on budget
  - 1. New Video and Audio System, possibly in July.
  - 2. Bring investigators pay up to DOC level.
  - 3. Computers – will order 39 new computers. Lynell Harkins and Richard Dugger should receive a new computer, as well as field staff.
  - 4. PPB will continue training for investigators.
  - 5. Discussed the bill that had DA Counsel to receive a paper copy of docket. PPB will need clarification language on that bill.

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 10:01 a.m. on May 13, 2013.
- VI. **Offender Personal Appearances** – Throughout the Meeting (Tuesday, 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 (Monday, Tuesday, Wednesday, and 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 business meeting was convened, recessed, reconvened and adjourned as follows: Monday, May 13, 2013, convened at 9:00 a.m. and was adjourned at 10:01 a.m.

The monthly meeting of the Oklahoma Pardon and Parole Board was convened, recessed, reconvened, and adjourned as follows: Monday, May 13, 2013, was convened at 10:38 a.m. and recessed at 6:06 p.m.; Tuesday, May 14, 2013, reconvened at 8:03 a.m. and recessed at 6:13 p.m.; Wednesday, May 15, 2013, reconvened at 8:04 a.m. and recessed at 6:37 p.m.; Thursday, May 16, 2013, reconvened at 8:17 a.m. and adjourned at 5:11 p.m. The board declared all votes final at the adjournment of the meeting on May 16, 2013 at 5:11 p.m.

Minutes submitted by Amber Croom