PARDON AND PAROLE BOARD

Meeting Minutes
JANUARY 2011

I. Call to Order – This meeting of the Oklahoma Pardon and Parole Board was convened at 9:03 a.m. on January 25, 2011 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: James Brown, Richard Dugger, Lynnell Harkins, Clinton Johnson, and Susan Loving.

III. District Attorneys – The Board heard presentations from and conducted interviews with District Attorneys.

IV. Business Meeting – The Business meeting began at 9:12 a.m. The following matters were considered by the Board at the Business meeting:

A. Approval of November and December 2010 Regular Meeting Minutes – Due to a technical problem, approval of the November and December regular meeting minutes was held over to Wednesday, January 26, 2011. (On January 26th, Ms. Loving moved to approve both November and December 2010 Meeting Minutes. Ms. Harkins seconded both motions. All members voted 'Yes' – motions carried.

B. Interview of Offenders – A discussion was held regarding various issues with the Agency's current procedures for interviewing offenders, particularly the point of when an actual interview is or is not necessary.

C. Business Manager's Quarterly Report – Penny Sprague – (See Handout.) Also, a brief discussion covered the subject of ways to reduce spending and expenses.

V. Agency Update

A. Personnel Update – A new announcement was posted for the open position of Parole Investigator at the Mack Alford Correctional Center. The response included three interagency candidates plus 10 candidates from the Office of Personnel Management job register.

B. Budget/Legislative Update – Terry Jenks informed the Board that he and J. D. Daniels met with the House Budget Subcommittee to discuss the Agency's Budget. Mr. Jenks left the meeting with favorable comments from various committee

members about the operation of the Agency fiscal management. He also added that committee members inquired about taking the Governor out of the parole process and the number of waivers of parole from offenders.

VI. Docket Modifications – J. D. Daniels - N/A

VII. Victims/Victims' Representatives - The Board heard presentations from and conducted interviews with victims/victims' representatives.

VIII. Business Meeting Adjournment – The business meeting recessed at 10:17 a.m. on January 25, 2011.

IX. Jacket Review Delegations/Voting – Throughout the meeting, the Board took action on offenders who did not make a personal appearance. The Board took action on each offender, as recorded in and reflected on each offender's ballot. The ballot for each offender is documented as a part of these minutes.

X. Offender Personal Appearances – On Tuesday, January 25, 2011, Chairman Brown called the meeting to order at 9:12 a.m. All members were present.

Throughout the Meeting (Tuesday and Wednesday), 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 in and reflected on each offender's ballot. The ballot for each offender is documented as a part of these minutes.

XI. Convene/Adjournment – The monthly meeting of the Oklahoma Pardon and Parole Board was recessed and convened as follows: Tuesday, January 25, 2011, convened at 9:12 a.m. and recessed at 5:48 p.m.; Wednesday, January 26, 2011, convened at 8:06 a.m. with final adjournment at 3:35 p.m.

Minutes submitted by Stephanie L. Westbrook