

PARDON AND PAROLE BOARD

Meeting Minutes

March 2011

- I. Call to Order – This meeting of the Oklahoma Pardon and Parole Board was convened at 9:01 a.m. on March 22, 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: Currie Ballard, Marc Dreyer, Richard Dugger, Lynnell Harkins and David Moore.
- III. District Attorneys – The Board heard presentations from and conducted interviews with District Attorneys.
- IV. Business Meeting – The Business meeting began at 9:31 a.m. The following matters were considered by the Board at the Business meeting:
 - A. Election of New Chairman and Vice-Chairman – Dr. Marc Dreyer moved to elect Mr. Richard Dugger as Chairman of the Oklahoma Pardon and Parole Board. Mr. Moore seconded the motion. All members voted 'Yes' – motion carried. Mr. Ballard moved to elect Ms. Lynnell Harkins as Vice-Chairman of the Oklahoma Pardon and Parole Board. Dr. Dreyer seconded the motion. All members voted 'Yes' – motion carried.
 - B. Approval of February 2011 Regular Meeting Minutes – Ms. Harkins moved to approve the February 2011 Meeting Minutes. Mr. Dugger seconded the motion. All members voted 'Yes' – motion carried.
 - C. Adopt Current Policy and Procedure Manual In Total – Terry Jenks explained to the Board Members, especially for the benefit of the three new board Members, that the Agency needs to proceed with the current policy and procedures for the present but changes may occur at a later date. Dr. Dreyer moved to operate under current policy and procedures. Mr. Ballard seconded the motion. All members voted 'Yes' – motion carried.
 - D. Adoption of New and Changed Administrative Rules – Tracy George explained to the Board the removal of the 4040 North Lincoln administrative office address. Richard Dugger noted that the outline would need to change. Marc Dreyer questioned whether there should be a comment concerning furlough days. Ms. George stated 'not in this particular document'. Dr. Dreyer moved to accept the Administrative Rules with the necessary corrections. Ms. Harkins seconded the motion. All members voted "Yes" - motion carried. – (See Handout.)

- E. Ethics Commission Requirements for Board Members - Mr. Jenks reminded the Board Members to file their financial statements to the Ethics Commission.
- F. Opening the Meeting With Moment of Silence and/or Pledge of Allegiance - Mr. Ballard had this placed on the Agenda for discussion. He stated the State Senate opens each business day with a prayer and pledge of allegiance. Mr. Ballard believes the Parole Board should open the meeting with a moment of silence and the pledge of allegiance. Dr. Dreyer made the motion to start this practice. Mr. Moore seconded the motion. All members voted "Yes" - the motion carried.
- G. New Parole Board Members Orientation Training, Thursday, March 24, 2011, 8:30 a.m. - Mr. Jenks reminded the Board Members of the training for Mr. Ballard, Dr. Dreyer and Mr. Moore. Mr. Dugger and Ms. Harkins stated they will attend as well. Terry Jenks stated that the Agenda has been posted for the training since there were at least three (3) board members planning to attend.

V. Agency Update

- A. Personnel Update - Mr. Jenks informed the Board Members the agency has hired Mr. James Hull as an Investigator for the Mack Alford Correctional Center, located in Stringtown. Mr. Hull had worked for the Parole Board previously.
- B. Budget/Legislative Update - Mr. Jenks informed the Board that a meeting was planned with the Governor's Office on Thursday, March 31, 2011, 10:30 a.m. They were going to discuss the Governor's recommendation of a 23.8 % budget cut for the Agency. Mr. Dugger and Mr. Ballard both stated they would also attend the meeting. Mr. Jenks also updated the Board Members concerning HB 2131 that outlined qualifications for Parole Board Members.

VI. Docket Modifications - J. D. Daniels, Deputy Director Mr. Daniels informed the Parole Board Members that there were no PDI's to be considered.

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 March 22, 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, March 22, 2011, Chairman Dugger called the meeting to order at 9:01 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, March 22, 2011, convened at 9:01 a.m. and recessed at 7:29 p.m.; Wednesday, March 23, 2011, convened at 8:01 a.m. with final adjournment at 7:07 p.m.

Minutes submitted by Stephanie L. Westbrook