PARDON AND PAROLE BOARD

Meeting Minutes

May 2011

I. Call to Order – This meeting of the Oklahoma Pardon and Parole Board was convened at 9:03 a.m. on May 23, 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. Victims/Representatives and District Attorneys – The Board heard presentations from and conducted interviews with Victims/Representatives and District Attorneys.

IV. Business Meeting – The Business meeting began at 10:46 a.m. The following matters were considered by the Board at the Business meeting:

Old Business:

A. Fee Structure for Pardon Applicants – After some discussion, Dr. Dreyer offered a motion to pursue the establishment of a fee structure for pardon applications and for commutation applications (applicants who are no longer incarcerated). Ms. Harkins seconded the motion. All Members voted 'Yes' – motion carried. Ms. George will set up a meeting with a legislator to discuss a plan/procedure and to sponsor the legislation.

Current Business:

A. Approval of April 2011 Regular Meeting Minutes – Dr. Dreyer moved to approve the April 2011 Meeting Minutes. Mr. Ballard seconded the motion. All Members voted 'Yes' – motion carried.

V. Agency Update

A. Agency – The Pardon and Parole Board Members are invited to attend Media Relations Training sponsored by OK Department of Corrections

B. Personnel – The Agency brought on a summer Intern – Rosalie Herandez, Criminal Justice Major from the University of Central Oklahoma.

C. **Budget/Legislative** – Mr. Jenks informed the Board that the Agency will receive a 5% cut of the 2011-2012 year budget, which amounts to $116,000. Mr. Jenks also informed the Board that he anticipates $48,000 as a carry-over from this year will help with the budget cut/deficit next year.

VI. **Docket Modifications – J. D. Daniels, Deputy Director** -

Karen Matthews #220493 was considered for early docketing. Mr. Ballard moved to place Ms. Matthews on an earlier docket. Mr. Moore seconded the motion. All Members voted 'Yes'. Ms. Matthews will be placed on the August 2011 Parole Docket.

Larry Yarbrough #125218 was considered for early docketing. Mr. Ballard moved to place Mr. Yarbrough on an earlier docket. Dr. Dreyer seconded the motion. All Members voted 'Yes'. It will be discussed further as to which August 2011 docket and in what manner Mr. Yarbrough will be considered.

VII. **Business Meeting Adjournment** – The business meeting recessed at 11:44 a.m. on May 23, 2011.

VIII. **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. ***PLEASE NOTE*** Due to the absence of one Member, Ms. Harkins, on Wednesday, May 25, 2011, a Special Meeting was scheduled on June 2, 2011 at 10:00 a.m. in order for Ms. Harkins to break any 'Ties' resulting on the day of her absence.

IX. **Offender Personal Appearances** – On Monday, May 23, 2011, Chairman Dugger called the meeting to order at 9:03 a.m. All Members were present.

Throughout the Meeting (Monday, 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.

X. **Convene/Adjournment** – The monthly meeting of the Oklahoma Pardon and Parole Board was recessed and convened as follows: Monday, May 23, 2011, convened at 9:03 a.m. and recessed at 7:34 p.m.; Tuesday, May 24, 2011, convened at 8:01 a.m. and recessed at 4:44 p.m.; Wednesday, May 25, 2011, convened at 8:02 a.m. and recessed at 5:51 p.m.; and Thursday, June 2, 2011, convened at 10:16 a.m. with final adjournment at 11:19 a.m.

Minutes submitted by Stephanie L. Westbrook