PARDON AND PAROLE BOARD

Meeting Minutes
November 2011

I. Call to Order – This meeting of the Oklahoma Pardon and Parole Board was convened at 9:00 a.m. on November 15, 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, and David Moore. Ms. Harkins arrived later in the day.

III. Victims/Representatives & District Attorneys – The Board heard presentations from and conducted interviews with Victims/Representatives and District Attorneys.

IV. Offender Personal Appearances – On Tuesday, November 15, 2011, Chairman Dugger called the meeting to order at 9:00 a.m.

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 in and reflected on each offender's ballot. The ballot for each offender is documented as a part of these minutes.

V. 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.

VI. Business Meeting – The Business meeting began at 5:49 p.m. on Thursday, November 17, 2011. The following matters were considered by the Board at the Business meeting:

A. **Old Business:**

1. Approval of 2012 Meeting Dates - Dr. Dreyer moved to approve the 2012 Meeting dates. Mr. Moore seconded the motion. All Members voted 'Yes' – motion carried.

B. **Current Business:**

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

2. **Approval of Policy 004 – Concerning Oath Given to Offender** – Ms. George noted correction to Policy number as 002.1. Ms. George informed the Board that the law does not require the Board to issue an oath, however, the Board is authorized to do so, if it so chooses. The Board decided, at this time, it will not issue an oath, but rather, the following language will be used when entering each individual interview with offenders: "Will you tell the truth in your testimony to this Board?".

3. **Agenda Items Added Upon Approval by Chairperson** – Dr. Dreyer moved to make this a standard procedure. Mr. Moore seconded the motion. All Members Voted 'Yes' – motion carried.

4. **Security for Parole Board Meeting** – Mr. Jenks and Mr. Ballard will make efforts to meet with Cabinet Secretary Michael Thompson to discuss having an Oklahoma State Trooper present during Parole Board Meetings.

C. **Agency Udpate**

a. Personnel Update – N/A

b. Legislative Update – N/A

c. Budget Update – N/A

D. **Docket Modifications – *J.D. Daniels* -**

None

VII. **Business Meeting Adjournment** – The business meeting recessed at 7:28 p.m. on November 17, 2011.

VIII. **Convene/Adjournment** – The monthly meeting of the Oklahoma Pardon and Parole Board was recessed and convened as follows: Tuesday, November 15, 2011, convened at 9:00 a.m. and recessed at 5:38 p.m.; Wednesday, November 16, 2011, convened at 8:14 a.m. and recessed at 5:40 p.m.; and Thursday, November 17, 2011, convened at 8:11 a.m. and recessed at 6:16 p.m. There were 'tie votes' that needed to be broken, so the meeting was continued to Friday, November 18, 2011 at 10:30 a.m. Ms. Harkins, Mr. Dugger, and Mr. Moore (and staff) met in the conference room for that purpose. The November Meeting's final adjournment was 10:30 a.m.

Minutes submitted by Stephanie L. Westbrook