

PARDON AND PAROLE BOARD

Meeting Minutes

September 2011

- I. **Call to Order** – This meeting of the Oklahoma Pardon and Parole Board was convened at 9:00 a.m. on September 12, 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 & District Attorneys** – The Board heard presentations from and conducted interviews with District Attorneys. There were no Victims/Representatives present.
- IV. **Business Meeting** – The Business meeting began at 10:44 a.m. The following matters were considered by the Board at the Business meeting:
 - A. **Old Business:**
 - None
 - B. **Current Business:**
 1. **Approval of August 2011 Regular Meeting Minutes** – Dr. Dreyer moved to approve the August 2011 Meeting Minutes. Mr. Moore seconded the motion. All Members voted 'Yes' – motion carried.
 2. **Notice to District Attorneys for Narrative Reports** - Ms. Suzanne McClain Atwood spoke to changes being made to accommodate the request of the Board regarding DA Narratives. Ms. Atwood expressed that the District Attorneys' offices would be compliant and make changes in various areas of operation, from completing and submitting the necessary paperwork to updating their databases and processes.
 3. **Feedback of Council of State Government Meeting** – A brief discussion was held regarding the meeting and the Board Members' thoughts of the meeting.
 - C. **Agency Update**
 - a. **Personnel Update**
 1. **Juanita Lozier's up-coming Retirement** – Mr. Jenks mentioned that Juanita is trying to do some cross-training before she leaves. Juanita is also trying to create a working manual for the person who assumes her position.

- b. Legislative Update -- N/A
- c. Budget Update -- N/A
- E. Docket Modifications -- *J. D. Daniels, Deputy Director* - Mr. Daniels had requested that the Docket Modification considerations be postponed to Wednesday, September 14, 2011. On Wednesday, September 14, 2011, no PDI Reports were presented to the Board Members.

VII. Business Meeting Adjournment -- The business meeting recessed at 12:27 p.m. on September 12, 2011. Currie Ballard left the meeting to meet with Governor Mary Fallin concerning the Larry Yarborough Commutation recommendation from the Parole Board. Mr. Ballard returned to the meeting around mid-afternoon. Prior to the recess of the meeting that, evening Mr. Ballard gave the Parole Board Members a report of his meeting with the Governor. Mr. Ballard also reported that the Governor encouraged a meeting of Dr. Marc Dreyer and himself with Attorney General Scott Pruitt.

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.

IX. Offender Personal Appearances -- On Monday, September 12, 2011, Chairman Dugger called the meeting to order at 9:00 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, September 12, 2011, convened at 9:00 a.m. and recessed at 7:21 p.m.; Tuesday, September 13, 2011, convened at 8:00 a.m. and recessed at 7:12 p.m.; and Wednesday, September 14, 2011, convened at 8:00 a.m. with final adjournment at 7:28 p.m.