



State of Oklahoma  
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD  
Business Meeting Minutes  
October 9, 2017  
9:00 a.m.

**MEMBERS PRESENT:** Chairman Tom Gillert, Brett Macy, Allen McCall, Kris Steele, and Robbie Fullerton

**MEMBERS ABSENT:** None

**STAFF:** Melissa Blanton, DeLynn Fudge, Amber Briggs, and Melinda Romero

**GUESTS:** Brady Robison, OCU Extern

**I. Opening of Meeting – Tom Gillert, Chairman**

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:00 a.m. on Monday, October 9, 2017, at Kate Barnard Corrections Center (KBCC) in Oklahoma City by Chairman Tom Gillert.

**A. Roll Call**

Melinda Romero, Deputy Director, announced the members attending as Tom Gillert, Brett Macy, Allen McCall, Kris Steele, and Robbie Fullerton. She also announced that a quorum was present. The voting order was announced as Allen McCall, Tom Gillert, Kris Steele, Brett Macy, and Robbie Fullerton.

**B. Moment of Silence/Prayer**

Chairman Gillert requested a moment of silence indicating that no one was obligated to participate.

**C. Pledge of Allegiance**

Chairman Gillert led the Pledge of Allegiance.

**D. Assurance of Compliance with Open Meeting Act**

The regularly scheduled meeting of the Pardon and Parole Board was convened in accordance with the Oklahoma Open Meeting Act. This meeting was preceded by advance notice of the date, time, and place filed with the Oklahoma Secretary of State on October 13, 2016. Notice of this meeting was also given at least twenty-four (24) hours in advance of the meeting. The notice of the date, time, place, and agenda of the meeting was posted at 8:05 a.m. on October 5, 2017, at the principal office of the Pardon and Parole Board, located at 2915 N. Classen, Suite 405, Oklahoma City, Oklahoma. Ms. Fudge confirmed that the meeting is in compliance with the Open Meeting Act.

**II. Business Meeting – DeLynn Fudge, Executive Director**

**A. Discussion and Possible Action on September Business Meeting Minutes**

Ms. Fudge previously emailed the September Business Meeting minutes for review. Ms. Fudge asked the Board to review and approve the minutes as presented or edit and approve minutes. General discussion was held. A motion was made by Allen McCall and seconded by Brett Macy to approve the September Business Meeting Minutes as presented. Allen McCall, Tom Gillert, Kris Steele, Brett Macy, and Robbie Fullerton voted in favor of the motion. There were no votes against the motion. The motion passed.

**B. Discussion and Possible Action on September Parole Meeting Minutes**

Ms. Fudge previously emailed the September Parole Meeting minutes for review. Ms. Fudge asked the Board to review and approve the minutes as presented or edit and approve minutes. General discussion was held. A motion was made by Allen McCall and seconded by Brett Macy to approve the September Parole Meeting Minutes as presented. Allen McCall, Tom Gillert, Kris Steele, Brett Macy, and Robbie Fullerton voted in favor of the motion. There were no votes against the motion. The motion passed.

**C. Discussion and Possible Action on September Special Meeting Minutes**

Ms. Fudge previously emailed the September Special Meeting minutes for review. Ms. Fudge asked the Board to review and approve the minutes as presented or edit and approve minutes. General discussion was held. A motion was made by Allen McCall and seconded by Brett Macy to approve the September Parole Meeting Minutes as presented. Allen McCall, Tom Gillert, Kris Steele, Brett Macy, and Robbie Fullerton voted in favor of the motion. There were no votes against the motion. The motion passed.

**D. Discussion and Possible Action on Agency Updates:**

**1. Legislative Updates**

The Senate Interim Study on the Pardon and Parole Board was held October 4, 2017. The agenda of the meeting and the PowerPoint presentation which Ms. Fudge presented were provided. Ms. Fudge reported that there was much discussion regarding the need for correctional staff to provide some sort of input into the parole process. The thought being that the staff work with inmates on a daily basis and see changes in a person that can't be picked up on paper. The goal of Ms. Fudge was to provide the Public Safety Committee with information and data about the work of the Pardon and Parole Board. Mr. Steele also presented at the Interim study on the criminal justice reforms.

Ms. Fudge added that there are a couple of other House Interim Studies scheduled. The agenda is not specific but Representative O'Donnell is having a meeting from 8:30 – 12:00 on October 24<sup>th</sup> at 8:30 a.m. and Rep. Biggs is having a study that afternoon from 1:00 – 5:00 on Justice Reforms Focusing on Violent/Non-Violent Crimes and Justice Reforms in Other States. The information was provided in the packet. On October 25<sup>th</sup>, Rep. Humphrey is having an Interim Study on 3:00 – 4:30 p.m. on Criminal Justice Reforms.

**2. Personnel Updates – New Hires and Separations**

There were no new hires or separations this month.

**3. Administrative Staff Activities**

As per the discussion at the Strategic Planning training, one of the evidence-based practices is to develop meaningful partnerships with institutional corrections and community supervisors among others to encourage a seamless transition process and the availability of sound evidence-base programs. Ms. Fudge met with the DOC's Probation and Parole District Supervisors on October 4<sup>th</sup> to discuss how to continue the existing collaboration. They had a number of ideas during the meeting but they wanted additional time to discuss. I will finalize a plan for the Board and provide it in the future. Ms. Fudge is also developing an action plan to address the other evidence-based practices in parole that were discussed during the Strategic Planning Training. Research is occurring regarding guidelines used in other states and again will provide something by the deadlines as assigned.

Brady Robison, PPB's OCU Law School extern, has researched the process of DOC's use of credits and submitted a memo for the staff to review. Ms. Fudge has Ms. Blanton and Mr. Robison to provide a brief overview at the meeting next month. In addition, Ms. Fudge is still anticipating ICE to provide a training as well. Work is continuing on the Investigator Training and the administrative rules. Ms. Fudge identified other accomplishments by staff

**III. Discussion and Possible Action on the FY2018 Budget and Expenditures First Quarter Report – Melinda Romero, Deputy Director**

Ms. Romero indicated that she had not received the financial reports for the month of October from OMES in order to give the board an accurate First Quarter Budget Report. Ms. Romero asked that the item be tabled to the next meeting. A motion was made by Allen McCall and seconded by Brett Macy to table the item until November. Allen McCall, Tom Gillert, Kris Steele, Brett Macy, and Robbie Fullerton voted in favor of the motion. There were no votes against the motion. The motion passed.

**IV. Discussion and Possible Action on Approval of 2018 Pardon and Parole Meeting Dates – Melinda Romero**

Ms. Romero presented the proposed 2018 parole meeting dates to the Board. Mr. Gillert requested the January dates be changed and Mr. Macy was going to check his schedule for any other necessary changes. Ms. Romero asked that the item be tabled to the next meeting in order to make changes. A motion was made by Brett Macy and seconded by Allen McCall to table the item until November. Allen McCall, Tom Gillert, Kris Steele, Brett Macy, and Robbie Fullerton voted in favor of the motion. There were no votes against the motion. The motion passed.

**V. Update, Discussion, and Possible Action on the Statutory Training Hours for Pardon and Parole Board Members – DeLynn Fudge**

Ms. Fudge reported that during the first year of appointment, members must get twelve (12) hours of continuing education. Thereafter, members must get six (6). Currently, Chairman Gillert has 10.5 hours; Mr. Macy has 10.5 hours; Judge McCall has 8.5 hours; Mr. Steele has 7.5 hours; and Ms. Fullerton has 4 hours. Ms. Fudge reminded the members that if you attend any other qualifying training to please let her know. Training hours will continue to be provided during the Board meetings.

**VI. Discussion and Possible Action on the Pardon and Parole Overview Document – DeLynn Fudge**

Ms. Fudge indicated that she has prepared a document which can be used to educate others about the PPB. After the interim study, there are some tweaks to be made and Ms. Fudge asked the item to be tabled to the next meeting. A motion was made by Allen McCall and seconded by Brett Macy to table the item to the November meeting. Allen McCall, Tom Gillert, Kris Steele, Brett Macy, and Robbie Fullerton voted in favor of the motion. There were no votes against the motion. The motion passed.

**VII. Discussion and Possible Action to Convene in Executive Session As Per 25 O.S. § 307(B)(7) for Discussion on a Former Employee Retirement Issue Where Disclosure of Information Would Violate Confidentiality Requirements of State or Federal Law – Tom Gillert**

Chairman Gillert indicated that the item to discuss would require adjournment to Executive Session to discuss a former employee retirement issue where disclosure of information would violate confidentiality requirements of state or federal law. A motion was made by Allen McCall and seconded by Kris Steele to enter into Executive Session. Allen McCall, Tom Gillert, Kris Steele, Brett Macy, and Robbie Fullerton voted in favor of the motion. There were no votes against the motion. The motion passed. The convened the Executive Session began at 9:32 a.m.

**VIII. Discussion and Possible Action to Reconvene After Executive Session – Tom Gillert**

A motion was made by Brett Macy and seconded by Allen McCall to return from Executive Session. Allen McCall, Tom Gillert, Kris Steele, Brett Macy, and Robbie Fullerton voted in favor of the motion. There were no votes against the motion. The motion passed. The convened the Executive Session began at 10:24 a.m.

**IX. Discussion and Possible Action Regarding the Former Employee Retirement Issue – Tom Gillert**

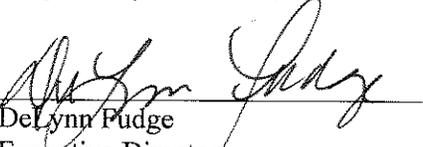
There was no action taken. Chairman Gillert requested an update during the November meeting.

**X. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda – Tom Gillert**

There was no new business.

**XI. Adjournment of the Business Meeting – Tom Gillert**  
The meeting was adjourned at 10:26 a.m. by Chairman Gillert.

Respectfully Submitted,

  
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DeLynn Fudge  
Executive Director

The minutes for the October 2017 Pardon and Parole Board Business Meeting were approved by a majority vote on the 4<sup>th</sup> day of November 2017.