

PARDON AND PAROLE BOARD

Meeting Minutes November 2012

- I. **Call to Order** – This meeting of the Oklahoma Pardon and Parole Board was convened at 9:02 a.m. on November 13, 2012 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 Victims/Representatives and District Attorneys.
- IV. **Business Meeting**
 - A. Old Business
 1. Review of Oklahoma’s parole conditions in comparison with other paroling authorities conditions – Dr. Marc Dreyer
 - Dr. Dreyer asked that this item be placed on the January 2013 business meeting agenda, due to time restraints.
 2. Progress report on security at Parole Board Meetings – Terry Jenks
 - Security will be provided by commissioned officers in December.
 - A discussion about metal detector wands came to the conclusion that the possibility of needing two wands is an issue. It was suggested that a second wand be procured by Pardon & Parole Board.
 3. Progress report on changes that have been implemented or that may be in progress concerning the openness and transparency of the Parole Board Meeting – Terry Jenks
 - a. Investigator report format – there was a meeting with OMES last Friday, November 9, 2012
 - OMES is working on a prototype.
 - There will be another meeting on November 19, 2012.
 - OMES wants to have investigators come in for mock up.
 - The reports will be online and will be very user friendly so that all investigators will be using the same format for data entry.
 - b. Validation of risk assessment instrument
 - A letter was sent through the Governor’s office to Ms. Braxton
 - A response was received that they had received the letter.
 - Ms. Braxton is gathering people for the Board to select from.

- Discussion about reviewing DOC's risk assessment was brought up. DOC has a different type of risk assessment, therefore it is not compatible with the type that PPB needs.
 - The risk assessments will be included at the same time as the investigator's reports.
 - c. Information submitted to the Board via email
 - OMES indicated that they have a system in place that can be used for the public to submit things to the Pardon & Parole Board.
 - Public letters will come to the office when the new system is completed.
 - The need for the system to organize emails was discussed. The need for the groups to be separated was brought up. Groups meaning, victim letters, delegation letters, offender letters, etc.
 - d. Operating system upgrade and website
 - OMES is currently checking the computers that are being used to assess the needs for upgrades.
 - e. Consolidation of dockets
 - Stage II issues were discussed. The best possible way to have Stage II offenders incorporated into the consolidated docket is to push them forward by two months, instead of one.
 - Since this is a procedural move, Mr. Jenks does have the authority to change the procedure.
 - The question arose as to when this new docket will start. The projection of January 2013 was set as a tentative date.
 - Board members discussed the possible ways a person could look up the docket and made suggestions on the following choices.
 - o By Name
 - o By DOC number
 - o By docket type
 - o By County
 - The Board Members will have the docket all in one section, instead of separate docket sections.
 - No confidential information will be on the web site. There will not be a program to auto redact information, that will still have to be done manually.
4. Revision and approval of Policy 004 (I)(A)(8)(j)(4), Removing offenders from the docket based upon projected release dates – Tracy George
- Board signatures were needed to finalize the policy.
 - The effective date that the policy became official is November 13, 2012.

B. Current Business

1. Approval of October 2012 regular meeting minutes
 - Lynnell Harkins made a motion to approve the minutes
 - David Moore 2nd the motion
 - The motion carried with a unanimous vote of the Board Members

2. Reminder of the clemency hearing for George Ochoa #243148, Friday November 16, 2012, 9:00 a.m. at Hillside Community Correctional Center – Terry Jenks
 - The AG office will have extra security at the hearing.
3. Revision of procedure 004-5, entitled modification of dockets and special placement on docket (meaning early placement for clemency consideration) – Tracy George
 - Mrs. George handed out a draft for review for changes by the end of November.
 - Language was made clearer.
 - Mrs. George asked board members to review the language and give her suggestions by the end of November.
 - A public comment period will be open for 30 days beginning after the December Board meeting and have results prior to January meeting.
4. Creation of new policy for the implementation of state question 762 – Tracy George
 - a. Explanation of enabling Act SJR 25
 - Handed out the legal language – stated that underlined items will be constitution language.
 - b. Processing of paroles for offenders convicted of Non-violent offenses – flow chart
 - Handed out flow chart and asked for input and adjustments.
 - Handed out explanations to Board Members on how the parole certificates will be handled.
 - Mrs. George asked that the Board look over all materials and get any feedback to her by the end of November.
 - c. Discussion for implementation of State Question 762
 - Mrs. George recommended that in December all favorable votes for offenders that fall under the 762 statute be passed to January docket.
 - There was a discussion concerning a larger docket in January and that there could be a need for a possible extra day.
 - The projection for the revised policies & procedures to be set in place would be for the January meeting, however there are other entities involved and it may not happen in January.
 - It was suggested that there might be a need for a special meeting between December and January to work on any issues that might arise with implementation of the new policies.
 - Mrs. George asked that any comments or issues that need to be addressed be returned to her by the end of the month – Board members agreed to this.
 - Dr. Dreyer stated that he did not want any staff members to be hindered during the holiday time; therefore the issues could be handled afterward.
 - Mrs. George stated that she wanted to have flow charts ready to hand out to the public by the December meeting.
5. Proposed 2013 Pardon & Parole Board Meeting dates – Terry Jenks
 - The Board agreed to approve the dates at the December meeting due to possible conflicts that needed to be checked out by Dr. Dreyer.

C. Agency Update

1. Personnel Update

- a. Clinton Lewis, Investigator II Retiring February, 1, 2013
 - There was a question brought up as to whether the budget could be amended to include money to hire an investigator early to take the place of Mr. Lewis.
- b. Potential Staff Meeting – December 12, 2012
 - Dr. Dreyer asked if the meeting could be changed to a different day, so that he could be present.
 - Staff meeting would be for the investigators to hear more about the new changes, not to train them on the changes.

2. Legislative Update

- a. None

3. Budget Update

- a. None – Agenda had incorrect budget information, previously voted on.

D. New Business

- a. None

V. **Business Meeting Adjournment** – The business meeting was concluded at 12:29 p.m. on November 13, 2012.

VI. **Offender Personal Appearances** – 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 and reflected on each offender’s ballot. The ballot for each offender is documented as a part of these minutes.

VII. **Jacket Review Delegations/Voting** – Throughout the meeting (Tuesday, Wednesday and Thursday), the Board took action on offenders who did not make a personal appearance. The Board took action on each offender, as recorded and reflected on each offender’s ballot. The ballot for each offender is documented as a part of these minutes.

VIII. **Convene/Adjournment** – The monthly meeting of the Oklahoma Pardon and Parole Board was recessed and convened as follows: Tuesday, November 13, 2012, convened at 9:02 a.m. and recessed at 5:52 p.m.; Wednesday, November 14, 2012, convened at 8:01 a.m. and recessed at 7:08 p.m.; Thursday, November 15, 2012, convened at 8:05 a.m. and adjourned at 7:45 p.m.

Minutes submitted by Kathy Kelly