

PARDON AND PAROLE BOARD

Meeting Minutes October 2012

- I. **Call to Order** – This meeting of the Oklahoma Pardon and Parole Board was convened at 9:02 a.m. on October 16, 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. Progress Report on Security At Parole Meetings – Terry Jenks
 - a. Security must be hired on as a 999 employee in order to be paid.
 - b. Mr. Moore suggested speaking to the Warden at Hillside about securing the back door during meetings so that only one officer would be needed for security issues.
 - c. Security would need to be interviewed to verify that they were qualified and understood the needs of the board meetings. David Moore agreed to serve on Interview Committee for the Security Officer.
 - d. Discussion was continued until November meeting.
 2. 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/ Dr. Marc Dreyer
 - a. Investigative report format will be redesigned for more consistent reports from all investigators. All reports will be uniform. Still need input from any of the board members, concerning anything needed in the reports.
 - b. Validation of Risk Assessment Instrument – Terry Jenks contacted Ms. Braxton and sent a letter stating the need for validation. Ms. Braxton will have different people that the board can interview and decide which person does the job.
 - c. Information Submitted to the Board Via Email and/or hard copy.
 - i. The new website will have a generic email.
 - ii. All mail will come to the office so that everyone gets the same letters from all victims or delegates.
 - iii. There will be a cut-off deadline for all correspondence concerning the board meetings so that all board members will have time to go through the letters.

- iv. Mr. Dugger raised concerns about the work load, time and money that will be needed to have someone at the office do the job that the board members already do.
- v. The possibility of hiring another office person to deal with incoming mail was discussed as an option.
- vi. Dr. Dreyer wanted it expressed very clearly that in order to have the mail come to the office, there must be additional manpower to make the streamlining possible.
- d. Operating System Upgrade and Website
 - i. Contract was signed to get system started.
 - ii. Meetings will start the following week.
 - iii. In order to get the website and system upgrade designed efficiently, there needs to be feedback from the board members.
 - iv. The total time to get everything up and running is from 45 to 60 days.
- e. Consolidation of Dockets
 - i. By consolidating the dockets, it will be more user friendly.
 - ii. The offenders will still be on the same dockets. The change will be in looking up offenders on the website.
 - iii. Investigators will be classifying offenders.
 - iv. Discussion was made about a possible Beta run.
 - v. Discussion was made about how the look up would be easier, ie looking by counties or doc #. A possible solution would be to be able to look up both ways.
 - vi. Board members wanted to have a prototype that all agencies and entities would be able to explore and suggest changes.
 - vii. Board members asked if OMES could come to the meetings so that updates could be discussed.

B. Current Business

1. Approval of September 2012 Regular Meeting Minutes

Dr. Dreyer made the motion to approve the minutes. Mr. Moore 2nd the motion. All board members voted to approve the minutes.
2. Dissemination of Official Attorney General Opinion 2012-17 – Tracy George

Papers were given to all Board Members
3. (a) Moratorium Established August 8, 2012 – Dr. Marc Dreyer

Dr. Dreyer lifted the moratorium with the exception of the following offenders:

1. Rocky Wayne McKinley	608810	
2. Curtis Eugene Horton	578191	
3. Maelene Chambers	566933	
4. Stephen Chancellor	522176	Stricken from this list due to regular parole date already came to pass.
5. Easker James Brooks	456389	
6. Jonathon W. Jones	135656	

4. Proposed Clemency Hearing for George Ochoa #243148, Friday, November 16, 2012, 9:00 a.m. at Hillside Community Correctional Center – Terry Jenks
Board Members approved
5. Revision of Policy 004 (I)(A)(7)(d)(4), Removing Offenders From The Docket Based Upon Projected Release Dates – Tracy George
Lynnell Harkins made a motion to change the time period from 90 to 120 days and from 120 to 150 days for offenders coming up for eligibility on the parole docket. Currie Ballard 2nd the motion. The motion carried with a unanimous vote. The revision will be made.

C. Agency Update

1. Personnel Update
None
2. Legislative Update
None
3. Budget Update
Board Approval of Agency FY 2014 Budget Request

Summary of Budget Requests for Fiscal Year 2014 Budget

Request # 1 Database/Computer upgrade
Cost – \$175,000.00

This request is to provide the funding to develop and implement database(s) which will automate the services offered by the Agency as well as many of the manually performed duties currently being performed.

Request #2 Personnel
Cost - \$250,000.00

This would allow the Agency to hire four additional investigators and two clerical positions which are needed to fill vacant positions and allow the Agency to function in a more efficient manner.

Request #3 Pay increase and /or Bonus
Cost-\$115,000.00

This would provide staff with a 5% increase in pay or in the alternative give all employees who are rated at least “meets standards” on their annual PMP a onetime bonus of \$1,000 in FY-14

Request#4 Security at the Board Meeting
Cost-\$18,000.00

This would allow for off duty police officers or deputy sheriffs to provide security for the meetings. This cost would pay for two officers for 30 hours per month.

Request#5 Upgrade Board Meeting Video Conference Equipment
Cost - \$40,000.00

This would provide for a more reliable way of documenting the Board Meetings. Using a video recorder would give the Governor the opportunity to view the offender's hearing.

Discussion over Budget:

Ms. Harkins was concerned about the vague descriptions, but was reassured that this was a simple over view and details would be added.

Mr. Moore wanted emphasis put on the fact that DOC is getting paid much more than the Pardon and Parole investigators and they do the same type of work. Also, that the board is unable to hire for openings due to the lack of pay.

The increase in pay has already been approved, however the funds have not been in place for the increase to be given to any of the employees.

Currie Ballard made a motion to accept the additional budget requests that were outlined above. Lynell Harkins 2nd the motion. The motion passed unanimously.

D. New Business - None

- V. **Business Meeting Adjournment** – The business meeting was concluded at 11:15 a.m. on October 16, 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, October 16, 2012, convened at 9:02 a.m. and recessed at 7:04 p.m.; Wednesday, October 17, 2012, convened at 8:04 a.m. and recessed at 7:50 p.m.; Thursday, October 18, 2012, convened at 8:03 a.m. and recessed at 5:33 p.m.; Friday, October 19, 2012 adjourned at 8:05 a.m.

Minutes submitted by Kathy Kelly