



Oregon Board of Parole

& POST-PRISON SUPERVISION

Board Business Meeting Minutes Monday November 16, 2009

Call to Order and Note of Attendance: Meeting was called to order at 9:40 a.m., and note of attendance was made: Aaron Felton, Candace Wheeler, Darcey Baker, Nancy Sellers, Michelle Mooney, DOC Community Corrections Chief Mark Cadotte, and guests Christina Torres, Margo Logan, Catherine Myers, Glen Engweiler Sr., and Glen Engweiler Jr.

Approval of October 19, 2009 minutes: Minutes approved as submitted.

Chairperson Comments – Aaron Felton

- **Advisory Committee:** Last week the Parole Board Advisory Committee was convened and held its first meeting. The group was established following the Parole Hearings Workgroup. The committee was called together to provide advice to the Board on the criteria for writing a rule to implement the new legislation regarding parole deferral periods. The meeting went well and the group provided good advice. The Board will move forward and will have the rule written by January 2010. The Board will temporarily adopt the rules and then move forward with making them permanent.
- **Budget:** The Board continues to work on budget issues and has met with DOJ to work on different funding models to help the Board project costs. The Board also met with the DAS Budget and Management Office and the Legislative Fiscal Office to work on potential budget packages the Board will submit to the Governor.

DOC Update – Mark Cadotte

- **30% Earned Time:** The initial surge of immediate releases has slowed down, and the staff is continuing to work through the process as they are filed.
- **Budget:** DOC was asked to work on a 10 percent reduction plan for the legislators February session.
- **Senate Appearance:** DOC will appear before the Senate and House Interim Judiciary Committees to testify on several matters including the DMV ID Project. This project is to work on simplifying the process to get inmates ID prior to leaving the institution. The other matter they will be testifying on is to provide an update on the status of the Measure 57 supplemental funding for drug-addicted offenders.

Executive Director – Nancy Sellers

- **Budget:** The Board is preparing its 10 percent budget reduction plan. The due date for this budget has been deferred until the end of November. The only area that the Board can cut this level of costs and still maintain statutory requirements is in Attorney General fees.
- **Recruitment for Executive Director:** The recruitment for the Executive Director job rotation closes today. Recruitment for the records specialist has closed and Nancy is grading the applications. The Hearings Officer position and the Orders of Supervision permanent half-time position will both be opening for recruitment next week.
- **Release Packets Pilot Project:** Notice from DOC was received last week advising that DOC will implement a pilot project to process release packets electronically only. At the last minute, DOC decided they would also submit them to the Board electronically. The Board is not prepared for this and will work with DOC on an acceptable solution.

Old Business:

- **Release Plans:** Chairperson Felton had asked that Board Member Darcey Baker work on creating a plan that would change the process of voting release plans by having staff vote on them. This would include adopting new rules. Darcey has been working on it and will present her ideas for discussion at a future meeting.

New Business:

- **Parole Discharge Letter:** The Board drafted a letter that will be submitted to offenders who complete parole. The Board feels it is important to recognize the big milestones that offenders reach, and completing parole is one of them. The Board voted to adopt in practice this letter and the idea of sending them to offenders who discharge. The new Executive Director will work on looking at the ways that this can be implemented. The Board would like to see the letters signed personally by all members.
- **Matrix Sentencing Opt-In:** In January 1977 the Board adopted the matrix. In 1982 the Board adopted to allow those offenders who were sentenced under the discretionary rules, prior to the matrix rules, to opt-in to the matrix. The way the policy was written in 1982 is no longer applicable. The Board proposes a new policy that would cover any offender who chooses so, to opt-in to the matrix now. The Board voted to adopt into procedure the proposed policy statement.
- **Public Records Request Fee Structure:** The Board had not updated the public records fee schedule for several years; Nancy Sellers proposed a new schedule under public records law that more accurately reflects actual costs of responding to requests. The person(s) researching, copying and redacting records will track their time, which will be charged at their full hourly rate including personnel costs. Copies or scans will be 20 cents per page, with copying/scanning costs waived for the first 10 pages. If the requestor wishes delivery by other than standard US Mail, the requestor must pay postage/delivery charges. There will be no additional charges for e-mail delivery if requested at the time of the scan. The Board voted to adopt the changes in practice and procedure and the rule will be re-written and brought to a future Board meeting for approval.

Future Board Meetings:

- December 21, 2009
- January 11, 2010
- February 8, 2010

Meeting adjourned at 10:15 a.m.

Minutes respectfully submitted by Michelle Mooney.