



Oregon Board of Parole

& POST-PRISON SUPERVISION

Board Business Meeting Minutes Monday June 27, 2011

Call to Order and Note of Attendance: The meeting was called to order at 9:03 a.m., and note of attendance made: Aaron Felton, Jay Scroggin, Darcey Baker, and DOC Community Corrections Chief Mark Cadotte. There were no guests in attendance and excused from the meeting was DOC Director Max Williams.

Meeting Minutes: Minutes for the May 9, 2011, and June 6, 2011, meetings were approved as submitted.

Chairperson Comments

- **Enterprise Risk Management and Agency Self-Assessment:** DAS hosted a meeting that provided information about the value and benefit of incorporating enterprise risk management into agencies' business management process. DAS will be sending out a survey regarding risk assessments, IT tech risks, and general agency-wide risks. Jay will be responsible for completing the survey for the Board which will include identifying and evaluating the Board's overall key areas of risk.
- **OACCD:** The next meeting will be held in Newport on July 13, 2011. Aaron and Jay will each attend this meeting.

DOC Update – Mark Cadotte

- **Budget:** The budget should be resolved within the next few days; the last area that is still being worked on is a community corrections bill that could have a fiscal impact.

Executive Director's Update

- **New Agency Seal:** The Board has created a new seal that will be used on all future Board letterhead, name tags, staff awards, etc. An article unveiling the seal has been posted on the Board's website.
- **Annual Hearings Officer Training:** The training was held on June 3rd at DPSST and went well with 60 community corrections participants. Jay would like to follow up the hearings officer training with a possible parole officer training held sometime in the fall.

Most of the feedback from the participants was positive, with only a few suggestions for changes to future trainings.

- **Contracts:** The service contracts are almost completed for the next biennium. The Board will be amending the contracts with all of the current contracted psychologists to extend each contract through the end of the calendar year. In the meantime the Board will issue a request for procurements (RFP) and will be working on language for the new contracts. The Board's goal is to have the RFP process completed and new contracts in place by the end of the year.
- **Notification per ORS 144.260:** 144.260 requires notification of inmate release to the district attorney's office, courts, sheriff's office, and the arresting agency. The Board submitted a request to DOC IT department to create a program that will allow this report to be run, and generated into a PDF document that can be emailed to the contacts. The Board also sent notice out to all recipients of the report advising them that in July the report will be sent electronically. The Board has heard back from 90% of the recipients who have provided an electronic contact. Marshall was recently provided an update from DOC IT who advised that the project will take longer than they originally thought, and because of that it will have to be placed into a pending list with other requests. The requests are resolved based on a scoring system and the Board's request while high is not the highest priority on the list. Jay will follow up with the IT manager to discuss the project and estimated time of completion.
- **Paperless Hearings:** The Board was able to order laptops for the Board members to use during hearings. This will allow the hearings packets to be scanned and sent to the members electronically and will eliminate much of the paper now used for hearings.

Old Business:

- **OAR 255 Division 60:** Candace prepared an updated draft of division 60 and the exhibits that go with it. Candace updated the draft with the changes that were suggested at the last Board meeting. The Board reviewed other suggested edits based on evidence based language and practices. The Board approved the amendments and the final draft will be presented for adoption at a future Board meeting.
- **Out of Country Travel policy:** Darcey drafted a policy that outlines the process for approving/denying an offender's request to travel out of the country. The policy states that the Board will retain the authority to make the final decision on out-of-country travel, and that this decision will not be made by community corrections. Aaron will present the draft policy to OACCD in July. Jay will research how other state Boards handle similar issues.
- **Surrendering Passports:** A few months ago Multnomah County inquired into special conditions that require offenders to surrender their passport, or not be allowed to apply for one. At a previous Board meeting the Board decided that it will not be adding any

New Business:

- **Release of Information for Psychological Evaluations to DHS:** The Board has been asked if the psychological evaluations can be released to DHS to be used for medical preparation and planning of inmates releasing. The Board will work with DOC release counselors and draft a release-of-information form that establishes the use of the evaluations and who can use/view them.

Future Board Meetings:

July 25, 2011 ** cancelled **

July 26, 2011 – 1 p.m.

August 22, 2011

Meeting adjourned at 12:18 p.m.