Oregon Board of Parole

& POST-PRISON SUPERVISION

Board Business Meeting Minutes
Monday October 19, 2009

Call to Order and Note of Attendance: Meeting was called to order at 9:06 a.m., and note of attendance was made: Aaron Felton, Candace Wheeler, Darcey Baker, Vicki Walker, DOC Director Max Williams, DOC Community Corrections Chief Mark Cadotte, and guests Lori Tribett, Lynda Beecher, and Christina Torres.

Approval of September 21, 2009 minutes: Minutes approved as submitted.

Chairperson's Comments – Aaron Felton

- **New Roles:** Aaron has now taken over as the Board's Chairperson and former chair Vicki Walker will move into the role as the Board's Administrator. Aaron is excited to have Vicki Walker take on the role of administrator and feels that she will continue to be an asset to the Board. Aaron is looking forward to the challenges of at his new role and will continue the initiatives that Vicki started during her time as chair.

- **Senate Confirmations:** Aaron Felton was confirmed by the Senate as the new Board Chairperson and Candace Wheeler was re-confirmed for another term as a Board member. In addition, Darcey Baker has been appointed by the Governor as the Vice-Chair of the Board.

DOC Update – Max Williams

- **30% Earned Time:** This created a large impact of work after the first wave of releases. It is beginning to even out for now and all of the release counselors are working hard to foreshadow what will happen to each offender. As the releases become more routine, they hope to continue to improve the process.

- **ICE Detainers:** DOC has been in conversations with the Governor's Office and with immigration authorities working out a memo of understanding. The hope is that it will be signed soon and once that is done it will allow for the smaller population of inmates who qualify for deportation to begin moving through the process.

- **Budget:** All agencies, including DOC, are required to propose additional 10 percent budget cuts to the Legislature for consideration at the February 2010 supplemental session.

- **Senate Bill 74 Arrest and Return Fund:** In the last legislative session, it was approved to implement an application fee to help cover the costs of mandatory returns of interstate compact offenders. Mark was at the Governor's Office last week working on the rules to implement SB 74. These rules will go into effect in January 2010.

Administrator update – Vicki Walker

- **Budget:** Vicki and Nancy continue to work on the budget issues and are currently working with DAS Budget and Management on preparing the Board's 10 percent reduction proposal. The reduction will most likely be made in additional cuts to AG funding.

- **Executive Director:** Nancy will be leaving at the end of the year. It is the goal to have her position opened for recruitment soon so that she will have time to work with her successor.

- **Projects:** Vicki has been working on several projects with Nancy. The latest is the glossary index which has been completed and sent out to the field and posted online. Vicki also has been working on preparing for the first Parole Board Advisory Committee meeting which will be held in November.

Old Business:

- **How to Read a Supervision Order:** The guide has been completed and will be submitted out to the field and posted online. The guide is a great resource to help field users and families understand the supervision orders.

New Business:

- **Memo designating executive staff authority to vote warrants:** Aaron has issued a memorandum that allows for executive staff to vote warrant requests in accordance with all applicable laws and Board practices.

- **Board quorum:** Reminder two members again constitute a quorum of the Board and cannot meet to discuss business without posting it as a public meeting. Board members may meet to deliberate.

- **Warrants informal policy:** The Board has been using an informal guide that former Chair Michael Washington submitted in 2006, and covers several topics surrounding warrants. One topic was that specific counties did not need to provide substantiation pertaining to offenders being instructed to report. The list of counties has changed over the last two years as the Board learned of different county jails that were issuing reporting instructions. Aaron would like to re-evaluate this practice and work on issuing an updated policy in the future.

- **OAR 255-060-0008:** This is the rule that covers the issuing of release plans and orders for offenders. Currently the policy only covers Board members voting on the plans. Aaron delegated to Darcey to write an amendment to the rules to cover staff voting and to bring it to a future Board meeting.

- **OAR 255-001-0010:** This is the Board's rule that covers rulemaking procedures. The Board's rules allow for discretion on inmate participation. DOC rules do not allow for inmate participation in hearings and only accepts written submissions. The Board agreed that any inmate wanting to participate in a rulemaking hearing, other than by submitting written comments, would be subject to the rules of the institution.

Future Board Meetings:
- November 16, 2009
- December 21, 2009

Meeting adjourned at 9:52 a.m.

Minutes respectfully submitted by Michelle Mooney.