



Oregon Board of Parole

& POST-PRISON SUPERVISION

Board Business Meeting Agenda Monday, March 17, 2008, 9:00 a.m.

1. **Call to order and note of attendance:** The meeting was called to order at 9:02 a.m., and a note of attendance was made.

Present: Steven Powers, Darcey Baker, Candace Wheeler, Nancy Sellers, and Abbie Firestone.

Guests: Mark Cadotte, DOC Community Corrections Chief, Dean McNulty, DOC Intake Unit Administrator at CCCF, Lori Tribett, Cathy Alexander and Lauri Wilson.

2. **Approval of February 25, 2008, minutes.** The Board reviewed and adopted the meeting minutes of February 25, 2008. Steve is pleased with the new format in which the meeting minutes are being published.
3. **Chairperson's comments**
 - **Governor's Re-Entry Counsel:** Steve and Nancy attended the Governor's Re-Entry Counsel meeting. Topics of discussion were how to improve post prison employment opportunities, transitional housing, transitional success and medical/mental healthcare issues (which was presented by Nancy Sellers). The committee plans to meet on a quarterly basis.

One question that came up was that if an offender owes restitution they can only keep \$500 on their books and the rest would go to restitution. We do not have a definitive answer for this question at this time, Nancy will look into it.

Steve also attended Steering Committee meeting which will be on Wednesdays. Nancy will also be attending these Steering Committee meetings.

- **OJD Data Sharing Meeting:** Funding for this project was approved by the Legislature. Upgrades to OJIN were discussed. All agencies were present including Oregon State Police and OYA. This data sharing would be helpful in getting judgments and dispositional documents easier. It will also be easier to see if restitution has been ordered and what the offender has paid on their restitution. Victim information integration would also be included in the data sharing project. More meetings will be forthcoming. Nancy and June will track the progress on this project. The Oregon State Police is working on their index system LEO- Law Enforcement Online. This program will be helpful for Darcey when voting

sanctions as she will be able to obtain police reports online. Steve wishes to meet with Chris Brown from OSP since he is heading up this program.

- **Corrections Population Forecast:** Nothing new to report. The project lead for this group has moved on to a new position at DHS. There shouldn't be much change to the April Forecast. The November ballot holds the most risk. Our current stats are 1500 offenders under the Board's releasing authority. The Board is averaging about 500 release plans and 700 sanctions per month.
- **OACCD- Medical Marijuana Policy:** Steve presented the Board's new proposed policy to OACCD at their last meeting. OACCD has given the Board positive feedback about how matters are being handled in the counties.
- **Aggravated Murder Rules:** Police Departments and Partnership for Safety and Justice have requested copies of any draft rules for the Division 32 – non-contested case proceedings for persons convicted of Murder.
- **Tribal warrants:** Is still an on going issue. Steven and Nancy are working to clear this matter up.

4. Executive Director's update

Staffing:

- Jolene Collins did not work out in the Records Office due to her physical limitations, so per an agreement with Susan Roberts, she will work for the Department in their central mailroom and in turn Malinda Wilson is allowed to job-shadow Abbie at the warrants desk in order to gain training so that she can fill in as a temporary employee once her time with the Department is complete. Malinda will also obtain her LEDS certification during that time period. Position.
- Peggy Barber is now the Board's LEDS Representative.
- Nancy will create an internal policy regarding sick leave and would like to implement an attendance improvement plan.

Media:

- Media issues have been quiet for the Board lately. The Board now sends hearing BAF's to Toni Green, The Oregonian reporter so that he can compare past Board decisions to current ones. Nancy will advise Tony that the *mail on* dates on the BAF may not be the correct one since he is receiving Word documents and rather than a PDF one.

Outreach/Education:

- Nancy is now the tribal liaison for the Tribal Relations Council Public Safety Cluster. There is a meeting scheduled for March 18, 2008. The Council is similar to the Asian Affairs Committee. The Board will now be a regular member of the Council and will be sharing with them that they are able to participate in hearings if they choose.

- DPSST Basic Parole Officer Training has been rescheduled. Darcey's next presentation is not scheduled again until November. Kim Fulton DPSST Training Director has not responded back to Darcey with the information required for the new curriculum.
- DOC is hiring a new Communications Manager to fill Perrin's Position. An announcement should be forthcoming by March 18, 2008.
- Nancy presented at the Re-Entry Council on the continuity of medical and mental health care.
- The Affirmative Action group meeting which was held on February 29, 2008. Nancy added this group to her list of duties and will be attending the meetings that occur monthly. This month's discussion was on changing the hiring process. DOC will be eliminating the PD100 for Correctional Officers positions this fall.
- Nancy attended NIC Mindful Supervisor Training and reported that she received good tips on communicating effectively with employees.

Budget:

- Nancy and Steve attended the 2009-11 Budget Kick-off meeting. The salary pot is still being held back and the budget implications are still unclear. Key Performance Measures were discussed and we won't be seeing much growth in the general fund. The Board's current budget will be in the red until June or later.

Pocket PC:

- Nancy has been working with DOC on a Pocket PC Project. She has found the Pocket PC very useful and worthwhile as she is able to access work e-mails when she is out of the office. She is working with ISD and DOC to get PC's ordered for Board Members. (side note: DOC allows these to be taken into the institutions).

Other:

- Nancy attended the DOC CIS Re-Write meeting 02-26-2008. We are unable to develop a module separately from DOC. DOC is moving towards the purchasing an outside module. They will bring in a 3rd party evaluator. This should be occurring mid – late 2009.
- No work has been produced yet on the Legal research projects that attorney Michael Duane Brown has been working on.
- Nancy attended CPR/AED training with several other Board and staff members.

Coming:

- Nancy and Abbie will be attending State sponsored training on how to research and write up the Agency's history in preparation for Oregon's 150th celebration. This training is scheduled for April 3, 2008. Staff will be assisting on writing up information for the Board's 100th anniversary.

5. **DOC's Intake Assessment Process and Board Packet Analysis:** Dean McNulty, DOC Intake Administrator was present to discuss the Departments intake process for inmates being admitted into DOC custody. Dean has been the Intake Administrator since July of 2007.

The intake assessment process looks at evidence based practices to determine risk tools. They currently concentrate on the offenders' recidivism risk, what their needs are while in custody and how they respond to the programs that are being offered to them. ACRES scores are used to determine the recidivism risk. This however does not take out-of-state convictions into consideration. In 2001 intake assessments began to include criminogenics tools to help evaluate offenders. Seven different domains contribute to criminality. In 2003 this system became consistent however; extradition offenders and Measure 11 offenders do not have assessments done.

The Board asked about offenders with Future Disposition hearings, and are they included in the assessment process. The Board also feels that chronic absconders with low ACRES scores need to have assessments performed as well.

The Board was also wondering if we can make the Intake Assessment Narrative part of the hearings packet. Nancy is going to check with Ginger on whether the Narrative can be included or not.

In the near future Intake Assessments will be transitioning to the Level Service Case Management Information. This does not have a narrative at this time and is not currently in the DOC400.

The program uses responsivity in a greater manner than the other assessments. The goal is to see how motivated and responsive the inmate is to programs that are offered.

Hearing Packet Discussion:

The Board uses these packets at the hearings and would like more information provided in them. Candace has seen the inmate submit hand written summary list of their DR's and would like that information included in at least the Murder Review hearings. This would be a great tool if we could get the list from the institution along with a key to read the reports. Darcey would like the DR report if the Board is seeing the inmate for the first time. Nancy to do more research on this matter to see what we can get added to the hearings packets. Lastly, The Board would also like for the ACRES scores on all inmates to see if they qualify for programs.

5. Old business:

Board action needed:

- a. Medical marijuana draft policy

- Number of Offenders with condition ordered under SC 10: 6

Any amount of marijuana in possession will result in a violation of GC 10. This includes a dirty UA. Because there is a reasonable connection that if the offender used the drug it was in their possession at some point.

The draft policy has not been completed yet. Steve will be adding the permissive policy in the GC 10 policy change.

Informational only:

- a. DOC's county of residence policy (adopted 2/26/08): The DOC Policy Group approved the residency. Darcey has asked Heidi Steward to take the policy to OACCD so that the issues over AIP releases could be discussed. Darcey is still consulting with Heidi on final wording
- b. Hearings Notice of Rights/Definitions: Nancy is still waiting for responses back from the Board members on this. Kim will give the next offender response letter to Nancy for her review.

6. New business:

Board action needed:

- a. Board Hearings and Meetings in Eastern Oregon The Board plans to travel to SRCI to conduct live hearings with inmates during the week of May 26-30, 2008. Nancy will be going along to act as the Hearings Specialist. Nancy will coordinate the hearings with SRCI staff and Kim Gonzales so as to learn her procedures during hearings. The Board would also like to visit with Malheur County Community Correction staff while the Board is in Ontario.
- b. Communication with community corrections: Mark Cadott, Community Corrections Chief was present to discuss with the Board how to effectively communicate Board changes to the field. First the Board needs to determine what level of people want or need the information. According to Mark, periodic emails from the Board would be good. It is easier if issues are discussed individually versus a large e-mail covering mass topics. Mark also feels that it would be helpful for the Board to send out update letters to community corrections and hold regional trainings periodically. Darcey would like to develop a manual for the field to have on hand. Nancy thinks the counties might already be getting together and if they are maybe the Board can be added to their agenda to offer training to the field since funding for training can be a challenge. Mark will be creating a survey to send out to the counties to see what types of issues they have and to get feedback about training possibilities. Steve feels it would be a good idea to make an inventory of resources so that we can compile a manual for community corrections. We also need to have a centralized location for all of our documents. Nancy thinks it would be a good idea to add these links from our website. Nancy asked the Board to forward any e-mails they receive with issues and concerns about community corrections to her.
- c. Annual Parole Board Hearings Officer training: Hearings Officer training normally occurs in June, but Darcey would like to push it back to fall because June is too close to Eric's retirement and we won't have a replacement for him picked out yet. Nancy would like the training to be in October. Eric's replacement may not be determined at that time, but the Board could recruit at the training. Nancy would like to involve Mark Cadotte as well.

- d. Permanent adoption of OAR 255-070-0003: The Board reviewed and approved for permanent adoption/filing OAR 255-070-0003(d). This rule amendment will bring the Board into compliance in with HB 2007 and SB 2 regarding domestic partnerships and prohibiting discrimination based on sexual orientation. The Board will consider registered domestic partnership as a reason for the Board to waive the residency requirement as part of rule.

Peggy will fill a Permanent Notice with the Secretary of State's Office. (Post note: Filed with Secretary of State's Office xx/xx/xx).

8. Future Board meetings:

The next Board business meetings are scheduled for Monday, April 21, 2008, and Monday, May 19, 2008, at 9:00 a.m.

9. Additional items for consideration

Adjourned at

Minutes submitted by Abbie Firestone.