



# Oregon Board of Parole

## & POST-PRISON SUPERVISION

### Board Business Meeting Minutes Tuesday December 28, 2011

**Call to Order and Note of Attendance:** The meeting was called to order at 9:02 a.m., and note of attendance made: Aaron Felton, Jay Scroggin, Jeremiah Stromberg, Candace Wheeler, and Michelle Mooney. No guests in attendance. Excused from the meeting: DOC Community Corrections Chief Mark Cadotte and DOC Director Max Williams.

**Meeting Minutes:** Minutes for the October 25, 2011, and November 22, 2011, meetings were approved as submitted.

#### Chairperson Comments

- **Holidays:** Welcomed everyone back from the holiday and recognized the Social Club for putting together a nice holiday get together after hours including family and friends.
- **DOC Max Williams:** Max will be leaving at the end of the month to become CEO of the Oregon Community Foundation (OCF). He sent a note thanking the Board for their partnership and the work done together during his tenure as director. Mitch Morrow will be the interim director of DOC.

#### DOC Update

- None

#### Executive Director's Update

- **Staff Changes:** Michelle Mooney has accepted a position as a PTA with OISC and her last day will be January 6, 2012. At the same time that Michelle resigned DAS issued a hiring freeze effective December 12, 2011. Any hiring done after that date will require that an exception for the position be submitted to a committee that will review the requests. Jay and Aaron will work with DOC HR to determine the best way to fill the vacancy. In the meantime the duties on Michelle's desk will be distributed to staff as appropriate.
- **Documents for Hearings:** The Board has taken another step in moving forward towards a paperless system in hearings. A new copier that is capable of scanning larger volumes of paper directly to the network will arrive in a few weeks. This will allow the hearings

specialist to scan packets into the system instead of making multiple copies for each Board member. The initial goal was to go paperless and wireless however wireless will not be possible at this time due to the costs involved with setting up wireless in the institutions.

### **Old Business:**

- **Rules Revision Meetings:** No updates at this time. Jay is still working through the topics that he was assigned to research. The first one was the use of local control language used through out Division 75. Jay has spoken to several groups and has received mixed feedback regarding what each county has in place. The other issue pending is the local control cases that the Board has authority over. The Board would like to move to a process of returning authority back to the LSA once the Board case expires.
- **Advisory Commission:** On December 16, 2011, the commission had a meeting where they adopted bylaws and reviewed a proposal for a new matrix for setting prison terms for inmates who were convicted of aggravated murder and subsequently found likely to be rehabilitated under ORS 163.105. The commission requested more information from the Board prior to adopting the proposal. The next step for the commission will be to review the proposals and information provided by the Board and then vote on adopting them. The next meeting will be open to public comment on the adopted proposals. After that the commission will make a recommendation to the Board and based on that, the Board will move forward with adopting the rules.

### **New Business:**

- **Board proposal to Advisory Commission on Prison Terms and Parole Standards regarding revision of administrative rules related to specific inmates convicted of juvenile aggravated murder committed after October 31, 1989, and prior to April 1, 1995:** The proposal amends OAR 255-032-0005 to provide for a prison term hearing for the inmates, where a projected parole release date would be set. In addition, it is proposed that OAR 255-032-0011 be repealed. These actions are being taken pursuant to *State ex rel Engweiler v. Felton, 350 Or 592 (2011)*. The Board reviewed the draft proposal, made a few changes and adopted the proposal at this time. The proposal will be used to post notice with the Secretary of State and will be sent to the commission for review and adoption.
- **Compact Issue:** Jay is working on a draft proposal to present to the Governor's office regarding the way the Board interacts with them for extraditions. The proposal will include possible updates for the way work is handled between the two agencies, administrative process updates, and a change in the method for determining how many days extradited offenders are sanctioned. Jay has met with Dawn Persels from the Compact / Extradition Unit of DOC.

- **Out of Country Travel:** It was determined that in the absence of an offender's supervising officer, that person's designee, plus the supervisor, may make the recommendation to the Board if an offender requests travel outside of the country.
- **Sanctions:** Staff are developing an administrative code for PBMIS to clean up the sanctions that have been sitting in the system and were not sent to the Board at the time they were imposed by the PO. The Board would like a code that will acknowledge the sanction was sent to the Board and the Board administratively closed it but did not vote or take action on the sanction.
- **Exhibit SVDO-1 (Notice of Rights):** Slight revisions were adopted by the Board. They will be posted online and sent to staff.
- **Electronic Records:** Jay will send out a reminder message to the staff about what electronic communications need to be saved. He will then work with Marshall and State Archives on the best method for storing and the retention of electronic material.

**Future Board Meetings:**

January 24, 2012

February 28, 2012

March 27, 2012

Meeting adjourned at 10:52 a.m.