



Oregon Board of Parole

& POST-PRISON SUPERVISION

Board Business Meeting Minutes Tuesday January 26, 2012

Call to Order and Note of Attendance: The meeting was called to order at 1:39 p.m., and note of attendance made: Aaron Felton, Jay Scroggin, Jeremiah Stromberg, and Candace Wheeler. No guests in attendance. Excused from the meeting: DOC Community Corrections Chief Mark Cadotte and DOC Director Collette Peters.

Meeting Minutes: Tabled for next month

Chairperson Comments

Aaron deferred any comments until next month's meeting

Executive Director's Update

Jay attended a meeting of the Oregon Association of Community Corrections Directors (OACCD) in Roseburg. There were two issues that arose in that meeting for the Board:

1. Local Control offenders. The question that arose from this topic concerns disputes between offenders and their supervising officers and whether the decision defers to the OBPPPS. This will be addressed further when the Board is ready to review division 75 more closely. Otherwise we are moving ahead to have supervision automatically defer back to Local Control once all of the OBPPPS cases expire.
2. Special Condition #10. The Board unanimously agreed to add back into Special Condition #10 the verbiage, "Do not enter into or participate in any intimate relationship or intimate encounter with any person, male or female, without the prior written permission of the P.O." for domestic violence convictions, assaults or any other case where they feel it is necessary for public safety. The Board will not add back any of the battery of intervention requirements but they will keep the no contact piece.

This led to a general discussion of our Special Conditions. The Special Conditions list has been identified as a living document. Jeremiah will get the most current update finalized and he and Jay will work on a process to get this out to all of the release counselors and parole officers. SOSN is forming a committee to review who should get package B of the SVDO packages.

Old Business:

- **Rules Revision Meetings:** Tabled until our vacant position has been filled

New Business:

Discussed were 2012 Projects and Goals. The discussion was to answer the question of where we want to be in the next year. The Board focused on three distinct areas:

1. Choose three main projects from a brainstorming session as our main focus. Discuss how we will get these accomplished, who will be responsible for the follow through and the timeline on completion.
2. Look at general issues that need resolution. Discuss possible ways to resolve these issues.
3. Take a look at things that would be good for the order. Such as the desire to see our logo on everything and how to go about accomplishing that.

Chosen projects and goals for 2012 were:

- *All Board members have laptops:* This would increase the availability and access of Board members. Along with this would be the reduction in paper copies of hearing material as this material would be scanned into the laptops for the Board members' use at hearings. By doing this we could reduce the use of paper within the agency by a significant amount. Jay was tasked with figuring out the percentage and cost of savings by moving to this model. The timeline for completion is before December.
- *Satisfaction Survey:* We need to identify the areas we would like to measure and the stakeholders we need to hear feedback from. Jay and Aaron will work on this to get it out within 3-6 months.
- *Identify potential legislative concepts:* Board members were asked to get their policy concepts to Jay by the end of March.
- *Outreach to our stakeholders:* OACCD meets four times through the year in various field offices. March in Hood River, May in Bend, July in Newport and September in Baker. It was decided that a Board member and Jay should attend the meeting in Baker as they could visit Two Rivers, EOIC, Snake River and some field offices along the way doing in-person Q&A sessions. Jeremiah volunteered to take this trip with Jay. It was also suggested that the Board could do some Q&A sessions via video conference. Jay will return to the Board with a proposal on how we can accomplish going to the OACCD meetings in the most cost-efficient way.
- *Training and growth of staff and Board members:* There is value in taking advantage of training and growth opportunities for all staff and Board members. APAI is putting together a week long workshop training session with scholarships available for two days including airfare, lodging and meals. This is the only group that targets parole and probation. We need two nominees to send to this training with one being a Board member. We will pursue the scholarship and put up the cost for the rest of the week. The participants will be chosen at a later date.

General issues that need resolution are:

- *Administrative Review backlog:* Staff and an intern will be allowed to complete Administrative Reviews that are not complex and do not need legal reviews. Jeremiah

will then review, finalize and complete the responses. Ideally we need to complete 45 reviews per month for six months to be in a really good place. Our goal is to complete reviews concerning Supervision Conditions quickly and those concerning 120 day sanctions before the end of the 120 days.

- *Victim Outreach*: A possible completion schedule would be to have this done by the Fall.
- *Time management at Board hearings*: Barriers that were identified included legal timeframes in scheduling hearings, Board members asking the same question multiple times, and allowing for media set-up and tear-down within the scheduled time. Identified solutions were for the Board members to split the three main topics of discussion between themselves with each board member asking a topic question. Put into place a practice to know when the media was interested in the case before and adjust the schedule accordingly to allow for them to be there.
- *Policy fidelity*: With the change in management last year this was put on hold. Three of the policies that have been completed were Informants, Marijuana and Travel. When staffing levels come back up we can revisit this issue.

The progress of these projects and goals will be checked at the June business meeting.

Future Board Meetings:

February 28, 2012

March 5, 2012

March 27, 2012

Meeting adjourned at 4:31 p.m.