



# Oregon Board of Parole

## & POST-PRISON SUPERVISION

### Board Business Meeting Minutes Monday, January 26, 2015

**Call to Order and Note of Attendance:** The meeting was called to order at 8:43 a.m., and note of attendance made: Board Chair, Kristin Wings-Yanez; Board member, Sid Thompson; Board member, Michael Wu; Department of Corrections (DOC), Release Services Manager, Hank Harris; Board Executive Director, Brenda Carney; Board staff, Shawna Harnden. Cheryl Cunio, member of public, observing.

**Meeting Minutes:** December Board Business Meeting was cancelled due to schedule conflicts. Minutes from November 24, 2014, edits previously suggested. Wings-Yanez moved to adopt, Wu seconded.

#### Chairperson Comments:

- Legislative session is underway. There are couple bills that the Board will be following fairly closely. One is Senate Bill (SB) 425. The bill removes Board member immunity from negligence suits. It also would remove any public record exception for documents containing Board votes. Wings-Yanez attended the December Oregon Association of Community Corrections Directors (OACCD) meeting that was held in Marion County. Group discussed how each local supervisory authority is handling notification of with high risk offenders pending implementation of the Sex Offender Notification Level system.. Counties advised they are continuing with their normal practices and treating their high risk offenders as they normally would: high risk offenders are subject to a high level of community notification, including website notification.
- Met with DOC Assistant Director of Community Corrections, Jeremiah Stromberg and discussed the upcoming proposed changes to the statewide sanctioning grid. Board members will need to discuss further on what those changes will mean for the agency. Jeremiah will attend a future meeting to give an overview of the changes.

#### Executive Director's Update:

- Hired permanently for reception position, Del Grady; began in early December.
- Carney and Wings-Yanez attended the Citizens United for Rehabilitation of Errants (CURE) meeting in December. They gave an overview of Board processes, members, duties, Parole Board hearings and what they mean, what Board looks for when considering release. They answered questions about who can be appointed to the Board and what the process to become a member is, questions about the sanctioning process, hearings and conditions.

- PBMIS rewrite – In 2014 the Board went before Ways & Means asking for funding to be reserved for the rewrite. Last year we only asked for \$318K. However, DOC has reported that number does not include any overtime by current staff or the issues with getting the appropriate people hired. Met with DOC, Board’s Chief Financial Officer (CFO) and Board’s Legislative Fiscal Officer (LFO) on whether the additional \$32K will need to be requested. Will know more this week. Carney asked Harnden to provide an update on the project’s progress. Harnden advised progress is going great, the developers are doing an amazing job and the product, even only in test form, looks and functions well.
- After reviewing the budget more closely, we will not have an overall shortfall for the remainder of this biennium; it will, however, be extremely tight, so we will continue to monitor Supplies and Services.
- Carney and Harnden continue to work on creating policies regarding human resources and personnel related items.
- December was the release of the Governor’s Balanced Budget (GBB). They are recommending funding for personal services deficit; partial funding for offender services (psychological evaluations); reclassification for Executive Assistant. Funding for HB2549/SONL mandate was recommended for add-back. Presentations are due to legislature in mid-February. We continue to look at what our options are in meeting the mandates without additional staffing.
- Will be reviewing contracts for psychological evaluations, as they expire in June; Carney will be working on new procurement process.
- Carney was asked to participate in the Local Supervisory Authority (LSA) workgroup. They are working on updating their manual; cleaning up conditions, Morrissey hearing language and process, and clarifying some Board processes they wish to mirror.
- Carney attended the OACCD meeting in November and asked for the Board to be included in the Family Violence Supervision Network’s (FVSN) distribution list in hopes to begin having regular Board representation at their quarterly meetings. At the meeting, inquired with OACCD if they would support a Hearings Officer network to allow those in that capacity to discuss current issues. The last Hearings Officer training conducted by the Board was April 2014. OACCD advised they will support a workgroup but not a network at this time. This will allow the group of Hearings Officers to meet a few times over the year to discuss various issues and prepare for annual training.
- The forms used by the Board and also Community Corrections will be going under review. Carney advised updates need to be done to the conditions language as well as the correct statute being referenced on the forms. Carney suggested adding frequently used forms to the website: Morrissey Hearing Notice of Rights, Notice of Pending Action example, an explanation of special conditions used under special condition 10 (SC10).

**DOC Update:**

- No updates.

**Old Business:**

- OAR 255-005-0005 (59) Definition of Victim: The issue of what individuals fall under our definition of a victim was brought to the Board over a year ago. This topic was discussed with the Parole Board workgroup as well. Wings-Yanez notes that as the Board has a new General Counsel at DOJ, we expect to conclude our review soon.
- Sex Offender Level System: Our agency is waiting for DOC to move forward with their rules on this topic. We have exhibits that will need to be included with our rule adoption when that time comes. The goal is for all affected agencies have the same process. The draft rules that DOC has created are currently at DOJ for their review. The Board will then begin drafting our own rules.
- Hearings Notice of Rights/OAR 255-030-0040: Wings-Yanez has been reviewing all the forms related to submissions for hearings. The letters submitted to inmates advise their submissions must be received one week before the hearing. Our rules state their submissions must be received two weeks before the hearing. Victims have a right to review and provide rebuttal to any information the inmates submit. Wings-Yanez motioned to make permanent rule change so the NOR forms sent pursuant to OAR 255-30-0013 reflect that inmates must get any documents he/she wants the Board to consider for a hearing to the Board 14 days prior to the hearing as already required by OAR 255-030-0040. Once the rule is permanently adopted, all the hearing notification letters will also be amended to reflect this change as well. Wu and Thompson voted to approve the motion.

**New Business:**

- Wu advised he attended the Level of Service/Case Management Inventory (LS/CMI) training with Board Hearings Officer, Fay Stetz-Waters. It was great opportunity for them to learn the specifics of this risk and needs assessment tool.
- Wings-Yanez advised the basic parole officer training is in February; however, due to conflicts with scheduling and lack of availability, the Board will not be presenting.

**Future Board Meetings:**

- Monday, February 23 @ 10:00 a.m.

Meeting adjourned at 9:26 a.m.