



Oregon Board of Parole

& POST-PRISON SUPERVISION

Board Business Meeting Minutes Tuesday August 23, 2011

Call to Order and Note of Attendance: The meeting was called to order at 1:47 p.m., and note of attendance made: Aaron Felton, Jay Scroggin, Darcey Baker, Candace Wheeler, Michelle Mooney, and DOC Community Corrections Chief Mark Cadotte. There were no guests in attendance.

Meeting Minutes: Minutes for the July 26, 2011 meeting were reviewed and edits suggested. The minutes will be updated and brought to a future meeting for adoption.

Chairperson Comments

- **Board Member Change:** Darcey Baker is nearing the end of her second term as a Board member. She has accepted a new position with DOC and her final day as a Board member will be September 25, 2011. DOC has agreed to let Darcey work with the Board through October in order to train the new Board member. A farewell reception was held for Darcey this week and many community stakeholders, partners, and co-workers attended to share their gratitude to Darcey for all the work she did while at the Board. The Governor has nominated Jeremiah Stromberg to replace Darcey and his name will be forwarded to the Senate for confirmation. Confirmation is scheduled for the end of September. Once confirmed Jeremiah will serve the remainder of Darcey's term and then a new full 4 year term.

DOC Update

- None

Executive Director's Update

- **RFP Process:** The RFP contracts have been prepared and will be opened to the public soon. This includes the RFP's for predatory sex offender evaluators and for the contracted psychologists. Hopefully each process will be complete and new contracts can be offered by October.
- **Paperless Hearings Update:** Marshall, Michelle and Jay have been working on the process for the transition to paperless hearings. The next steps that will need to be taken to move forward will be establishing wireless connections in the institutions, and then the

Board will need to upgrade the copy machine to a new machine that will have server capabilities needed. The Board will get a new machine in November when the current lease expires. The new machine will actually provide a copy cost savings to the Board.

Old Business:

- **Notice of Rights:** It was discovered that the notice of rights form and the definitions section have not been updated since the Board began using the new deferral rules. The Board updated the definition section that discusses the process and costs for obtaining audio recording of hearings. Candace will bring the updated drafts to the next meeting for final adoption.
- **OAR 255 Division 60 Update:** Candace presented the current draft and had some substantive changes to make to section 12. The Board reviewed the changes and agreed on them. Candace will update the draft and present it at a future meeting.
- **Out of Country Travel:** Recently the Board adopted a new out of country travel policy and sent it out to the field. Now that a few parole officers have used the policy and submitted requests to the Board, it appears that it would be helpful if there was a form to go with the policy to provide direction for the parole officers submitting the request. Aaron and Michelle will draft a form and present it at the next meeting.

New Business:

- **Records Retention Policy:** Staff has requested to know if they can begin destroying tapes that now have reached their retention date. The Board is concerned that if the tapes are destroyed too soon, they may not be available if the federal courts request them. Aaron will seek advice and report back.

Future Board Meetings:

September 13, 2011

September 27, 2011

October 25, 2011

Meeting adjourned at 2:29 p.m.