



Oregon Board of Parole

& POST-PRISON SUPERVISION

Board Business Meeting Minutes Monday, September 28, 2015

Call to Order and Note of Attendance: The meeting was called to order at 10:16 a.m., and note of attendance made: Board Chair, Kristin Wings-Yanez; Board staff, Shawna Harnden; Board member, Sid Thompson; Board member, Michael Wu; DOC Assistant Director of Community Corrections, Jeremiah Stromberg; DOC Release Services Manager, Hank Harris. No members of public in attendance.

Meeting Minutes: Minutes from August 28, 2015; edits previously suggested. Thompson moved to approve the minutes, Wu seconded.

Chairperson Comments:

- New Parole Board system (PBMIS) is finished. Many processes are now more electronic than previously. Additional comments on the new system will be included under New Business.
- Several new positions are being recruited for at this time, including two new Board members.
- Attended Oregon Association of Community Corrections Directors (OACCD) meeting and discussed the Sex Offender Notification Level program and the new positions that program will require.
- National Institute of Corrections (NIC) Technical Assistance project on Victim Services: Wings-Yanez attended meeting with national crime victim advocacy experts to come up with a model for seamless crime victim services in post-conviction proceedings. DOC, the Board, and Multnomah County attended and discussed information sharing, systems, and priorities. Notification on sanctions/revocations was one identified problem area, lack of information was another. Multnomah County will be working on a pilot project to get information from the DA's office on the crime at the time of conviction. The NIC contractor assigned to the project will be issuing a report and our work will continue. Stromberg suggested Wings-Yanez attend a DOC policy group meeting to talk about the project; Wu suggested we involve the Portland Police in the Multnomah County project.
- Public records audit: the Secretary of State is gathering information from multiple state agencies, including the Board, to evaluate any possible need for statutory changes. We have been working to provide information to them in a timely manner.
- Agency values: DAS is working on the Oregon Management Project to identify enterprise values. We have talked about doing a similar exercise internally. The Board can engage in a values exercise or we could contract with an outside group to facilitate

the discussion. Thompson suggested we contact the group DAS is working with to learn about our options.

- The Sex Offender Notification Level (SONL) implementation team of the Governor's Re-entry council will meet tomorrow and work on educating the public about the system.

Executive Director's Update:

- Recruitments for the Assessment Specialists, Operations & Policy Analyst, Administrative Specialist and the Hearings Officers positions have closed as of September 20, 2015. Interviews will take place over the next several weeks.
- Waiting to receive information from Department of Administrative Services (DAS) on potential locations for our agency to move into, either the agency as a whole or a programmatic split. Currently looking at the Public Utility Commission building. Until a location and move date is finalized, we will be using our existing space at the Dome building.
- End of August there was sex offender management training on the new processes and did a brief presentation to Release Counselors and the Sex Offender Supervision Network.
- Trying to expand on our existing paperwork and processes to better explain and demonstrate the workflow and requirements related to the SONL program.
- Department of Public Safety and Standards Training's (DPSST) basic academy is tomorrow, September 29, 2015. Carney will be presenting on the Board's legal authority.
- October 2, 2015 is the closing date for our request for qualifications on the procurement contracts for the psychological evaluations. Outreach to several entities to recruit additional interest for those positions.
- RFQ for the sexual offense specific evaluations almost done and will be able to start the assessments for the alternative folks that do not qualify for the Static-99R evaluation.
- Drafting educational documents for the re-entry council; Wings-Yanez advised she could take this task on.

DOC Update:

- Stromberg advised HB3503, the Family Alternative Sentencing Program, passed. The program is modeled after a similar program in Washington State. For certain crimes, where the individual is the primary custodial parent at time of their arrest may be diverted from prison time. DOC was given \$2 million to pilot this program in Multnomah, Marion, Deschutes, and Jackson County.
- October 20-21 Dr. Ed Latessa will be presenting on case management supervision strategies for parole officers and release counselors.
- October 1st is when the next prison forecast comes out. It will reflect an increase and need for 204 more beds in the next six months. DOC has already set a plan in place to utilize the Deer Ridge medium facility. All 14 institutions are currently maxed out for emergency beds space.
- Harris advised another release counselor was hired.

Old Business:

- Definition of victim is old business. Legislature has asked the Board to do an informal presentation to explain the changes and how those changes came to be. Wings-Yanez will be presenting Wednesday afternoon.
- New Division 85 Sex Offender Notification Level system – The rules were voted in as temporarily in August 2015. The temporary rules are effective until February 2016. Wings-Yanez advised action needs to be taken to proceed with permanently adopting these rules prior to that February date. Harnden advised filing permanent rules now will make the earliest date for holding a public hearing is November 15, 2015 but rule making process recommends the hearing not be done prior to the 22nd of the month. Harnden advised the 22nd is a Sunday, so we would need to make the hearing on Monday, November 23, 2015; however, that is a holiday week. Wings-Yanez decided to set the public hearing date for Tuesday, December 1, 2015 with public comment closing at the end of business on Friday, December 4, 2015. Wu moved to proceed with filing the permanent rulemaking hearing on the Division 85 rules, Thompson seconded.
- Sex Offender Notification Level System classification process forms are not included in the rules but since they have been mentioned in previous meetings wanted to put them on record. These forms are only for the internal process documents for the Board members and Board staff to utilize.
- The submissions for hearings topic was addressed months ago. Hearings Specialists, Kim Coons, has contacted all the lawyers and changed all her letters to reflect the correct timeframe for receiving submissions.
- Special conditions – we have a few small changes that need to be addressed, however, we will address at a later meeting.

New Business:

- PBMIS project, as mentioned previously, has now made many of our daily processes electronic. Wings-Yanez proposed that effective September 21, 2015, we no longer print hard copies of documents that result from these processes. The actions are being saved as a PDF and are accessible. This new project is an opportunity to reduce our costs as well as costs incurred by other agencies.
- In June, 1995, significant changes to murder sentencing occurred, which will change how we handle parole eligibility and hearings when offenders minims are served. The Board will need to create and adopt policy for handling these cases. Wings-Yanez advised this topic will be discussed in future meetings to finalize what internal processes need to be developed.

Future Board Meetings:

- Monday, October 28 @ 10:00 a.m.

Meeting adjourned at 11:26 a.m.