

Nebraska Board of Parole  
Business Meeting Minutes  
Nebraska Department of Correctional Services Central Office  
Folsom & West Prospector Place, Bldg. 1  
Lincoln, NE 68509

TUESDAY  
DECEMBER 19, 2017  
2:30 pm

The business meeting convened at 2:34 p.m. on Tuesday, December 19, 2017 with following persons present: Rosalyn Cotton, Chair; Rex Richard, Vice Chair; Teresa Bittinger, Member; Layne Gissler, Member; Virgil Patlan, Member; Nicole Miller, Legal Counsel; Julie Micek, Director of Supervision and Services; Quintin Penner, APA; Habib Olomi, Process Improvement Coordinator; Sally Reinhart-Stewart, Interstate Compact; and Sonya Fauver, Administrative Assistant – Pardons Board.

I. The business meeting was called to order at 2:34 p.m. by Chair Rosalyn Cotton.

II. Roll Call:

Chair Rosalyn Cotton	Present
Vice Chair Rex Richard	Present
Member Teresa Bittinger	Present
Member Layne Gissler	Present
Member Virgil Patlan	Present

a. Chair Cotton announced the notice of this public meeting was placed on the Board of Parole website on December 6, 2017; and notice of publication was placed in the Lincoln Journal Star on December 8, 2017.

b. Chair Cotton announced the Open Meeting Act information is available in the room.

III. A motion was made by Chair Rosalyn Cotton and seconded by Board Member Teresa Bittinger to approve the agenda. Motion Carried - Vote: 5-0

Chair Rosalyn Cotton	Yes
Vice Chair Rex Richard	Yes
Member Teresa Bittinger	Yes
Member Layne Gissler	Yes
Member Virgil Patlan	Yes

IV. A motion was made by Chair Rosalyn Cotton and seconded by Board Member Teresa Bittinger to amend the business meeting minutes from December 5, 2017 to reflect that Ms. Nicole Miller is also a sub-committee member on the Operations Committee, the Board Business Committee, and the Human Resources Committee. Motion Carried - Vote: 5-0

Chair Rosalyn Cotton	Yes
Vice Chair Rex Richard	Yes
Member Teresa Bittinger	Yes
Member Layne Gissler	Yes
Member Virgil Patlan	Yes

A motion was made by Chair Rosalyn Cotton and seconded by Board Member Teresa Bittinger to approve the corrected business meeting minutes from December 5, 2017. Motion Carried - Vote: 5-0

Chair Rosalyn Cotton	Yes
Vice Chair Rex Richard	Yes
Member Teresa Bittinger	Yes
Member Layne Gissler	Yes
Member Virgil Patlan	Yes

V. The floor was opened for public comments on items listed on the agenda. No public comments were posed.

VI. Office of Parole Administration Update:

- a. Interstate and LSO travel permits and AVRs: Ms. Julie Micek reported that the Interstate, Interstate LSO travel permits, and Interstate AVRs will not be signed by the Parole Board effective January 1, 2018.
- b. EM early release being reviewed and sign off on by Ken Quinn or Julie Micek: Ms. Julie Micek informed the Board of Electronic Monitoring and requested that she or Mr. Ken Quinn being able to remove clients from EM early.

Discussion was held by the Board and it was determined that Parole Administration will have the authority to remove clients from EM with the exception of clients that were placed on EM as a special condition of the Board for parole (special condition on parole certificate). The Board still wants to review the EM removal requests (buck slip) for their decision to keep the client on EM or to remove the client from EM when EM is a special condition of parole.

Ms. Julie Micek indicated that she will table this topic for the next Parole Board Business meeting.

A motion was made by Board Member Virgil Patlan and seconded by Chair Rosalyn Cotton to approve Parole Administration to have the authority to remove individuals from EM unless it is a special condition of parole. Motion Carried – Vote: 5-0

Chair Rosalyn Cotton	Yes
Vice Chair Rex Richard	Yes
Member Teresa Bittinger	Yes
Member Layne Gissler	Yes
Member Virgil Patlan	Yes

- c. Grant denial from the Crime Commission: Ms. Julie Micek reported that Parole Administration did not get the requested grant money from the Crime Commission. (\$107,900.00)
- d. Seeking residential treatment outside of prison: Ms. Julie Micek requested the Board to consider a pilot program consisting of a current incarcerated individual eligible for parole being able to complete a residential treatment program outside of prison.

A motion was made by Board Member Teresa Bittinger and seconded by Chair Rosalyn Cotton to form a sub-committee to research the pilot program for outside residential treatment. Motion Carried - Vote: 5-0

Chair Rosalyn Cotton	Yes
Vice Chair Rex Richard	Yes
Member Teresa Bittinger	Yes
Member Layne Gissler	Yes
Member Virgil Patlan	Yes

- e. Provider Agreement – Brad Negrete domestic violence group in Omaha: Ms. Julie Micek reported that Parole Administration has a provider agreement contract with Mr. Brad Negrete, licensed mental health provider, to assist in running the domestic violence group on Omaha.
- f. Urgency of Board’s signature on warrants: Ms. Julie Micek reminded the Board of the urgency of getting warrants approved and signed. Need to have a response turn-around time of about ten minutes.
- g. Budget: Ms. Julie Micek presented the budget to the Board. She reported that things are running well at this time. She indicated that she would like to hire a business manager position in the future.

VII. PIC Presentation:

Mr. Habib Olomi gave a presentation to the Board on the MOA, MOU, and Contracts process improvement project for developing a Standard Operating Procedure (SOP) for MOA, MOU, and Contracts Internal Process. Mr. Olomi reported that the team turned around standard operating procedures from a 64-day process to a 14-day process and reduced the operating steps from 47 down

to 11, external customers (businesses) will receive their approved and signed contract in 14-days, and the cost savings to the agency will be around \$51,000. The Standard Operating Procedure has been developed and is a two-page document that will guide any individual through the 11-steps chronologically to complete a contract.

VIII. Sub-Committee Report Outs:

- a. HR and Operations: Board Member Teresa Bittinger reported that this sub-committee does not have any information to report at this time.
- b. Psych Evaluations: Chair Rosalyn Cotton reported that the committee met on December 11, 2017 and they are developing the new psychological policy and should have more information sometime in February.
- c. Board Business / Budget: Board Member Virgil Patlan reported that the committee meet on December 14, 2017 at Heritage Square and reviewed charge accounts and expenditures. The committee noted that some expense categories appeared to be inflated and many bills and invoices are outstanding and delinquent. The committee recommend that a full-time business manager be hired to handle the financial budget matters of the agency.

IX. Plan Next Board Business Meeting:

Chair Rosalyn Cotton scheduled Tuesday, January 16, 2018 at 2:30 pm for the next Parole Board Business meeting.

X. Adjournment:

Chair Rosalyn Cotton made a motion to adjourn the meeting at 3:43 pm.  
Motion Carried – Vote: 5-0

Chair Rosalyn Cotton	Yes
Vice Chair Rex Richard	Yes
Board Member Teresa Bittinger	Yes
Board Member Lane Gissler	Yes
Board Member Virgil Patlan	Yes

Minutes prepared by Reporter / Assistant on December 20, 2017.