

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

Tuesday
July 11, 2017
2:30 pm

The business meeting convened at 2:30 p.m. on July 11, 2017 with following persons present: Rosalyn Cotton, Chair; Rex Richard, Vice Chair; Randall Rehmeier, Member; Theresa Bittinger, Member; Virgil Patlan, Member; Nicole Miller, Legal Counsel; Julie Micek, Director of Supervision and Services; Jennifer Miller, Parole Board Program Analyst; and Sonya Fauver, Administrative Assistant – Pardons Board.

I. The business meeting was called to order at 2:30 p.m. by Chair Rosalyn Cotton.

II. Roll Call:

Chair Rosalyn Cotton	Present
Vice Chair Rex Richard	Present
Board Member Theresa Bittinger	Present
Board Member Virgil Patlan	Present
Board Member Randall Rehmeier	Present

a. Chair Cotton announced the notice of this public meeting was placed on the Board of Parole website on June 15, 2017; and notice of publication was placed in the Lincoln Journal Star on June 15, 2017.

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

III. A motion was made by Board Member Randall Rehmeier and seconded by Vice Chair Rex Richard to approve the agenda. Motion Carried - Vote: 5-0

Chair Rosalyn Cotton	Yes
Vice Chair Rex Richard	Yes
Member Theresa Bittinger	Yes
Member Virgil Patlan	Yes
Member Randall Rehmeier	Yes

IV. A motion was made by Board Member Randall Rehmeier and seconded by Board Member Teresa Bittinger to approve the business meeting minutes from June 28, 2017. Motion Carried - Vote: 5-0

Chair Rosalyn Cotton	Yes
Vice Chair Rex Richard	Yes
Member Theresa Bittinger	Yes
Member Virgil Patlan	Yes
Member Randall Rehmeier	Yes

- V. The floor was opened for public comments on items listed on the agenda. No public comments were posed.
- VI. Mr. Donald Arp from the Department of Administrative Services (DAS) gave a presentation to the Board regarding the Process Improvement Center (PIC). The Department of Administrative Services (DAS) will hire and employ a Process Improvement Coordinator (PIC) to provide process improvement (PI) support and support the Parole Board (CFP) process improvement initiative.

A motion was made by Chair Rosalyn Cotton to approve the Memorandum of Agreement between the Department of Administrative Service (DAS), the Crime Commission, the Fire Marshal, and the Parole Board (CFP) and was seconded by Board Member Teresa Bittinger. Motion Carried - Vote: 4-1

Chair Rosalyn Cotton	Yes
Vice Chair Rex Richard	Yes
Member Theresa Bittinger	Yes
Member Virgil Patlan	No
Member Randall Rehmeier	Yes

- VII. Ms. Nicole Miller, Parole Board Legal Counsel, provided legal counsel updates and information regarding the PIC Memorandum of Agreement, the Winnebago Tribe Memorandum of Agreement, and three proposed rules for the Nebraska Board of Parole. Proposed Rule No. 1 – Board Member Leave, Proposed Rule No. 2 – Parole Administrator Contracts for Service Providers, and Proposed Rule No. 3 – Law Enforcement Requests for Electronic Monitoring Information.

- a. PIC MOA: Discussion was heard regarding some typographical errors and wording changes in the PIC MOA contract and the monetary funding for the PIC comes from the operational fund.
- b. Winnebago Tribe MOA: Ms. Miller presented the Board with a final draft of the Winnebago Tribe Memorandum of Agreement.

Chair Rosalyn Cotton made a motion to approve the Winnebago Tribe Agreement and it was seconded by Board Member Teresa Bittinger. Motion Carried - Vote: 5-0

Chair Rosalyn Cotton	Yes
Vice Chair Rex Richard	Yes
Member Theresa Bittinger	Yes
Member Virgil Patlan	Yes
Member Randall Rehmeier	Yes

- c. Proposed Rules:
 - i. Proposed Rule No. 1 – Board Member Leave: Parole Board Member Leave: Ms. Miller presented information to the Board regarding a summary of proposed language to promote a starting point for discussion regarding the usage of out of office leave used at the Board level.

Chair Rosalyn Cotton made a motion to table proposed rule No. 1 and to form a subcommittee to discuss this rule and to bring it back before the Board at a later date. Ms. Cotton and Ms. Miller will form the subcommittee and meet with other Board members for their thoughts. The motion was seconded by Board Member Teresa Bittinger. Motion Carried: 5-0

Chair Rosalyn Cotton	Yes
Vice Chair Rex Richard	Yes
Member Theresa Bittinger	Yes
Member Virgil Patlan	Yes
Member Randall Rehmeier	Yes

- ii. Proposed Rule No. 2 – Parole Administrator Contracts for Service Providers: Ms. Miller presented a revised copy of Proposed Rule No. 2 to the Board.

Chair Rosalyn Cotton made a motion to adopt revised Rule No. 2 and was seconded by Board Member Teresa Bittinger. Motion Carried: 5-0.

Chair Rosalyn Cotton	Yes
Vice Chair Rex Richard	Yes
Member Theresa Bittinger	Yes
Member Virgil Patlan	Yes
Member Randall Rehmeier	Yes

- iii. Proposed Rule No. 3 – Law Enforcement Requests for Electronic Monitoring Information: Ms. Miller presented brief information clarifying the rule that the Parole Board would not disclose of information unnecessarily.

Chair Rosalyn Cotton made a motion to adopt Rule No. 3 and was seconded by Board Member Teresa Bittinger. Motion Carried: 5-0

Chair Rosalyn Cotton	Yes
Vice Chair Rex Richard	Yes
Member Theresa Bittinger	Yes
Member Virgil Patlan	Yes
Member Randall Rehmeier	Yes

VIII. Ms. Julie Micek, Director of Supervision and Services, provided updates and information regarding the STRONG-R, new contractors for providers delivering services, revoke and re-parole concept, custodial sanctions – Matrix, proposed business manager, Board business meeting schedule recommendations, and shared services HR implementation.

- a. STRONG-R: Ms. Micek introduced Mr. Denny Campbell regarding the updates for the Needs reports. Mr. Campbell provided information to the Board regarding the background and importance of the risk assessment and the Needs Reports structure. He explained the STRONG-R program functions and that data

is being missed in target areas for parolees. He also provided information on the ORAZ and the LSCMI inmate program assessment systems. Ms. Micek indicated that there are significant problems and software instruments problems with the STRONG-R program.

Ms. Micek is meeting with Beth Boal, Department of Corrections, and the Vantage Company regarding the software issues / instrument. She has high concerns that the Board needs to consider a new plan / system for the risk assessment programs. She is going to send Jennifer Miller, Parole Board Program Analyst, and Joel to Cincinnati, Ohio in August 2017 to research, assess, and train in the ORAS system. She provided information on the costs of the ORAS program and the LSCMI system.

- b. New Contracts for providers delivering services: Ms. Micek reported that Omaha has an operational reporting center and is providing services in substance abuse treatment, pre-treatment services, relapse groups, anger management services, budgeting services, and parenting services. She is going to meet with Lincoln regional office tomorrow to discuss the service needs. She is working on service needs for Western Nebraska and has obtained two contracts in Scottsbluff for a relapse group and thinking for change group.
- c. Revoke and re-parole concept / Loss of goodtime: Ms. Micek reported that Quintin Penner has been traveling the state and contacting all the county jails regarding the contracts for custodial sanctions. They are looking at another option regarding the loss of goodtime sanctions and is requesting the Board to discuss and consider this as another option regarding sanctions for parolees.

Board Member Teresa Bittinger made a motion to table the loss of goodtime sanctions and to form a subcommittee of two Board members and Julie Micek to research this option. The motion was seconded by Chair Rosalyn Cotton.
Motion Carried: 5-0

Chair Rosalyn Cotton	Yes
Vice Chair Rex Richard	Yes
Member Theresa Bittinger	Yes
Member Virgil Patlan	Yes
Member Randall Rehmeier	Yes

- d. Custodial Sanctions-Matrix – Sanctions/Incentives July 1, 2017:
- e. Proposed Business Manager for Board of Parole: Ms. Micek reported that she believes this is an essential position within the Parole Board Agency, but she is not ready to make a recommendation at this time. She wants to do more research, see what the budget and the PSL look like in the fall of 2017.
- f. Board Business meeting schedule recommendations: Ms. Micek has recommended to the Board that they hold business meetings twice a month.
- g. Shared Services HR implementation: Ms. Micek reported that she has a meeting scheduled on July 17, 2017 regarding shared services. After the meeting, she will have a better idea of what this position will look like and what this

employee would do for the Parole Board. Chair Rosalyn Cotton reported that there is a subcommittee of her-self and Vice Chair Rex Richard assisting Ms. Micek regarding the shared services HR implementation.

- h. Officer salary update and implementation: Ms. Micek reported that salary increases for staff were implemented July 1, 2017, but 13 parole officers did not receive a pay raise due to fact that they were at or above the minimum permanent hiring rate. Senator Bolz has become involved in this situation to determine what can be done to obtain salary increases for the 13 officers.

Board Member Virgil Patlan made a motion for the Board to write a letter to the Union and to the Department of Administrative Services regarding the pay raises for the 13 officers. The motion was seconded by Board Member Teresa Bittinger. Motion Carried: 4-1.

Chair Rosalyn Cotton	Yes
Vice Chair Rex Richard	No
Member Theresa Bittinger	Yes
Member Virgil Patlan	Yes
Member Randall Rehmeier	Yes

- i. LR127 Committee: Ms. Micek reported that she has a call into Senator Ebke who is the chair of this committee and has requested to schedule a meeting with her and others to discuss parole, the Parole Board agency, and how things are done within the agency. She will keep the Board updated in this issue.
- j. Supervisor Training update June and July 2017: Ms. Micek reported that they have been very systematic in how training is delivered to the supervisors. In June 2017 they had training on Strategic Planning and Disciplinary Actions and in July 2017 they will have a three-day training session on Performance Planning and the EPICS program focus.
- k. Values Discussion: Ms. Micek reported that she sent out an email with an attachment of the values report created by Jenny Miller. She is going to wait for feedback from staff and will update the Board at the next business meeting.
- l. Closed Session – Personnel Matters: No closed session was had. Ms. Micek reported that they are currently holding an investigation on an employee. They have scheduled interviews with individuals who have filed complaints on July 13 and 14, 2017. She does not have any details to report at this time and will keep the Board updated.

IX: Bristol Station Update: Chair Rosalyn Cotton reported that she would like to continue to work on this focus and to form a subcommittee to discuss and find ways to improve the Boards practice of paroling clients to residential re-entry and transitional and structured living programs.

X: 2017 Goals by Agency: Chair Rosalyn Cotton reported that she is working with Jennifer Miller, Parole Board Program Analyst, on how to move forward and provide agency goals for 2017.

XI: Plan Next Board Business Meeting: Chair Rosalyn Cotton scheduled Tuesday, July 25, 2017 at 2:30 pm for the next Parole Board business meeting.

XII: Chair Rosalyn Cotton made a motion to adjourn the meeting at 3:55 pm and it was seconded by Board Member Randall Rehmeier. Motion Carried: 5-0

Chair Rosalyn Cotton	Yes
Vice Chair Rex Richard	Yes
Member Theresa Bittinger	Yes
Member Virgil Patlan	Yes
Member Randall Rehmeier	Yes

Minutes prepared by Reporter / Assistant on 07-12-2017