

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

Tuesday
November 21, 2017
2:30 pm

The business meeting convened at 2:30 p.m. on Tuesday, November 21, 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; and Sonya Fauver, Administrative Assistant.

I. The business meeting was called to order at 2:30 p.m. by Vice Chair Rex Richard.

II. Roll Call:

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

a. Vice Chair Richard announced the notice of this public meeting was placed on the Board of Parole website on October 25, 2017; and notice of publication was placed in the Lincoln Journal Star on November 4, 2017.

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

III. A motion was made by Board Member Patlan and seconded by Board Member Gissler to approve the agenda. Motion Carried - Vote: 4-0

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

- IV. A motion was made by Board Member Bittinger and seconded by Board Member Gissler to approve the business meeting minutes from October 24, 2017. Motion Carried - Vote: 4-0

Chair Rosalyn Cotton	Out of Room
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. Budget: Ms. Julie Micek updated the Board on the budget for the upcoming years 2018 and 2019. The budgets will be cut anywhere from 2% to 8% per year.
- b. Assessments: Ms. Julie Micek updated the Board on the current assessments used in parole administration. She is currently having parole officers look at the different assessments and how they operate. She will have conversations with the group of officers regarding their opinions on how things are working within the current assessment plans and how things may work with different assessments.
- c. Data Analyst Duties and Work Flow Plan: Ms. Julie Micek updated the Board on Jennifer Miller, Parole Board Program Analyst, duties and work flow plan. Ms. Miller's position is a shared position with the Parole Board and Parole Administration. She would like to see all requests for her assistance in data information all go through her and she would prioritize the requests with Ms. Miller.
- d. Discuss the Good Life, Great...Slogan for Parole Administration: Ms. Micek updated the Board on the new slogan that will be on the letter head and business documents needs to be chosen (a word). She presented a sheet with approved words that can be chosen for the slogan, which goes along with the governor's new branding of stationary and documents. The cost of this branding package is expensive and she suggests that they choose the \$500.00 package. The word / slogan needs to be chosen very soon.

- VII. Continuity of Operations Plan (COOP) – Subcommittee:

Board Member Gissler updated the Board that the committee (Layne Gissler, Virgil Patlan, and APA) has been working on the plan and the rough draft is now being reviewed by Mark Rumery, DCS. Once the finalized plan is done he will present it to the Board.

VIII. Plan Next Board Business Meeting:

Chair Rosalyn Cotton scheduled Tuesday, December 5, 2017 at 2:30 pm for the next Parole Board Business meeting.

IX. Adjournment:

Vice Chair Richard made a motion to adjourn the meeting at 2:50 pm.

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 11-27-2017