

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 5, 2017  
2:30 pm

The business meeting convened at 2:30 p.m. on Tuesday, December 5, 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; Habib Olomi, Process Improvement Coordinator; and Sonya Fauver, Administrative Assistant – Pardons Board.

I. The business meeting was called to order at 2:36 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 November 22, 2017; and notice of publication was placed in the Lincoln Journal Star on November 29, 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 Vice Chair Rex Richard to approve the business meeting minutes from November 21, 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. Chairperson Update:

- a. Agency SMART Goals: Chair Rosalyn Cotton reported that she is developing SMART Goals for the agency. She is trying to bring the entire agency together as one. She is working on the National Governor's Association project as one of her SMART goals, working with PIC on additional SMART goals regarding the WAVE project, and working with staff members, Nicole Miller, Teresa Bittinger, and Barbara Lichty on other miscellaneous SMART goals.
- b. Agency Goals: Chair Cotton reported she is working on agency goals for training. She is also working with Julie Micek and Jennifer Miller on various SMART goals to bring the agency together. She is planning to meet with staff members once a week and have a staff meeting once a month. A new process and terminology used will be STRETCHING where she will be stretching to 3 individuals once a week.

VII. Office of Parole Administration Update:

- a. UCRI Training Contract: Ms. Julie Micek report that they want to partner with the University of Cincinnati for the year of 2018. They are working on getting the cognitive behavior restructuring program (CBI Core Program) in place and training staff on the program. This CIB program works very well with the EPICS program currently being used within Parole Administration. Specialized officers will be trained and run the CBI groups, but she will look at training other staff in CIB program. The contract is an agreement with the University of Cincinnati and they will come and train 19 staff members at the cost of \$17,000.
- b. Norfolk Regional Office: Ms. Julie Micek reported that currently there is no contract for office space. They are currently looking at different places for the office and are currently negotiating with building owners to rent a space that will work within the Parole Administration budget.
- c. Fremont Regional Office: Ms. Julie Micek reported that the lease contract on the Fremont Regional Office needs to be approved and signed. The contract for this building space comes up for renewal every two (2) years.

- d. Subcommittees Recap: Ms. Julie Micek reported on five subcommittees and who is on each committee.

Operations Committee: Rosalyn Cotton and Teresa Bittinger  
Field Services: Layne Gissler and Virgil Patlan  
Board Business: Rex Richard and Virgil Patlan  
Public Relations: Rex Richard and Layne Gissler  
Human Resources: Rosalyn Cotton and Teresa Bittinger

- e. Field Officer Pay Raises: They are asking for a five-percent (5%) pay increase for five field staff officers. DAS and the Union need to come to an agreement regarding the increase in pay which would come to about \$1.02 per hour.
- f. Data requests to Jennifer Miller: Ms. Julie Micek reiterated to the Parole Board members that she is recommending the same proposal as last month that all data requests go through her first and she will inform Ms. Miller which ones to complete. Ms. Micek indicated that she is currently getting a lot of data requests from the legislature, senators, probation office, and DCS for data.

Chair Rosalyn Cotton made a motion to approve the request that all data and other miscellaneous information go through Ms. Julie Micek first and Ms. Micek will work with Ms. Jennifer Miller on the prioritization of the requests. The motion was seconded by Board Member Teresa Bittinger. Motion carried: 5-0.

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

- VIII. PIC Update / Contract: Mr. Habib Olomi reported that he presented the project of the MOA, MOU, and Contracts to Master Black Belt - Director Seng and he has passed the greenbelt and is now Lean Six Sigma Certified.

The MOA, MOU, and Contracts project has been completed and is now in the control / monitoring stage for a 12 month period. The project charter has been developed and is an agreement with the Parole Board Agency / Chair Rosalyn Cotton - sponsor and the PIC agreement. The standard operating procedures was turned around from a 64-day process to a 14-day process. Performance measures goal was to reduce the process by 50 percent and the team reduced the process down by 80%. The lead time goal was to reduce it by 50% and the team reduced the lead time by 91%. The process steps goal was to reduce the steps by 50% and the team reduced the steps down from 47 steps to 10 steps. The rework of documents was reduced by the team from seven reworks down to one rework if necessary. Project benefits are that external customers

(businesses) will receive their approved and signed contract in 14-days which is 49 days shorter than the prior process. The project cost was \$2740.00 in staff time and the return on the investment will bring \$51,000 savings to the agency. The Standard Operating Procedures have been developed and is a two-page document that will guide any individual through the 10-steps chronologically to complete a contract. Team members of the project were Chair Rosalyn Cotton (sponsor and process owner), Nicole Miller (subject matter expert), Quentin Penner (subject matter expert), Sonya Fauver (team member), and Sally Reinhart-Stewart (team member). Mr. Olomi will be presenting a power point report on this project to the Parole Board at the next Parole Board Business meeting.

For the coming 2018 year the PIC project has some expectations that will be worked on and developed. The PIC coordinator will be working on the four waves. Wave one is the yellow-belt, which all staff of the agency are in 100 percent compliance. The second wave is to work on SMART Goals, the third wave is creating a Q-Dip Report, and the fourth wave is performing huddles with staff.

IX. Subcommittee Report Outs:

- a. Gang Officer Training: Board Member Virgil Patlan reported that he and some parole officers attended the MGIA (Midwest Gang Investigators Association) gang meeting. Mr. Patlan would like to put the program on for staff and parole officers in the future.
- b. Psych Evaluations: Chair Rosalyn Cotton reported that she and Vice Chair Rex Richard are currently working on psych evaluations and this will be on the agenda for the Parole Board Business meeting on December 19, 2017.
- c. COOP Plan Approval: Board Member Layne Gissler reported that the COOP plan (Continuity of Operations Plan) has been approved by Mark Rumery, DCS, and now needs to be approved by the Board.

Board Member Layne Gissler made a motion to approve the COOP plan (Continuity of Operations Plan) and the motion was seconded by Chair Rosalyn Cotton. Motion carried 4-0.

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

X. Plan Next Board Business Meeting:

Chair Rosalyn Cotton scheduled Tuesday, December 19, 2017 at 2:30 pm for the next Parole Board Business meeting.

XI. Adjournment:

Chair Rosalyn Cotton made a motion to adjourn the meeting at 3:26 pm.

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

Minutes prepared by Reporter / Assistant on 12-06-2017.