

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

TUESDAY
JANUARY 16, 2018
2:30 pm

The business meeting convened at 2:35 p.m. on Tuesday, January 16, 2018 with following persons present: Rosalyn Cotton, Chair; Layne Gissler, Member; Teresa Bittinger, Member; Virgil Patlan, Member; Rex Richard, Member; Nicole Miller, Legal Counsel; Julie Micek, Director of Supervision and Services; Quintin Penner, APA; Habib Olomi, Process Improvement Coordinator; and Sonya Fauver, Administrative Assistant – Pardons Board.

I. The business meeting was called to order at 2:35 p.m. by Chair Rosalyn Cotton.

II. Roll Call:

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

a. Chair Cotton announced the notice of this public meeting was placed on the Board of Parole website on January 4, 2018; and notice of publication was placed in the Lincoln Journal Star on December 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 Layne Gissler to approve the agenda. Motion Carried - Vote: 5-0

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

IV. A motion was made by Chair Rosalyn Cotton and seconded by Board Member Teresa Bittinger to approve the business meeting minutes from December 19, 2017. Motion Carried - Vote: 5-0

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

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

VI. Chairperson Update:

- a. Vice-Chair Announcement: Chair Rosalyn Cotton announced effective today, January 16, 2018, that Board Member Layne Gissler will become the Vice Chair of the Parole Board.
- b. Public Relations: Chair Rosalyn Cotton requested that all Board Members be mindful of filling out public relations forms for all outside engagement events they may be attending.
- c. Training Forms: Chair Rosalyn Cotton requested that all Board Members be mindful of filling out training forms for all outside agency training events they may be attending.
- d. Special Conditions During Hearings: Chair Rosalyn Cotton requested that all Board Members be mindful when making special conditions of parole that the condition be in alignment with Parole Administration and Services measurements/specifications and to try not to add additional conditions beyond APA's specifications.
- e. DEC/Transfers: Chair Rosalyn Cotton reported that current clients/inmates that are at the Diagnostic and Evaluation Center will be reviewed at this institution instead of the 90-day waiting period so these individuals can transfer on with a good plan in place.

VII. Office of Parole Administration Update:

- a. Valley Hope Contract: Ms. Julie Micek reported that Valley Hope is 100 percent on board in working with the Parole Board and APA for an outside agency residential treatment program. A contract is currently being reviewed and hopefully services will start by February 1, 2018 for the pilot phase of the program from February 1, 2018 to June 30, 2018.
- b. APA Budget: Ms. Julie Micek reported that it costs approximately \$3,400 a year for a client on the standardized parole placement program. The costs can increase for an individual client when other factors are placed on their parole conditions such as residential treatment program, medical care, hospice care, etc.

Ms. Micek also reported that for every 35 high risk individuals paroled, the agency will need another parole officer and for every 50 standardized individuals paroled the agency will need another parole officer as well as additional support staff and provisions.

Ms. Micek presented the budget to the Board for the end of December 2017. She indicated that the agency is currently doing well with the appropriations that have been expended. APA is facing a possible 2 percent budget cut for the fiscal year of 2018 – 2019 and a 4 percent budget cut for the fiscal year of 2019 – 2020.

- c. Discussion Regarding DPS Serious Incidents: Ms. Micek reported that there are currently eight individuals within the Nebraska Department of Corrections that receive a copy of APA's Serious Incident Reports. She inquired if the Board would like to make changes to the listing. The Board's consensus is to continue as it is currently done.
- d. HR/Hiring Update: Ms. Micek reported that the position of former employee Emily Grimes is currently vacant. She would like to see this position be moved into hiring a business manager. Ms. Micek also announced there were two retirements within the agency. They held interviews for the two positions and have extended offers to prospective applicants.

VIII. Subcommittee Report Outs:

- a. Psych Evaluations: Chair Rosalyn Cotton indicated that she will table this topic for the next Parole Board business meeting.
- b. Transitional Living: Board Member Teresa Bittinger presented a listing of Nebraska Transitional Living facilities that provide programming and do not provide programming.

IX. Legal Counsel Update:

- a. Proposed Rules:
 - i. Refreshment Policy: Ms. Nicole Miller presented proposed Rule No. 18-1 providing refreshments for Board approval.

A motion was made by Board Member Virgil Patlan and seconded by Board Member Layne Gissler to approve the Refreshment Policy. Motion Carried - Vote: 5-0

Chair Rosalyn Cotton	Yes
Member Teresa Bittinger	Yes

Member Layne Gissler	Yes
Member Virgil Patlan	Yes
Member Rex Richard	Yes

ii. Rule 4-205 related to Psych Evals: Ms. Nicole Miller indicated that she will table this topic for the next Parole Board business meeting.

b. LB 366 status – next steps: Ms. Nicole Miller reported that the bill is currently pending and she is continuously following the progress of this bill within the Nebraska Legislature.

X. Announce Next Board Business Meeting:

Chair Rosalyn Cotton scheduled Tuesday, January 30, 2018 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 p.m. Motion carried 5-0.

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

Minutes prepared by Reporter / Assistant on January 17, 2018.