

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

TUESDAY  
MAY 22, 2018  
2:30 pm

The business meeting convened at 2:30 p.m. on May 22, 2018 with following persons present: Rosalyn Cotton, Chair; Layne Gissler, Vice Chair; Teresa Bittinger, 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 Layne Gissler.

II. Roll Call:

Chair Rosalyn Cotton	Absent
	Present at 2:40 pm
Vice Chair Layne Gissler	Present
Member Teresa Bittinger	Present
Member Virgil Patlan	Present
Member Rex Richard	Present
	Absent at 3:05 pm

- a. Vice Chair Gissler announced the notice of this public meeting was placed on the Board of Parole website on May 14, 2018; and notice of publication was placed in the Lincoln Journal Star on May 12, 2018.
- b. Vice Chair Gissler announced the Open Meeting Act information is available in the room.

III. A motion was made by Board Member Bittinger and seconded by Board Member Patlan to approve the agenda and minutes of the May 8, 2018 Board business meeting. Motion Carried - Vote: 3-0

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

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

V. Chairperson Update:

- a. Training: Chair Cotton requested that any member that has training scheduled keep her informed of the scheduled training events.
- b. PIC Project: Chair Cotton reported that a PIC project has been determined regarding the subject matter of Parole Board Hearings.
- c. Annual Report: Chair Cotton requested that the annual report be completed by May 31, 2018.
- d. Monthly Reports: Chair Cotton requested that Board member's monthly reports be submitted to her with all scheduled training and outside events indicated.
- e. COOP Update: Vice Chair Gissler reported that all job operations have been submitted to Department of Correctional Services (Troy) and has outlined what job functions that need to take place in case of a natural disaster, fire, etc.

VI. Parole Administration Update:

- a. Budget: Julie Micek reported that she is reviewing the budget for the upcoming fiscal year (2018-2019). The current budget for 2017-2018 is well under budget. It currently looking like the APA / Parole Budget will be around Eight (8) million dollars a years.
- b. Schedules and non-traditional hour update for officers and supervisors: Julie Micek reported that they are having offices staffed during business hours but are working with employees to offer staggering flex hours to have office coverage after hours, etc.
- c. Position Updates: Julie Micek reported that there is one position open in North Platte, Nebraska for a parole officer, there is one position open for a Social Worker and she is currently reviewing applications for the position, and one position for an APA business manager and is waiting for classification of the position from the Department of Administrative Services. She also reported that there has been two resignations and those positions will be coming open – Specialized Officer and Staff Assistant / Secretary.
- d. Paroling Clients: Ms. Micek reported that they currently have ten (10) clients at Valley Hope and nine (9) of them have completed the program. She has requested that the Parole Board continue to look for good candidates for the Valley Hope program. She reported that the only candidates for the Valley Hope Program that will be considered will be referred by the Parole Board and referrals from the Department of Corrections will not be considered.

VII. Legal Counsel Update:

a. Proposed Amended Rule 4-501 (no parole release on weekends or holidays):

A motion was made by Board Member Bittinger and seconded by Board Member Patlan to have Amended Rule 4-501 be put into effect. Motion Carried 4-0.

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

b. Proposed Amended Rule 4-801 (detainers and verified residence):

A motion was made by Board Member Bittinger and seconded by Chair Cotton to have Amended Rule 4-801 changes made in the statute. Motion Carried 4-0.

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

c. Proposed Amended Rule 3-402 (parole administrator report out):

A motion was made by Chair Cotton and seconded by Board Member Bittinger to have Amended Rule 3-403 approve the clarification and changes in how the APA Parole Administrator / Director reports information to the Parole Board. Motion Carried 4-0.

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

VIII. Announce Next Board Business Meeting:

Vice Chair Layne Gissler announced the next Parole Board Business meeting will be held on Tuesday, June 19, 2018 at 2:30 pm, DCS Lower Level Conference Room.

IX. Adjournment:

Vice Chair Layne Gissler made a motion to adjourn the meeting at 3:15 p.m. Motion carried 5-0

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

Minutes prepared by Reporter / Assistant on June 4, 2018.