

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 31, 2018  
2:30 pm

The business meeting convened at 2:30 p.m. on Tuesday, July 31, 2018 with the following persons present: Rosalyn Cotton, Chair; Layne Gissler, Vice Chair; Teresa Bittinger, Member; Virgil Patlan, Member; Rex Richard, Member; Nicole Miller, Legal Counsel; Julie Micek, Director of Division of Supervision Services; Habib Olomi, Process Improvement Coordinator; Mr. Don Arp; Serenity Kenny, DAS; Ashley Henry, DAS; and Sonya Fauver, Administrative Assistant.

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 Layne Gissler	Present
Member Teresa Bittinger	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 June 19, 2018; and notice of publication was placed in the Lincoln Journal Star on June 29, 2018.

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

III. A motion was made by Board Member Teresa Bittinger and seconded by Vice Chair Layne Gissler to approve the agenda. Motion Carried - Vote: 5-0

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

A motion was made by Board Member Teresa Bittinger and seconded by Vice Chair Layne Gissler to approve the business meeting minutes from June 19, 2018. Motion Carried - Vote: 5-0

Chair Rosalyn Cotton	Yes
Vice Chair Layne Gissler	Yes
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. DAS Shared Services: Ms. Serenity Kenny, HR Administrator, and Ms. Ashley Henry, HR payroll, reported on the State of Nebraska Fusion project. The project will combine the current Work Day / Work Center, Kronos, and E1 programs into one place. The HR portion is scheduled to commence January 1, 2019 and the payroll portion will commence sometime in the spring 2019. Fusion will replace many paper forms that are currently used in HR and payroll to a paperless system. Also, employees that have terminated their service with the State of Nebraska will still have access to the payroll portion (Pay stubs, W2, etc.)
- b. DAS Process Improvement: Mr. Habib Olomi, Process Improvement Coordinator, reported updates regarding the Parole Board and DSS process improvement projects. Goals were set in the beginning of the year 2018. The agency has completed 46 out of 77 yellow belt staff training goals; has completed 3 active huddles out of 7 huddle goals slated; and has completed 2 out of 4 executive green belt training goals. Mr. Olomi reported that the Parole Board agency staff have embraced the changes and the Board members should be proud of their staff.

Four project goals are slated to be completed for the 2018 year. Project 1: Parolee Fees is currently in the pilot phase and should be completed in the next 4 weeks. Project 2: Nebraska Board of Parole Hearings Process is scheduled to start August 2 and 3, 2018 and should be completed sometime in late August 2018. Project 3: EM Billing Process is currently in the beginning phases and should start sometime in mid-August 2018. Project 4: Custodial Sanction Process is currently slated to begin sometime in the fall 2018. Mr. Olomi is optimistic that the agency will complete the goal of 4 PIC projects and would like to see a 5<sup>th</sup> project for the end of the year.

Mr. Olomi reported that all employees of the agency are White Belt trained, 43 employees are Yellow Belt trained, and there is currently no one trained in Executive Green Belt, but Chair Rosalyn Cotton and Director Julie Micek are currently scheduled to complete the training. He also reported that the agency has exceeded the savings target of \$18,043.00.

- VI. Director, Division of Supervision Services Update:
- a. Update on Business Manager and other positions: Ms. Julie Micek reported that Ms. Tammy Daniels has been hired for the Business Manager position and she will start with the agency on August 6, 2018 and Mr. David Carter has been hired for the Lincoln Specialized Officer position. Michelle Kothe, Parole Officer, is going to transfer to the position in North Platte, Nebraska. Clayton Wells, Parole Officer, is going to transfer to the Beatrice / Tecumseh territory position. The Parole office in Fremont, Nebraska closed July 1, 2018 and currently Mr. Mark Schmidt is still covering the Fremont, Nebraska territory and will be working out of the Omaha office.
  - b. Update on staff and office locations: Ms. Julie Micek reported that two staff positions were posted internally. Ms. Brenda Stueffer has been hired for the Staff Assistant II position and they held interviews on July 31, 2018 for the other Staff Assistant II position. The vacancy of Ms. Stueffer's prior position will be transferred to the Western Region - Hastings Office to provide them with support staff.
  - c. Budget: Ms. Julie Micek reported that the agency budget is currently strong and is in good working order. She is preparing the closing statement of the 2017/2018 fiscal year budget and is preparing the budget for the next fiscal year 2018/2019.
  - d. Overcrowding report: Ms. Julie Micek reported that the Parole Board and DSS submitted recommendations to the Department of Corrections regarding the overcrowding issue to be included in one report. The overcrowding report is due in December 2018.
  - e. Options for electronic parole certificates: Ms. Julie Micek reported that DSS IT staff have developed electronic parole certificates that can be signed electronically and will improve the process of getting the certificates out quickly and simplify the process.
- VII. Transitional Housing: Board Member Virgil Patlan reported that he has visited several homes in Omaha, Nebraska. His beliefs are that the Santa Monica House and the Isabel Diaz Home were very clean, appears to be upstanding and does not have any concerns with them. He also visited the Kaluta House at 22<sup>nd</sup> and I Streets, the place was not in good shape, and he has concerns with this facility. Also, he and DSS is trying to work out an agreement out with the Omaha Open Door Mission to obtain 100 bed spaces for a transitional living facility program.

VIII. Announce Next Board Business Meeting:

Chair Rosalyn Cotton announced the next Parole Board Business meeting will be held on Tuesday, August 14, 2018 at 2:30 pm, DCS Conference Room C.

IX. Adjournment:

Chair Rosalyn Cotton made a motion to adjourn the meeting at 3:20 p.m. and Vice Chair Layne Gissler seconded the motion. Motion carried 5-0

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

Minutes prepared by Reporter / Assistant on August 1, 2018.