

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

TUESDAY
SEPTEMBER 25, 2018
2:30 pm

The business meeting convened at 2:30 p.m. on Tuesday, September 25, 2018 with the following persons present: Rosalyn Cotton, Chair; Layne Gissler, Vice Chair; Teresa Bittinger, Member; Rex Richard, Member; Nicole Miller, Legal Counsel; Julie Micek, Director of Supervision and Services; and Sonya Fauver, Administrative Assistant – Pardons Board.

I. The business meeting was called to order at 2:34 p.m. by Vice Chair Layne Gissler.

II. Roll Call:

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

a. Vice Chair Gissler announced the notice of this public meeting was placed on the Board of Parole website on September 13, 2018; and notice of publication was placed in the Lincoln Journal Star on September 17, 2018.

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

III. A motion was made by Board Member Richard and seconded by Board Member Bittinger to approve the agenda and the business meeting minutes from September 11, 2018. Motion Carried - Vote: 3-0

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

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

V. Director of Supervision and Services Update:

a. Budget:

Ms. Julie Micek reported that the budget for the agency is now available for review on the agency's website. She indicated that there will be an increase in costs in such areas of OCIO, shared services, health insurance, salaries, benefits, operational expenses, client programming, etc. and she has requested additional dollars for the budget to cover the expected cost increases.

Also included in the budget was a request for more dollars in expectancy that the Board may increase the number of individuals on parole. She indicated that for every 500 additional individuals release on parole that it would cost approximately 1.5 million dollars. With the expected increase in paroled clients, the agency would need additional parole officers, staff, training specialist, social worker, and supervisor.

The dollars to justify the cost increases are being calculated by the expenses of supervision of a paroled individual with low to moderate risk factors costing approximately around \$3,300 - \$4,000 a year and individuals with high risk factors costing approximately \$11,000 a year.

She also submitted a listing of modifications to the budget if the requested additional budgetary dollars would not be allocated. Items that may be removed from the budget would be the new additional budget dollars requested, as well as staff training dollars, and staff position dollars.

b. PIC Projects:

Ms. Julie Micek reported that the Programming Fees and Hearings PIC projects are currently functioning in the assessment phase. A new PIC project is underway regarding the Paroled Clients Electronic Billing Process.

She reported the agencies goal is to have seven Q-Dip Boards. Current Q-Dip Boards being utilized within the agency are with the Parole Board; Information Technology; Todd Rosenthal, Lincoln Regional Office; Quintin Penner, Re-Entry Office; Rachel Prescher, Omaha/Norfolk Regional Office; and Cynthia Stewart, Omaha Regional Office.

c. Introduction to our new Business Manager:

Ms. Julie Micek introduced Ms. Tammy Daniels who joined the agency in August 2018 as the new business manager.

d. Board Letters Template (Reviews, Hearings, etc.)

Ms. Julie Micek reported that Jenny Miller is developing templates for electronically generated letters regarding individuals Board review meetings and Board parole/rescission hearings.

VI. Legal Counsel Update:

a. Proposed Rules:

Ms. Nicole Miller reported that she posted the new and updated proposed rules on the agency's website for public comment and no public comments were posed to the Board.

It was requested by Chair Cotton to table the vote to the next meeting due to Board Member Patlan's absence and give him time to review the proposed rules.

b. Records Retention Information:

Ms. Miller reported that she has taken on the duties of the records retention administrator. She reported that there is a State of Nebraska records retention management system and presented a booklet regarding the retention process rules and regulations of retaining and destroying documents.

VII. Announce Next Board Business Meeting:

Vice Chair Gissler announced the next Parole Board Business meeting will be held on Tuesday, October 9, 2018 at 2:30 pm, DCS Lower Level Conference Room.

VIII. Adjournment:

Vice Chair Gissler made a motion to adjourn the meeting at 3:02 pm and was seconded by Chair Cotton. Motion carried 4-0

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

Minutes prepared by Reporter / Assistant on September 27, 2018.