

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

March 12, 2019  
2:30 p.m.

The business meeting convened at 2:31 p.m. on March 12, 2019. The following persons present: Layne Gissler, Vice Chair; Teresa Bittinger, Member; Virgil Patlan, Member; Robert Twiss, Member; Nicole Miller, Legal Counsel; and Rhonda Medley, Reporter - Administrative Assistant I – Parole Board. Other: None.

I. The business meeting was called to order at 2:31 p.m. by Vice Chair Layne Gissler.

II. Roll Call:

Chair Rosalyn Cotton	Absent
Vice Chair, Layne Gissler	Present
Member Teresa Bittinger	Present
Member Virgil Patlan	Present
Member Robert Twiss	Present

a. Vice Chair Gissler announced the notice of this public meeting was placed on the Board of Parole website on March 5, 2019; and notice of publication was placed in the Lincoln Journal Star on March 4, 2019.

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

III. Approval of the Agenda and Minutes

A motion was made by Vice Chair Layne Gissler and seconded by Board Member Teresa Bittinger to approve the agenda and the business meeting minutes from February 12, 2019. Motion carried –  
Vote: 4-0 Voting:

Vice Chair, Layne Gissler	Yes
Member Teresa Bittinger	Yes
Member Virgil Patlan	Yes
Member Robert Twiss	Yes

IV. Public Comment Period

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

V. Incarceration Population: Vice Chair Layne Gissler

- a. Mr. Gissler passed out to Board Members a memo from Chair Rosalyn Cotton regarding the current population status. Members saw inmate confusion expressed while holding the new Interviews last month. Please return the memo to Legal Counsel Nicole Miller for distribution to the inmate population in facility law libraries, housing units, or wherever NDCS feels would be best posted.

VI. Records Retention Schedule: Legal Counsel Nicole Miller

- a. The updating of the State Department of Records Management of the new Records Retention Schedule (Schedule 78) for the Nebraska Board of Parole. The Division of Parole Supervision has their own process.
- b. A motion was made by Member Teresa Bittinger and seconded by Vice Chair Layne Gissler to approve Schedule 78 as presented. Motion carried – Vote: 4-0 Voting:

Vice Chair, Layne Gissler	Yes
Member Teresa Bittinger	Yes
Member Virgil Patlan	Yes
Member Robert Twiss	Yes

VII. Legislative Update: Nicole Miller

Nicole updated the review of bills potentially impacting on Parole. Bills are in the judiciary committee. Board Member Robert Twiss provided the Legislature’s Schedule of Committee Hearings.

LB176, LB277, LB331, LB340, LB479, LB686 no changes

LB133 a letter of opposition was sent, next hearing is March 15, 2019

LB479 next hearing is March 15, 2019

LB484 create classification for Public Safety Officer

- a. A motion was made by Board Member Patlan to send a letter from the Nebraska Board of Parole in a neutral capacity to the committee prior to the hearing scheduled March 15, 2019, requesting the definition of Public Safety Officer include Parole Officers. Member Twiss amended the motion to send the letter to the committee chair and bill sponsor. Motion carried – Vote 4-0 Voting:

Vice Chair, Layne Gissler	Yes
Member Teresa Bittinger	Yes
Member Virgil Patlan	Yes
Member Robert Twiss	Yes

VIII. Board Member Round Table

Member Patlan questioned deferment category sent to state senators – showed high load when sent to senators –add to next Huddle Goal Meeting

Member Twiss noted Agency 15 appropriations hearing is on March 18<sup>th</sup>; commented LB686 could put heavy load on Parole depending on step down process-add to April agenda

IX. Announce next Board Business Meeting

a. The next Parole Board Business Meeting is scheduled for April 9, 2019 at 2:30 p.m. in the conference room LL.

X. Adjourn: Vice Chair Layne Gissler made a motion to adjourn the meeting at 2:55 pm and was seconded by Board Member Virgil Patlan. Motion carried 4-0 – Vote:

Vice Chair, Layne Gissler	Yes
Member Teresa Bittinger	Yes
Member Virgil Patlan	Yes
Member Robert Twiss	Yes

Minutes prepared by Reporter / Assistant on 3-13-2019.



Date: March 12, 2019

To: Inmate Population

From: Nebraska Board of Parole

RE: Informal Interviews

On February 1, 2019, the Board began conducting informal interviews for those individuals who have been set for a Parole Hearing longer than one year.

If you have a two-year hearing scheduled, it is important you show up to meet with the Board when a pass is issued to you. The purpose of these interviews is to ensure that the Board has the opportunity to visit with you to confirm you are working on a parole plan, programming involvement (if any), institutional behavior, and anything deemed important to your success.

This informal interview will also give you the opportunity to ask the Board questions.

If you would like further information regarding informal interview, please send us a letter.

Thank you.

**Rosalyn Cotton, Chair**  
**Nebraska Board of Parole**

**SCHEDULE 78  
PAROLE BOARD**

**3/15/2019**

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
078-001-000-000-000-000	EXECUTIVE SESSIONS	Executive Sessions records held by the Board of Parole. OBSOLETE 2019	MINUTES: Permanent AUDIO/DIGITAL RECORDINGS: 10 years after minutes transcribed	•Confidential record - Neb. Rev. Stat. 83-1,125.01 •Record only available through a court order OBSOLETE 2019
078-002-000-000-000-000	OFFENDER BOARD REVIEWS	Records used for the Offender Board Reviews. May include, but not limited to: Initial docket, final docket.	5 years after date of review	•Confidential record - Neb. Rev. Stat 83-1,125.01 •Record only available through a court order •Logs obsolete - 2010 Recordings obsolete - 2019
078-003-000-000-000-000	OFFENDER LITIGATION	May include, but not limited to: Copies of petitions/complaints filed by offenders against the Parole Board, letters requesting representation by the Attorney General's Office, litigation report and disposition of case.	5 years after final disposition	
078-004-000-000-000-000	PAROLE HEARING/REVIEW OF PAROLE HEARING	Records pertaining to each hearing. May include: proof of publication, newspaper clippings, press releases, parole hearing list and audio/digital recording of the hearings (no transcriptions made).	5 years after date of hearing	Logs obsolete - 2010
78-5	PAROLE BOARD ELECTRONIC DATABASE	currently configured as NICAMS / PIMS		Transferred to Nebraska Department of Correctional Services - 2005
78-6	Board Business Meetings	Notices, Agendas, Minutes, Recordings	Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
78-7	Parole Candidate Individual Files used by the Board	Files (paper through 10/2017, electronic 11/2017 to current) created by NDCS	5 years after discharge from parole or NDCS; Commitment Orders, Sex Offender Registration Notices, Parole Certificates, Parole Revocation Orders, Parole Discharge Certificates, and Custodial Sanctions Agreements/Orders are permanently retained in electronic format by NDCS	- files are maintained and retained by NDCS except those that are designated for permanent retention - confidential under Neb. Rev. Stat. 83-1,125.01 - record only available by court order unless disclosed in connection with a public hearing
78-8	Parole Client Administrative Files used by the Division of Parole Supervision	Files (paper through 12/2017, electronic 1/2018 to current) created by Division of Parole Supervision	5 years after discharge from parole or NDCS	- confidential under Neb. Rev. Stat. 83-1,125.01 - record only available by court order
78-9	Parole Client Field Files used by the Division of Parole Supervision	Files (paper through 6/2019), electronic 7/2019 to current) created by Division of Parole Supervision	5 years after discharge from parole or NDCS	- confidential under Neb. Rev. Stat. 83-1,125.01 - record only available by court order
78-10	Sex Offender Lifetime Community Supervision files used by the Division of Parole Supervision	Files (paper through 12/2018), electronic 1/2019 to current) created by Division of Parole Supervision	5 years after death of Offender	- confidential under Neb. Rev. Stat. 83-1,125.01 - record only available by court order