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 Fosalyn 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:

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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:

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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 18th; 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:

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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.

<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>RECORD TITLE</th>
<th>DESCRIPTION/EXAMPLES</th>
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<tbody>
<tr>
<td>078-001-000-000-000-000-000</td>
<td>EXECUTIVE SESSIONS</td>
<td>Executive Sessions records held by the Board of Parole. OBSOLETE 2019</td>
<td>MINUTES: Permanent  AUDIODIGITAL RECORDINGS: 10 years after minutes transcribed</td>
<td>- Confidential record - Neb. Rev. Stat. 83-1.125.01  - Record only available through a court order  OBSOLETE 2019</td>
</tr>
<tr>
<td>078-002-000-000-000-000-000</td>
<td>OFFENDER BOARD REVIEWS</td>
<td>Records used for the Offender Board Reviews. May include, but not limited to: initial docket, final docket.</td>
<td>5 years after date of review</td>
<td>- Confidential record - Neb. Rev. Stat 83-1.125.01  - Record only available through a court order  Logs obsolete - 2010  Recordings obsolete - 2019</td>
</tr>
<tr>
<td>078-003-000-000-000-000-000</td>
<td>OFFENDER LITIGATION</td>
<td>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.</td>
<td>5 years after final disposition</td>
<td></td>
</tr>
<tr>
<td>078-004-000-000-000-000-000</td>
<td>PAROLE HEARING/REVIEW OF PAROLE HEARING</td>
<td>Records pertaining to each hearing. May include: proof of publication, newspaper clippings, press releases, parole hearing list and audiodigital recording of the hearings (no transcriptions made).</td>
<td>5 years after date of hearing</td>
<td>Logs obsolete - 2010</td>
</tr>
<tr>
<td>78-5</td>
<td>PAROLE BOARD ELECTRONIC DATABASE</td>
<td>currently configured as NICAMS / PIMS</td>
<td></td>
<td>Transfered to Nebraska Department of Correctional Services - 2005</td>
</tr>
<tr>
<td>78-6</td>
<td>Board Business Meetings</td>
<td>Notices, Agendas, Minutes, Recordings</td>
<td>Permanent</td>
<td></td>
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| 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                                                          |