

## **Minutes of the Chairman's Administrative Conference**

January 3, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis L. Garner, Board Member; Jesse Gallegos, Board member; Robert Yeates, Board Member; and, John Green, Administrative Coordinator.

1. Minutes of December 13, 2010, were approved.
2. The Board reviewed the decision of the State Records Committee in Salt Lake Tribune v. Board of Pardons and Parole, Case #10-22, regarding the release of a Mark Hofmann letter. Board members will review the decision and Hofmann letter and determine whether an appeal is appropriate.
3. The Board asked that the agency security system vendor contact an agency sworn officer in lieu of contacting the Murray City Police Department or sending one of their representatives if a security breach occurs. The Coordinator was asked to prepare a letter for the Chairman's signature to Stanley Security Systems to make the change.
4. The Coordinator was asked if Nannette Johnson, Support Services Coordinator II, has a scanner available for staff use. If so, an e-mail is to be sent to Board members notifying them of the scanner's availability. If not, a scanner should be purchased.
5. Board members are available to train agents on the warrant request process. A template should be created for agent access along with POST training credit. Jesse Gallegos, Board member, will contact Geri Miller-Fox, Director of Corrections' Training Academy, about the training opportunity. Two hearing officers and a Board member will conduct training with the possible assistance of Michelle Young, Assistant Attorney General.
6. The Board adopted a Disclosure of Documents policy and asked that copies be circulated to staff.
7. The Board reviewed the agency draft Security Procedures policy and asked that it be carried over to next week's meeting to allow for further review. The Coordinator was asked to speak with the building manager to see if there is a procedure in place for building evacuation.
8. The Board will interview two finalists for the Case Analyst position this coming Wednesday, January 5th, at 9:00 a.m.
9. Legislators will visit Board hearings on Tuesday, January 4th.

10. The Chairman reported the agency has saved the State of Utah \$985,000 during the last six months processing early release requests.
11. The Chairman discussed the governor's 2011 goals. He outlined the Board's 2011 goals of video hearings to reduce transportation costs and public safety issues, special attention early release savings and a continued excellent showing on the agency Scorecard.
12. Board worksheet disclosure is to go out when disclosure is provided to offenders.
13. The Board's Intranet web site is to be updated to show the last Delegation of Authority to Hearing Officers list of August 30, 2010. Copies of this list and the Single Board Member Authority List are to be circulated to Board members.
14. The Coordinator was asked to call the Governor's Office to find out who asked for each agency to have an Emergency\Disaster policy.

## **Minutes of the Chairman's Administrative Conference**

January 10, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis L. Garner, Board Member; Jesse Gallegos, Board member; Robert Yeates, Board Member; and, John Green, Administrative Coordinator.

1. Minutes of January 3, 2011, were approved.
2. The Board decided not to appeal the decision of the State Records Committee in Salt Lake Tribune v. Board of Pardons and Parole, Case #10-22, regarding the release of a Mark Hofmann letter. Mr. Hofmann is to be notified of the State Records Committee's ruling and the Board's decision not to appeal the case. The Salt Lake Tribune is to receive a copy of Mr. Hofmann's letter.
3. The Board decided to hire Brett Varoz as a Case Analyst. He will begin work on Monday, January 10, 2011.
4. The Board discussed the request for the agency to adopt a Natural Disaster policy. After the Coordinator receives a return call from Ken Golshen, Homeland Security, he will discuss the issue with Jesse Gallegos, Board member.
5. The Board reviewed the Disclosure policy and asked that suggested modifications from Nannette Johnson, Support Services Coordinator II, be incorporated into the policy and be sent to Jesse Gallegos, Board member.
6. The Board reviewed the procedure for obtaining approval to use offender confidential informants by the Department of Corrections. Confidential informant requests are to originate at the Corrections' Investigation Bureau and be approved by the Corrections' Executive Office before they are reviewed for approval by the Board.
7. It was suggested during budget proceedings the Board mention that a weighted prisoner unit be adopted in anticipation of Board workload increase when Corrections adds beds so the agency will be prepared to process additional offenders. Clark Harms, Chairman, mentioned the Board's FTE count has not changed in 10 years even though the workload has increased by 20%.
8. The Board asked that the draft Security Procedures policy be carried over to the Board's next agenda. The Coordinator was asked to meet with Julie Brown, Administrative Secretary, to see if a bullet point list might be more helpful for front desk staff than a lengthy policy. It was also suggested that Kent Jones, Senior Hearing Officer, be contacted if front desk staff have security questions. The Coordinator was asked to contact Risk Management to see if they have specialized assistance available regarding agency security issues.

9. The Board decided if it receives notice of a new conviction after a rehearing has been scheduled, the case is to be routed. Angela Micklos, Board member, will address the issue at the hearing officer meeting today.
10. Board members offered to conduct hearings for a hearing officer who has family health issues.
11. The Board expressed its support for the new Mental Health Board pilot program and asked Board member Micklos attend the Mental Health Board meeting this afternoon. Hearing officers are also encouraged to attend.

## **Minutes of the Chairman's Administrative Conference**

January 24, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis L. Garner, Board Member; Jesse Gallegos, Board member; Robert Yeates, Board Member; and, John Green, Administrative Coordinator.

1. Minutes of January 10, 2011, were approved.
2. Robert Yeates, Board member, suggested the victim restitution notice letter be modified and will submit a draft to the Board for consideration.
3. Board member Yeates also recommended that Trish Anderson, Department of Human Resource Management, train supervisors on the updated performance evaluation computer system. David Franchina, hearing officer, schedule training on a Monday afternoon. Clark Harms, Chairman, will inform hearing officers when the 2011 performance evaluations are due.
4. The Board requested that victim testimony be piped into the holding cell where the offender is housed during the hearing instead of having to replay testimony after the victim has spoken. The chairman will speak with Jim Hatch, hearing officer, about implementing the process at the Gunnison Correctional Facility. The Chairman mentioned the Board had recently acquired four additional microphones for the conference room recording system and that the vendor needs to train staff on their use.
5. Angela Micklos, Vice Chair, suggested the Delegation of Authority to Senior Hearing Officers List be modified so Senior Hearing Officers can impose up to 90 days confinement as a sanction in lieu of a warrant and return to prison for a parole violation (including jail, CCC center confinement, confinement in the custody of DOC or pursuant to a contract with DOC, or home confinement). She will send an updated draft to the Board for review.
6. The chairman mentioned that Cathy Charlesworth, Case Analyst, was compiling a Case Analyst Manual showing time accounting. The Board determined all time in federal custody will be tolled. The chairman will send an e-mail to staff explaining the Board's position regarding the matter.
7. The Board discussed warrant recalls and decided to further review the matter in two weeks. The chairman will speak with Robyn Williams, Deputy Director of Corrections, regarding the issue.
8. The Board will meet with the new Executive Director of Corrections and discuss sentencing philosophy.

9. The Board approved updates to the Family and Friends Orientation Manual and will forward a copy to staff and to the Corrections Orientation Committee.
10. Jesse Gallegos, Board member, discussed document possession restrictions on offenders in their cells. Mr. Gallegos and the Chairman will speak with Robyn Williams, Deputy Director of Corrections, regarding the issue.
11. The Board discussed legislative issues.

## **Minutes of the Chairman's Administrative Conference**

January 31, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis L. Garner, Board Member; Robert Yeates, Board Member; and, John Green, Administrative Coordinator. Jesse Gallegos, Board member, excused.

1. Minutes of January 24, 2011, were approved.
2. Clark Harms, Chairman, provided an update regarding the Board's FY2012 budget request and circulated a copy of a budget summary he presented to the EOCJ Appropriations Sub-committee.
3. The Chairman reviewed issues discussed at the Governor's Cabinet meeting.
4. All other cabinet agencies' weekly report to the Governor has been changed to a monthly report. The Board will continue to only file a monthly report.
5. The Board discussed the impact of an 800 bed reduction to the Department of Corrections. Board members were asked to think about the possibility of requesting an additional full-time employee to assist with processing new third degree felony sentences. The Board may consider terminating third degree felony sentences after 12 months successful parole.
6. Board members were reminded that GroupWise e-mail is disclosable pursuant to GRAMA.
7. The Board reviewed the new Governor's Office organization chart. It was recommended that Jim Hatch, Public Relations Officer, has been made aware of who he should communicate with in the Governor's Office.
8. The Board reviewed recent updates to the Delegation of Authority to Hearing Officers List as of February 1, 2011. The Chairman will e-mail a copy of the list to the Administrative Coordinator who will have it posted on the agency Intranet site and forward copies to staff.
9. The Chairman reviewed the Legislative Fiscal Analyst's request that the agency calculate the cost of decisions when determining if there will be a fiscal note with proposed legislation. The Chairman explained that the Board makes 1.25 decisions per year for each offender under its jurisdiction. The cost breakdown in terms of the agency budget is \$316.00 per decision, or \$395.00 per person under our jurisdiction. For example, it will cost \$395.00 per year for each additional person the Board is required review. During the second year the expense would double for two offenders. During the third year the cost would be three times as there would be one new

offender in prison, one still in prison and one on parole. During the fourth year the cost would be for one new person in prison, one still in prison and two on parole.

10. The Board requested that special condition language relating to illegal aliens who are on parole read, "Do not enter the U.S. illegally." The Coordinator was asked to send the language to hearing officers.

## **Minutes of the Chairman's Administrative Conference**

February 7, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis L. Garner, Board Member; Jesse Gallegos, Board member; Robert Yeates, Board Member; and, John Green, Administrative Coordinator.

1. Minutes of January 31, 2011, were approved.
2. A memo outlining Evidentiary Hearing Procedure and Requirements was approved to be sent to Eric Petersen, Assistant Attorney General, and Manny Garcia, contract defense counsel. Specifically, counsel for the parties will:
  - At least 10 days (unless otherwise directed by the Board) prior to the evidentiary hearing, provide to each other and to the Board:
    - A list of anticipated witnesses, documents and other evidence.
    - A summary of the relevance of each anticipated item of evidence.
  - Mark items to be submitted as exhibits with appropriate exhibit stickers (available at BOPP hearing room) and submit them for consideration pursuant to the same procedure used in a court of law.
  - At the conclusion of the hearing, make cogent arguments that address:
    - The elements of each allegation.
    - How the evidence is sufficient/insufficient to meet the elements.

Adherence to this process will make hearings more efficient and professional.
3. The Board approved modifications to the restitution notice letter to be sent to victims seeking restitution before the Board. A copy of the letter will be given to Shanna Wettstein, Victim Coordinator.
4. The Termination Request routing form was modified to identify if an offender's parole was successfully or unsuccessfully terminated. Board technicians will enter unsuccessful parole terminations in the O-Track computer system for future research purposes.
5. The Chairman reviewed proposed legislation affecting the agency being considered by the legislature.
6. The Chairman updated the Board regarding the agency budget.
7. The Chairman reported he spoke with Robyn Williams, Corrections' Administrator, about agents being trained on warrant recalls. Board members discussed ways in

which the prison population might be managed. The Board also discussed sentencing and parole issues, length of incarceration and supervision of offenders.

8. The Board requested that hearing officers ask offenders on new offenses, whose cases have been previously terminated, why they came back to prison and to include the response in their routings.

## **Minutes of the Chairman's Administrative Conference**

February 14, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis L. Garner, Board Member; Jesse Gallegos, Board member; Robert Yeates, Board Member; and, John Green, Administrative Coordinator.

1. Minutes of February 7, 2011, were approved subject to modification.
2. The Board approved changes to the restitution letter which will be provided to Shanna Wettstein, Victim Coordinator, for implementation.
3. John Green, Administrative Coordinator, was asked to send an e-mail reminding supervisors of the meeting with Trish Anderson, Department of Human Resource Management representative, at 1:30 p.m. in the conference room.
4. The Board decided that neither the Board nor Board personnel will review or route for decision, nor make any determination upon, a petition for international transfer until the Executive Director of the Department of Corrections has indicated his position with regard to the same. The Coordinator was asked to prepare a draft letter from the Chairman to Mr. Tom Patterson, Executive Director of the Department of Correction, notifying the Executive Director of this decision.
5. Board members will review a directive from the Department of Human Resource Management regarding the use of state computer equipment and the posting of information on personal blogs and social networking sites. The Board will discuss the issue again during its next meeting.
6. The Chairman mentioned the agency has been asked to report to the Governor's Planning Office if the agency has experienced or projects costs or expenditures or fiscal impacts to the agency arising from the 2010 federal health care law. He will report there is no cost.
7. The Chairman also reported that he was asked to report if agency administrative rules have regulatory, administrative or fiscal impacts on businesses. The Board reviewed its rules and determined that there are no such impacts. The Chairman will report these findings to the Governor's office. The Chairman discussed the Pamela Atkinson Homeless Trust Fund for children.

## **Minutes of the Chairman's Administrative Conference**

February 28, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis L. Garner, Board Member; Jesse Gallegos, Board member; Robert Yeates, Board Member; and, John Green, Administrative Coordinator.

1. Minutes of February 14, 2011, were approved.
2. Angela Micklos, Board member, will represent the Board at a VIACK computer meeting. The Board asked that the committee be aware that the visual and audio at the outlying county jails is often unclear and at times lighting is inadequate for recording. It also requested that hearings be conducted in a quiet room and the camera be properly positioned. It was recommended that a technician be available to adjust the system as needed. In addition, late arriving disclosure should be summarized with copies being sent to the offender, who will have 10 days to respond in writing after which the Board will make a decision in the case. John Green, Administrative Coordinator, will report to the Board as to why documents continue to arrive late and will also speak with Ken Jones, Senior Hearing Officer, about the process. The Board will not hold VIACK hearings on death, sex or 1st degree felony violent cases.
3. The Board asked the Coordinator to report on how cases are tracked, and if the computer can be used to track them.
4. The Board continues to receive documents without attachments. Brent Varoz, Case Analyst, is working on this. Angela Micklos, Board member, will work with Dona Kim, Records Officer, regarding a checklist of required documents and a cover letter to be sent to prosecutors requesting specific documents.
5. Board termination of sentence orders will be no longer than two to three weeks and may be for 30 days if restitution is owing.
6. The Board discussed House Bill 328 and the probability that the agency may have to be open five days week. The Board will again review the matter after the law is passed.
7. Clark Harms, Chairman, provided a budget update and discussed personnel issues.
8. The Coordinator will meet with staff to make sure each job duty can be performed by two employees and report back to the Board.
9. The Board's web site will be modified to list upcoming pardon hearings under "Events."

10. Jesse Gallegos, Board member, will prepare a draft policy regarding employee posting of state information on personal blogs and social media web sites.
11. The Chairman reviewed a report on dating violence in Utah, recognition of the state and positive economic indicators.
12. The Board will provide offenders with copies of documents it relies on when making a decision in a case which have been received since the last hearing. Pursuant to GRAMA, an offender will be provided copies of documents from an “old file” if requested.
13. Curtis Garner, Board member, will conduct an original hearing in Las Vegas, Nevada, on Friday, March 18, 2011.

## **Minutes of the Chairman's Administrative Conference**

March 28, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis L. Garner, Board Member; Jesse Gallegos, Board member; Robert Yeates, Board Member; and, John Green, Administrative Coordinator.

1. Minutes of March 7, 2011, were approved.
2. Modifications to the victim notice letter were approved.
3. The Board approved the rebidding of the FY2012 Alienist Contract. The Board also approved modifications to the Scope of Duties section in the contract. Robert Yeates, Board member, will inquire as to the market cost of psychological evaluations and report back to the Board in two weeks.
4. John Green, Administrative Coordinator, reported on the Office Specialist II recruitment panel interviews. The Board will discuss the issue later in the meeting.
5. Beginning May 1, 2011, Board results and hearing calendars will be posted on the agency web site in PDF format. This will eliminate faxing the documents to the media and third parties. In addition, a link will be installed on the web site so the public can access the Sex Offender Registry. Scorecard results and statistical information relating to Board hearings and decisions will also be posted to the site along with enhanced victim information. Jim Hatch, Hearing Officer, will ask front desk staff and hearing officers for input regarding questions asked by the public and will update the Frequent Questions section of the web site.
6. Clark Harms, Chairman, reviewed the statewide warrant process and indicated he will send a copy of the template to Board members. The Board will further review the process to bring uniformity to the procedure.
7. The Board asked that hearing officers inform offenders at hearings that when they pay restitution to Adult Probation and Parole that they write on the check that payment is for restitution and to list the case number. The Coordinator was asked to discuss this matter at the next hearing officer meeting.
8. The Board determined that even though restitution has been converted to a civil judgment and been sent to the Office of Debt Collection before the Board reviews the case, the Board can still order restitution as a special condition of parole. The Coordinator was asked to discuss the issue at the upcoming hearing officer meeting. In addition, the Coordinator was asked to speak with Duane Kaneko, Senior Hearing Officer; Camie Escobar, Program Specialist; and Stacie Russell, Case Analyst, and find out how to track inmate restitution payments.

9. The Board decided to take no action regarding inmates assisting at nursing care centers.
10. The Board reviewed proposed changes to its Disclosure of Documents policy and asked that copies of the draft policy be given to Julie Brown, Administrative Secretary, and Kym Chaplin, Office Technician, for their input before the policy is adopted.
11. The Board discussed the front desk security and evacuation policy and procedure and will further review the draft policies before adoption. Jesse Gallegos, Board member, will send copies of the draft policies to Board members.
12. The Chairman reviewed an e-mail outlining Transitional Services vs. Stabilization. Transitional Services relates to Community Correction's Center residents who are only required to obtain a suitable field address for release. They are not required to have saved any money, or initiated their treatment. Stabilization refers to Community Correction's Center residents who are required to initiate/enter treatment, save a degree of money, and have a suitable address. The Coordinator was asked to discuss these definitions at the upcoming hearing officer meeting.

## **Minutes of the Chairman's Administrative Conference**

April 11, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis L. Garner, Board Member; Jesse Gallegos, Board member; Robert Yeates, Board Member; and, John Green, Administrative Coordinator.

1. Minutes of March 28, 2011, were approved.
2. The Board discussed credit for time served and Administrative Rule R671-205. Courts cannot order the Board to grant credit for time served but can recommend it. Clark Harms, Chairman, will e-mail Board members court rulings and information relating to the rule and asked Board members to determine if the rule needs to be changed.
3. The Board approved the agency logo for shirt embroidery.
4. Jesse Gallegos, Board member, circulated a draft Security Procedure policy and asked Board members to review it for possible adoption.
5. Robert Yeates, Board member, reported on the hearing officer meeting. Hearing officers expressed concern about video hearings over the VIACK system at county jails. Poor offender imaging, inadequate voice recognition and background interference make it difficult to fully evaluate a case. A majority of hearing officers oppose the use of video hearings. John Green, Administrative Coordinator, will send an e-mail to hearing officers asking them to identify problem hearings and where the offender is housed. The Chairman will meet with representatives from Corrections to discuss the issue. The Chairman will also speak with Kent Jones, Senior Hearing Officer, regarding rotation of hearing officer duties as well as office coverage on Fridays.
6. The Board discussed ongoing problems with the agency phone system. The Coordinator will call Bill Boudreau and find out why the phone system continues to have problems and report his findings to the Board.
7. Robert Yeates, Board member, reported that the average cost of an alienist evaluation is \$800.00. Some psychological evaluations cost between \$900.00 and \$1,000.00. Mr. Yeates will review the 2012 Alienist Request for Proposal and recommend changes.
8. Brandon Scott was scheduled for a pardon hearing on Monday, May 16, 2011, at 9:00 a.m.
9. The Board commented positively on the work performance of Case Analysts. The Board also reviewed work performance and duties of new hires.

## **Minutes of the Chairman's Administrative Conference**

April 18, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Curtis L. Garner, Board Member; Jesse Gallegos, Board member; Robert Yeates, Board Member; and, John Green, Administrative Coordinator. Angela Micklos, Vice Chair, excused.

1. Minutes of April 11, 2011, were approved.
2. Robert Yeates, Board member, suggested the Board consider having a psychosexual evaluation contract and a psychological evaluation contract. He will check with licensed psychologists and the Board will further review the possibility of two contracts during its next executive session.
3. The Board approved changes to its disclosure policy. Clark Harms, Chairman, will schedule a public hearing date and time to satisfy approval procedures.
4. The Board approved Frequently Asked Questions information to be included on the agency web site.
5. If an original hearing is scheduled for more than three years after an offender's commitment to prison, Shanna Wettstein, Victim Coordinator, will contact the victim for input in the case.
6. The Board agreed to discuss the agency security policy at its next executive session.
7. The Board has invited Craig Burr from the Department of Corrections to provide information regarding Corrections' Parolee Employment Placement Program.
8. The Chairman reviewed the No More Secrets Report with the Board.
9. Board member Yeates asked that the Parolee Termination Survey be placed on next week's executive agenda.
10. The Board scheduled a retreat for May 26, 2011.

## **Minutes of the Chairman's Administrative Conference**

May 2, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis L. Garner, Board Member; Jesse Gallegos, Board member; Robert Yeates, Board Member; and, John Green, Administrative Coordinator.

1. Minutes of April 25, 2011, were approved.
2. Clark Harms, Chairman, updated the Board regarding changes to the residence rescission process. Residence rescission hearings will begin at 8:00 a.m., Wednesday, May 18, 2011, at the Draper Board of Pardons hearing room. Alan Walker, hearing officer, will call calendared rescission cases. A representative from the prison will be present at the hearing with inmate files. The prison representative will record information provided by offenders regarding parole residential addresses, or whether Transitional Service assistance is required. Residential addresses will be verified as soon as possible as a parole date will be ordered for the following Tuesday. If an offender does not have an acceptable residence, a three month rehearing will be ordered with a notation that earlier release will be considered if a transitional bed or residence becomes available.
3. Board members were asked to speak with Nannette Johnson, Support Services Coordinator, if they are interested in attending the American Probation and Parole Association annual conference, July 24-27, 2011 in Chicago, IL.
4. The Chairman summarized a meeting he attended to determine if Judgment and Commitments, Presentence Investigation Reports and Matrices should be reviewed and/or completed soon after an inmate is committed to prison. At present, these documents are reviewed much later and may contain errors. Case Analysts had proposed that they review the J&C's and calculate guidelines, matrices and time calculations at the time inmates are committed to prison rather than when a calendar is created. CAH reported that during their discussion, staff raised concerns that documents would not be available to complete the work at the front end and that changing the process would result in duplicated work. It was decided that a process would be implemented where Donna Kim (Records Technician), gives 1st and 2nd degree felony cases to Brett Varoz and Stacie Russell (Case Analysts), to review along with Judgments and Commitments and Presentence Investigation Reports to determine if inaccuracies need to be rectified. If so, errors will be addressed with the Courts and/or Adult Probation and Parole. If not, the files will be returned to Mrs. Kim and processed as usual.
5. The Chairman reiterated the Board's decision that Board members are to conduct all homicide (Aggravated Murder, Murder, Manslaughter, Negligent Homicide, Automobile Homicide and Homicide by Assault) original and hearings.

Hearings are to be scheduled for 40 minutes with no more than four such hearings per calendar each Tuesday.

6. Robert Yeates, Board member, reported on communication he had with private sector psychologists regarding psychosexual and psychological evaluation testing instruments. The Board decided to have a psychosexual and psychological evaluation contract for FY2012 and asked that Request for Proposals be drafted for Board review. A Psychosexual evaluation should not exceed \$1,200.00 and a Psychological evaluation \$900.00. Jesse Gallegos, Board member, will invite representatives from Corrections to meet with the Board and explain psychological instruments used in evaluations.
  
7. The Board reviewed an updated draft of the Parole Termination Survey. Board members will provide feedback to Board member Yeates by the end of tomorrow.
  
8. The Chairman reported on a meeting he had with Steve Turley, Director of Corrections' Division of Institutional Operations, wherein Director Turley reported that case managers at the prison will no longer prepare sentencing guidelines. Director Turley also agreed that:
  - a. Corrections' staff will track parole release contingencies based on the completion of programming and report unmet contingencies to the Board.
  - b. Case managers will respond to all hearing officer inquiries regarding programming, medical issues and mental health issues, and not just inquiries from the Board's Mental Health Advisor. Any problems in such responsiveness should be brought to Director Turley's attention. Hearing Officers should keep the Board up to date regarding DOC personnel's cooperation or lack thereof;
  - c. Director Turley will make sure when offenders are relocated, Board disclosure documents will not be misplaced.
  - d. Director Turley is committed to the making the VIAC video recording system work and will concentrate on the Gunnison and Draper sites as well as five county jails where the cost savings to DOC may be substantial and the jail staff seems most receptive to meeting requirements. The five jails where we will concentrate our efforts are Washington County, Weber County, Cache County, Davis County and Uintah County. Video hearings will also continue to be scheduled with inmates housed in Millard County and Garfield County, where, apparently, there has been a fair amount of success and few reported problems. Hearing officers are asked to inform Jim Hatch, hearing officer, of problems with video hearings.

- e. The Board would like to express it's sincere thanks to Jim Hatch who has and is heading up our efforts with video conference hearings, and it's sincere appreciation to all hearing officers for working hard and dealing with uncertainty and difficulty at times in carrying forward this program and attempting to be responsive to legislative requests in easing the transportation burdens and costs for DOC.
9. A recent computer data problem was discussed, and the Board determined that all Board staff would meet on Monday, May 9, 2011 to discuss agency computer systems, data storage, back-up and retrieval situations and preserving agency institutional knowledge and work. The Board asks that the agency network be backed up each day. The Board would also like a file on the network drive, accessible by all staff, which will contain all agency policy and procedure and desk manuals.

## **Minutes of the Open Public Meeting**

May 23, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis L. Garner, Board Member; Jesse Gallegos, Board member; Robert Yeates, Board Member; John Green, Administrative Coordinator; and Tatiana Karaivanova, Program Specialist.

2. Modifications to Administrative Rule R671-102--Americans with Disabilities Act Compliant Procedure Rule, were unanimously approved.
2. Internal Operating Procedure 4.04--Disclosure of Documents was unanimously approved.
3. Internal Operating Procedure 9.05--Employee Incentive Award Program was unanimously approved.
4. Renewal of the Board of Pardons and Parole FY2012 Attorney Contract was unanimously approved.

The 2011 Separation Service Incentive policy and procedure was unanimously approved.

## **Chairman's Administrative Conference**

May 23, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis L. Garner, Board Member; Jesse Gallegos, Board member; Robert Yeates, Board Member; and, John Green, Administrative Coordinator.

1. Minutes of May 9, 2011, were approved.
2. The Board asked if an Americans with Disabilities Compliance requirement exceeds an agency's budget, will Risk Management pay the costs? John Green, Administrative Coordinator, will inquire with Risk Management and report back to the Board.
3. The Coordinator was asked to inform staff that homicide cases are to be scheduled for 40 minutes, with no more than four such hearings per calendar each Tuesday. Non-homicide original and rehearings are 20 minutes. Cases requiring an interpreter are 30 minutes and parole violation hearings are 15 minutes in length. Hearing officers may extend hearings where victims testify.
4. The Board approved a document titled, "All The Facts, Ma'am - - - Or What The Board of Pardons Needs From You" to be sent to prosecutors.
5. Clark Harms, Chairman, reviewed examples of cases where firearm enhancements are scored on the sentencing matrix. The Chairman will continue to track examples of weapons cases and the Board will draft a policy regarding the scoring of weapons in cases. Board members reiterated their position that if a weapon is used in the commission of a crime, and is an instrument in the offense, Case Analysts are to score it on the sentencing matrix.
6. The Board reviewed Adult Probation and Parole agenda items to be discussed at the Board treat scheduled for Thursday, May 26, 2011.
7. The Chairman reviewed a check list to be considered before an early release due to medical concerns is granted. The Chairman will send Steve Turley, Director Institutional Operations, a copy of the list and report his feedback to the Board before a policy is finalized.
8. The Chairman mentioned that vacation time converts to sick leave when an employee donates time to another employee.
9. Sam Casey's retirement party is scheduled for May 25, 2011. Loren Snodgrass' going away party is scheduled for Thursday, May 26, 2011.

10. The Board discussed the hiring of Kym Chaplin and Amanda Burr to fill the vacant Office Specialist II positions, effective June 1, 2011.

## Chairman's Administrative Conference

June 13, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Jesse Gallegos, Board member; Robert Yeates, Board Member; and, John Green, Administrative Coordinator. Angela Micklos, Vice Chair, and Curtis Garner, Board member, excused.

3. Minutes of June 6, 2011, were approved.
4. Hearing officers conducting mental health or sex offender hearings can request a personal appearance hearing in lieu of a video hearing. Clark Harms, Chairman, will send hearing officers an e-mail explaining the process and will address the issue at the upcoming office meeting to be held on Monday, June 20, 2011 at 10:00 a.m.
5. The agency will conduct an emergency evacuation drill this coming Thursday, June 16, 2011, at 10:00 a.m. The Board will utilize its new Stryker evacuation chair during the drill. The Board also asked that a copy of the new Security Procedures policy be sent to staff prior to the drill.
6. Jesse Gallegos, Board Member, reported on victim training and a presentation by the Utah Crime Victim's Legal Clinic. Representatives from the clinic acknowledged the good way in which the Board treats victims at hearings. The organization will act as a conduit between victims and offenders when an offender desires to offer an apology to the victim. It was suggested that Steve Turley, Corrections' Director of Institutional Operations, be made aware of this process which may require a modification to Corrections' policy regarding inmate contact with victims. It was also suggested that a link be placed on the agency web site to the Utah Crime Victim's Legal Clinic and that a copy of their brochure and additional information be included in the victim notice letter. John Green, Administrative Coordinator, will speak with Shanna Wettstein, Victim Coordinator, about the changes. The Board suggested law clerks from the Utah Crime Victim's Legal Clinic be invited to attend hearings when victims attend.
7. The Board reviewed proposed employee work schedules for the five day work week. It was recommended that supervisors keep track of a yearly calendar showing work schedules. An office meeting was scheduled for Monday, June 20, 2011, at 10:00 a.m. to finalize the schedules.
8. The Chairman discussed recruitment for the Support Services Coordinator II position soon to be vacated by Nannette Johnson. The Board determined who will be on the interview panel.

## Chairman's Administrative Conference

June 27, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis Garner, Board member; Jesse Gallegos, Board member; Robert Yeates, Board Member; and, John Green, Administrative Coordinator.

1. Minutes of June 20, 2011, were approved.
2. The Board approved modifications to policy and procedure 2.05 Delegation of Authority to Board Staff\Hearing Officers. The updated policy and procedure is to be circulated to staff.
3. The Board determined that when the Department of Corrections requests an inmate special attention it should include a notation from the inmate's caseworker which notifies the Board whether or not the caseworker recommends an adjustment in the inmate's release date. If the special attention request does not include the caseworker's recommendation, the receiving hearing officer should e-mail the caseworker and indicate that the special attention request needs a recommendation (supporting a time cut, opposing a time cut, or explaining why no recommendation was made). If no response is received within 24 hours, hearing officers are to notify the caseworker's supervisor. Clark Harms, Chairman, will speak with Steve Turley, Director of Institutional Operations, regarding the procedure and report back to the Board.
4. A qualify shoot for public safety personnel is scheduled today at the training academy.
5. A pardon hearing for Jeremy Knight was scheduled for August 8, 2011, at 9:00 a.m.

## **Chairman's Administrative Conference**

July 11, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis Garner, Board member; Jesse Gallegos, Board member; Robert Yeates, Board Member; John Green, Administrative Coordinator; and, Kent Jones, Senior Hearing Officer.

1. Minutes of June 27, 2011, were approved.
2. Kent Jones, Senior Hearing Officer, reported on the status of hearing officers. Richard Sullivan and David Franchina, hearing officers, will end their employment with the agency on August 4, 2011. David Franchina will continue as a volunteer. The Chairman will send staff an e-mail regarding their status. An agency luncheon has been tentatively scheduled for August 15, 2011.
3. Rehearing summaries should address the most important issues to be reviewed by the Board. If the previous summary was extensive, the rehearing summary should summarize the updates.
4. Clark Harms, Chairman, reported on a meeting he had with mental health staff at the prison regarding mental health reports. Reports should address whether offenders will be a danger to themselves and others when they are released. A meeting will be scheduled in August, 2011, with the Board and representatives from the Attorney General's Office and the medical unit to further discuss the issues.
5. The Board approved a new Mission Statement as follows:

The mission of the Board of Pardons and Parole is to fulfill our constitutional mandate and exercise our constitutional authority and role in the state's criminal justice system by rendering just decisions regarding the length of incarceration; parole supervision and revocation; sentence termination and commutation; and, pardons.

## **Chairman's Administrative Conference**

July 18, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis Garner, Board member; Jesse Gallegos, Board member; and, John Green, Administrative Coordinator. Robert Yeates, Board Member, was excused.

1. Minutes of July 11, 2011, were approved subject to modification.
2. The Board modified an interview question from "Describe a time when you performed a task outside your perceived responsibilities. What was the outcome?" to "Please identify a situation when you showed initiative and what occurred?" The Board requested that a bank of interview questions be established for future use. Angela Micklos, Vice Chair, will speak with Julie Brown, Administrative Secretary, regarding the questions.
3. The Board will not modify the standard Group A or B Sex Offender Special conditions of parole. Reunification of offenders and victims is to occur under the direction of a therapist and representative from the Department of Corrections. Clark Harms, Chairman, will contact Mike Mayer, Director of Adult Probation and Parole, concerning the issue.
4. The Board will recruit for a non-POST certified hearing officer. It was recommended that a writing sample be part of the application process.
5. Special attention requests for one way travel are to include verification of an acceptable residence along with actual connections with the state and parties concerned.
6. A meeting has been scheduled with Lincoln Pead, Financial Manager, Department of Corrections, this afternoon at 2:00 p.m. in the Board conference room.
7. The Board discussed items to be reviewed at Wednesday's Interim Meeting.
8. DTS assistance will only be available during regular working hours Monday through Friday, 8:00 a.m. to 5:00 p.m. Staff are to be aware of these times.
9. Restitution training will be scheduled for Board members and staff, and be provided by representatives from the Attorney General's Office.

## **Chairman's Administrative Conference**

August 1, 2011

8:00 a.m.

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis Garner, Board member; Jesse Gallegos, Board member; Robert Yeates, Board Member; John Green, Administrative Coordinator; and, Kent Jones, Senior Hearing Officer.

1. Minutes of July 18, 2011, were approved subject to modification.
2. An office and computer terminal with WestLaw and Internet access will be made available to Sharel Reber, the Board's legal counsel.
3. Robert Yeates, Board Member; John Green, Administrative Coordinator; and, Jan Nicol, Hearing Officer\Mental Health Advisor, will score the Psychological and Psychosexual Requests for Proposals. Their findings will be presented to the Board review, and if approved, will be sent to State Purchasing for final evaluation. The Board asked that the review be completed before the end of next week.
4. Risk Management defibrillator training is to be scheduled on an upcoming Monday afternoon at 2:00 p.m.
5. A training session and lunch on a Wednesday is to be scheduled for the Board's Pro Tem members. Julie Brown, Administrative Secretary, will contact Pro Tem members and ask if they have questions to be addressed at the training.
6. Kent Jones, Senior Hearing Officer, provided an update regarding hearing officers. Richard Sullivan and David Franchina, hearing officers, will vacate their positions on August 4, 2011. Mr. Jones will monitor workload and collateral duties and report back to the Board. Andy Taylor, Hearing Officer, will be the Board's new Ranger Master. An issue regarding timely disclosure will also be addressed next Monday.
7. The Board decided there must be a nexus between a criminal conviction and a firearm for weapons points to be given on the time matrix. Constructive possession will only occur on person crimes and crimes of violence. Curtis Garner, Board member, will prepare a draft proposal to be considered by the Sentencing Commission.
8. The Coordinator was asked to speak with staff to see if anyone has O-Track computer issues. If issues exist, employees are to contact Chris at the help desk.

**Chairman's Administrative Conference**  
**August 8, 2011**  
**8:00 a.m.**

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis Garner, Board Member; Jesse Gallegos, Board Member; Robert Yeates, Board Member; John Green, Administrative Coordinator; and, Julie Brown, Administrative Secretary.

1. Minutes of August 1, 2011, were approved subject to modification.
2. John Green, Administrative Coordinator, will contact D.T.S. to set up a computer with internet access to include WestLaw in an office for Sharel Reber, Assistant Attorney General.
3. The Board decided that when it calculates the Guideline Matrix for sex offenders, it will determine the number of points awarded for "**Time Range** (Number of Years Offender Has Been Offending Sexually)" by consulting the time range set forth in the prosecutor's charging document.
4. The Board decided the charging document determines the time range on the sentencing guidelines. Curtis Garner, Board member, will raise the issue with the Sentencing Commission.
5. The Board requested that agents list their contact phone number on the Warrant Request so they can be contacted if the warrant is denied.
6. The Board discussed the 5 day work schedule and asked staff to monitor workload on Fridays. The Coordinator was asked to list employee work schedules, circulate copies to staff and make sure the schedule is posted at the front desk. Mr. Green will contact Mike Mayer, Director of Field Operations, and request a designated phone number staff can call asking that an agent contact the Board regarding warrant request issues.

**Chairman's Administrative Conference**  
**August 15, 2011**  
**8:00 a.m.**

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis Garner, Board Member; Jesse Gallegos, Board Member; Robert Yeates, Board Member; John Green, Administrative Coordinator; and, Julie Brown, Administrative Secretary.

1. Minutes of August 8, 2011, were approved subject to modification.
2. The Board does not require parolees to appear in front of police review boards, nor does it revoke parole if offenders refuse to appear in front of such a board. Clark A. Harms, Chairman, will send a reminder email to Adult Probation and Parole Department indicating the same.
3. The Board reviewed the scoring report from the panel evaluating the Psychological and Psychosexual Requests for Proposals. The Board thanked the committee for their work and asked the John Green, Administrative Coordinator, to forward the results to State Purchasing.
4. The Board discussed the mandatory requirement to complete the computer security awareness and state driving training. Megan Flox-Lambert, Office Specialist, will record who has completed the training,
5. The master calendar will list each day the name of the on duty Board member, senior hearing officer and assistant hearing officer. Dave Franchina, volunteer, will not be included in the hearing officer rotation.
6. Mr. Franchina will assist with administrative reviews on death cases. When case analysts have completed the worksheet and guideline matrix, Mr. Franchina will complete the review for Board members. The reviews will be given to Board members within five months from the date of an offender's commitment to prison and will be entered for a final decision within six months from the offender's commitment date. The due date for the review and completion of the final decision should be placed on the Board file.

7. The Board discussed an investigation that was recently completed by the Department of Corrections. Jesse Gallegos, Board Member, will contact Investigator Glenn Hiatt and thank him for the report.
8. Evidentiary hearings can be conducted on Monday mornings. Tatiana Karaivanova, Program Specialist, will coordinate scheduling and notification of the hearings. Ms. Karaivanova will make sure there is no scheduling conflict since pardon hearings are also scheduled on Mondays.
9. Mike Marshall, Risk Management Trainer, will provide training at the Board on Monday, August 22, 2011, at 2:00 p.m. regarding the defibrillator and Stryker Evacuation Chair. Training is mandatory for POST certified personnel and optional for other staff.

**Chairman's Administrative Conference**  
**August 22, 2011**  
**8:00 a.m.**

Present: Clark A. Harms, Chairman; Curtis Garner, Board Member; Jesse Gallegos, Board Member; Robert Yeates, Board Member; John Green, Administrative Coordinator; and, Julie Brown, Administrative Secretary.

1. Minutes of August 15, 2011, were approved subject to modification.
2. The Board discussed credit for time served regarding Kory Smedley, Offender #106800.
3. Mike Marshall, Risk Management Trainer, will provide training at the Board today at 2:00 p.m. regarding the A.E.D. Defibrillator and Stryker Evacuation Chair. Training is mandatory for POST certified personnel and optional for other staff.
4. The Board discussed changes to employee tuition assistance.
5. When the Board sets a contingency date regarding an offender's successful completion of a prison program, the release date needs to be set far enough out for the offender to be able to complete the said program. The Board will still consider an earlier release date if the offender's contingency is met.
6. The Board supports Certified Public Management Training for staff members who are approved to attend.
7. Clark A. Harms, Chairman, will send information to the other Board Members regarding the 2011 Annual Manager's Conference.
8. The Board discussed the Non-Post Certified Hearing Officer position. Applications are being accepted through Wednesday, August 24, 2011.

An O-Track meeting is scheduled today at 9:30 a.m. to address ongoing computer issues.

**Chairman's Administrative Conference**  
**August 29, 2011**  
**8:00 a.m.**

Present: Clark A. Harms, Chairman; Angela Micklos, Vice Chair; Curtis Garner, Board Member; Robert Yeates, Board Member; John Green, Administrative Coordinator; and, Julie Brown, Administrative Secretary. Jesse Gallegos, Board Member excused.

1. Minutes of August 22, 2011, were approved.
2. The Board recommends that the Psychological contract be awarded to David Dodgion, Ted Harris and Karen Malm. In addition, the Board recommends the Psychosexual contract be awarded to the Center for Family Evaluation and the Association of Clinical Counseling. The Board expressed their appreciation to the review panel members, Robert Yeates, Board Member; John Green, Administrative Coordinator; and, Jan Nicol, Senior Hearing Officer. Mr. Green was asked to submit the recommended names to State Purchasing.
3. The Board discussed and approved changes to the Employee Educational Assistance Program policy and procedure.
4. The Board discussed and approved the Board of Pardons' Volunteer Program. Mr. Green will assign a policy and procedure's Reference number.
5. Agenda item No. 5 Name plates for offices, is to be carried over to the next Chairman's Administrative Conference to be held on September 12, 2011.
6. The Board discussed proposed legislative changes to the Sex Offender Registration requirement.
7. The Board discussed the possibility of hosting a Hearing Officer's Conference in spring, 2012. Dave Franchina, Volunteer, will be asked to coordinate the event.
8. Clark A. Harms, Chairman, updated the Board on the Hearing Officer recruitment.
9. Mr. Green will check with D.T.S. regarding the "pop-up" which appears on the agency website and also to verify that the new business hours are listed. Julie Brown, Administrative Secretary, will call Tri-Tel phone service to change the voice mail at the front desk phone to reflect the Board's new business hours.
10. Mr. Green mentioned a GRAMA appeal is scheduled on September 8, 2011 at 9:30 a.m. with the State Records Committee.

11. The Board scheduled a Pardon hearing for Steven Roe on September 12, 2011 at 9:00 a.m.

**Chairman's Administrative Conference**  
**September 12, 2011**  
**10:30 a.m.**

Present: Clark Harms, Chairman; Angela Micklos, Vice Chair; Jesse Gallegos, Board Member; Curtis Garner, Board Member; Robert Yeates, Board Member; John Green, Administrative Coordinator; Kent Jones, Senior Hearing Officer; and, Julie Brown, Administrative Secretary.

1. Minutes of August 29, 2011, were approved subject to modification.
2. The Board discussed the 5 day work week and Board personnel currently working outside the 7:00 a.m. to 6:00 p.m. schedule. Clark Harms, Chairman, will contact Department of Human Resource Management regarding the policy for employees working over an 8 hour day. Once the Board has determined if employees are able to modify their schedules, staff will be asked to post their daily schedule on their office doors.
3. The Board discussed name plates for employee office doors. Staff members will be asked to post their name and daily work schedule on their office door.
4. The Chairman asked John Green, Administrative Coordinator, to draft a document showing the documents contained in each section of the Board file. He was asked to seek staff input regarding the placement of disclosable documents from section 2 to other sections of the file. In addition, a GRAMA (Government Records Access Management Act) log needs to be created so that the agency can determine which documents have been released. It was suggested that each time a document is disclosed pursuant to a GRAMA request that it be stamped and dated.
5. Mr. Green and Kent Jones, Senior Hearing Officer, will discuss with hearing officer's the handling of problem phone calls. When assisting with this type of phone call, the hearing officer should be courteous and pleasant. If the caller is repetitive, the hearing officer should ask the caller to write a letter to the Board expressing their concerns.
6. Mr. Jones updated the Board regarding hearing officer recruitment interviews. He also expressed concern regarding hearing officer workload issues.
7. The Chairman discussed the Legislative Meeting scheduled for September 21, 2011.

**Chairman's Administrative Conference**  
**September 19, 2011**  
**8:00 a.m.**

Present: Clark Harms, Chairman; Angela Micklos, Vice Chair; Jesse Gallegos, Board Member; Curtis Garner, Board Member; Robert Yeates, Board Member; John Green, Administrative Coordinator; and, Julie Brown, Administrative Secretary.

1. Minutes of September 12, 2011, were approved.
2. Clark Harms, Chairman, spoke with the Department of Human Resource Management regarding the policy for employees working over an 8 hour day. This is acceptable as long as the employee is not working over 40 hours per week. John Green, Administrative Coordinator, will forward an email asking employees to post their names and daily work schedules on their office doors.
3. The Chairman asked Jesse Gallegos, Board Member, to contact Steve Turley, Director of Institutional Operations, regarding the Board's concern with interpreter services. Spanish speaking offenders who are scheduled consecutively on a hearing calendar may not have enough time to review their disclosure material with the interpreter. Mr. Gallegos will report back to the Board with a recommendation regarding this matter.
4. The Board discussed disclosure of Board Member votes. The current practice is to release only the final disposition. Mr. Green was asked to review Informal Attorney General's Opinions regarding the issue and to obtain a copy of the 1992 William Andrews case. The Board will further discuss the issue with Sharel Reber, Assistant Attorney General, and again during the Chairman's Administrative Conference scheduled for October 3, 2011.
5. Mr. Green will schedule a meeting with appropriate staff regarding the placement of documents in the Board file.
6. Kent Jones, Senior Hearing Officer, will be asked to meet with hearing officers regarding the distribution of phone calls from the front desk that require assistance.
7. Mr. Green will speak with Mr. Jones and ask him to remind hearing officers that restitution should always be addressed in routings. Specifically, when a hearing officer processes a special attention time cut, restitution must be addressed and where applicable reduced to a civil judgment. Mr. Green was also asked to speak with Ann Galvan, Support Services Coordinator; Wendy Rutherford, Office Specialist; and, Cheri Prince, Office Specialist, and have them check to see if the Board has previously ordered restitution. If so, all restitution orders will be

carried forward unless the restitution has been remitted or expressly deleted by the Board.

8. Mr. Harms discussed the Board's August 2011 Governor's Scorecard totals. Mr. Harms acknowledged Ann Galvan, Support Services Coordinator, and Julie Brown, Administrative Secretary, for their contribution in completing the scorecard in a timely manner.
9. Second interviews for the hearing officer recruitment are scheduled for Wednesday, September 21, 2011, beginning at 9:00 a.m.

**Chairman's Administrative Conference**  
**September 26, 2011**  
**8:00 a.m.**

Present: Clark Harms, Chairman; Angela Micklos, Vice Chair; Jesse Gallegos, Board Member; Curtis Garner, Board Member; John Green, Administrative Coordinator; and, Julie Brown, Administrative Secretary. Robert Yeates, Board Member excused.

1. Minutes of September 19, 2011, were approved.
2. John Green, Administrative Coordinator, updated the Board on the progress of the board file reorganization. Clark Harms, Chairman, requested that Mr. Green, contact Glenn Stohel, Information Technology Manager, to see if it is possible to remove page numbering from the first page of the worksheet. Angela Micklos, Board Member, will coordinate with staff to see if it is possible to change the voting process that is currently completed on page one of the worksheet. Board Member Micklos will also discuss with staff the possibility of using a standard voting sheet for all routings. Mr. Green will contact Manny Garcia and Kevin Kurumada, Contract Attorney's, regarding what documents for Evidentiary Hearings will be disclosed to the offender. Mr. Green will complete a final draft of the Board file reorganization and distribute to the board members after he speaks with Dona Kim, Records Technician.
3. Jesse Gallegos, Board Member, spoke with Steve Turley, Director of Institutional Operations, regarding interpreter services for offenders. All Spanish speaking offenders will continue to be scheduled consecutively on a hearing calendar. The interpreter will arrive at least 15 minutes prior to the hearing per each offender that requires interpreting services. For offenders that need a Spanish interpreter, the disclosure packet acknowledgment sheet will be amended to Spanish stating that the offender is to bring their disclosure information to the hearing for interpreter services. Offenders will be provided with interpreter services prior to their hearing through DIO/IPP dependant upon their housing location. The Board will be responsible for all other language speaking interpreter services. Chairman Harms asked Mr. Green to verify how often other language speaking interpreters are needed and the time required for the interpreter to meet with the offender to go over the disclosure packet. Kent Jones, Senior Hearing Officer, will be asked to meet with the hearing officer's to make them aware that an offender must have an opportunity to go over their disclosure material with an interpreter if needed. If the offender is not provided adequate time, the hearing must be delayed for that to occur.

4. Mr. Green will ask the case analyst's to post case summaries on the agency computer P drive. There will be a discussion at the next hearing officer's meeting regarding the sharing of the hearing officer's summaries with other staff members.
5. Mr. Green will speak with staff who recently had new blinds installed regarding problems they might be having with the blinds.
6. Board Member Gallegos referenced he came into the office on Saturday, September 24, 2011, and discovered a security breach. Mr. Green was asked to monitor the security issue.

**Chairman's Administrative Conference**  
**October 3, 2011**  
**8:00 a.m.**

Present: Clark Harms, Chairman; Angela Micklos, Vice Chair; Jesse Gallegos, Board Member; Curtis Garner, Board Member; Robert Yeates, Board Member; John Green, Administrative Coordinator; Kent Jones, Senior Hearing Officer; and, Julie Brown, Administrative Secretary.

1. Minutes of September 26, 2011, were approved.
2. John Green, Administrative Coordinator, will contact Glenn Stohel, Information Technology Manager, to delete the first page of the worksheet and re-number the remaining pages. Mr. Green will also contact Manny Garcia and Kevin Kurumada, Contract Attorney's, regarding the documents to be disclosed for Evidentiary Hearings.
3. Offenders being returned to prison on parole violations with possible pending charges should not sign a time waiver until charges are filed. Mr. Green will contact Mike Mayer, Director of Adult Probation and Parole, to clarify that the offender should not sign a time waiver until charges are filed.
4. Kent Jones, Senior Hearing Officer, updated the Board on the hearing officer workload. Mr. Jones reminded the Board that the pardon application is not on the Board's website. Clark Harms, Chairman, will follow-up with the Department of Technology Services at the next quarterly meeting (October 12, 2011) to explore viability, cost and method of adding the Board's pardon application to the website.
5. Curtis Garner, Board Member, indicated there is concern regarding how parole violation allegations are listed on the warrant request. Clark Harms, Chairman, will meet with Adult Probation and Parole Regional Administrators regarding these concerns and related issues. Mr. Green will contact Mr. Mayer and ask when the next Regional Administrators meeting is scheduled.
6. Mr. Harms reported on the Association of Parole Authorities International Conference in Idaho.

**Chairman's Administrative Conference**  
**October 17, 2011**  
**8:00 a.m.**

Present: Clark Harms, Chairman; Angela Micklos, Vice Chair; Jesse Gallegos, Board Member; Curtis Garner, Board Member; Robert Yeates, Board Member; John Green, Administrative Coordinator; and, Julie Brown, Administrative Secretary.

1. Minutes of October 3, 2011, were approved.
2. Offenders being returned to prison on parole violations with possible pending charges should not sign a time waiver until charges are filed. John Green, Administrative Coordinator, will coordinate with Alan Walker, Hearing Officer, to obtain examples of time waivers being signed before charges are filed. Mr. Green will forward the examples to Mike Mayer, Director of Adult Probation and Parole.
3. Mr. Green will send an email to staff that all files taken out of the file room must be checked out by Dona Kim, Office Specialist. This also applies to files being removed by the Board's legal counsel and files being removed by representatives from other agencies. Ms. Kim will continue to have representatives from other agencies sign a GRAMA form indicating they have reviewed the files' contents and that any copies made will continue to be classified pursuant to the GRAMA classification the Board has given the document.
4. Jesse Gallegos, Board Member, reported that the Board application has been translated into Spanish but that the level of interpretation is not acceptable. Clark Harms, Chairman, will contact the District Attorney's Office for assistance in having the application translated correctly. Mr. Green will meet with the hearing officer's to determine how often Spanish interpreters are needed for parole violation hearings and if waivers are being used and/or interpreted
5. Angela Micklos, Vice Chair and Mr. Gallegos will coordinate a training curriculum for Pro-Tem Board Members. They will also be asked to attend the next training meeting conducted by the Attorney General's Office. Ms. Micklos will create a hearing template to be used for all hearings conducted by the Pro-Tem Board Members.
6. The Board will recommend Camille Anthony, David Bown and Bradley Rich be considered for the Pro-Tem Board Member opening vacated by Donald Blanchard. The same names will be submitted for the vacancy that ends in 2016.

7. The Board approved changes to the file document outline and asked Mr. Green to e-mail a copy to staff
8. The Board recognized staff for their hard work and dedication in meeting the goals of the Governor's Scorecard.
9. Constituent letters received from the Governor's Office taking issue with the Board will be forwarded to Ron Gordon at the Commission on Criminal and Juvenile Justice.
10. Mr. Green will ask Kent Jones, Senior Hearing Officer, to be ready to discuss at the next Chairman's Conference Mr. Jones attends the recommendation that hearing officer's include in their summaries more information regarding what was discussed at the hearing.
11. Gregory Hendrix, Licensed Clinical Therapist, will provide staff training on October 17, 2011 at 1:00 p.m. regarding the ExCell Program.
12. Case analyst interviews are scheduled for Tuesday, October 25, 2011.

**Chairman's Administrative Conference**  
**October 24, 2011**  
**8:00 a.m.**

Present: Clark Harms, Chairman; Angela Micklos, Vice Chair; Jesse Gallegos, Board Member; Curtis Garner, Board Member; Robert Yeates, Board Member; John Green, Administrative Coordinator; and, Julie Brown, Administrative Secretary.

1. Minutes of October 17, 2011, were approved subject to modification.
2. The Board further discussed Pro-Tem Board Member nominations.
3. Kent Jones, Senior Hearing Officer, will forward constituent letters received from the Governor's Office that take issue with the Board to Ron Gordon at the Commission on Criminal and Juvenile Justice.
4. Angela Micklos, Vice Chair, will meet with Amanda Burr, Office Specialist, to ensure that scheduled Beaver hearings are for offenders housed at the Beaver County Jail only. Mrs. Micklos will contact Glenn Ercanbrack, Inmate Placement Program, to discuss concerns about the Beaver hearings. Jesse Gallegos, Board Member, will verify that Beaver hearings are being recorded correctly.
5. The Board asked that hearing officers continue making recommendations regarding toll time when offenders are in federal custody and residing in a federal halfway house.
6. Mr. Gallegos will check to see if employees can donate their annual leave at the end of the year to our agency leave bank. Julie Brown, Administrative Secretary, will send an email to staff reminding them they have until January 6, 2012, to use annual leave exceeding 320 hours.
7. Mr. Gallegos will contact the Department of Corrections regarding problems with the Spanish interpretation of Institutional Progress Reports.
8. Hearing visitor lists will be placed in section 4 of the Board file. Robert Yeates, Board Member, will meet with hearing officers about possible changes to visitor lists. Mr. Gallegos will speak with prison boardroom correctional officers about the visitor list.

9. Board members will tab their notes that appear on the Approval of Hearing Officer Decision documents. Mr. Green will copy orders that have been tabbed by Board members and place a copy of the order in section 2 of the offender's file.
10. Clark Harms, Chairman; Mrs. Micklos; Mr. Green; and, Shanna Wettstein, Victim Coordinator, will meet with representatives from the Attorney General's Office on Monday, October 24, 2011 at 3:00 p.m. regarding victim disclosure policies.
11. Case analyst interviews are scheduled for Tuesday, October 25, 2011.

**Chairman's Administrative Conference**  
**October 31, 2011**  
**8:00 a.m.**

Present: Clark Harms, Chairman; Angela Micklos, Vice Chair; Jesse Gallegos, Board Member; Curtis Garner, Board Member; John Green, Administrative Coordinator; and, Julie Brown, Administrative Secretary. Robert Yeates, Board Member, excused.

1. Minutes of October 24, 2011, were approved subject to modification.
2. Board staff with over 320 hours of annual leave will have until January 6, 2012, to use their hours. If they are unable to use their leave, the unused balance will automatically go to the Board's sick leave bank. Julie Brown, Administrative Secretary, will send a reminder email to staff.
3. Jesse Gallegos, Board member, presented changes to the visitor and victim hearing lists. Board members will respond to proposed changes by November 1, 2011.
4. Mr. Gallegos reported he is working with Department of Corrections regarding the Spanish interpretation of Institutional Progress Reports.
5. John Green, Administrative Coordinator, will send an email to staff regarding changes to the Board's file section documents.
6. Mr. Green will ask Kent Jones, Senior Hearing Officer, to notify hearing officers that hearing summaries need to address how the offender presents themselves, programming, living arrangements, employment, victim empathy, attitude, and acceptance of responsibility.
7. Bill Boudreau, Department of Technology Services, will visit the office on October 31, 2011 at 2:00 p.m. to check staff computer needs. Mr. Green will request that Mr. Boudreau provide a list of the Board's computer equipment and needs

**Chairman's Administrative Conference**  
**November 7, 2011**  
**8:00 a.m.**

Present: Clark Harms, Chairman; Angela Micklos, Vice Chair; Jesse Gallegos, Board Member; Curtis Garner, Board Member; Robert Yeates, Board Member; John Green, Administrative Coordinator; and, Julie Brown, Administrative Secretary.

1. Minutes of October 31, 2011, were approved.
2. The Board is implementing new visitor lists for all Board hearings. Clark Harms, Chairman, will notify Steve Turley, Director of Institutional Operations, of this change.
3. Mr. Harms will speak with Mr. Turley regarding Institutional Progress Reports including a recommendation from Division of Institutional Operations. Recommendations should include offender treatment needs, current enrollment in treatment, projected release date from treatment and why a recommendation is above or below guidelines.
4. The Board scheduled Permilia Vigil, Offender #11779, and, Aaron Bryant, Offender #160994, for pardon hearings on January 9, 2012, at 9:00 a.m. and 10:30 a.m.
5. John Green, Administrative Coordinator, will inform supervisors that Board staff may use 8 hours for the Veteran's Day holiday credit during pay period 22 ending November 11, 2011, or pay period 23 ending November 25, 2011.
6. Mr. Green will ask Case Analysts not to include the front page of the worksheet in the Board file.
7. Kenneth Bingham will begin his employment at the Board as a Case Analyst on November 7, 2011.
8. Julie Brown, Administrative Secretary, was asked to supervise Shanna Wettstein, Victim Coordinator, and Megan Flox-Lambert, Office Specialist.

**Chairman's Administrative Conference**  
**November 14, 2011**  
**8:00 a.m.**

Present: Clark Harms, Chairman; Angela Micklos, Vice Chair; Jesse Gallegos, Board Member; Curtis Garner, Board Member; Robert Yeates, Board Member; John Green, Administrative Coordinator; and, Julie Brown, Administrative Secretary.

1. Minutes of October 31, 2011, were approved.
2. Robert Yeates, Board Member, will meet with Dave Franchina, Volunteer, to coordinate agendas for staff training.
3. Kent Jones, Senior Hearing Officer, will send an email to hearing officers that termination routings and hearing officer decisions should include more background information, crime(s) of commitment and number of paroles.
4. Clark Harms, Chairman, stated that O-Track has been updated to include victim impact hearings and will now be listed on the hearing calendars.
5. Alan Walker, Hearing Officer; Brett Varoz, Hearing Officer; and, Melissa Stapley, Office Specialist, are working with the Adult Probation and Parole Department and Department of Technology Services regarding ongoing warrant request problems.
6. The Board Christmas party is scheduled on December 14, 2011, at 12:00 p.m. Angela Micklos, Board Member, and, Jesse Gallegos, Board Member, will coordinate the menu.
7. Mr. Varoz will contact Department of Technology Services to remove the drug testing section from the Board's worksheet.
8. John Green, Administrative Coordinator, will speak with supervisors regarding staff coverage for the week of Thanksgiving.

**Chairman's Administrative Conference**  
**November 28, 2011**  
**8:00 a.m.**

Present: Clark Harms, Chairman; Angela Micklos, Vice Chair; Jesse Gallegos, Board Member; Curtis Garner, Board Member; Robert Yeates, Board Member; and, John Green, Administrative Coordinator. Julie Brown, Administrative Secretary, excused.

1. Minutes of November 14, 2011, were approved.
2. Offenders should not be taken off calendars if there is a pending Class B or C Misdemeanor. If the alleged conduct is admitted by the offender, the Board will process the case. If the alleged behavior is denied, an evidentiary hearing can be scheduled.
3. John Green, Administrative Coordinator, was asked to start a list of agenda items to be discussed at the next hearing officer meeting. "Inadvertent length of stay decisions" was suggested as a possible item for discussion.
4. The Coordinator will ask Kent Jones, Senior Hearing Officer, how long it should take a hearing officer to route a case to the Board after the hearing. Also, Mr. Jones will remind hearing officers that when a Board member has a note on their door indicating they are out of the office, hearing officers are to distribute their files equally between Board members who are in the office.
5. Pro tem Board members need to be regularly assigned on hearing calendars.
6. If a Board member makes a decision, and a hearing officer wants it reviewed, they must route it with an explanation to the Board.
7. The Board scheduled a pardon hearing for Phaedra Parker to take place on March 12, 2012 at 9:00 a.m.
8. The Board discussed modifications to the Parole Agreement. Clark Harms, Chairman, will forward the proposed changes to the Director of Adult Probation and Parole.
9. Termination of sentence dates are to be far enough out that Cami Escobar, Program Specialist, has time to determine restitution.
10. The Coordinator will send an e-mail to Board members outlining state finance requirements when purchasing items.

11. The Coordinator was asked to wait until Tuesday at 5:00 p.m. before he contacts the state vendor to schedule a time for carpet cleaning. It was suggested that the cleaning occur on a Friday.

12. The Chairman discussed remodeling changes to the Board hearing room. Board members will review the Board room expansion project at the prison.

**Chairman's Administrative Conference**  
**December 5, 2011**  
**8:00 a.m.**

Present: Clark Harms, Chairman; Angela Micklos, Vice Chair; Jesse Gallegos, Board Member; Curtis Garner, Board Member; John Green, Administrative Coordinator; and, Julie Brown, Administrative Secretary. Robert Yeates, Board Member, excused.

1. Minutes of November 28, 2011, were approved subject to modification.
6. Angela Micklos, Board Member, will ask Dave Franchina, Volunteer, to order missing police reports on administrative reviews regarding death cases. Mrs. Micklos will also ask case analysts to order missing police reports on death cases that have already been scheduled for a hearing.
7. Rationale forms should only be completed for in person hearings. Clark Harms, Chairman, will propose language changes to Administrative Rule R671-305-1, Notification of Board Decision, and circulate them to Board members for review.
8. John Green, Administrative Coordinator, will ask supervisors to check with their staff regarding safety and concerns resulting from the aftermath of last week's windstorm. Supervisors are asked to be sensitive to staff needs.
9. The Board Christmas party is scheduled on December 14, 2011, at 12:00 p.m.

**Chairman's Administrative Conference**  
**December 12, 2011**  
**1:30 p.m.**

Present: Clark Harms, Chairman; Angela Micklos, Vice Chair; Jesse Gallegos, Board Member; Robert Yeates, Board Member; John Green, Administrative Coordinator; and, Julie Brown, Administrative Secretary. Curtis Garner, Board Member, excused.

1. Minutes of December 5, 2011, were approved.
  
10. If the front desk receives mail which is contaminated or stained, the hearing officer on duty must immediately be notified. Contaminated or stained mail should be returned to the sender due to safety and hygienic concerns. Those who submit unacceptable correspondence will be given an opportunity to resubmit them. John Green, Administrative Coordinator, will speak with senior hearing officers and supervisors regarding this issue.
  
11. The Board recognized that agency Governor's Scorecard goals for November, 2011, were met.
  
12. Victim impact hearings in death cases will be conducted by a Board Member.
  
13. Topics discussed at a recent Regional Administrator's Meeting will be reviewed at the Chairman's Administrative Conference on December 19, 2011.
  
14. The Board vacancy resulting from Curtis Garner's appointment as a judge, which is contingent upon him being approved by the Utah Senate, will be advertised by the Utah Commission on Criminal and Juvenile Justice. Mr. Green will send an e-mail to staff asking that inquiries regarding the vacancy be directed to Ron Gordon, Executive Director, Commission on Criminal and Juvenile Justice.
  
15. The Board Christmas party is scheduled on December 14, 2011, at 12:00 p.m. in Suite 145.