

Chairman's Administrative Conference
January 9, 2012
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 December 19, 2011, were approved.
2. John Green, Administrative Coordinator, will send an email to staff showing Delegation of Board Authority to Hearing Officers and remind them it can be found on the agency's Intranet web site.
3. Kent Jones, Senior Hearing Officer, will advise hearing officers to note differences in reports from Division of Institution Operations' facilities and Adult Probation and Parole, indicating what is liked or disliked in the reports.
4. Mr. Green will contact the Department of Facilities Construction and Management Department regarding office temperature problems and options concerning the Board's lease.
5. Clark Harms, Chairman, will notify Tom Patterson, Executive Director, Department of Corrections, that protestors are disrupting public meetings with "mic checks" and Department of Corrections security should be aware of the issue. Mr. Jones was asked to notify hearing officer's of the same.
6. Mr. Green will send an email notification to staff that there may be a security threat to state e-mail (GroupWise) on Tuesday, January 24, 2012.
7. Victim impact hearings will be conducted by a Board member. The hearings will be 30 minutes with an additional 10 minutes if more than 2 victims speak. Hearings will be staggered throughout the day. Offenders will have the opportunity to respond to victim statements and victims should be encouraged to bring a written copy of their statements to the hearing.
8. At the December Regional Administrator's Meeting with Adult Probation and Parole some Regional Administrator's suggested the Board adopt a general condition of parole prohibiting the use of synthetic stimulants and having search conditions include electronic devices. The Board deferred such actions and indicated that Chairman Harms suggest to Mike Mayer, Director of Adult Probation and Parole, that these matters be discussed with the Attorney General's Office.

9. On January 9, 2012, the Commission on Criminal and Juvenile Justice's will begin their Legislative Review Meetings. Chairman Harms will attend these meetings and notify other Board members when he is unable to.
10. Chairman Harms will attend the Department of Technology Services meeting scheduled for January 11, 2012, at 1:30 p.m.
11. On February 3, 2012, Chairman Harms will meet with Adult Probation and Parole in Hurricane, Utah. Mr. Jones will notify Chairman Harms if there are any Board issues to discuss.
12. Robert Yeates, Board Member, will cover Chairman Harms' officer of the day duties for the weekend of February 17, 2012 through February 20, 2012.

Department of Technology Services is creating a new email system with Google. Two Board staff members will be asked to assist them in trying out the new system.

Chairman's Administrative Conference
January 23, 2012
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 January 9, 2012, were approved, subject to modification.
2. The Board discussed proposed protocol for VIAC hearings conducted at county jails. If a hearing is cancelled, notification should be given to the Board at least 48 hours in advance.
3. John Green, Administrative Coordinator, will speak with Jan Nicol, Hearing Officer, and Department of Corrections, regarding the process which is currently in place when Mental Health Reports or Psychological Evaluations are requested by the Board. Jesse Gallegos, Board Member, will write a letter to Department of Corrections detailing problems, capturing history and will request their assistance in resolving problems. Robert Yeates, Board Member, will schedule a meeting with Board members and Department of Corrections' representatives to discuss these issues.
4. Clark Harms, Chairman, will attend the Commission on Criminal and Juvenile Justice Executive Session and also the Legislative Appropriation Meeting on Wednesday, January 25, 2012. The Governor's State of the Union address is Wednesday evening, January 25, 2012, at 6:30 p.m.
5. The Coordinator will send an email to staff that all correspondence should be on standard Board letterhead and be personally signed. A photocopy of the actual letter should be placed in appropriate Board file.
6. The Coordinator will remind staff not to give files to Board members who are recused from the case.
7. Chairman Harms will email Board members a copy of the Administrative Rules that need to be reviewed and possibly updated.
8. The Governor's Office has appointed Camille Anthony and Angie Welling as Pro-Tem Board Members. Angela Micklos, Board Member, will contact Ms. Anthony and Ms. Welling to set up training.
9. Chairman Harms received an email from Jeff Herring, Executive Director, Department of Human Resource Management, regarding nominations for Governor Awards for Excellence.

10. The Board discussed the fiscal note process.
11. Julie Brown, Administrative Secretary, is requested to submit 2011 totals for Board decisions and hearings to Chairman Harms.
12. Board Member Micklos will contact the Attorney General's Office regarding hearing officer training. Board Member Micklos and Yeates will speak with Dave Franchina, Volunteer, regarding hearing officer training the Board put on several years ago.
13. Sharel Reber, Attorney General's Office, will meet with Board members January 30, 2012, to discuss restitution issues.
14. The Coordinator will contact appropriate staff regarding new computer installations.
15. The Board discussed FY2013 budget request non-lapsing language.

Chairman's Administrative Conference
January 30, 2012
8:00 a.m.

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

1. Minutes of January 23, 2012, were approved.
2. The EOCJ Budget Meeting has been delayed until February 1, 2012.
3. Sharel Reber, Assistant Attorney General, advised the Board that insurance companies can be listed as victims for restitution purposes. Also, if an offender plea bargains a case and admits responsibility on the record for the criminal conduct, the Board can order restitution in the case. Ms. Reber will meet with Mike Mayer, Director Adult Probation and Parole, regarding who has the burden to prove the amount of restitution. Ms. Reber will also discuss with Mr. Mayer issues relating to 72 hour holds and warrants. The Boards asked Ms. Reber to research when time begins to run, after a warrant has been served, when an offender is in custody of another governmental entity.
4. Ms. Reber indicated she will train agents on warrants, terminations, restitution and special conditions of parole.
5. Ms. Reber verified the Board is meeting the State Government Public Meeting standard for open public meetings.
6. Clark Harms, Chairman, reported on the Cabinet Meeting held on January 27, 2012.
7. John Green, Administrative Coordinator, will coordinate an agency Emergency Preparedness and Security Evacuation scheduled April 17, 2012, at 10:15 a.m. He will also contact Mike Haddon, Executive Coordinator, and, Steve Turley, Director of Institutional Operations, and ask if Corrections has a policy regarding how the Board will conduct its business in case of a natural disaster. A draft policy is to be presented to the Board before July 1, 2012.
8. The Board reviewed recommended changes to its Administrative Rules.

Chairman's Administrative Conference
February 6, 2012
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 January 30, 2012, were approved, subject to modification.
2. Kent Jones, Senior Hearing Officer, will remind hearing officers to recommend revocation when guilty pleas are entered during a hearing that will be continued.
3. The Board reviewed recommended changes to the Administrative Rules.
4. Mr. Jones stated a Hearing Officer's Meeting is scheduled Monday, February 13, 2012, at 9:00 a.m. An agenda for the meeting will be sent to Board members and hearing officers. The Board recognized the hearing officers for their hard work and dedication.
5. Clark Harms, Chairman, reported on the Sex Offender Therapist's Meeting held on January 30, 2012. John Green, Administrative Coordinator, will check Board's Alienist contract to verify if the Hare Psychopathy test is included. Robert Yeates, Board Member, will invite Ted Harris, Ph.D., Center for Family Evaluation and Treatment Center, to conduct training for staff on the Hare Psychopathy test.
6. Angela Micklos, Board Member, reported on the Cabinet Meeting held on February 3, 2012.
7. Chairman Harms reported on the Adult Probation and Parole, Region 5 Meeting, held on February 3, 2012. Mr. Green will have supervisors check with staff regarding the possibility of notification being sent to parole officers on special attention reviews. Mr. Green will submit suggestions to the Board by March 1, 2012.
8. The Board discussed reasons for denying Adult Probation and Parole's request to terminate an offender's parole.

Hearing Officer Staff Meeting
February 13, 2012
9:00 a.m.

Present: Kent Jones, Senior Hearing Officer; Curtis Garner, Board Member; John Green, Administrative Coordinator; Kim Allen, Senior Hearing Officer; Jennifer Bartell, Hearing Officer; Donald Blanchard, Hearing Officer; Cathy Crawford, Hearing Officer; Jim Hatch, Hearing Officer; Duane Kaneko, Senior Hearing Officer; Jan Nicol, Senior Hearing Officer; Brett Varoz, Hearing Officer; Alan Walker, Hearing Officer; Dave Franchina, Volunteer; and, Julie Brown, Administrative Secretary.

1. Special Attention Reviews/Routings

- Friday coverage of special attention routings will be the HOOD and hearing officer scheduled to work that week.
- Hearing officers will pull the files for special attention routings. If needed, the hearing officer will ask for assistance from clerical staff.
- Include in all special attention routings an extra yellow copy of routing. If an offender is on parole include; how many paroles; how many cases currently under Board jurisdiction; how many alternative events; and, expiration date(s) of case(s).
- All special attention requests received thru the proper channels should have the file pulled and routed for entry.
- Curtis Garner, Board Member, will discuss with fellow Board members the need to route special attentions when there is a contingency regarding an offender's release date. The Board will also discuss consistency on the length of time the Board is willing to cut from an offenders release date if a residential substance abuse program is completed during their incarceration.
- Jan Nicol, Senior Hearing Officer, will contact DIO for a list of available residential substance abuse programs within the facilities.

2. Routing/Writing Styles

- Board Member Garner stated the Board is happy with the quality of routings and are not tied to a particular format. Hearing officers were reminded to always capture what happened at the hearing and include significant issues regarding the offender.
- Dave Franchina, Volunteer, will coordinate training for writing skills that will be useful for routings.

3. Transitional Programs

- Clark Harms, Chairman, will be asked to amend current policy for HOOD's authority to approve an offender's stay in the Parole Violator Program for up to 90 days.
- Concerns were discussed regarding how long an offender's transitional services are lasting. Hearing Officer Nicol will coordinate training with Adult Probation and Parole regarding this matter.

4. Summary of Confidential Letters

- Board Member Garner will discuss with fellow Board members the current policy in place for confidential letters and the need for staff training.

5. Board Issues

- Kent Jones, Senior Hearing Officer, gave an update on Chairman Harms' recent visit to Adult Probation and Parole/Region 5, and his intent to visit all regions in the future.
- Notification of parolees' dispositions to parole officers will eventually be automatic. It would currently be too time costly for Board staff to notify parole officers of each decision. Hearing officers were asked if they have any ideas for the new process.

6. Parole Violation Issues

- Alan Walker, Hearing Officer, provided the Board with recommendations for the parole violation process. The hearing officers will review and submit any changes to Mr. Walker by February 21, 2012, who will then submit to the Board.
- Parole violation allegations should now be listed as bullet points on the warrant. Hearing officers should clarify how and why the allegations are listed on their routings.
- Custody issues for offenders that are being held in county jails on a Board warrant were discussed. The Board is aware of the problem and has asked Sharel Reber, Assistant Attorney General, for assistance in this matter.

7. Redundant Therapy

- Offender should be asked at Board hearing what program they are involved in and how long is treatment. This information should be included in the routing.
- Hearing officers can recommend that an offender "complete _____ treatment unless otherwise completed while incarcerated".
- Hearing Officer Nicol will coordinate training with DIO program coordinators.

8. Toll Time/Dual Supervision

- The Board is receiving special attention requests about toll time for offenders currently in Federal custody at a community correctional center.
- Board Member Garner will discuss with fellow Board members when toll time for federal inmates should start.

9. Restitution Issues

- Original restitution amounts should be carried forward on new decisions. The Board can re-add restitution without a waiver or routing if amount was previously ordered.

- If a fine or restitution was previously remitted, it does not need to be re-added.
- Restitution can be ordered on an expired case if the Board still has jurisdiction over another case(s) that the offender was committed to prison on at the same time as the expired case.
- Restitution should be determined as soon as possible. If needed, Administrator Green can contact the court for cases that are less than a year from sentencing. Brett Varoz, Hearing Officer, will check new commitment cases for possible issues with restitution.
- Board Member Garner stated it is a case by case basis regarding the amount of time cut an offender might receive if restitution is paid.
- The Board will order the restitution listed in the Pre/Post Sentence Report. However if offender disputes the amount, they may request a restitution hearing.

10. Roundtable

- Kim Allen, Senior Hearing Officer, stated the large amount of weekly rescission requests due to community correctional center bed space availability is continuing. Board Member Garner will let fellow Board members know it is still a problem.

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1. Minutes of February 6, 2012, were approved.
2. Ted Harris, Ph.D., Center for Family Evaluation and Treatment Center, will conduct training for staff regarding the Hare Psychopathy Psychological Evaluation on March 12, 2012, at 2:00 p.m.
3. Curtis Garner, Board Member, will attend the Hearing Officer Meeting scheduled on February 13, 2012, at 9:00 a.m.
4. Board members will review a letter authored by Jesse Gallegos, Board Member, to Dale Schipannboord, Mental Health Program Administrator, regarding Mental Health Reports and Psychological Reports.
5. The Board discussed the parole violation process and specifically reviewed why probable cause is found on some allegations and not on others, and whether the Board should take pleas on allegations not found in the warrant. John Green, Administrative Coordinator, will add the issue on the Chairman's Administrative Conference Agenda scheduled for February 27, 2012.
6. The Board discussed whether the agency should modify its web site. Supervisors will ask their staff for recommendations for a new website. Staff is encouraged to visit other state websites for ideas.
7. Julie Brown, Administrative Secretary, will contact Ruth Burbidge, District Attorney's Office, and ask if she will translate the Board's pardon application into Spanish.
8. Devon Siegler, Intern, will coordinate with Mr. Green and Cliff Butter, Department of Corrections Research Consultant, to find out recidivism rates and percentages of offenders who return to prison. Time periods should include rates within 12 months, 24 months and 36 months. Also, how many are technical violations vs. new commitments to prison.
9. The Board reviewed recommended changes to the Administrative Rules.

Chairman's Administrative Conference
February 27, 2012
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 February 13, 2012, were approved.
2. John Green, Administrative Coordinator, will email Hearing Officers and Office Specialists notifying them the Board has an agreement with the prison Mental Health Program that Mental Health Reports are due to the Board 30 days prior to the hearing. Also, in every case the Board will request a diagnosis, what medications if any have been prescribed, whether or not the parole is appropriate, and if so, any special conditions or community based placements or programs that should be considered to help facilitate a successful parole. The Board will meet with Dale Schipaanboord, Mental Health Program Administrator, in May to assess the status of these initiatives.
3. Julie Brown, Administrative Secretary, will contact State Purchasing, to see if there is a state contract regarding the translation of written documents.
4. Angela Micklos, Vice Chair, will email Tim Hibler, Assistant Regional Administrator, Bonneville Community Correctional Center, asking for the names of offenders who have been approved to participate in the Cook Program prior to their Board original hearings. Mr. Green will have Devon Siegler, Intern, obtain from Mr. Hibler, a list of offenders the Board has declined to participate in the Cook Program in the past 12 months. This list is to include the name of the offender, the offense(s), guidelines, final decisions, and reason for the Board's denial.
5. Mr. Green will email hearing officers the difference between stabilization and transitional services at community correctional centers. Transitional services is far less demanding and means a parolee will stay at a community correctional center only until he/she has an approved residence. On the other hand, if we the Board orders stabilization, the parolee will remain at a community corrections center until the following conditions have been met: (1) approved residence; (2) employment; (3) money (usually at least \$800) on their books; & (4) have begun treatment (assuming treatment was part of parole). Hearings Officers are to consider whether an offender truly needs stabilization, as opposed to merely transitional services, when suggesting special conditions. Some offenders will clearly need the extra structure, but the "stabilizers" occupy scarce community corrections center beds for far longer than the "transitioners," which results in bed space rescissions. Clark Harms, Chairman, will notify community correctional center supervisors the Board will change these special conditions if needed.

6. Vice Chair Micklos, will ask Brett Varoz, Hearing Officer, to work on problems regarding the order which sentences are listed on Board dispositions. Mr. Green will add the issue on the Chairman's Administrative Conference Agenda scheduled for March 5, 2012.
7. The Board approved a template for American With Disabilities Act (ADA) complaints.
8. The Personal Choice Retirement Account meeting, offered through the Utah Retirement Systems, is scheduled February 27, 2012, at 12:00 p.m.
9. Curt Garner, Board Member, reported on the Hearing Officer Meeting he attended on February 13, 2012. Board Member Garner will forward issues regarding the parole violation process to other Board members. Mr. Green will add the issue to the Chairman's Administrative Conference Agenda scheduled for March 5, 2012.
10. Mr. Green will email staff the changes to delegation of authority to Board hearing officers to include; Parole Violator Program up to 90 days, and, time cuts up to 90 days. If hearing officer is recommending "no change", they must route file to the Board.
11. Mr. Green will review agency financial procedures with Gary Sessions, Finance Director, Department of Corrections, and, Lincoln Pead, Financial Manager, Department of Corrections, to assure they are appropriate and adequate. Mr. Green will report back to the Board by March 26, 2012.
12. Chairman Harms reported on the Cabinet Meeting held on February 24, 2012.

February 13, 2012

Dale Schipaanboord
Mental Health Program Administrator
PO Box 250
Draper, Utah 84020

Dear Mr. Schipaanboord,

Thank you for taking time to meet with the Board and Hearing Officer Jan Nicol on February 2, 2012. It was helpful for us to share our concerns regarding inmates and parolees who struggle with mental health issues.

One of the purposes of this correspondence is to attempt to memorialize our intentions and commitments to improving the information that is provided to the Board by prison staff. Please let us know if we have not properly captured what we believe we agreed to so we can make the necessary adjustments.

First, in order to facilitate the Board's desire to get timely mental health reports, the Board will request that the reports be due 30 days prior to the hearing. Additionally the Board will uniformly request a diagnosis, what meds if any have been prescribed, whether or not parole is appropriate, and if so, any special conditions or community based placements or programs that ought to be considered to help facilitate a successful parole.

It is our understanding that you will attempt to do the following; 1) Provide the Board Mental Health Reports on inmates when they are admitted to the Olympus and Timpview Mental Health (facilities). This information would be provided to the Board shortly after the inmate is processed into the program; 2) Insure that the Mental Health Status Reports (M.H. Updates) include at least one face-to-face interview between the evaluator and the inmate; and 3) Determine the feasibility of having Mental Health Reports prepared and forwarded to the Board on all inmates involved in mental health services at the prison. These reports wouldn't necessitate a request by the Board. Rather, they would be submitted to the Board as a matter of course at least 10 days prior to the inmate's hearing. Finally, when the Board requests a full psychological report that is in fact what the Board wants.

Thank you for considering these requests as we know that your resources are limited. We do, however, feel that implementing these changes would greatly assist inmates with mental health problems, and hopefully help them assimilate back into society. The Board would like to meet with you in May or June to assess the status of these initiatives.

Respectfully, Members of the Board of Pardons and Parole

Clark Harms, Chairman

Angela Mickos, Vice Chair

Curt Garner, Member

Jesse Gallegos, Member

Robert Yeates, Member

Chairman's Administrative Conference
March 5, 2012
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, Jan Nicol, Senior Hearing Officer, and, Julie Brown, Administrative Secretary.

1. Minutes of February 27, 2012, were approved.
2. Kent Jones, Senior Hearing Officer, reported on the Hearing Officer Meeting held on February 13, 2012. The Board asked that hearing officers meet every other month to discuss issues.
 3. Alan Walker, Hearing Officer, and, Julie Brown, Administrative Secretary, will coordinate with Board Pro-Tem members and ask to conduct hearings during the first week of April, 2012.
 4. Mr. Jones will notify hearing officers that notes listed on Board dispositions are not being read by staff at the Department of Corrections. The Board recommends notes be listed as special conditions when possible. Jan Nicol, Senior Hearing Officer, recommends the Board create language for the new O-Track web base system to include drop down options showing what the Board is requesting, and, the possibility of having parole agreements print out with a note field availability. Ms. Nicol will email the computer representative from Corrections Department of Technology Services overseeing the new system, and copy Clark Harms, Chairman, and, Kim Thompson, Department of Technology Services. Chairman Harms will discuss these issues with Tom Patterson, Director, Department of Corrections.
5. Mr. Jones and Ms. Nicol will discuss with other senior hearing officers if rescission requests should be given to the hearing officer of the day rather than other staff for routing. In the interim all rescission requests should be given to the hearing officer of the day.
6. Robert Yeates, Board Member, will distribute to other Board members and Ms. Nicol, two recent Psychological Evaluations completed by Dr. Dave Dodgion, Psychologist. Dr. Dodgion would like to know if information being submitted is acceptable.

7. The Board approved the Hare Psychopathy Attachment B “Detailed Scope of Work” to be included in the new contracts. The “Hare Psychopathy Evaluation” is a psycho-diagnostic tool most commonly used to assess psychopathy of inmates serving prison terms. Ms. Nicol will contact Department of Corrections Mental Health Therapists and Sex Offender Therapists to inform them that the Board can now order the Hare Psychopathy Evaluation.
8. The Board discussed the parole violation process and recommendations from hearing officers. Angela Micklos, Vice Chair, suggested a check list be followed by hearing officers at parole violation hearings. Chairman Harms will contact Department of Technology Services to install a general warrant process so that a numbering system is no longer needed on the warrant. John Green, Administrative Coordinator, will invite hearing officers who conduct parole violation hearings; Manny Garcia, Contract Attorney; Kevin Kurumada, Contract Attorney; Eric Petersen, Assistant Attorney General; Mike Mayer, Director Adult Probation and Parole, to attend a parole violation process meeting scheduled for Wednesday, March 24, 2012, at 3:30 p.m. Mr. Green will add the issue to the Chairman’s Administrative Conference Agenda scheduled for March 12, 2012.
9. The farewell luncheon for Cutis Garner, Board Member, will be held on Wednesday, March 7, 2012, at 12:00 p.m.

Chairman's Administrative Conference
March 12, 2012
8:00 a.m.

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

1. Minutes of March 5, 2012, were approved.
2. The Board determined when restitution is ordered it is continuous. Staff should be diligent to include it on their recommendations and entries. John Green, Administrative Coordinator, will ask Kent Jones, Senior Hearing Officer, to send email to hearing officers asking that all restitution be included in their recommendations. Mr. Green will ask Ann Galvan, Support Services Coordinator, to make sure Cheri Prince, Office Specialist, and Wendy Rutherford, Office Specialist, are adding previously ordered restitution in their entries.
3. Julie Brown, Administrative Secretary, will create a list of items to be included in new web base program.
4. The Board awarded Hare Psychopathy contracts to Dr. Ted Harris, Ph.D., and Dr. Harold Blakelock, Ph.D.
5. Clark Harms, Chairman, updated the Board regarding the FY2013 budget.
6. The Board will participate as a sponsor for the Crime Victims Conference to be held on April 26-27, 2012.
7. Chairman Harms updated the Board on statewide warrants. Melissa Stapley, Office Specialist, has streamlined the warrant process to include instructions for other staff on how to enter statewide warrants. Staff should be aware of this process when issuing warrants.
8. Jesse Gallegos, Board Member, will serve on a sub-committee which will review expungement of drug offenses.
9. The Board approved a bid to have the pardon application translated into Spanish.
10. Mr. Green will discuss with Duane Kaneko, Senior Hearing Officer, and Tatiana Karaivanova, Program Specialist, the pardon process and ways to improve procedures.

- 11 Ms. Brown will contact the vendor who provided the agency recording system, located in the office conference room, to ensure it is operational.
- 12 The Board discussed the February 2012 Governor's Scorecard.
- 13 Angela Micklos, Board Member, will inquire as to whether the Lexus/Nexus Program can be installed to assist with victim notification.

Chairman's Administrative Conference
March 19, 2012
8:00 a.m.

Present: Clark Harms, Chairman; Angela Micklos, Vice Chair; Chyleen Arbon, Board Member; Jesse Gallegos, Board Member; Robert Yeates, Board Member; John Green, Administrative Coordinator; Kim Allen, Senior Hearing Officer; Jan Nicol, Senior Hearing Officer; and, Julie Brown, Administrative Secretary.

1. Minutes of March 12, 2012, were approved subject to modification.
2. Jesse Gallegos, Board Member, will discuss with Duane Kaneko, Senior Hearing Officer, and, Tatiana Karaivanova, Program Specialist, the pardon process. Board Member Gallegos will ask Ms. Karaivanova to create a pardon process list and inform her of resources available to use when obtaining information for pardon hearings.
3. John Green, Administrative Coordinator, will contact State Archives to verify the retention schedule of Board files. Offender files that include homicide cases should never be destroyed.
4. Jan Nicol, Senior Hearing Officer, updated the Board on Department of Corrections mental health concerns. These concerns include: amount of mental health reports requested by the Board, not being comfortable commenting when an offender is appropriate for parole, and, very limited options for parole placement. Hearing Officer Nicol currently requests mental health reports on all offenders with upcoming Board hearings who are housed in the Olympus facility. Hearing Officer Nicol will meet with case managers to see how they recognize when a mental health report is due to the Board. The Board will meet with Department of Corrections in May or June regarding these issues.
5. Kim Allen, Senior Hearing Officer, updated the Board on problems with restitution and time cuts regarding offenders release dates. Hearing Officer Allen stated the Department of Corrections Finance Department process time for restitution payments has been extended due to a new system. Hearing Officer Allen will notify Hearing Officer Kaneko and Camie Escobar, Program Specialist, of this change. The Board recommends orders regarding possible time cuts for offenders paying restitution read, "The Board will release upon verification from Department of Corrections Finance Bureau that restitution has been paid." Senior Hearing Officer Kent Jones will notify hearing officers to add this language on their recommendations when appropriate. Coordinator Green will email staff the special attention reviews for restitution payments need to be verified by the Department of Corrections Finance Bureau, including Department of Corrections staff's name who verified payment was made.

6. Board members and Coordinator Green will attend the Prosecutor's Spring Conference to be held on April 12-13, 2012.
7. The Board scheduled Heidi Mower, Offender #130054, for a pardon hearing on May 14, 2012, at 9:00 a.m.
8. The Board will not change the crime severity limitations for pardon hearings.
9. The Board will not change the Adult Probation and Parole warrant request certification language.
10. Jennifer Bartell, Hearing Officer, will participate in the Utah Department of Corrections Focus Group Meeting to be held on July 9, 2012, at 6:00 p.m.
11. Iris Hemenway, Pro-Tem Board Member, is retiring effective April 19, 2012.
12. Julie Brown, Administrative Secretary, will contact pro-tem Board members to ask which two Tuesdays per month and one Wednesday per month they will be available to conduct hearings.
13. The Board discussed reasons an offender may be denied early release to the Cook Program. These include: homicide cases, most aggravated person crimes, sex offenders who have not completed the sex offender treatment program (unless the Board has ordered them to complete treatment at a CCC or with an outside provider), offenders who have caused serious bodily injury to another, and offenders with history of absconding (the most recent of which was less than 2 years ago).
14. The Board will meet with Curtis Garner, Department of Corrections, and Robyn Williams, Department of Corrections, on March 26, 2012, at 9:00 a.m.
15. The Board will meet with Manny Garcia and Kevin Kurumada, Contract Attorneys, on March 28, 2012, at 3:30 p.m., to discuss the parole violation process.