

BOARD OF PAROLE HEARINGS
Best Practices Advisory Committee Meeting
December 10, 2012

Meeting called to order at 3:00 p.m.

CONSENT CALENDAR

Roll Call

Present: Ferguson, Jeffrey; Fritz, Cynthia; LaBahn, Peter; Peck, John; Zarrinnam, Ali

Absent: None

Comments and Clarification regarding Best Practices Advisory Committee Meeting

Minutes: October 16, 2012

There were no comments.

Commissioner PETE LABAHN made a motion to approve the consent calendar, which was seconded by Commissioner JOHN PECK. The consent calendar was unanimously approved.

REPORTS

Report from Executive Officer

Executive Officer, JENNIFER SHAFFER, stated that there is no executive officer report this month.

Report from Chief Counsel

Staff Counsel, KARA HOUSTON, did an overview on Committee Goals for the Best Practices Committee.

DISCUSSION ITEMS

Administrative Directive regarding Hearing Continuances, presented by Kara Houston, Staff Counsel

HOUSTON reported on the Administrative Directive regarding Hearing Continuances. Commissioner TERRI TURNER asked whether the previous transcript can be relied upon. MOSELEY answered that the previous transcript could be reviewed as it is part of the record and taken under oath. There were no additional questions.

Public Comments on Administrative Directive

VANESSA NELSON from Lifer Support Alliance stated that she was concerned scheduling issues might result in inconsistent application of the Administrative Directive.

Commissioner ALI ZARRINNAM made a motion to approve the Administrative Directive, which was seconded by Commissioner PECK. The Administrative Directive was unanimously approved and sent to the full Board for approval.

OPEN COMMENTS

Agenda Items for Future Meetings

Mini-Manual:

ZARRINNAM requested that a list of numbers for all institutions and District Attorneys be added to the mini-manual. SHAFFER indicated that there is a list maintained by the scheduling unit.

Survey:

FRITZ discussed creating a survey that would be filled out by the commissioners and deputy commissioners of what types of issues each panel member handled during the hearing. Guidelines will be created from the survey.

Squawk Boxes:

PECK stated that the issue of squawk boxes being turned on during deliberations of parole suitability hearings should be addressed. SHAFFER stated that she would reach out to Department of Adult Institutions to discuss concerns.

Additional topics for next meeting:

1. Outline of bench guide
2. Update on Case Compendium
3. Update on Mini-Manual
4. Report on Documentation and Progress Hearings for the bench guide and delegation of different types of hearings to be added to the bench guide will be given to best practices committee members.

Open Comment

Commissioner BRIAN ROBERTS stated that he would like the training committee to work with the best practices committee to make forms available on the internet/intranet to create consistency in panel processes. ROBERTS added that he does not want the mini-manual deleted from the internet.

Meeting adjourned at 4:10 p.m.