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# **Parole Board Staff Meeting**

**January 23<sup>rd</sup>, 2024**

# Parole Board Staff Meeting

## MINUTES

<b>DATE AND TIME</b>	January 23 <sup>rd</sup> , 2024, 9:00 AM
<b>LOCATION</b>	Virtually via Microsoft Teams - <a href="#">Parole Board Teams Meeting Link</a> .
<b>TYPE OF MEETING</b>	Parole Board Staff Meeting
<b>FACILITATOR</b>	Mary Jane Ainsworth
<b>NOTE TAKER</b>	Colby Leno
<b>ATTENDEES</b>	Dean George, Patricia Boucher, Richard Grassi, Wayne Dengler, Luci Stephens, Thomas Giffin, Mary Jane Ainsworth, Colby Leno, Carla Vecchione, Linn Caroleo (left the meeting early). Special Attendees: Michelle Pelletier and Sadie Donovan from the Vermont Restitution Unit.

### Agenda Topics (See attachment A for agenda)

1. Topic: Review Agenda

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review of the staff meeting agenda that was sent out to the board members prior to the meeting commencing.	
<u>Questions:</u>		
1. Should there be an addition to the agenda concerning meeting minutes being recorded or written? Can this just be part of the agenda item for the approval of the previous months minutes since the conversation started there? (Mary Jane)		
A. A vote or action should be taken during the review and approval of the previous meeting minutes.		
<b>CONCLUSIONS</b>	No additions to the posted agenda. Unanimous vote by all members to approve the agenda.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

2. Topic: Review and Approval of Previous Meeting Minutes

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The office staff prepared meeting minutes of the last Parole Board Staff Meeting held on 11/21/2023 for the board to review. (See attachment B)	
<u>Questions:</u>		
6. Are there any additions or changes needed to the Meeting Minutes from the 11/21/2023 meeting? (Dean)		
A. The changes or corrections would take place immediately and then the board would vote to approve the corrected minutes.		
Patricia made the motion to approve the 11/21/2023 meeting minutes as amended for the Bail Hearings topic. Luci seconded. Vote: 7 in favor. The previous minutes were approved as amended.		
Dick made the motion to approve the 11/21/2023 meeting minutes as amended for the Meeting Minutes topic. Luci seconded. Vote: 7 in favor. The previous minutes were approved as amended.		
<b>CONCLUSIONS</b>	Meeting Minutes from the 11/21/2023 staff meeting amended and approved.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Amend the Staff Meeting Minutes from the 11/21/2023 meeting and post online.	Colby Leno	Must be posted within 5 business days of the meeting.

3. Topic: Restitution Unit

Presenter: Michelle Pelletier & Sadie Donovan

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The Restitution Unit would like to request that the wording of condition 12 of the Parole Boards conditions be amended to "You shall pay court ordered restitution to the Vermont Restitution Unit in a plan agreed upon with their office and to the satisfaction of your Parole Officer."	
<u>Attendees Input:</u> Michelle: Would like the wording updated to include the Restitution Unit as they are they are the ones that collect the rest itution and set up payment plans. The current wording only includes the Parole Officer. Also important is when the offender is trnsferred out of state via ICOTS. They have heard from other jurisdictions that if the restitution information is included in the ICOTS paperwork, the receiving state will assist in collecting the restitution.  Mary Jane: This would take effect for hearings in February. We will not be reissuing already signed parole agreements.		
<b>CONCLUSIONS</b>	No objections given by the board concerning the request. Patricia made the motion to amend condition 12 of the Parole Boards special conditions to the language that was proposed by the Restitution Unit. Wayne seconded. Vote: 7 in favor.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Mary Jane to send out updated parole conditions guidance to board members with the updated wording for condition 12.	Mary Jane Ainsworth	Open

4. Topic: Parole Violations

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion concerning findings and questioning during a parole violation hearing.	
<u>Attendees Input:</u> Dean: The language of the findings during violation hearings should be drafted by the chair of the hearing and then reviewed/added to by the other 2 board members. Once the disposition is given at the hearing, the chair can read what the board decided disposition and the findings. This should be a brief statement, not a paragraph. Regarding questioning for violation hearings, the board needs to be careful not to go into depth beyond anything that is a point of clarification on the evidence that is presented. The board makes their decision based on what is presented and the board should not be asking probing questions during these hearings.  Mary Jane: The finding should be read verbatim from what was written as it is what the board members agreed upon and provides consistency with what was stated on the record and what was written. There is no need to get hung up on terminology for the findings. A to the point statement is better than a drawn-out statement. There might be some confusion on how to question during the evidentiary portion of the hearing and the disposition part.  Luci: The board needs to make sure that they are using the correction terminology when drafting/presenting their findings.		
<b>CONCLUSIONS</b>	Informational only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

5. Topic: Postponed Hearings

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> It is very important for hearing prep to review the previous hearing that was postponed.	
<u>Attendees Input:</u> Mary Jane: It's helpful in many ways to review the audio from the previous hearing. It can help with SDMF forms for parole consideration hearings and answer questions concerning postponed violation hearings. The recordings will always be in the offenders file labeled ".PENDING (Hearing type)".  Dean: The schedule will always indicate if the hearing is one that has been postponed before.  Wayne: This is a good idea because there are times that he feels blindsided going into postponed hearings.		
<b>CONCLUSIONS</b>	Informational only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Send out detailed instructions on how to view hearings in the offender's file.	Mary Jane	Open

6. Topic: Conditions

Presenter: Dean George

<b>DISCUSSION</b>	<p><u>Introduction of the Topic:</u> a) How should the board condition individuals that are being paroled to a Detainer or paroled via ICOTS?</p> <p>b) Conversation with DOC concerning conditions.</p>		
<p><u>Attendees Input:</u></p> <p>a) Dean: The understanding was that the receiving state or jurisdiction was in the receiving jurisdiction or state sets the conditions. The new understanding is that the board is setting conditions that they are suggesting for supervision. This would also be helpful if the individual comes back to Vermont pending a rescission hearing for the parole to detainer, the PO would have some conditions to supervise while the individual is in the community.</p> <p>Mary Jane: It might be best to condition these type of cases as you would, based on risk and if they were being released on parole in Vermont with the addition of condition 18 for each specific out of state condition.</p> <p>b) Dean: Gary Marvel had a meeting with Dean and Mary Jane. DOC is looking to have conditions for community release be as similar to parole conditions as they can be. It was reiterated that the board sets conditions based on risk. Gary stated that he will continue to train staff on how the board conditions and how to use the Parole Board condition guidance when requesting conditions.</p>			
<b>CONCLUSIONS</b>	Informational only. No vote or action taken.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

7. Topic: Structured Decision-Making Framework Check-in

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<p><u>Introduction of the Topic:</u></p> <p>a) Discuss how it is going?</p> <p>b) Discuss areas of difference in coding. (See attachment C)</p> <ul style="list-style-type: none"> <li>o Review a hearing with difference in coding.</li> </ul> <p>c) Completely filling out the SDMF forms.</p> <p>d) Updates on the new parole summary.</p> <p>e) Discussion on when to go live with all cases.</p>		
<p><u>Attendees Input for Subitem a:</u></p> <p>Richard: Frustrated and overwhelmed with trying to find the information needed for the domains. Knows that you can get the information in the interview but then you have to write the information during the hearing and he can't write that fast. Trying to do so many things at once makes him feel lost when trying to complete these.</p> <p>Patricia: Her most difficult domain is "Ability to control behavior".</p> <p>Linn: Her concern is what to write when a hearing gets postponed because then all her questions don't get answered.</p> <p>Thomas: When it has to do with treatment, should it be considered that the offender is willing to take treatment or should the fact that they have completed treatment multiple times and it just didn't stick.</p> <p>Mary Jane and the board discussed previous trainings of the SDMF framework to address the above issues that were raised.</p> <p>With cases that are postponed and part of the hearing was already completed, the only SDMF forms that will be kept are the ones from the disposition hearings. Review of the previous hearing is important for completion of the SDMF forms.</p> <p><u>Attendees Input for Subitem b:</u></p> <p>The board reviewed data from the assigned SDMF cases from the previous month and how they were coded by each member.</p> <p>Mary Jane: The coding is aligning more often between the board members on each case than they were from the previous months. Starting in January, the board will review at least 1 hearing from the previously assigned SDMF cases. After reviewing, the board will discuss the case and how the coding was determined. This will allow for an interactive discussion with all members concerning differences in coding.</p> <p><u>Attendees Input for Subitem c:</u></p> <p>Board members were reminded that SDMF forms need to be filled out completely after the hearings. The office staff will be keeping the forms in the hearing file until the Monday following the hearing date to allow the board members to fill out any notes or comments.</p> <p><u>Attendees Input for Subitem d:</u></p> <p>The new parole summary that is more aligned with the SDMF tool was reviewed with the board members.</p> <p>Mary Jane: Several Q&amp;A sessions were held in December for DOC to be introduced to the new summary. It was sent out to be used in the beginning of January. The office staff will no longer be accepting the previous version of the parole summary with the June hearings. A reminder will be sent to DOC that criminal record checks need to be run no more than 30 days before a scheduled hearing even for incarcerated individuals.</p>			

<u>Attendees Input for Subitem f:</u> Currently 3 random cases are assigned per hearing day to use the SDMF tool. When the new summary is being used more, the board will start using it on all parole consideration hearings. The board will remain at 3 cases. The board will reassess at their next staff meeting.		
<b>CONCLUSIONS</b>	Information only – No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

8. Topic: Early Discharge Requests

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> 3 cases were submitted for the Parole Board to review and decide if an Early Release from Parole hearing would be scheduled. (See attachment D) The 3 cases were for: 1. Gary Dowe (update) 2. Rebecca Wetter 3. Adam Colon	
<u>Attendees Input:</u> Luci: Did not see or review any of the cases for early discharge and will have to abstain from voting.		
<u>Case 1: Gary Dowe (update)</u> Updated progress report received from the supervising state.  Dean: The updated progress report no longer states that the supervising state is no longer supporting early discharge. Has their recommendation changed from the last meeting. The note now states that the individual continues on supervision.  Luci: There was no information in the report about victims and if they had any input regarding the request.  Patricia made the motion to not schedule the hearing for this case. Luci seconded. Vote: 6 in favor, 1 absent (Linn). The hearing was denied.  The board feels this was a serious offense and based on the recommendation and response from the out of state supervision that Gary Dowe should continue to be supervised.		
<u>Case 2: Rebecca Wetter</u> No discussion was needed for this case. Luci made the motion to schedule the hearing for this case. Patricia seconded. Vote: 6 in favor, 1 absent (Linn). The hearing was granted and will be scheduled in February.		
<u>Case 2: Adam Colon</u> No discussion was needed for this case. Patricia made the motion to schedule the hearing for this case. Wayne seconded. Vote: 6 in favor, 1 absent (Linn). The hearing was granted and will be scheduled in February.		
<b>CONCLUSIONS</b>	All 3 cases submitted were voted. 2 hearings granted and 1 denied.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Inform Parole Officers of what the board decided.	Colby Leno	01/26/2024

9. Topic: Technical Assistance from the Center for Effective Public Policy

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The board applied for technical Assistance from the Center for Effective Public Policy. The application was accepted and granted in late December. Mary Jane and Dean will be meeting with Richard Stroker to decide what training to engage in and when.	
<u>Attendees Input:</u> Mary Jane: Recommending training for violation hearing and how to respond to violating behaviors.		
<b>CONCLUSIONS</b>	Information only – no conclusion needed.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

10. Topic: February Schedule

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion of any conflicts in the month of December. Will there be a staff meeting in December? (See attachment E)	
<u>Attendees Input:</u> Thomas: No conflicts Luci: Not available on the 5 <sup>th</sup> . Wayne: No conflicts. Richard: No conflicts. Might have some appointments coming up but they should not interfere. Patricia: No conflicts. Dean: No conflicts. Mary Jane: There will be no staff meeting in February.		
<b>CONCLUSIONS</b>	The board agreed to not schedule a staff meeting for February	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
December hearing officer assignments.	Dean George	01/31/2024

11. Topic: Executive Session – Legal Session

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Executive session for legal discussion	
<u>Attendees Input:</u> Luci made the motion for the board to move to executive session to discuss legal issues. Thomas seconded. Vote: 6 in favor, 1 absent (Linn). The executive session was granted.		
<b>CONCLUSIONS</b>	Information only – no conclusion needed.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

<b>NEXT MEETING DATE</b>	March 2024. Date and time to be determined.
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# Vermont Parole Board Staff Meeting Agenda January 23, 2024

The Meeting will be held via Microsoft Teams. There will not be an in-person option.

## Join on your computer or mobile app

[Click here to join the meeting](#)

Meeting ID: 254 187 282 422

Passcode: 7ThQUB

## Or call in (audio only)

[802-828-7667](tel:802-828-7667)

Phone Conference ID: 930 548 305#

9:00 am – Board Business

- Review Agenda
  - Review Changes
  - Additions
- Review and Approval of Previous Meeting Minutes
- Restitution Unit – They would like to speak with the Board regarding condition 12 on the parole agreement and suggest an amendment to the language.
  - Suggested language: “You shall pay court ordered restitution to the VT Restitution Unit in a plan agreed upon with their office and to the satisfaction of your Parole Officer.”
- Parole Violations
  - Findings
  - Questioning
- Postponed Hearings – Discussion around preparation
- Conditions
  - Conditions for Parole to Detainer and ICOTS Cases
  - Recap of discussion with Gary Marvel at DOC
- Structured Decision-Making Framework
  - Discuss how it is going.
  - Discuss areas of difference in coding.
    - Review a hearing with difference in coding.
    - Listen to hearing and discuss the case.
  - Completely filling out the forms
  - Update on the new parole summary & Teams meetings with DOC
  - Thoughts on going live with more or all cases
- Early Discharge Requests
  - Gary Dowe Update
  - Rebecca Wetter
  - Adam Colon
- Technical Assistance from the Center for Effective Public Policy
- February Schedule
- Executive Session – Legal Session



# Parole Board Staff Meeting

## MINUTES

<b>DATE AND TIME</b>	November 21 <sup>st</sup> , 2023, 8:30 AM
<b>LOCATION</b>	Virtually via Microsoft Teams - <a href="#">Parole Board Teams Meeting Link</a> .
<b>TYPE OF MEETING</b>	Parole Board Staff Meeting
<b>FACILITATOR</b>	Mary Jane Ainsworth
<b>NOTE TAKER</b>	Colby Leno
<b>ATTENDEES</b>	Dean George, Patricia Boucher, Richard Grassi, Wayne Dengler, Luci Stephens, Thomas Giffin, Mary Jane Ainsworth, Colby Leno, Carla Vecchione Absent Member: Linn Caroleo Special Attendees: Anthony Folland from the Vermont Department of Health VDH), David Riggin from the National Institute of Corrections (NIC), Abigail Strait from the National Institute of Corrections (NIC)

### Agenda Topics (See attachment A for agenda)

1. Topic: Review Agenda

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review of the staff meeting agenda that was sent out to the board members prior to the meeting commencing. Any changes or additions should be made at the beginning of the staff meeting instead of having an "Other Items" topic at the end of the meeting.	
<u>Questions:</u>		
2. Any changes or additions needed to the agenda for today? (Mary Jane)		
A. Board Members indicated that they had no changes or additions to the published agenda.		
<b>CONCLUSIONS</b>	Informational only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

2. Topic: Review and Approval of Previous Meeting Minutes

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The office staff prepared meeting minutes of the last Parole Board Staff Meeting for the board to review. This process has not yet been adopted by the board. If the board decides this is how they want the official record of staff meetings to be kept, the 1 <sup>st</sup> item on each meeting agenda would be to review the previous months minutes, submit any changes or corrections and then vote on approving the minutes.	
<u>Questions:</u>		
3. Would any changes to the meeting minutes be done at the time of the review and then approve them or would the approval take place at the following meeting? (Richard)		
A. The changes or corrections would take place immediately and then the board would vote to approve the corrected minutes.		
<u>Attendees Input:</u>		
Dean: The October minutes were written and put together well. The last months minutes will be used as a draft and if the board proceeds with meeting minutes it will take effect in the beginning of the year.		
Richard: Stated that he likes the minutes format that was prepared from the October meeting.		
Colby: Proceeding in January will allow for the office to figure out what should and should not be entered into the meeting minutes.		
Amendment from 01/23/2024 Staff Meeting: The parole board official records of their staff meeting will be the meeting minutes that are prepared by the office staff. Motion moved by Dick and seconded by Luci. Vote: 7 in favor. Motion passed.		
<b>CONCLUSIONS</b>	No vote or action taken at this time. The board will decide if this is how they want the official record to proceed at the January staff meeting.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Meeting minutes will still be taken while waiting for the Parole Boards decision.	Colby Leno	Must be posted within 5 business days of the meeting.

Add to the January agenda discussion of meeting minutes	Mary Jane Ainsworth	Open
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3. Topic: Start Time of Hearing Days

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The office staff are requesting that hearing times return to the original 9:00 am start time for the schedules. Board members would still log onto the hearings at 8:45. This would allow for any issues that arise with technology or documents to be taken care of prior to hearings starting. This would also allow for extra time for the board's special sessions before the hearing.	
<u>Attendees Input:</u> Dean: The hearing record can be started when everyone has arrived at the hearing and the board will proceed with the hearings whenever it is appropriate to proceed.  Mary Jane: It is logistically easier of the office staff to start the schedules at 9:00 am. Suggested that the record not be started until the 1 <sup>st</sup> person is ready to be seen. Starting the recording at 8:45 with no one available to see the board causes a lot of dead air on the record.		
<b>CONCLUSIONS</b>	The board agreed to return to the 9:00 am start time for hearings. No vote needed.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
December schedule start times to begin at 9:00 am.	Colby Leno, Carla Vecchione and Mary Jane Ainsworth	Open

4. Topic: Bail Hearings at the Time of Violation Hearings

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> There are some consistency issues with regard to requested bail hearings for individuals whose violation hearing was postponed at the time of the hearing.	
<u>Questions:</u> 1. If a bail hearing is requested by the Prisoner's Rights Office (PRO) at the time of the postponement, should a bail hearing take place immediately on that hearing day or is a bail hearing scheduled for a different day? (Mary Jane) A. Yes. It will be a private attorney who will bid for the contract. It cannot be a State attorney.		
<u>Attendees Input:</u> Mary Jane: This is handled differently depending on who is sitting on the board for that hearing day. It would be helpful to establish a procedure for these types of cases. Suggested that the bail hearing is scheduled on a different day and not immediately.  Dean: Suggested that he have a quick meeting with Patrica and Dick to come up with a process as they (Dean, Patricia and Richard) are the only members who conduct bail hearings.  Amendment from 01/23/2024 Staff Meeting: The board will conduct bail hearings requested at the time of a parole violation hearing on a separate day to be scheduled by the office staff. Motion moved by Patricia and seconded by Luci. Vote: 7 in favor. Motion passed.		
<b>CONCLUSIONS</b>	Review proposed procedure at a later date.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Meeting to confirm bail process for violation hearings that are postponed.	Dean George, Patricia Boucher and Richard Grassi	Open

5. Topic: Training from VDH

Presenter: Anthony Folland

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Dawn O'Toole set up this training with the VDH regarding Treatment, Recovery and Harm Reduction in Vermont.	
<b>CONCLUSIONS</b>	The parole board participated in the training.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

<b>DISCUSSION</b>	<p><u>Introduction of the Topic:</u></p> <ul style="list-style-type: none"> <li>f) Discuss how it is going. The Parole Board has been using the SDMF tool for 4 months now, currently 3 cases per hearing day.</li> <li>g) Discuss areas of difference in coding.</li> <li>h) Discuss how to code unadjudicated DR's.</li> <li>i) Completely filling out the SDMF forms.</li> <li>j) Updates on the new parole summary.</li> <li>k) Discussion on when to go live with all cases.</li> </ul>		
<p><u>Attendees Input for Subitem a:</u></p> <p>Dean: Feels like he is getting into a routine and for cases that are not assigned as SDMF he is using the same criteria.</p> <p>Luci: Agrees with what Dean stated. It is helping target her questions and helping her to find the relative information for the case.</p> <p><u>Attendees Input for Subitem b:</u></p> <p>David Riffin reviewed domain coding and how to review cases each month regarding differences in coding.</p> <p>Dean: This might be hard to discuss as board members don't see each other's coding unless it's brought up at a staff meeting . Seems like some domains overlap with their release planning.</p> <p>Mary Jane: Shared tracking and statistics that the office is tracking for the board. Reviewed large differences in how the members are coding the same cases. The 2 domains that seem to have the biggest differences are "Ability to Control Behavior (Self – Control)" and "Responsivity (Programming)". Review of discrepancies in coding seems to be helpful and sparks good conversations at staff meetings. Recommended removal of the "Statutory Considerations" domain on the SDMF form due to confusion concerning high risk offenders and statutes that exist.</p> <p>Patricia – The control behavior domain is the hardest domain for her to code.</p> <p>Luci – Her understanding that controlling behavior is a historic domain. If there is a history of the behavior, the coding follows that.</p> <p>Richard – Feels a big problem is because the board doesn't have access to the criminal history anymore. Just the current supervised charges.</p> <p>Luci made a motion to remove the "Statutory Considerations" domain from the Parole Boards SDMF tool. Patricia seconded the motion. Vote: 6 in favor, 1 absent (Linn).</p> <p><u>Attendees Input for Subitem c:</u></p> <p>Mary Jane: The office staff provided an onsite training to Southern State Correctional Facility this month. One of the questions that arose from that training is disciplinary reports (DRs). Are unadjudicated DR's taken into account? DR's can be dismissed due to logistics, but the behavior still occurred.</p> <p>Wayne: Can it just be listed as an undecided DR in the parole summary? Just like a criminal case that is dismissed. Just because its dismissed doesn't mean that it didn't happen.</p> <p>Dean: Is there any reason that it can't be mentioned by the case worker during the interview and then the board can make the decision if its significant.</p> <p><u>Attendees Input for Subitem d:</u></p> <p>Mary Jane: The review of the cases is expanding in correlation to the depth of the incarcerated population. It is extremely important to completely fill out the forms, including detailed notes.</p> <p><u>Attendees Input for Subitem e:</u></p> <p>Mary Jane: Will be working on setting up training for DOC regarding the new parole summary. A section is being added to the parole summary for criminal history. DOC will summarize the criminal history and it will be reiterated that the need for record checks at the hearings is important. VCIC will not allow electronic transmission of the record check so DOC filling out the parole summary completely and having the record check available is the best way to get the criminal history information the board is looking for. Hoping to have the parole summary out and used by DOC in January 2024 with a potential hard stop on accepting the old summaries in March 2024.</p> <p>Dick: Is it possible to get the record check overview information at the hearings because that is incredibly useful?</p> <p><u>Attendees Input for Subitem f:</u></p> <p>The goal currently is to conduct all parole eligibility hearings with the SDMF tool by January. Currently 3 random cases are assigned per hearing day to use the SDMF tool. When the new summary is rolled out, the board will start using it on all parole consideration hearings.</p>			
<b>CONCLUSIONS</b>	Information only – no conclusion needed.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Update of the SDMF tool to remove the "Statutory Considerations".	Mary Jane Ainsworth	For the December hearings.	

7. Topic: ICOTS & Furlougees

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> After meeting with legal, it was determined that Furlougees not incarcerated still can be considered by the board for ICOTS parole to another state. The board can grant parole out of state to any offender if they are eligible for parole. The only exception to this is offenders who are already on parole in Vermont. They would still have to transfer their parole to the receiving state through their parole officer.	
<u>Attendees Input:</u> Mary Jane: Furlough is an extension of incarceration. It is considered an Incarcerative status.		
<b>CONCLUSIONS</b>	Information only – no conclusion needed.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

8. Topic: Early Discharge Requests

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> 3 cases were submitted for the Parole Board to review and decide if an Early Release from Parole hearing would be scheduled. The 3 cases were for: 4. Laura Lagasse-Lamoureux 5. Philip Tetreault 6. Nathaniel Aldrich	
<u>Attendees Input:</u> Luci: Did not see or review any of the cases for early discharge and will have to abstain from voting.		
<u>Case 1: Laura Lagasse-Lamoureux</u> No discussion was needed for this case. Patricia made the motion to schedule the hearing for this case. Richard seconded. Vote: 5 in favor, 1 abstained (Luci), 1 absent (Linn). The hearing was granted and will be scheduled in December.		
<u>Case 2: Philip Tetreault</u> No discussion was needed for this case. Patricia made the motion to schedule the hearing for this case. Richard seconded. Vote: 5 in favor, 1 abstained (Luci), 1 absent (Linn). The hearing was granted and will be scheduled in December.		
<u>Case 2: Nathaniel Aldrich</u> No discussion was needed for this case. Patricia made the motion to schedule the hearing for this case. Wayne seconded. Vote: 5 in favor, 1 abstained (Luci), 1 absent (Linn). The hearing was granted and will be scheduled in December.		
<b>CONCLUSIONS</b>	All 3 cases submitted were voted on and hearings granted.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Inform Parole Officers of what the board decided.	Colby Leno	11/22/2023

9. Topic: December Schedule

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion of any conflicts in the month of December. Will there be a staff meeting in December?	
<u>Attendees Input:</u> Thomas: Not available on the 5 <sup>th</sup> .  Luci: Not available on the 13 <sup>th</sup> .  Wayne: No conflicts.  Richard: No conflicts.  Patricia: No conflicts.  Dean: No conflicts. Mary Jane: Due to the holiday schedule, should a staff meeting be scheduled, or should it be skipped for December?		
<b>CONCLUSIONS</b>	The board agreed to not schedule a staff meeting for December	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

December hearing officer assignments.	Dean George	12/01/2023
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<b>NEXT MEETING DATE</b>	January 2024. Date and time to be determined.
<b>MINUTES APPROVAL</b>	Amended and Approved at the 01/23/2024 Parole Board Staff Meeting.

MONTH	SITE	MEMBER NAME	OFFENDER NAME	Criminal History	Ability to Control Behavior	Responsivity	Institutional / Community Behavior	Offender Change	Release Plan	Case Specific Factors	Victim Considerations	Community Considerations	Final Board Member Vote
DEC	SSCF	GEORGE	HIDALGO, NELSON	A	N	N	M	N	A	N	N	N	G
DEC	SSCF	BOUCHER	HIDALGO, NELSON	A	M	N	M	A	A	A	N	N	D
DEC	SSCF	CAROLEO	HIDALGO, NELSON	A	A	N	M	N	N	N	A	A	G
DEC	SAPP	GEORGE	PETERS, KELLIE	A	M	N	N	M	M	N	N	N	G
DEC	SAPP	BOUCHER	PETERS, KELLIE	A	M	M	M	M	M	N	N	N	G
DEC	SAPP	CAROLEO	PETERS, KELLIE	A	M	M	N	M	M	A	N	N	G
DEC	BRPP	GEORGE	PIQUETTE, DAVID	M	N	M	N	N	N	N	N	N	G
DEC	BRPP	GRASSI	PIQUETTE, DAVID	M	M	N	N	N	N	N		N	G
DEC	BRPP	GIFFIN	PIQUETTE, DAVID	M	N	M	N	M	M	N	A	N	G
DEC	HAPP	GEORGE	MULCAHY, BRETT	N	N	N	N	N	N	N	N	N	G
DEC	HAPP	GRASSI	MULCAHY, BRETT	A	N	M	N	N, M	N	N	A	N	G
DEC	HAPP	GIFFIN	MULCAHY, BRETT	A	N	N	A	M	M	N	A	N	G
DEC	SSCF	BOUCHER	KASTNER, PAUL	A	A	A	A	A	M	N	N	N	D
DEC	SSCF	STEPHENS	KASTNER, PAUL	A	A	A	A	A	M	N	N	N	D
DEC	SSCF	DENGLER	KASTNER, PAUL	A	A	N	A	A	N	N		N	
DEC	SSCF	BOUCHER	PARDA, JACK	N	M	N	M	M	M	N	N	N	G
DEC	SSCF	STEPHENS	PARDA, JACK	A	M	N	M	M	M	N	N	N	G
DEC	SSCF	DENGLER	PARDA, JACK	A	A	A	A	N	N	N		N	
DEC	RUFP	DENGLER	DREW, THOMAS	A	M	M	N	M	M	N	N	N	G
DEC	RUFP	BOUCHER	DREW, THOMAS	M	M	N	M	M	M	N	N	N	G
DEC	RUFP	CAROLEO	DREW, THOMAS	A	M	M	M	M	M	N	N	N	G
DEC	CRCF	DENGLER	BAIRD, CYNTHIA	N	M	M	N	M	M	N	N	N	G
DEC	CRCF	GRASSI	BAIRD, CYNTHIA	M	M	M	M	M	M	N	N	N	G
DEC	CRCF	GEORGE	BAIRD, CYNTHIA	M	M	M	N	M	M	N	N	N	G
DEC	CRCF	GEORGE	BEAN, AMAND	A	N	N	A		M	N	N	N	G
DEC	CRCF	GRASSI	BEAN, AMAND	A	N	N	N		M	N	N	N	G
DEC	CRCF	DENGLER	BEAN, AMAND	A	A	N	A	M	M	N	N	N	G
DEC	BAPP	GEORGE	GODDARD, ANTHONY	M	N	N	M	N	N	N	N	N	G
DEC	BAPP	STEPHENS	GODDARD, ANTHONY	N	N	N	M	M	M	N	N	N	G
DEC	BAPP	GIFFIN	GODDARD, ANTHONY	M	N	M	A	N	M	N	N	N	G
DEC	BAPP	GEORGE	DEMAR, MATTHEW	A	N	N	N	N	M	N	N	N	G
DEC	BAPP	STEPHENS	DEMAR, MATTHEW	A	A	M	N	M	M	N	N	N	G
DEC	BAPP	GIFFIN	DEMAR, MATTHEW	A	M	M	A	M	M	N	N	N	G

Domain was not filled in  
Difference in Coding

MONTH	SITE	MEMBER NAME	OFFENDER NAME	Criminal History	Ability to Control Behavior	Responsivity	Institutional / Community Behavior	Offender Change	Release Plan	Case Specific Factors	Victim Considerations	Community Considerations	Final Board Member Vote
DEC	SSCF	GEORGE	HARDY, DEREK	N	N	N	M	M	M	N	N	N	G
DEC	SSCF	GRASSI	HARDY, DEREK	M	N	N	N	N	M		N	N	G
DEC	SSCF	CAROLEO	HARDY, DEREK	A	M	M	M	M	M	N	N	N	G
DEC	SSCF	GEORGE	CACOPARDO, LOUIS	A	N	N	N	N	M	N	A	N	G
DEC	SSCF	GRASSI	CACOPARDO, LOUIS	N	N	N	N	N	N	N	A		G
DEC	SSCF	CAROLEO	CACOPARDO, LOUIS	A	A, N	M	N	M	M	A	A	N	G
DEC	MVRCF	GEORGE	BABCOCK, RANDY	A	A	N	A	N	N		N	N	D
DEC	MVRCF	GRASSI	BABCOCK, RANDY	A	A	A	A	A	N	N	A	N	D
DEC	NECC	BOUCHER	COMSTOCK, REX	A	M	N	A	A	M	N	N	N	G
DEC	NECC	STEPHENS	COMSTOCK, REX	A	A	N	A	N	M	N	N	N	G
DEC	NECC	CAROLEO	COMSTOCK, REX	A	A		M	N	M	N	N	N	G
DEC	NECC	CAROLEO	BURKE, JEFFREY	A	A	N	M	N	N	N	N	N	D
DEC	NECC	STEPHENS	BURKE, JEFFREY	A	A	N	N	A	N	N	N	N	D
DEC	NECC	BOUCHER	BURKE, JEFFREY	A	A	N	A	A	N	N	N	N	D
DEC	NECC	BOUCHER	SENNA, ZACHARY	A	A	A	A	A	N	N	N	N	D
DEC	NECC	STEPHENS	SENNA, ZACHARY	A	A	A	A	A	N	N	N	N	D
DEC	NECC	CAROLEO	SENNA, ZACHARY	A	A	N	A	N	N	N	N	N	D
DEC	NSCF	GIFFIN	MEYER, ISAIAH	A	M	M	A	M	M	N	N	N	G
DEC	NSCF	BOUCHER	MEYER, ISAIAH	A	A	M	A	A	M	N	N	N	G
DEC	NSCF	DENGLER	MEYER, ISAIAH	A	A	N	A	N	N		N	N	G
DEC	NSCF	GIFFIN	WELLS, GEROMY	A	A	M	A	A	A	N	N	N	G
DEC	NSCF	BOUCHER	WELLS, GEROMY	A	A	A	A	A	M	N	N	N	G
DEC	NSCF	DENGLER	WELLS, GEROMY	A	A	A	A	A	N	N	N	N	G
JAN	SAPP	GIFFIN	METCALF, LEO	M	M	M	N	M	M	N	N	N	G
JAN	SAPP	BOUCHER	METCALF, LEO	M		A	A	M	M	N	N	N	G
JAN	SAPP	GRASSI	METCALF, LEO	M	A	A	N		M	N	N	N	G
JAN	SAPP	GRASSI	BUSHEY, ROBERT	A	A	A	A	A	N	N	N		D
JAN	SAPP	BOUCHER	BUSHEY, ROBERT	A	N	A	A	N	M	N	N	N	D
JAN	SAPP	GIFFIN	BUSHEY, ROBERT	A	A	M	A	A	N	N	N	N	D
JAN	SSCF	GEORGE	PARSON, TERRY	A	N	M	N	N	M	N	N	N	G
JAN	SSCF	GRASSI	PARSON, TERRY	A	A	N	A	N	N	N	N	A	D
JAN	SSCF	GIFFIN	PARSON, TERRY	A	A	M	A	A	A	N	N	N	G
JAN	HAPP	GEORGE	BENSON, TYLER	N	N	N	N	N	N	N	N	N	G
JAN	HAPP	BOUCHER	BENSON, TYLER	M	A	N	N	M	A	N	N	N	G
JAN	HAPP	DENGLER	BENSON, TYLER	N	N	N	A	N	N	N	N	N	G

Domain was not filled in

Difference in Coding

MONTH	SITE	MEMBER NAME	OFFENDER NAME	Criminal History	Ability to Control Behavior	Responsivity	Institutional / Community Behavior	Offender Change	Release Plan	Case Specific Factors	Victim Considerations	Community Considerations	Final Board Member Vote
JAN	HAPP	GEORGE	INGALLS, KEITH	N	A	N	N	N	M	N	N	N	G
JAN	HAPP	BOUCHER	INGALLS, KEITH	A	A	A	M	M	A	N	N	N	D
JAN	HAPP	DENGLER	INGALLS, KEITH	A	A	A	A	N	N	N	N	N	D
JAN	SSCF	GEORGE	FREEMAN, KAI	N	N	A	N		M	N	N	N	D
JAN	SSCF	BOUCHER	FREEMAN, KAI	A	M	A	M	A	A	N	A	N	D
JAN	SSCF	DENGLER	FREEMAN, KAI	M	N	A	A	N	M	N	N	N	D
JAN	SSCF	GEORGE	CASLIN, MARK	A	A	N	A	N	A	N	N	N	D
JAN	SSCF	GRASSI	CASLIN, MARK	A		N					N	N	D
JAN	SSCF	GIFFIN	CASLIN, MARK		A	A	A	A	A	A	N	N	D
JAN	MVRCF	DENGLER	SURRELL, DANIEL	A	N	N	M	N	N	N	N	N	G
JAN	MVRCF	CAROLEO	SURRELL, DANIEL	A	N	N	M	N	M	N	A	N	G
JAN	MVRCF	GEORGE	SURRELL, DANIEL	A	A	N	N	N	N	N	N	N	G
JAN	MVRCF	GEORGE	JONES, JUSTIN	A	A	N	A	N	N	N	N		D
JAN	MVRCF	CAROLEO	JONES, JUSTIN	A	A	A	A	A	N	N	N	N	D
JAN	MVRCF	DENGLER	JONES, JUSTIN	A	A	N	A	N	M	N	N	N	D
JAN	CRCF	GEORGE	HARMON, AMBER	A	N	M	N	M	M	N	N	N	G
JAN	CRCF	GIFFIN	HARMON, AMBER	A	M		N	M	M	N	N	N	
JAN	CRCF	STEPHENS	HARMON, AMBER										
JAN	CRCF	STEPHENS	DEMERS, KAELEIGH										
JAN	CRCF	GIFFIN	DEMERS, KAELEIGH	A	M	M	A	M	A	N	N	N	
JAN	CRCF	GEORGE	DEMERS, KAELEIGH	N	N	N	N	M	M	N	N	N	G
JAN	BUFP	BOUCHER	STYLES, SABRINA	A	M	M	M	M	N	N	N	N	G
JAN	BUFP	CAROLEO	STYLES, SABRINA	A	A	N	M	M	N	N	N	N	G
JAN	BUFP	GRASSI	STYLES, SABRINA	N	N	N				N	N/M	N	G
JAN	BUFP	BOUCHER	VILLA, ROBERT	A	A	A	A	A	A	N	N	N	D
JAN	BUFP	CAROLEO	VILLA, ROBERT	A	A	A	N	A	A	N	N	N	D
JAN	BUFP	GRASSI	VILLA, ROBERT	A	A	A	A	A	A	N	N	N	D

Domain was not filled in

Difference in Coding





## **VERMONT PAROLE BOARD**

### **EARLY TERMINATION OF PAROLE SUPERVISION REQUEST**

**TO:** The State of Vermont Parole Board

**FROM:** Aaron R. Lester                      **WORKSITE:** BUPP

**DATE:** March 2, 2023

**RE:** Dowe, Gary                              **DOB:**07/19/1975

**PAROLE#:** 10712-14XPA

**DATE PLACED ON PAROLE:** 7/17/2014

**PAROLE EXPIRATION DATE:** 4/7/2034

**TYPE OF REQUEST:** Listed Offender - Not Within 6 Months of Expiration Date

**REGISTERED VICTIM NOTIFICATION & COMMENTS:**

Attempts made to contact both listed victims, no response received.

**ORIGINAL OFFENSES:**

Attempted Murder, Possession of Cocaine – F, Aggravated Domestic Assault 1

**SUPERVISION SUMMARY:**

Dowe has been in under supervision of NYDOCCS with an arrival date of 7/22/2014. As of progress report on 6/16/16, Dowe was abiding by release mandates and supervision plan. Maintained the same residence from 7/22/14 to 6/16/16 and completed mandatory treatment programs regarding domestic violence and sex offender treatment. He continues to report as required and directed, and has been available for curfew and homes checks. Dowe also maintains his supervision fees.

Per a progress report of 2/23/2023: His residence is reported as stable no changes in his residence since his arrival to NY. He has employment, though different than last progress report appears to have maintained employment during his time in NY. He has remained compliant with his conditions of supervision imposed both by NY and VT. He has no pending violations on either state's imposed conditions.

**JUSTIFICATION FOR EARLY TERMINATION OF PAROLE:**

Per Chapter 13, section II, Subsection A3: Early Termination of parole supervision for a listed offender requires that the offender having been on parole supervision with out incident for 8 years, or is within 6 months of the term of their parole. Dowe has been under parole supervision since 7/17/2014, giving him over 8 years of supervision and VTDOC has not received any violations reports from NYDOCCS.

Revised (01/15/2020)



**Interstate Commission for  
Adult Offender Supervision**

**PROGRESS REPORT**

To:  Vermont	Date:  06/22/2015	Type of supervision: <input checked="" type="checkbox"/> Parole <input type="checkbox"/> Probation	Is this case: <input type="checkbox"/> Sex Offender <input checked="" type="checkbox"/> Victim sensitive
From:  New York	Phone #: 518-457-7566	Fax #: 518-485-8950	

**OFFENDER INFORMATION**

Offender's full name (last, first, MI): Dowe, Gary M	ICOTS Offender Number: 597853 Sending state #: 6395 Receiving state #: 00044312S	ICOTS Case Number: 760425
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AKA:				
SS #: 055-58-3892	FBI #: (if available) 454239DB8	Sex: M	Race: Black	DOB: 07/19/1975

Type of Report:  Annual (Historical Only)  As requested

Address: 480 St. Nicholas Avenue 7M

City: New York	State: NY	Zip: 10030-2711
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**HOME/LIVING SITUATION:**

**EMPLOYMENT:**

Works 28 hours weekly at \$10.00 hourly.

Company: The Fortune Society

Address: 29-76 Northern Blvd,

City: Long Island City	State: NY	Zip: 11101	Telephone: 212-691-7554
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Supervisor: Sherry Goldstein	Job Title: Employment counselor
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Company: Glen Martin

Address: 29-76, Northern BLVD

City: Long Island City	State: NY	Zip: 11101	Telephone: 212-691-7554
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Supervisor: The Fortune Society	Job Title: Vice President of Operations
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Company:				Fairway Supermarket			
Address:				230-240 East 86th Street,			
City:		State:		Zip:		Telephone:	
New York		NY		10025		646-616-8000	
Supervisor:				Job Title:			
Bob				Stock/sales			
<b>ADDITIONAL CONDITIONS IMPOSED BY THE RECEIVING STATE</b>							
<b>PROGRESS, PERFORMANCE, AND ATTITUDE:</b>							
In compliance. No problems. Will send a readable Copy of NY imposed conditions when received from field officer.							
<b>PROGRESS UPDATE ATTACHMENT DESCRIPTIONS:</b>							
<b>COMPLIANCE WITH CONDITIONS OF SUPERVISION</b>							
<b>CONDITIONS IMPOSED BY VERMONT:</b>							
Conditions Violated:							
Conditions Updated:							
No Change:							
Description/update on conditions imposed by Vermont:							
<b>CONDITIONS IMPOSED BY NEW YORK:</b>							
Conditions Violated:							
Conditions Updated:							
No Change:							
Description/update on conditions required by New York:							
<b>ADDITIONAL CONDITIONS OF SUPERVISION IMPOSED BY NEW YORK:</b>							
Conditions Violated:							
Conditions Updated:							
No Change:							
Description/update on additionally imposed conditions:							
<b>RECOMMENDATIONS/REQUESTS:</b>							
Continue supervision.							
<b>RECOMMENDATIONS/RESPONSE</b>							
<input type="checkbox"/> Consider early termination of supervision for good behavior <input type="checkbox"/> Remove conditions/requirements for good behavior <input type="checkbox"/> Review status with the sentencing/paroling authority for possible recommendations/extension of supervision <input type="checkbox"/> Await outcome/update of new pending charges <input type="checkbox"/> Notification purposes only - Continue to supervise <input type="checkbox"/> Other requests/recommendations - provide explanation below							
<b>Additional Information:</b>							
Continue supervision.							
<b>Other Attachments:</b>							
Supervising Officer/Location:		Date:		Compact Administrator / Designee:		Date:	
Mark Bengtsson		06/22/2015		Jessica Mariani		06/22/2015	



# Interstate Commission for Adult Offender Supervision

## PROGRESS REPORT

To: Vermont	Date: 02/23/2023	Type of supervision: <input checked="" type="checkbox"/> Parole <input type="checkbox"/> Probation	Is this case: <input type="checkbox"/> Sex Offender <input checked="" type="checkbox"/> Victim sensitive
From: New York	Phone #: 518-457-7568	Fax #: 518-485-8950	

### OFFENDER INFORMATION

Offender's full name (last, first, MI): Dowe, Gary M	ICOTS Offender Number: 597853 Sending state #: 6395 Receiving state #: 00044312S	ICOTS Case Number: 760425
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AKA:				
SS #: 055-58-3892	FBI #: (if available) 454239DB8	Sex: M	Race: Black	DOB: 07/19/1975

Type of Report: <input type="checkbox"/> Annual (Historical Only) <input type="checkbox"/> As requested		
Address: 480 St. Nicholas Avenue 7M		
City: New York	State: NY	Zip: 10030-2711

<b>HOME/LIVING SITUATION:</b> Lives with cousin. Stable			
<b>EMPLOYMENT:</b> Full-time, \$20.00 hourly			
Company: Crunch-Gym			
Address: 250 West 54th Street,			
City: New York	State: NY	Zip: 10019	Telephone: 212-308-5824
Supervisor: Manager	Job Title: Sales Clerk		

### ADDITIONAL CONDITIONS IMPOSED BY THE RECEIVING STATE

<b>PROGRESS UPDATE ATTACHMENT DESCRIPTIONS:</b>
<b>COMPLIANCE WITH CONDITIONS OF SUPERVISION</b>
<b>CONDITIONS IMPOSED BY VERMONT:</b>
Conditions Violated:
Conditions Updated:
No Change: Vermont Standard Conditions: Dowe, Gary Standard Vermont parole Conditions
Description/update on conditions imposed by Vermont:
<b>CONDITIONS IMPOSED BY NEW YORK:</b>
Conditions Violated:
Conditions Updated:
No Change: New York Standard Conditions: Subject must abide by and sign NY State conditions.
Description/update on conditions required by New York:

<b>ADDITIONAL CONDITIONS OF SUPERVISION IMPOSED BY NEW YORK:</b>			
Conditions Violated:			
Conditions Updated:			
No Change:			
Description/update on additionally imposed conditions:			
<b>INCENTIVE AND CORRECTIVE ACTIONS</b>			
Incentive Actions:			
Corrective Actions:			
<b>Detail of Incentive and Corrective Action:</b>			
<b>RECOMMENDATIONS/RESPONSE</b>			
<input checked="" type="checkbox"/> Consider early termination of supervision for good behavior <input type="checkbox"/> Remove conditions/requirements for good behavior <input type="checkbox"/> Review status with the sentencing/paroling authority for possible recommendations/extension of supervision <input type="checkbox"/> Await outcome/update of new pending charges <input type="checkbox"/> Notification purposes only - Continue to supervise <input type="checkbox"/> Other requests/recommendations - provide explanation below			
<b>Additional Information:</b>			
Offender remains employed and is in substantial compliance with no issues of concern.			
<b>Other Attachments:</b>			
Supervising Officer/Location: Mark Bengtsson	Date: 02/23/2023	Compact Administrator / Designee: Jessica Mariani	Date: 02/23/2023



**Interstate Commission for  
Adult Offender Supervision**

**PROGRESS REPORT**

To:  Vermont	Date:  11/24/2023	Type of supervision: <input checked="" type="checkbox"/> Parole <input type="checkbox"/> Probation	Is this case: <input type="checkbox"/> Sex Offender <input checked="" type="checkbox"/> Victim sensitive
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From:  New York	Phone #: 518-457-7566	Fax #: 518-485-8950
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**OFFENDER INFORMATION**

Offender's full name (last, first, MI):  Dowe, Gary M	ICOTS Offender Number: 597853 Sending state #: 6395 Receiving state #: 00044312S	ICOTS Case Number: 760425
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AKA:				
SS #: 055-58-3892	FBI #: (if available) 454239DB8	Sex: M	Race: Black	DOB: 07/19/1975

Type of Report:  Annual (*Historical Only*)  As requested

Address: 954 Gerard Avenue 2nd

City:  Bronx	State:  NY	Zip:  10452
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**HOME/LIVING SITUATION:**

**EMPLOYMENT:**

subject working as an electrician. employment has been verified by review of paystubs.

Company: Conedison

Address: 43-82 Vernon Blvd.,

City: Long Island City	State: NY	Zip: 11101	Telephone: 000-000-0000
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Supervisor: not listed	Job Title: electrician
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**ADDITIONAL CONDITIONS IMPOSED BY THE RECEIVING STATE**

**PROGRESS UPDATE ATTACHMENT DESCRIPTIONS:**

**COMPLIANCE WITH CONDITIONS OF SUPERVISION**

**CONDITIONS IMPOSED BY VERMONT:**

Conditions Violated:

Conditions Updated:

No Change:

Vermont Standard Conditions: Dowe, Gary Standard Vermont parole Conditions

Description/update on conditions imposed by Vermont:

**CONDITIONS IMPOSED BY NEW YORK:**

Conditions Violated:

Conditions Updated:

No Change:

New York Standard Conditions: Subject must abide by and sign NY State conditions.

Description/update on conditions required by New York:

<b>ADDITIONAL CONDITIONS OF SUPERVISION IMPOSED BY NEW YORK:</b>			
Conditions Violated:			
Conditions Updated:			
No Change:			
Description/update on additionally imposed conditions:			
<b>INCENTIVE AND CORRECTIVE ACTIONS</b>			
Incentive Actions:			
Corrective Actions:			
<b>Detail of Incentive and Corrective Action:</b>			
<b>RECOMMENDATIONS/RESPONSE</b>			
<input type="checkbox"/> Consider early termination of supervision for good behavior <input type="checkbox"/> Remove conditions/requirements for good behavior <input type="checkbox"/> Review status with the sentencing/paroling authority for possible recommendations/extension of supervision <input type="checkbox"/> Await outcome/update of new pending charges <input checked="" type="checkbox"/> Notification purposes only - Continue to supervise <input type="checkbox"/> Other requests/recommendations - provide explanation below			
<b>Additional Information:</b>			
the subject maintains stable residence which has been verified via home visits. Last home visit was on 11/14/23 during curfew and the subject was home. He has obtained employment with con-Edison as an electrician which has been verified by review of paystubs, Last paystub reviewed was 10-12-23. The subject has completed required programs of anger management/domestic violence, Substance abuse and Sex offenders counseling. All programs were completed in 2015. The subject makes his office reports twice a month as directed.			
<b>Other Attachments:</b>			
Supervising Officer/Location:	Date:	Compact Administrator / Designee:	Date:
Kyle Reif	11/24/2023	Scott Hurteau	11/24/2023



**VERMONT PAROLE BOARD**

**EARLY TERMINATION OF PAROLE SUPERVISION REQUEST**

**TO:** The State of Vermont Parole Board

**FROM:** Clark Stever                      **WORKSITE:** BUPP

**DATE:** December 26, 2023

**RE:** Rebecca Wetter                      **DOB:**07/28/1966

**PAROLE#:** 15794-16XPA

**DATE PLACED ON PAROLE:** 10/18/2016

**PAROLE EXPIRATION DATE:** 8/9/2026

**TYPE OF REQUEST:** Non-Listed Offender - Not Within 6 Months of Expiration Date

**REGISTERED VICTIM NOTIFICATION & COMMENTS:**

Yes

**ORIGINAL OFFENSES:**

CONSPF

ITF

ITF

ITF

**SUPERVISION SUMMARY:**

Rebecca Wetter transitioned from incarceration to Community Furlough Supervision on August 20, 2015. Rebecca Wetter earned parole on 10/18/2016.

Ms. Wetter has no violations or sanctions since being supervised in the community.

**JUSTIFICATION FOR EARLY TERMINATION OF PAROLE:**

Rebecca Wetter has been supervised by this PO since 04/17/2023. Ms. Wetter returned to Vermont from Florida through ICOTS on 04/17/2023. Ms. Wetter has secured residence in Vermont and in the state of Florida. Ms. Wetter has made all scheduled appointments with this PO. Rebecca is gainfully employed. Ms. Wetter meets the criteria for early discharge of parole, as she is well past the 3 years of compliance as required.



January 24, 2024

Victim Fay Pelletier  
Victim 38 Villemaire Drive  
Town, MiltonVT 05468

Dear Fay Pelletier

A hearing concerning parole for Rebecca Wetter is scheduled to take place on February 15, 2024 in Burlington Probation and Parole Office. Below is an explanation as to what type of hearing is going to take place and who to contact if you wish to participate.

**TYPE OF HEARING:**

**In Person Hearing**

The offender is approaching his/her minimum sentence and is eligible to be seen by the Parole Board for the first time.

The offender is entitled to this hearing as it is now two years since his/her last hearing.

The offender is having a hearing outside of the normal cycle because  
 I  THE OFFENDER has requested a hearing and the Parole Board has agreed to it.

**Record Review:**

There will not be a formal Parole Board hearing in this case at this time. Instead the Board is doing a "record review" of the offender's file. Neither the offender nor I will be present for this review. The reason for this review is:

The offender has waived his/her right to a hearing. Therefore the Board will just be reviewing the file.

The offender is entitled to a record review at this time because

It has been one year since the last hearing/ review.

It has been two years since the last hearing/review.

**RECOMMENDATION:**

I am recommending that the Parole Board  GRANT  DENY this offender parole at this time. To discuss my reasons for this, please give me a call at Clark Stever at 802-863-7468. Ms. Wetter has been in compliance with her conditions of supervision for more than 3 years. Ms. Wetter's is eligible for early discharge of parole. This parole officer is recommending early termination of her parole supervision.

**PARTICIPATION:** Victims are welcome to give testimony in front of the Parole Board (see attached information sheet). To arrange to appear in front of the Parole Board please contact Victim Services at (888) 810-1847.

It is usually not necessary to appear in front of the Board during a record review because the Parole Board is only going to be looking at the offender's file. The Board does welcome your written input in these cases.

PPO Clark Stever Burlington Probation and Parole  
802-863-7468 clark.stever@vermont.gov

## **Vermont Parole Board Information Sheet**

### **THE PAROLE BOARD**

The Parole Board is an independent decision making body and can decide to parole or not parole an offender regardless of the recommendation of the Department of Corrections. If the offender is denied parole after the first appearance before the Board, s/he is eligible for another hearing either every year or every two years after that if the offender requests to be seen. Otherwise the offender's case will be reviewed by the Board and there won't be a hearing. When the Board denies an offender parole, they tend to outline their reasons, and this amounts to a set of expectations they want to see the offender meet in between Parole Board hearings. Therefore, except when an offender's behavior under supervision is highly problematic, each time the offender sees the Parole Board, as the months and years go by, there may be an increased likelihood s/he will be granted parole.

An offender who is paroled will be supervised in the community by a Department of Corrections Parole Officer and must uphold certain conditions imposed by the Parole Board. At the discretion of the Parole Board, a violation of these conditions may result in a violation of parole and the offender may be returned to the correctional facility.

### **VICTIM'S ROLE**

The Parole Board welcomes input from victims and others whose lives have been impacted by the crime. They want to hear what concerns and thoughts you have about the possibility of the offender in your case being paroled and how the crime has affected your life. This can be done in several ways:

- You can meet face-to-face with the Parole Board at the Parole Board hearing to describe how you feel about the offender being paroled. A Victim Services Specialist and/or another support person(s) may be present.
- You may submit a written statement to the Parole Board. (You may also submit an audio or video tape.)
- If you decide to submit written or recorded materials to be read by either you or your representative at the hearing, please do so at least (14) fourteen days before the hearing date. This is so the Parole Board can get it to its members and also so that they can redact it for the offender's file. (see \*\*\*below) Materials can be sent to the Parole Board at 103 South Main Street Ladd Hall, Waterbury Vt. 05671-1002.
- Occasionally, if long-distance travel is a problem for you, interactive television can be used to enable you to participate in a Parole Board hearing. Appearing at a location closest to where you live can also be arranged

*\*\*\*Even though every effort is made to accommodate victims, offenders have a right to have access to information about all testimony given in their case. The parole board is required to give the offender a summary of the testimony presented to them, and makes a determination on a case by case basis regarding what information to put into the summary and whether the victim/presenter will be identified. Victim Services or the Victim Services Specialist you are already working with can help you with this so that you know, prior to submitting your statement, what information will and will not be shared with the offender.*

### **WHO TO CONTACT**

If you choose to present your statement to the Board and/or need to reschedule, please contact the Victim Services at (888) 810-1847 or the Parole Board (802) 652-6537 who will make sure you receive

final scheduling information plus assistance with arrangements and/or preparing your statement. You can also contact the offender's Case Worker or Probation/Parole Officer if you have questions.

January 3, 2024

Dear members of the Parole Board,

I am writing to request an early release from my parole sentence.

My name is Rebecca J Wetter. I served 6 years in prison for conspiracy to

Commit a felony. I was released in 2015 on probation for one year. After my

One year of probation I have served 7 ¼ years on parole with no violations.

I have always had a job during my incarceration, and always since my release.

I own a house in Florida and I'm asking for a early release from parole so I can travel to and

From Florida to Vermont to visit with my children and grandchildren. While my

Incarceration I was enrolled in Vermont Works For Women program. I also enrolled

In group counseling, and one on one counseling. I learned it is so important to help others

When able to.. and to be a good person in my community. I am not a risk to society.

I would like to move forward with my life and put the past behind me.

I am very sorry to my victim Fay Pelletier, he is a wonderful person and

Deserves to be happy ,healthy , and feel safe. I am also very sorry to his family for

What they have gone through. I never want any harm to anyone!

While I was in Florida I took classes to be a Eyelash Extension consultant, which I enjoy

Very much. I am focusing on my career and help people feel Beautiful, and confindent.

I transferred back to Vermont last May 2023 and I have been cleaning Air B&B's.

I am not at risk of re-offending. I have no other criminal record .

Thank you for your time today,

Sincerely,

Rebecca J Wetter



## VERMONT PAROLE BOARD

### EARLY TERMINATION OF PAROLE SUPERVISION REQUEST

**TO:** The State of Vermont Parole Board

**FROM:** John Connelly                      **WORKSITE:** BRPP

**DATE:** January 10, 2024

**RE:** Adam Colon                              **DOB:**12/15/1989

**PAROLE#:** 17285-20XPA

**DATE PLACED ON PAROLE:** 8/12/2020

**PAROLE EXPIRATION DATE:** 7/16/2027

**TYPE OF REQUEST:** Non-Listed Offender - Not Within 6 Months of Expiration Date

#### **REGISTERED VICTIM NOTIFICATION & COMMENTS:**

The offenses of Heroin Sale or Delivery Heroin Possession and cocaine possession, are a general risk to the community. No specific victim was identified.

#### **ORIGINAL OFFENSES:**

Heroin – Sale or Delivery 200 mgm or more x 4

Heroin – Possession 1 gm or more

Cocaine – Possession 2.5 gm or more

#### **SUPERVISION SUMMARY:**

Mr. Colon began community supervision on Furlough 01/13/2020. Due to Mr. Colon's compliance with furlough conditions and consistent engagement, he was granted parole status on 08/13/2020. Over the last 3 years of supervision on parole, Mr. Colon has had no violations and no incidents to note. He has attended all meetings as required. He has either attended as scheduled or has rescheduled prior to the established reporting time appropriately. Mr. Colon was required to attend/complete the Risk Reduction Programing, which he completed successfully in December of 2022.

Mr. Colon has checked in as required in the office and field checks have been conducted at his residence. Over the course of his supervision, he has shown no indication of substance use or sales. Mr. Colon did report struggling with mental health when reporting to PO Connelly and was referred to a substance abuse and mental health counselor, who he saw regularly until he discussed ending sessions due to him feeling better when securing new employment. He stated that he enjoyed working with Christopher Wesolowski and that he would seek counseling with Mr. Wesolowski again in the future, should he feel the need again.

Mr. Colon set goals of establishing safe/stable housing and having employment. He wanted to be a good father to his daughter. Mr. Colon currently has an apartment that is not attached to transitional housing. He also has held multiple jobs during his supervision. He would begin looking for a new job before leaving his prior job. When he did have a gap in employment it was very brief, and worked diligently to establish a new employer within approximately one week. He has been employed by Jankowitz and Sons roofing since March of 2023 and reported enjoying this work as well as gaining promotional opportunities.

Revised (01/15/2020)

**JUSTIFICATION FOR EARLY TERMINATION OF PAROLE:**

Per 28 V.S.A. § 506, as outlined in the Parole Board Manual, II. A. 2; an individual on parole supervision for a non- listed offense has been supervised on Parole Supervision without incident for more than three(3) years. And II. A. 4; Victim concerns have been addressed.

Mr. Colon qualifies for early termination of parole due to being supervised for a non-listed offense(Heroine Sale or Delivery, Heroine Possession and Cocaine Possession) being incident free for over 3 years of being supervised on Parole (approved for Parole on August 5, 2020 ) and successfully completing Risk Reduction Programing addressing risk to the community.

**TENTATIVE**  
**VERMONT PAROLE BOARD SCHEDULE**  
**February 2024**

*\*Hearings are being held over video conference using Microsoft Teams.*

*\*Information for attending individual hearings is located on the final schedule for the corresponding Correctional Facility or Probation & Parole Office.*

<b><u>Date Of The Hearings</u></b>	<b><u>Locations Of The Hearings</u></b>
Tuesday, February 06, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• St. Albans Probation &amp; Parole</li> <li>• Northwest State Correctional Facility</li> </ul>
Wednesday, February 07, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Hartford Probation &amp; Parole</li> <li>• Brattleboro Probation &amp; Parole</li> </ul>
Thursday, February 08, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Springfield Probation &amp; Parole</li> <li>• Southern State Correctional Facility</li> </ul>
Tuesday, February 13, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Bennington Probation &amp; Parole</li> <li>• Middlebury Probation &amp; Parole</li> <li>• Rutland Probation &amp; Parole</li> <li>• Marble Valley Regional Correctional Facility</li> </ul>
Wednesday, February 14, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Chittenden Regional Correctional Facility</li> <li>• Burlington P&amp;P</li> </ul> <p style="margin-left: 20px;"><i>Parole Violation Hearings</i></p>
Thursday, February 15, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Burlington Probation &amp; Parole</li> <li>• Barre Probation &amp; Parole</li> <li>• Morrisville Probation &amp; Parole</li> </ul>
Tuesday, February 20, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Newport Probation &amp; Parole</li> <li>• Northern State Correctional Facility</li> </ul> <p style="margin-left: 20px;"><i>Parole Violation Hearings</i></p>
Wednesday, February 21, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Northern State Correctional Facility</li> </ul> <p style="margin-left: 20px;"><i>Parole Hearings</i></p> <ul style="list-style-type: none"> <li>• Out of State</li> </ul>
Thursday, February 22, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• St. Johnsbury Probation &amp; Parole</li> <li>• Northeast Correctional Complex</li> </ul>

**\*\*\*\*\*Dates, times and location are subject to change.\*\*\*\*\***

# **Parole Board Staff Meeting**

**March 26<sup>th</sup>, 2024**



# Parole Board Staff Meeting

## MINUTES

<b>DATE AND TIME</b>	March 26 <sup>th</sup> , 2024. 9:00 AM
<b>LOCATION</b>	Virtually vis Microsoft Teams - <a href="#">Parole Board Teams Meeting Link</a>
<b>TYPE OF MEETING</b>	Parole Board Staff Meeting
<b>FACILITATOR</b>	Mary Jane Ainsworth
<b>NOTE TAKER</b>	Colby Leno
<b>ATTENDEES</b>	Dean George, Patricia Boucher, Wayne Dengler, Luci Stephens, Thomas Giffin, Linn Caroleo, Mary Jane Ainsworth, Colby Leno, Carla Vecchione. Special Attendees: Jill Martin from the Prisoner's Rights Office, Assistant Attorney General Lauri Fisher Absent Board Member: Richard Grassi

### Agenda topics (See Attachment A for agenda)

1. TOPIC: REVIEW AGENDA

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review of the staff meeting agenda that was sent out to the board members prior to the meeting commencing.	
<u>Attendees Input:</u> Mary Jane: Proposed removal of "Technical Assistance" topic as it was a carryover from last month. Additional topics of "Attorney Representation at Parole Consideration Hearings" and "Legislature Updates" were also proposed.		
Thomas made the motion to amend the agenda of the meeting as proposed. Luci seconded. Vote: 6 in favor, 1 absent. The agenda was approved as amended.		
<b>CONCLUSIONS</b>	The agenda for the 03/26/2024 Parole Board Staff meeting was amended and approved.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

1. TOPIC: REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The office staff prepared meeting minutes of the last Parole Board Staff Meeting held on 1/23/2024 for the board to review. (See attachment B)	
<u>Attendees Input:</u> Patricia made the motion to accept the minutes from the 01/23/2024 Parole Board Staff Meeting as presented. Wayne seconded. Vote: 6 in favor, 1 absent. The previous meeting minutes were approved.		
<b>CONCLUSIONS</b>	Meeting Minutes from the 01/23/2024 Parole Board Staff Meeting were approved.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

3. TOPIC: TRANSITIONAL HOUSING AND TERMINATION FROM PROGRAM

PRESENTER: MARY JANE AINSWORTH

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review of a meeting that was had with DOC concerning transitional housing programs.	
<u>Questions:</u>		
1. Will DOC be putting out anything in writing concerning transitional housing standardization that the board can review? (Dean) <ol style="list-style-type: none"> <li>a. Unsure. DOC can be invited to a future Parole Board Staff Meeting to speak more about this topic.</li> </ol>		
<u>Attendees Input:</u>		
Mary Jane: Wanted to inform the board that she attended a meeting with DOC concerning transitions housing programs that DOC contracts with. DOC is working on standardizing program rules with these contractors. This pertains to programs like DISMAS House and JUDD House. There was discussion if an offender is in these transition housing programs and violates, are they in violation of the boards program rules or housing rules or potentially both.		
<b>CONCLUSIONS</b>	Information only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Invite DOC to a future staff meeting to talk about transitional housing.	Mary Jane Ainsworth	Open

4. TOPIC: STRUCTURED DECISION-MAKING FRAMEWORK

PRESENTER: DEAN GEORGE & MARY JANE AINSWORTH

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u>	
	<ol style="list-style-type: none"> <li>a. Discuss how it is going?</li> <li>b. Discuss areas of difference in coding.</li> <li>c. Continued discussion around when to go live with more or all cases.</li> </ol>	
<u>Questions:</u>		
1. Regarding institutional/community behavior – If the offender is incarcerated, should the focus be on how they have been in the facility and not the community. (Patricia) <ol style="list-style-type: none"> <li>a. We should look at how long they have been in the facility and possibly take both into account if the offender has not been in the facility for long. You should also look at the behavior that incarcerated/returned them to the facility.</li> </ol>		
<u>Attendees Input for Subitem a:</u>		
Patricia: Using the tool makes her think of the questions on the tool even during non-SDMF cases. Still having trouble with the controlled behavior domain.		
Linn: Really wants institutional behavior and community behavior to be separate domains. Summarizing these 2 different topics into one domain is difficult especially with offenders who are often in and out of the facility.		
Thomas: Looks at if the offender is returned to the facility from the field and why. That takes care of this section. The cases where the offender’s supervision history is abysmal, but the offender is still getting out and the board still parole’s the offender anyways even when the offender codes as “aggravating” in most domains.		
Wayne: Agreed with Linn because an offender might be great in the facility and the moment they are released they violate their conditions. Feels it is hard to separate when they are in and out so fast. He has problems with offenders who have been incarcerated for an extended period of time and how to evaluate the demonstration of change?		
Dean: Everyone should be signed up for the 2 trainings that are being offered this week and in April. MJ should be the spokesperson for the training as she will be in the office the date of the training even though she is not a board member. Cases that are assigned as SDMF cases have better interviews.		
Luci: Still struggling with the ability to control behavior domain. She believes this domain is historical and if so, what history should be looked at? Is it all of their history or just the history that applies to their current sentence. Appreciates seeing the other board members’ notes on the domains and it helps know how the other members are thinking.		
Mary Jane: Vermont is unique with furlough and the domains of community/institutional behavior should be reviewed with the trainers. Board Members need to register for the trainings in advance of the training to receive the training link. Review of the offender’s plan and if it’s realistic. This would apply to the demonstration of change domain. The SDMF tool is a guide to look at a case and the offender as a whole. Just because an offender is coded “aggravating” in most domains, it doesn’t mean that the board will deny parole. The tool is a guide to help frame the board decisions and make the decisions made more consistent. For the upcoming training, everyone should attend but they have asked for 1 person to be the spokesperson for the state.		
<u>Attendees Input for Subitem b:</u>		
Mary Jane: There were more inconsistencies this month than last month and more forms not completed. There is no way to tell if there is one factor that is causing the discrepancies in coding and might just be the nature of the cases. Next month, we will review a couple of cases where there was a discrepancy in coding. Deliberative sessions are a good time to discuss where people are stuck on their coding.		
Dean: When the hearing is over, he reviews his notes with the other members that were on the hearing just to compare and see if the other members caught something that he did not.		
<u>Attendees Input for Subitem c:</u>		

Mary Jane: The new parole summary will be coming out soon and will be generated by OMS. Hopeful to have a version to present to the board in April with a roll out in June.

Dean: The cases with the new parole summary are so much better. We should stick with 3 SDMF cases per hearing site until the new summary is live.

Luci: The new summary is so helpful because there is so much more information. Having the case staffing is so helpful as well.

<b>CONCLUSIONS</b>	Information only. No vote or action taken.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

5. TOPIC: APRIL SCHEDULE

PRESENTER: MARY JANE AINSWORTH & DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion of any conflicts in the month of April and when the April Staff meeting will be scheduled. There has been an influx of cases coming before the board and how the board should handle the number of cases. (See attachment C)
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Questions:

1. Should we schedule a turbo hearing day to be a catch all for the hearing dates that go past the time cut off? Or should we schedule another hearing date to catch the overflow? (Mary Jane)
  - a. There have been a lot of very heavy hearing days the last couple months. The overflow day would just be for parole consideration hearings. If we create an overflow day, turbos should not be needed as the overflow day can accommodate 12 cases.
2. Should we look at how we are scheduling hearings with the introduction of SDMF and the number of cases being submitted? (Mary Jane)
  - a. We should discuss at our next in person staff meeting how we should handle scheduling of cases with the implementation of SDMF for all parole consideration cases and the current number of cases that are being submitted.

Attendees Input:

Mary Jane: Not sure if this trend in case load will continue or not without studying DOC's head count, but it may continue because DOC is catching up on overdue cases and there has been an influx in in-person RR cases. The office staff is very cognizant of the number of cases on the schedules when changes are requested. MJ would like the April 23<sup>rd</sup>, 2024 staff meeting to be held in person.

Dean: There are usually several days at the end of the month that we can plug in an extra hearing date as the overflow date. It's not the length of the day but the number of cases. 12-15 cases a hearing day is a lot. The last Thursday of the month would work for the overflow hearing day.

Luci: Is the increase in case load going to continue or will it start to decrease? Can not attend the April staff meeting in person due to a scheduling conflict but can attend virtually.

Lauri: If any changes in how the board is going to hold hearings or composition, please include DOC and PRO in the discussions. Believes the number of cases will be increasing because of economic services that are being discontinued and historically this has caused an increase before.

- Scheduling Conflicts for the month of April

Thomas: No conflicts.

Patricia: No conflicts.

Wayne: No conflicts.

Luci: Not available on 04/18/2024.

Linn: 04/04/2024, 04/09/2024, 04/11/2024 not available. By the end of April, will be available on Wednesday.

<b>CONCLUSIONS</b>	The board agreed on scheduling an additional hearing day the last week of the month for the overflow of cases.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Update the tentative schedules to include the monthly overflow day.	Mary Jane Ainsworth	Open
December hearing officer assignments	Dean George	03/29/2024

6. TOPIC: ATTORNEY REPRESENTATION AT PAROLE HEARINGS.

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion regarding attorneys that attend and participate in parole consideration hearings.	
<u>Questions:</u>		
1. Is there any examples of where the attorney has been at these hearings and if there was a problem? (Luci)		
a. There haven't been any problems regarding this. The board wanted to make sure that the attorneys are aware that they can present information, but the offender needs to represent themselves		
<u>Attendees Input:</u>		
Dean: Normally, the board doesn't allow attorneys to represent offenders in consideration hearings. They have been allowed to be there to clarify or explain things for the offender. There can't be any cross examining of the offender or witnesses. This kind of assistance cannot replace the board members interview of the offender with the attorney's questioning. They can be an advocate for the offender.		
Jill: If there is anything that the PRO can do to assist with this in clarifying their role either with the board or the offender, please let them know as they are willing to do what needs to be done for these types of hearings.		
<b>CONCLUSIONS</b>	Information only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

7. TOPIC: LEGISLATIVE UPDATE

PRESENTER: MARY JANE AINSWORTH

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review of legislative topics that relate to the Parole Board.	
<u>Questions:</u>		
1.		
<u>Attendees Input:</u>		
MJ: A miscellaneous corrections bill is in the House right now and if voted out. Part of that bill has to deal with earned time. This would allow all offenders, on parole or not, to earn 7 days a month off of their maximum sentence. There are exceptions to who can earn and what could make people lose that month's earned time. It doesn't change the boards early discharge. About 14% of people waived their minimum hearing and 12% did not want a subsequent review because they want to receive earned time.		
Dean: This removed the barrier of people who don't want to be on parole because they want to keep getting the earned time off their sentence.		
<b>CONCLUSIONS</b>	Information only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

8. TOPIC: EXECUTIVE SESSION

PRESENTER: DEAN GEORGE

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Executive session for legal discussion.	
<u>Attendees Input:</u>		
Patricia made the motion for the board to move to executive session to discuss legal issues. Luci seconded.		
Vote: 6 in favor, 1 absent.		
The executive session was granted.		
<b>CONCLUSIONS</b>	Information only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

<b>CLOSING</b>	Patricia made the motion to adjourn the meeting. Wayne seconded. The Parole Board Staff Meeting was adjourned.
<b>NEXT MEETING DATE</b>	April 23 <sup>rd</sup> , 2024 at 9:00. This meeting will be in person. Location to be determined.



## Vermont Parole Board Staff Meeting Agenda March 26, 2024

The Meeting will be held via Microsoft Teams. There will not be an in-person option.

**Join on your computer or mobile app**

[Click here to join the meeting](#)

Meeting ID: 226 248 771 702

Passcode: DrPc3Z

**Or call in (audio only)**

[802-828-7667](tel:802-828-7667)

Phone Conference ID: 826 481 78#

9:00 am – Board Business

- Review Agenda
  - Additions
- Review and Approval of Previous Meeting Minutes
- Transitional Housing and Termination from program
- Structured Decision-Making Framework
  - Discuss how it is going.
  - Discuss areas of difference in coding.
  - Continued discussion around when to go live with more or all cases.
- Technical Assistance from the Center for Effective Public Policy
- April Schedule
- Executive Session
  - Confidential attorney-client communication regarding pending civil litigation

# Parole Board Staff Meeting

## MINUTES

<b>DATE AND TIME</b>	January 23 <sup>rd</sup> , 2024, 9:00 AM
<b>LOCATION</b>	Virtually via Microsoft Teams - <a href="#">Parole Board Teams Meeting Link</a> .
<b>TYPE OF MEETING</b>	Parole Board Staff Meeting
<b>FACILITATOR</b>	Mary Jane Ainsworth
<b>NOTE TAKER</b>	Colby Leno
<b>ATTENDEES</b>	Dean George, Patricia Boucher, Richard Grassi, Wayne Dengler, Luci Stephens, Thomas Giffin, Mary Jane Ainsworth, Colby Leno, Carla Vecchione, Linn Caroleo (left the meeting early). Special Attendees: Michelle Pelletier and Sadie Donovan from the Vermont Restitution Unit.

### Agenda Topics (See attachment A for agenda)

1. Topic: Review Agenda

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Review of the staff meeting agenda that was sent out to the board members prior to the meeting commencing.		
<u>Questions:</u>			
1. Should there be an addition to the agenda concerning meeting minutes being recorded or written? Can this just be part of the agenda item for the approval of the previous months minutes since the conversation started there? (Mary Jane)			
A. A vote or action should be taken during the review and approval of the previous meeting minutes.			
<b>CONCLUSIONS</b>	No additions to the posted agenda. Unanimous vote by all members to approve the agenda.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

2. Topic: Review and Approval of Previous Meeting Minutes

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The office staff prepared meeting minutes of the last Parole Board Staff Meeting held on 11/21/2023 for the board to review.		
<u>Questions:</u>			
1. Are there any additions or changes needed to the Meeting Minutes from the 11/21/2023 meeting? (Dean)			
a. The changes or corrections would take place immediately and then the board would vote to approve the corrected minutes.			
Patricia made the motion to approve the 11/21/2023 meeting minutes as amended for the Bail Hearings topic. Luci seconded. Vote: 7 in favor. The previous minutes were approved as amended.			
Dick made the motion to approve the 11/21/2023 meeting minutes as amended for the Meeting Minutes topic. Luci seconded. Vote: 7 in favor. The previous minutes were approved as amended.			
<b>CONCLUSIONS</b>	Meeting Minutes from the 11/21/2023 staff meeting amended and approved.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Amend the Staff Meeting Minutes from the 11/21/2023 meeting and post online.	Colby Leno	Must be posted within 5 business days of the meeting.	

3. Topic: Restitution Unit

Presenter: Michelle Pelletier & Sadie Donovan

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> The Restitution Unit would like to request that the wording of condition 12 of the Parole Boards conditions be amended to “You shall pay court ordered restitution to the Vermont Restitution Unit in a plan agreed upon with their office and to the satisfaction of your Parole Officer.”	
<u>Attendees Input:</u> Michelle: Would like the wording updated to include the Restitution Unit as they are they are the ones that collect the rest itution and set up payment plans. The current wording only includes the Parole Officer. Also important is when the offender is tr ansferred out of state via ICOTS. They have heard from other jurisdictions that if the restitution information is included in the ICOTS paperwork, the receiving state will assist in collecting the restitution.  Mary Jane: This would take effect for hearings in February. We will not be reissuing already signed parole agreements.		
<b>CONCLUSIONS</b>	No objections given by the board concerning the request. Patricia made the motion to amend condition 12 of the Parole Boards special conditions to the language that was proposed by the Restitution Unit. Wayne seconded. Vote: 7 in favor.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Mary Jane to send out updated parole conditions guidance to board members with the updated wording for condition 12.	Mary Jane Ainsworth	Open

4. Topic: Parole Violations

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion concerning findings and questioning during a parole violation hearing.	
<u>Attendees Input:</u> Dean: The language of the findings during violation hearings should be drafted by the chair of the hearing and then reviewed/added to by the other 2 board members. Once the disposition is given at the hearing, the chair can read what the board decided disposition and the findings. This should be a brief statement, not a paragraph. Regarding questioning for violation hearings, the board needs to be care ful not to go into depth beyond anything that is a point of clarification on the evidence that is presented. The board makes their decision based on what is presented and the board should not be asking probing questions during these hearings.  Mary Jane: The finding should be read verbatim from what was written as it is what the board members agreed upon and provides consistency with what was stated on the record and what was written. There is no need to get hung up on terminology for the findings. A to the point statement is better than a drawn-out statement. There might be some confusion on how to question during the evidentiary portion of the hearing and the disposition part.  Luci: The board needs to make sure that they are using the correction terminology when drafting/presenting their findings.		
<b>CONCLUSIONS</b>	Informational only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

5. Topic: Postponed Hearings

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> It is very important for hearing prep to review the previous hearing that was postponed.	
<u>Attendees Input:</u> Mary Jane: It's helpful in many ways to review the audio from the previous hearing. It can help with SDMF forms for parole consideration hearings and answer questions concerning postponed violation hearings. The recordings will always be in the offenders file la beled “.PENDING (Hearing type)”.  Dean: The schedule will always indicate if the hearing is one that has been postponed before.  Wayne: This is a good idea because there are times that he feels blindsided going into postponed hearings.		
<b>CONCLUSIONS</b>	Informational only. No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Send out detailed instructions on how to view hearings in the offender's file.	Mary Jane	Open

6. Topic: Conditions

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> a) How should the board condition individuals that are being paroled to a Detainer or paroled via ICOTS?  b) Conversation with DOC concerning conditions.		
<u>Attendees Input:</u> a) Dean: The understanding was that the receiving state or jurisdiction was in the receiving jurisdiction or state sets the conditions. The new understanding is that the board is setting conditions that they are suggesting for supervision. This would also helpful if the individual comes back to Vermont pending a rescission hearing for the parole to detainer, the PO would have some conditions to supervise while the individual is in the community.  Mary Jane: It might be best to condition these type of cases as you would, based on risk and if they were being released on parole in Vermont with the addition of condition 18 for each specific out of state condition.  b) Dean: Gary Marvel had a meeting with Dean and Mary Jane. DOC is looking to have conditions for community release be as similar to parole conditions as they can be. It was reiterated that the board sets conditions based on risk. Gary stated that he will continue to train staff on how the board conditions and how to use the Parole Board condition guidance when requesting conditions.			
<b>CONCLUSIONS</b>	Informational only. No vote or action taken.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

7. Topic: Structured Decision-Making Framework Check-in

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> a) Discuss how it is going? b) Discuss areas of difference in coding. o Review a hearing with difference in coding. c) Completely filling out the SDMF forms. d) Updates on the new parole summary. e) Discussion on when to go live with all cases.		
<u>Attendees Input for Subitem a:</u> Richard: Frustrated and overwhelmed with trying to find the information needed for the domains. Knows that you can get the information in the interview but then you have to write the information during the hearing and he can't write that fast. Trying to do so many things at once makes him feel lost when trying to complete these.  Patricia: Her most difficult domain is "Ability to control behavior".  Linn: Her concern is what to write when a hearing gets postponed because then all her questions don't get answered.  Thomas: When it has to do with treatment, should it be considered that the offender is willing to take treatment or should the fact that they have completed treatment multiple times and it just didn't stick.  Mary Jane and the board discussed previous trainings of the SDMF framework to address the above issues that were raised.  With cases that are postponed and part of the hearing was already completed, the only SMDF forms that will be kept are the ones from the disposition hearings. Review of the previous hearing is important for completion of the SDMF forms.			
<u>Attendees Input for Subitem b:</u> The board reviewed data from the assigned SDMF cases from the previous month and how they were coded by each member.  Mary Jane: The coding is aligning more often between the board members on each case than they were from the previous months. Starting in January, the board will review at least 1 hearing from the previously assigned SDMF cases. After reviewing, the board will discuss the case and how the coding was determined. This will allow for an interactive discussion with all members concerning differences in coding.			
<u>Attendees Input for Subitem c:</u> Board members were reminded that SDMF forms need to be filled out completely after the hearings. The office staff will be keeping the forms in the hearing file until the Monday following the hearing date to allow the board members to fill out any notes or comments.			
<u>Attendees Input for Subitem d:</u> The new parole summary that is more aligned with the SDMF tool was reviewed with the board members.  Mary Jane: Several Q&A sessions were held in December for DOC to be introduced to the new summary. It was sent out to be used in the beginning of January. The office staff will no longer be accepting the previous version of the parole summary with the June hearings. A reminder will be sent to DOC that criminal record checks need to be run no more than 30 days before a scheduled hearing even for incarcerated individuals.			



Attendees Input for Subitem f:  
 Currently 3 random cases are assigned per hearing day to use the SDMF tool. When the new summary is being used more, the board will start using it on all parole consideration hearings. The board will remain at 3 cases. The board will reassess at their next staff meeting.

<b>CONCLUSIONS</b>	Information only – No vote or action taken.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

8. Topic: Early Discharge Requests

Presenter: Dean George

<b>DISCUSSION</b>	<p><u>Introduction of the Topic:</u> 3 cases were submitted for the Parole Board to review and decide if an Early Release from Parole hearing would be scheduled. The 3 cases were for:</p> <ol style="list-style-type: none"> <li>1. Gary Dowe (update)</li> <li>2. Rebecca Wetter</li> <li>3. Adam Colon</li> </ol>	
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Attendees Input:  
 Luci: Did not see or review any of the cases for early discharge and will have to abstain from voting.

Case 1: Gary Dowe (update)  
 Updated progress report received from the supervising state.

Dean: The updated progress report no longer states that the supervising state is no longer supporting early discharge. Has their recommendation changed from the last meeting. The note now states that the individual continues on supervision.

Luci: There was no information in the report about victims and if they had any input regarding the request.

Patricia made the motion to not schedule the hearing for this case. Luci seconded.  
 Vote: 6 in favor, 1 absent (Linn).  
 The hearing was denied.

The board feels this was a serious offense and based on the recommendation and response from the out of state supervision that Gary Dowe should continue to be supervised.

Case 2: Rebecca Wetter  
 No discussion was needed for this case.  
 Luci made the motion to schedule the hearing for this case. Patricia seconded.  
 Vote: 6 in favor, 1 absent (Linn).  
 The hearing was granted and will be scheduled in February.

Case 2: Adam Colon  
 No discussion was needed for this case.  
 Patricia made the motion to schedule the hearing for this case. Wayne seconded.  
 Vote: 6 in favor, 1 absent (Linn).  
 The hearing was granted and will be scheduled in February.

<b>CONCLUSIONS</b>	All 3 cases submitted were voted. 2 hearings granted and 1 denied.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Inform Parole Officers of what the board decided.	Colby Leno	01/26/2024

9. Topic: Technical Assistance from the Center for Effective Public Policy

Presenter: Mary Jane Ainsworth

<b>DISCUSSION</b>	<p><u>Introduction of the Topic:</u> The board applied for technical Assistance from the Center for Effective Public Policy. The application was accepted and granted in late December. Mary Jane and Dean will be meeting with Richard Stroker to decide what training to engage in and when.</p>	
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Attendees Input:  
 Mary Jane: Recommending training for violation hearing and how to respond to violating behaviors.

<b>CONCLUSIONS</b>	Information only – no conclusion needed.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None at this time.		

10. Topic: February Schedule

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Discussion of any conflicts in the month of December. Will there be a staff meeting in December?		
<u>Attendees Input:</u>			
Thomas: No conflicts			
Luci: Not available on the 5 <sup>th</sup> .			
Wayne: No conflicts.			
Richard: No conflicts. Might have some appointments coming up but they should not interfere.			
Patricia: No conflicts.			
Dean: No conflicts.			
Mary Jane: There will be no staff meeting in February.			
<b>CONCLUSIONS</b>	The board agreed to not schedule a staff meeting for February		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
December hearing officer assignments.	Dean George	01/31/2024	

11. Topic: Executive Session – Legal Session

Presenter: Dean George

<b>DISCUSSION</b>	<u>Introduction of the Topic:</u> Executive session for legal discussion		
<u>Attendees Input:</u>			
Luci made the motion for the board to move to executive session to discuss legal issues. Thomas seconded.			
Vote: 6 in favor, 1 absent (Linn).			
The executive session was granted.			
<b>CONCLUSIONS</b>	Information only – no conclusion needed.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None at this time.			

<b>NEXT MEETING DATE</b>	March 2024. Date and time to be determined.
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**TENTATIVE**  
**VERMONT PAROLE BOARD SCHEDULE**  
**April 2024**

*\*Hearings are being held over video conference using Microsoft Teams.*

*\*Information for attending individual hearings is located on the final schedule for the corresponding Correctional Facility or Probation & Parole Office.*

<u>Date Of The Hearings</u>	<u>Locations Of The Hearings</u>
Tuesday, April 02, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• St. Albans Probation &amp; Parole</li> <li>• Northwest State Correctional Facility</li> </ul>
Wednesday, April 03, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Hartford Probation &amp; Parole</li> <li>• Brattleboro Probation &amp; Parole</li> </ul>
Thursday, April 04, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Springfield Probation &amp; Parole</li> <li>• Southern State Correctional Facility</li> </ul>
Tuesday, April 09, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Bennington Probation &amp; Parole</li> <li>• Middlebury Probation &amp; Parole</li> <li>• Rutland Probation &amp; Parole</li> <li>• Marble Valley Regional Correctional Facility</li> </ul>
Wednesday, April 10, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Chittenden Regional Correctional Facility</li> <li>• Burlington P&amp;P</li> </ul> <p style="margin-left: 20px;"><i>Parole Violation Hearings</i></p>
Thursday, April 11, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Burlington Probation &amp; Parole</li> <li>• Barre Probation &amp; Parole</li> <li>• Morrisville Probation &amp; Parole</li> </ul>
Tuesday, April 16, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Newport Probation &amp; Parole</li> <li>• Northern State Correctional Facility</li> </ul> <p style="margin-left: 20px;"><i>Parole Violation Hearings</i></p>
Wednesday, April 17, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• Northern State Correctional Facility</li> </ul> <p style="margin-left: 20px;"><i>Parole Hearings</i></p> <ul style="list-style-type: none"> <li>• Out of State</li> </ul>
Thursday, April 18, 2024 at 8:45am	<ul style="list-style-type: none"> <li>• St. Johnsbury Probation &amp; Parole</li> <li>• Northeast Correctional Complex</li> </ul>

\*\*\*\*\*Dates, times and location are subject to change.\*\*\*\*\*