



# 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.

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Meeting ID: 226 248 771 702

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**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. (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 restitution and set up payment plans. The current wording only includes the Parole Officer. Also important is when the offender is transfer red 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 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 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.</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>			

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>	<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	
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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>	<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.	
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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? (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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**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.

<b><u>Date Of The Hearings</u></b>	<b><u>Locations Of The Hearings</u></b>
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="text-align: center;"><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="text-align: center;"><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="text-align: center;"><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.\*\*\*\***