

Parole Board Staff Meeting

MINUTES

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| DATE AND TIME | August 27 th , 2024, 9:00 AM |
| LOCATION | Virtually via Microsoft Teams - Parole Board Teams Meeting Link . |
| TYPE OF MEETING | Parole Board Staff Meeting |
| FACILITATOR | Mary Jane Ainsworth |
| NOTE TAKER | Colby Leno |
| ATTENDEES | Dean George, Patricia Boucher, Wayne Dengler, Katie Aiken, Thomas Giffin, Samatha Drake, Linn Caroleo (virtual), Mary Jane Ainsworth, Colby Leno (virtual), Carla Vecchione, Special Attendees: Mark Devins from the Department of Corrections, Assistant Attorney General Lauri Fisher |

Agenda Topics

1. Topic: Review Agenda

Presenter: Dean George

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| DISCUSSION | <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>Discussion:</u> Mary Jane made the motion to add 2 reconsideration requests to the agenda. Patricia made the motion to approve the agenda as amended. Wayne seconded. Vote: 7 in favor. Motion Passed | | |
| CONCLUSIONS | The agenda for the 08/27/2024 Parole Board Staff meeting was approved as amended. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| None at this time. | | |

2. Topic: Review and Approval of Previous Meeting Minutes

Presenter: Dean George

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| DISCUSSION | <u>Introduction of the Topic:</u> The office staff prepared meeting minutes of the last Parole Board Staff Meeting held on 07/30/2024 for the board to review | |
| <u>Discussion:</u> Patricia made the motion to accept the minutes from the 07/30/2024 Parole Board Staff meeting as presented. Samantha seconded. Vote: 7 in favor. | | |
| CONCLUSIONS | Meeting Minutes from the 07/30/2024 Parole Board Staff meeting was approved. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| None at this time. | | |

3. Topic: Interstate Compact Overview and Opportunity to Ask Questions

Presenter: Mark Devins & Lauri Fisher

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| DISCUSSION | Introduction of the new Vermont Parole Board YouTube channel. | |
| <u>Discussion:</u> Mark Devins presented an overview of the Interstate Compact (ICOTS) process. He answered questions that the board members had concerning the different processes and any changes that have occurred since the last ICOTS training. Lauri Fisher informed the board the DOC has hired a new attorney to represent DOC at violations hearings. | | |
| CONCLUSIONS | Information only. No vote or action taken. | |

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| None at this time | | |

4. Topic: Reconsideration Requests

Presenter: Dean George

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| DISCUSSION | Review of the reconsideration requests that were submitted to the board. |
| <u>Discussion:</u> | |
| The following reconsideration requests were submitted to the board from the Prisoner's Rights office: | |
| <ul style="list-style-type: none"> Matthew Manning – Request to reconsider disposition from his violation hearing that took place on 08/08/2024. Scott Allen – Request to reconsider disposition from his violation hearing that took place on 06/11/2024. | |
| CONCLUSIONS | <p>The board review the requests and made the following decisions:</p> <ul style="list-style-type: none"> Matthew Manning – Pat made the motion to grant the reconsideration hearing. Katie seconded. Vote: 6 In favor, 1 opposed. The hearing has been granted and will be scheduled. Scott Allen – Pat made the motion to reject the reconsideration request. Linn seconded. Vote: 7 in favor. A hearing will not be scheduled. |

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| A hearing will be scheduled for Matthew Manning | The Parole Board Office Staff | September 2024 |

5. Topic: Updating the Parole Board Manual

Presenter: Mary Jane Ainsworth

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| DISCUSSION | Review the updated chapter of the Parole Board Manual. | |
| <u>Discussion:</u> | | |
| Mary Jane presented a draft of the new chapter 1 of the Vermont Parole Board Manual. The board reviewed the updates to all sections of chapter 1. | | |
| CONCLUSIONS | The board agreed with all the presented updated in the draft chapter 1. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Mary Jane to send out next chapter to update for the board to review. | Mary Jane Ainsworth | October 1 st , 2024 |
| All board members will review the next chapter to discuss changes at the October staff meeting. | All Parole Board Members | October 29 th , 2024 |

6. Topic: Structured Decision-Making Framework

Presenter: Mary Jane Ainsworth

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| DISCUSSION | The board reviewed data and cases from the last month's assigned SDMF cases. | |
| <u>Discussion:</u> | | |
| The board reviewed the differences in coding for August hearings. Mary Jane reviewed the look of the new parole summary. The new parole summary might be the only summary submitted by October 1 st . All cases will be SDMF cases starting October 1 st . | | |
| CONCLUSIONS | Information only – No vote or action taken. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| None at this time. | | |

7. Topic: September Schedule

Presenter: Dean George

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| DISCUSSION | Review of the scheduled hearing days and Parole Board Members availability. |
| <u>Discussion:</u> | |
| The normal day that the overflow hearings would be scheduled is the same day that there is training with Richard Stroker. The board decided that one should be tentatively scheduled for 09/24/2024 just in case one is needed. The board members reviewed their availability for the September hearing dates. All Burlington P&P cases will now take place on the same day as the Chittenden Regional Correctional Facility hearings starting in October. The tentative hearing schedules for 2025 will be released soon. | |

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| CONCLUSIONS | The board set the next staff meeting and training with Richard Stroker on 09/26/2024 and the overflow hearing date as 09/24/2024. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| September hearing officer assignments. | Dean George | 08/30/2024 |

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| CONCLUSION | Wayne made the motion to adjourn the meeting. Samantha seconded. Vote: 6 in favor, 1 absent. The August 27 th , 2024 Parole Board Staff meeting was adjourned. |
| NEXT MEETING DATE | September 26 th , 2024. |