

**Tony Evers**  
Governor



Mailing Address

Post Office Box 7960  
Madison, WI 53707-7960  
Telephone (608) 240-7280  
Fax (608) 240-7299  
E-Mail:

**John Tate II**  
Chairperson

## State of Wisconsin Parole Commission

ParoleCommission@Wisconsin.Gov

---

PAROLE COMMISSION  
Staff Meeting Minutes  
Wednesday, February 10, 2020  
3099 East Washington Avenue  
Madison, WI 53704

Presiding: John Tate II, Chair

Present: Doug Drankiewicz, Jennifer Kramer, Shannon Pierce, Sara Tome, Oliver Buchino

This meeting was conducted in-part through Zoom Videoconferencing due to the closure of state office buildings and social distancing guidelines because of the ongoing COVID-19 pandemic.

The meeting began in open session at 10:00 AM.

Chairman Tate opened by introducing himself and members of the Commission.

The Chair described the Commission's efforts to maintain operations during the ongoing COVID-19 pandemic, including continuing to hold reviews by videoconferencing.

A discussion was held regarding the Commissioners reviewing necessary paperwork from the institution files of persons-in-custody prior to reviews. Commissioner Kramer described the types of files she would want to review prior to the parole reviews, including the most recent correspondence and paperwork from the social service and legal files.

Commissioner Drankiewicz described how the institutions were able to ensure reviews were done by videoconferencing, and also described the heavy volume of correspondence received for a recent case.

ORA Tome had communicated concerns from institution records staff about the volume of files and correspondence that had accumulated over the past year. Commissioners have been unable to view files in-person at the institutions because of the pandemic. Records staff had suggested occasional visits by Commissioners to review necessary paperwork. The Chair emphasized Commissioners avoid visiting the institutions as much as possible, and to have correspondence sent digitally whenever possible.

Commissioner Pierce described how she had been able to review correspondence through OnBase, with the exception of the most recent paperwork.

The Chair expressed hope that the impacts of the pandemic on Commission operations would be temporary, noting the increase in vaccinations underway within the institutions.

Commissioner Drankiewicz noted there would be a No-Action Review at the next staff meeting in March.

Commissioner Drankiewicz noted he had received notice of the upcoming Association of Paroling Authorities International (APAI) conference in June.

The Chair scheduled the next Commission staff meeting for Wednesday, March 3<sup>rd</sup> at 10am.

The Chair noted his term of appointment as Chairman of the Parole Commission would be ending at the end of March, and noted he had not yet received communication from the Governor's Office regarding renewal of his appointment.

The meeting concluded at approximately 10:35am.