PAROLE COMMISSION

Staff Meeting Minutes

Wednesday, February 2nd, 2022

3099 East Washington Avenue

Madison, WI 53704

Presiding: John Tate II, Chair

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

Guests: Chris Donahoe, Ashley Payne OVSP, Amanda Readman, Joan Streetar OVSP, Megan Takahashi OVSP

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

The meeting began at approximately 10:00 AM.

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

The Chair described how the DOC had temporarily suspended visitation at the institutions due to the increase in COVID cases, and reviewed with the Commissioners how they are continuing to hold parole reviews through videoconferencing for the time being. It was also discussed how to integrate this with Polycom. The Chair noted he would follow up with BTM for other available tools for the Commissioners, and reiterated that Commissioners have discretion in how they conduct reviews.

Commissioner Drankiewicz discussed work on conducting parole reviews with Limited English Proficiency (LEP) individuals, including the need to enter an incident report in WICS for such cases. The Chair noted that once the final disposition for a given parole action is done, the Commission will use current translation resources to provide copies of the Parole Action Summaries to those PIOC.

Chairman Tate noted that Commission member attendance for the upcoming Association of Paroling Authorities International (APAI) conference in May had been approved.

There were no questions submitted by the public prior to the meeting regarding parole policy, practice, or procedure.

The next staff meeting was scheduled for Wednesday, March 2nd, 2022, at 10am. Questions from the public about parole policy, practice, or procedure should be submitted by the Monday prior (2/28).

The open-session meeting concluded at approximately 10:15am, and the No-Action Review presented by Commissioner Pierce was reviewed.