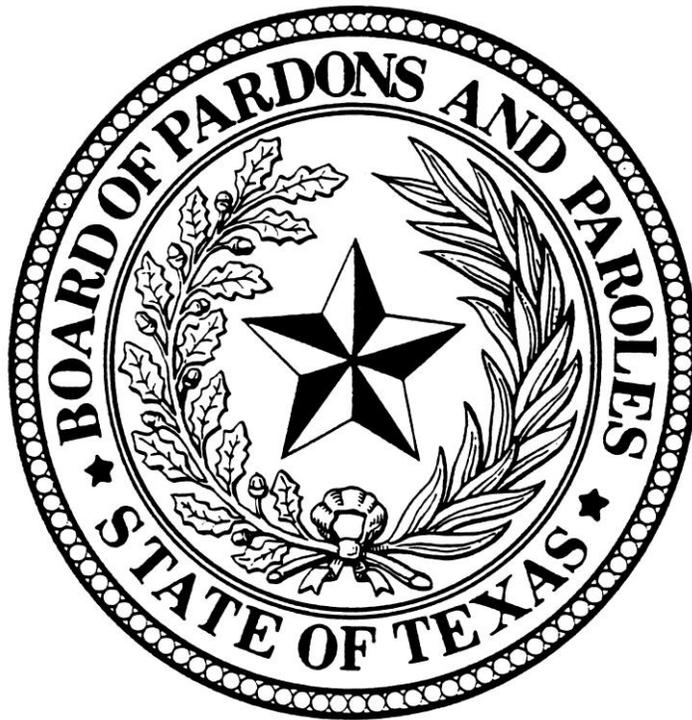


# TEXAS BOARD OF PARDONS AND PAROLES

## MINUTES

*Board Workshop No. 22-0518*



**May 18, 2022**

**Austin, Texas**



# **TEXAS BOARD OF PARDONS AND PAROLES**

## **WORKSHOP**

Wednesday, May 18, 2022

Holiday Inn Austin Midtown  
(Hill Country AB)  
6000 Middle Fiskville Road  
Austin, Texas

1:00 PM

### **Order of Business**

1. Call Workshop to Order
2. Texas Department of Criminal Justice (TDCJ) Re-Entry and Integration Program Division – New Grant Programs and Existing Opportunities for Individuals on Parole Supervision – April Zamora, Director
3. TDCJ Parole Division 2030 Plan – Rene Hinojosa, Director
4. TDCJ Classification and Records Custody Levels – Timothy Fitzpatrick, Director
5. BPP Institutional Parole Operations Case Summary Format – Clint Gunnels, Director
6. BPP Victim Liaison Program Update – Libby Hamilton, Manager
7. Adjourn



**MINUTES OF THE  
TEXAS BOARD OF PARDONS AND PAROLES  
BOARD WORKSHOP  
WEDNESDAY, MAY 18, 2021**

**REGULAR SESSION**

The Texas Board of Pardons and Paroles (Board) met in open session on Wednesday, May 18, 2022, at 1:00 p.m., Holiday Inn Austin Midtown, 6000 Middle Fiskville Road, Austin, Texas 78752.

**BOARD MEMBERS PRESENT**

David Gutiérrez  
Carmella Jones  
James LaFavers  
Brian Long  
Marsha Moberley  
Linda Molina  
Ed Robertson

**COMMISSIONERS PRESENT**

Michael Adams  
Richard Aiello  
Elodia Brito  
Ira Evans  
Mary Farley  
Troy Fox  
Raymond Gonzales  
Paul Kiel  
Tracy Long  
Jeffrey Marton  
Anthony Ramirez  
Wanda Saliagas  
Charles Speier  
Roel Tejada

**BOARD STAFF PRESENT**

Bettie Wells, General Counsel  
Carol Garcia, Assistant General Counsel  
Tim McDonnell, Chief of Staff  
Jessica Dillard, Board Administrator  
Rachel Alderete, Director, Support Operations  
Kyle Britt, Budget Director  
Eugene Stroud, Deputy Director, Financial Operations  
Heather Clark, Region Operations Supervisor  
Joel Butler, Region Operations Supervisor  
Kelsey Stratton, Director, Staff Development  
Libby Hamilton, Director, Victim Liaison Program  
Kim Mendonca, Director, Human Resources  
Cyndi Warren, Manager, Human Resources  
Clinton Gunnels, Director, Institutional Parole Operations  
Erica Montalvan, Deputy Director, Institutional Parole Operations  
Pamela Pacher, Program Specialist  
Robert Detjen, Systems Analyst  
Estela DeHoyos, Program Supervisor  
Matthew Schlosser, Multimedia Technician

**TDCJ AND TBCJ STAFF PRESENT**

Chris Cirrito, Director, TDCJ Internal Audit  
Mary McCaffity, Deputy Director, TDCJ Victim Services  
Freddy Alvarez, OIG

**CONVENED – TEXAS BOARD OF PARDONS AND PAROLES**

Presiding Officer (Chairman) David Gutiérrez convened the Board Workshop on Wednesday, May 18, 2022, at 1:00 p.m. in accordance with Chapter 551, Texas Government Code, Open Meetings Act. After roll call, the Chairman stated a quorum was present and declared the Workshop open.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE (TDCJ) RE-ENTRY AND INTEGRATION PROGRAM DIVISION – NEW GRANT PROGRAMS AND EXISTING OPPORTUNITIES FOR INDIVIDUALS ON PAROLE SUPERVISION (*ATTACHMENT A*)**

Chairman Gutiérrez introduced April Zamora, Director of TDCJ Reentry and Integration Division.

Mrs. Zamora provided a high-level overview on the Reentry and Integration Division, which included information regarding:

- Employment Events
- Case Management / Reentry Planning
- Identification Document Ordering
- Website for Work
- Strength Through Restoration, Independence, Vision & Empowerment (STRIVE)
- Releasing

- TCOOMMI
- Veteran Services
- Success Through Restoration, Independence, Perseverance, Excellence & Service (STRIPES)
- Grants and
- Partnerships

Chairman Gutiérrez thanked Ms. Zamora for her presentation.

### **TDCJ PAROLE DIVISION 2030 PLAN**

Chairman Gutiérrez introduced Ms. Monica Ruiz De Velasco, Deputy Director for TDCJ Parole Division to present the TDCJ Parole Division 2030 Plan.

Ms. De Velasco discussed the TDCJ Parole Division 2030 Plan, stating the core elements for the Parole Division 2030 plan are to redefine parole supervision and the mission of the division, and transform division culture.

She discussed the items at the forefront, including:

- Creating a “virtual region” or “virtual caseload” to allow for opportunities to set some different standards with caseload ratios to focus more on the higher risk clients and dedicate more time and care to that population. The “virtual region” would be completely hired on staff teleworking from home 24/7.
- Reducing warrant issuance by understanding and redefining what criteria is appropriate in issuing warrants and looking at how warrants are issued for people who are deemed as absconders.
- Modernize enhancing programs and services for clients by transitioning to a more incentive based model of programming and supervision. Items being considered include:
  - Transitioning the chaplains currently in RPD over to the Parole Division to better utilize and streamline the processes of helping with volunteer services.
  - Incorporating and utilizing the peer support specialist coming out of ID, creating Parole Division innovation teams to have dedicated staff research new methods to supervising clients and monitor and understand the employee trends.
  - Creating a leadership development program within the division to focus on improving front-line supervisors out in the field.
  - Using body cams as a training mechanism to help identify communication gaps and barriers between clients and parole staff and find ways to teach and educate on professional communication.

Chairman Gutiérrez thanked Ms. De Velasco for her presentation.

### **TDCJ CLASSIFICATION AND RECORDS CUSTODY LEVELS (*ATTACHMENT B*)**

Chairman Gutiérrez advised due to critical, unforeseen circumstances, Mr. Fitzpatrick was not able to be in attendance to present agenda item #4, TDCJ Classification and Records Custody Levels. He proceeded with the order of business.

### **BPP INSTITUTIONAL PAROLE CASE SUMMARY FORMAT (*ATTACHMENT C*)**

Chairman Gutierrez introduced Clint Gunnels, and Erica Montalvan to present agenda item #5, BPP Institutional Parole Case Summary Format.

Mr. Gunnels provided a brief history of the case summary and Ms. Montalvan discussed the notable changes made to the case summary, affecting voters, which included updates to:

#### **Section III – Comments and Special Program Referrals**

- Programming information was added to address Administrative Placements
- Sex Offender Comments Information was updated to match revisions made to *Sex Offender Policy – IPO Instructions*.

#### **Section VII – Offense Information**

- Training documentation was enhanced.

#### **Section VIII – Victim Impact, Protest, and Victim Restitution**

- Training documentation was enhanced.

#### **Section IX – Criminal History**

- Formatting was adjusted to match OIMS.
- Training documentation was enhanced.
- If numerous errors are found within the initial summary, the IPO now can correct the entire section, rather than updating each individual item.

#### **Section XI – Health Information**

- Health Information order was revised, aligning with OIMS.
- Mental Health Treatment Section was renamed to “History of Mental Health Treatment”.
- MRIS cases now have more detailed medical information.
- Made language updates, changed “court ordered” to “non-voluntary” and enhanced the definitions on these types of commitments.

#### **Section XII – Social History**

- Social History order was revised, aligning with the OIMS Case Summary.
- Under Military Information, added the highest rank attained to provide better insight of the offender’s progress or lack thereof.

#### **Section XIV – Section ITP and Other Program Participation**

- Language was added regarding Administrative Placement Programs.
- Updates will now be in table format rather than paragraph format.

Chairman Gutiérrez thanked Mr. Gunnels and Ms. Montalvan for her presentation.

**BPP VICTIM LIAISON PROGRAM UPDATE (ATTACHMENT D)**

Chairman Gutierrez introduced Libby Hamilton to present agenda item #6, BPP Liaison Program update.

Ms. Hamilton provided an overview of the Victim Liaison Program, which included, Background Information, Program Update, Current Projects, Best Practices Refresh, Post-Conviction Challenges, and Resources.

Chairman Gutiérrez thanked Ms. Hamilton for her presentation.

**ADJOURNMENT**

Having completed all posted items on the agenda, Chairman Gutiérrez adjourned the Board Workshop at 3:36 p.m.

**ADOPTED BY UNANIMOUS CONSENT OF THE BOARD ON THE 18<sup>th</sup> DAY OF AUGUST 2022.**

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**DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)**