

Board of Paroles and Pardons Administrative Meeting

Wednesday, July 15, 2020
PPPS Central Office and Virtual

I. The Board of Paroles and Pardons Administrative Meeting was called to order by Chair Kim Frederick on Wednesday, July 15, 2020, at 4:05pm in the Parole and Pardon Virtual Boardroom. Members attended via Webex application.

II. The following Board Members were present.

First Congressional District	Member	Christopher F. Gibbs
Second Congressional District	Vice Chair	Mollie DuPriest Taylor
Fifth Congressional District	Secretary	Henry S. Eldridge
Sixth Congressional District	Member	Lonnie Randolph
Seventh Congressional District	Chair	Kim Frederick

III. Items A through E listed below were the topics of discussion.

A. 2021 SC Board of Paroles & Pardons Hearing Calendar

I. Copies of the 2021 tentative hearings calendar were distributed via email by Chair Frederick prior to the administrative meeting and reviewed by board members. Vice Chair Taylor moved to adopt as working calendar for 2021. Vote was held and motion passed.

Vice Chair Taylor's motion to Adopt 2021 Hearing Calendar	Yea	Nay	Not Voting: Present	Not Voting: Absent
Kim Frederick, Chair	X			
Dan Batson				X
Henry Eldridge, Secretary	X			
Chris Gibbs	X			
Lonnie Randolph	X			
Mollie Taylor, Vice Chair	X			

B. Inmate Pardon Process – Update

I. Copies of the suggested update to the Inmate Request for Pardon based upon Extraordinary Circumstances process were distributed via email by Chair Frederick prior to the administrative meeting and review by the board members. Vice Chair Taylor moved to adopt the proposed update to the process with all board member reviewing information provided by Legal Counsel for an inmate's request for a pardon based upon extraordinary circumstances beginning July 15, 2020. Vote was held and motion passed.

Vice Chair Taylor's motion to Update Inmate Request for Pardon Based upon Extraordinary Circumstances – All Board Members Review	Yea	Nay	Not Voting: Present	Not Voting: Absent
Kim Frederick, Chair	X			
Dan Batson				X
Henry Eldridge, Secretary	X			

Chris Gibbs	X			
Lonnie Randolph	X			
Mollie Taylor, Vice Chair	X			

C. Four Member Quorum Review

- I. Chair Frederick requested discussion of Four Member Quorum. The Board previously altered their practice as outlined in the Board’s manual on March 4, 2020, to reflect a minimum of four members present to conduct proceedings (previously a minimum of five members present were needed for proceedings to be valid). Such change was scheduled to expire on April 15, 2020. Again on April 1, 2020, the Board extended the deadline of minimum of four members present for proceedings to December 31, 2020.
- II. Vice Chair Taylor motioned to continue item to be discussed at a later date. Vote was held and motion to continue passed.

Vice Chair Taylor’s motion to continue Four Member Quorum Discussion to Later Date	Yea	Nay	Not Voting: Present	Not Voting: Absent
Kim Frederick, Chair	X			
Dan Batson				X
Henry Eldridge, Secretary	X			
Chris Gibbs	X			
Lonnie Randolph	X			
Mollie Taylor, Vice Chair	X			

D. Additional 2020 Pardon Date

- I. Chair Frederick requested discussion regarding dates submitted to board members previously via email to schedule an additional pardon hearing date as needed due to COVID 19. Board members discussed selecting Thursday, September 17, 2020. Secretary Eldridge motioned to adopt and include Thursday, September 17, 2020, as an additional pardon hearing day. Vote was held and motion passed.

Secretary Eldridge’s motion to add September 17,2020 pardon hearing to calendar	Yea	Nay	Not Voting: Present	Not Voting: Absent
Kim Frederick, Chair	X			
Dan Batson				X
Henry Eldridge, Secretary	X			
Chris Gibbs	X			
Lonnie Randolph	X			
Mollie Taylor, Vice Chair	X			

E. Additional Discussion

- I. Chair Frederick asked if there were any other items to discuss. Secretary Eldridge expressed his frustration with the added electronic documents to review without the

ability/permission to print such documents. Chair Frederick stated that she would request a review of policy by Legal Counsel in hopes of finding a viable compromise. No further items were discussed.

IV. Secretary Eldridge made motion to conclude meeting. The meeting was adjourned.

2021 SC Board of Pardons and Pardons Calendar

MONTH	FULL BOARD	SINGLE PANELS	PARDON HEARINGS	ADMINISTRATIVE MEETING
JANUARY	Wed, Jan 13	Wed, Jan 20 Tues, Jan 26 Wed, Jan 27	Wed, Jan 6	Wed, Jan 13
FEBRUARY	Wed, Feb 10 Wed, Feb 17	Tues, Feb 2 Tues, Feb 23 Wed, Feb 24	Wed, Feb 3	
MARCH	Wed, March 24	Tues, March 2 Tues, March 9 Wed, March 10 Tues, March 30 Wed, March 31	Wed, March 3	
APRIL	Wed, April 14 Wed, April 28	Tues, April 6 Wed, April 21 Thurs, April 22 Tues, April 27	Wed, April 7	
MAY	Thurs, May 13	Tues, May 4 Wed, May 19 Thurs, May 20	Wed, May 5	
JUNE	Wed, June 16 Wed, June 30	Tues, June 22 Wed, June 23	Wed, June 2	
JULY	Wed, July 14 Wed, July 28	Wed, July 21 Thurs, July 22	Wed, July 7	Wed, July 14
AUGUST	Wed, Aug 18	Tues, Aug 3 Tues, Aug 10 Wed, Aug 11 Tues, Aug 24 Wed, Aug 25 Tues, Aug 31	Wed, Aug 4	
SEPTEMBER	Wed, Sept 8 Wed, Sept 22	Tues, Sept 14 Wed, Sept 15 Tues, Sept 28 Wed, Sept 29	Wed, Sept 1	
OCTOBER	Wed, Oct 13 Wed, Oct 27	Wed, Oct 20 Thurs, Oct 21	Wed, Oct 6	Tues, Oct 5 (TRAINING)
NOVEMBER	Wed, Nov 10	Tues, Nov 2 Wed, Nov 17 Thurs, Nov 18 Tues, Nov 30	Wed, Nov 3	
DECEMBER	Wed, Dec 8	Tues, Dec 7	Wed, Dec 1	

This schedule is subject to change due to unforeseen circumstances. (Approved 7/15/2020)

2020 South Carolina Board of Pardons and Pardons Calendar

MONTH	FULL BOARD	SINGLE PANELS	PARDON HEARINGS	ADMINISTRATIVE MEETING
JANUARY	Wed, Jan 8	Wed, Jan 22 Thurs, Jan 23 Tues, Jan 28 Wed, Jan 29	Wed, Jan 15	Wed, Jan 15
FEBRUARY	Wed, Feb 19 Wed, Feb 26	Tues, Feb 4 Tues, Feb 11 Wed, Feb 12	Wed, Feb 5	
MARCH	Wed, March 18	Tues, March 3 Tues, March 10 Wed, March 11 Tues, March 24 Wed, March 25	Wed, March 4	
APRIL	Wed, April 15 Wed, April 29	Wed, April 22 Thurs, April 23	Wed, April 1	
MAY	Wed, May 13	Tues, May 5 Wed, May 20 Thurs, May 21	Wed, May 6	
JUNE	Wed, June 17 Wed, June 24	Tues, June 2 Tues, June 23	Wed, June 3	Tues, Jun 30 (adm session)
JULY	Wed, July 15 Wed, July 29	Tues, July 7 Wed, July 22 Thurs, July 23	Wed, July 8	Wed, July 15
AUGUST	Wed, Aug 19	Tues, Aug 4 Tues, Aug 11 Wed, Aug 12 Tues, Aug 25 Wed, Aug 26	Wed, Aug 5	
SEPTEMBER	Wed, Sept 16 Wed, Sept 30	Wed, Sept 9 Wed, Sept 10 Tues, Sept 22 Wed, Sept 23	Wed, Sept 2 Thurs, Sept 17	
OCTOBER	Wed, Oct 21 Wed, Oct 28	Tues, Oct 6 Tues, Oct 13 Wed, Oct 14	Wed, Oct 7	
NOVEMBER	Tues, Nov 10	Tues, Nov 3 Wed, Nov 18 Thurs, Nov 19	Wed, Nov 4	
DECEMBER	Wed, Dec 9	Wed, Dec 2 Tues, Dec 8	Tues, Dec 1	

This schedule is subject to change due to unforeseen circumstances. (7/15/2020)

LEGAL MEMORANDUM

To: Kim Frederick, Chair, SC Board of Pardons and Paroles; Board members
CC: Nettie Jacobs, Board Support Services; Valerie Suber, Director of Pardons, Pardons and Release Services
From: Matthew Buchanan, General Counsel
Date: July 14, 2020
Subject: Inmate Name SCDC #123456

THIS MEMO IS CONFIDENTIAL ATTORNEY CORRESPONDENCE AND IS EXEMPT FROM DISCLOSURE AND FOIA LAWS. SEE S.C. CODE 30-4-40(a)(7).

Inmate is requesting a pardon for extraordinary circumstances pursuant to S.C. Code 24-21-950(A)(4). He is serving a number of years without parole for a crime. He has served a portion of his sentence. Upon his release, he will have no supervision, community supervision, or he may be serving life without parole and therefore shall never be released.

The most extraordinary circumstances Inmate alleges is summarized here. In the information he has provided, he has explained why he believes he has those most extraordinary circumstances.

After the summary of the evidence of most extraordinary circumstances, any other relevant information is provided, such as whether the Inmate filed an appeal, filed a Post-Conviction Relief action, or other procedural issue that may be relevant.

Final paragraph would be a legal opinion on whether the evidence shown by the Inmate comprises evidence of most extraordinary circumstances.

DECISION OF THE BOARD OF PAROLES AND PARDONS

The SC Board of Paroles and Pardons makes the following finding regarding the request for pardon consideration, based on an inmate’s most extraordinary circumstances.

(Inmate) _____ (SCDC #) _____ has produced evidence comprising most extraordinary circumstances. By this finding the Board authorizes the investigation and scheduling of this inmate’s request for pardon consideration, upon receipt of a completed pardon application.

Ordered this _____ Day of _____

Chair _____

