

Board of Pardons and Paroles Administrative Meeting

Wednesday, July 12, 2023

SCDPPPS Headquarters, 293 Greystone Blvd. Columbia, SC 29210

I. The Board of Pardons and Paroles Administrative Meeting was called to order by Chair Kim Frederick on Wednesday, July 12, 2023 at approximately 9:00 am in Parole and Pardon Boardroom at the Central Office of SC Department of Probation, Parole and Pardon Services located at 293 Greystone Blvd., Columbia, SC.

II. The following Board Members were present.

First Congressional District	Vacant	
Second Congressional District	Vice-Chair	Mollie DuPriest Taylor
Third Congressional District	Member	Frank D. Wideman
Fourth Congressional District	Member	Reno R. Boyd
Fifth Congressional District	Secretary	Henry S. Eldridge
Sixth Congressional District	Member	Geraldine Miro
Seventh Congressional District	Chair	Kim Frederick

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

A. 2024 Parole and Pardon Hearing Calendar

Chair Frederick presented 2024 calendar to the Board. There were no changes to the 2024 calendar by the Board and the Chair announced the approval of the 2024 calendar. Chair Frederick advised the Board, if conflict should arise, members should contact Board Coordinator Roosevelt Hicks and Chair Kim Frederick.

B. Hearing Improvements

Chair Frederick discussed the following items regarding Hearing Improvements.

1. **Hearings vs Personal Appointments** - When possible, please schedule personal appointments around the hearing obligations. This will prevent hearing cancellations, due to lack of Board members and ensure a continued flow of operations.
2. **Hearings Noises and Interruptions** - Please be mindful that the hearings are recorded proceedings and the microphones in the hearing room are extremely sensitive. The recordings have captured participants opening snacks, making audible noises and whispering possibly inappropriate reactions. All of these instances could prove to be problematic for the Board and Agency.

There was no additional discussion of these topics.

C. Board’s Request for Increase in Reimbursement

Due to the amount of materials submitted for consideration, there has been discussion with the Agency regarding a possible increase in reimbursements for Board Members. The Agency advises that they are not in a position to increase the financial reimbursements, without approvals.

1. **Per Diem** – The 2023/2024 Appropriations Act increased the per diem for Boards, Commission and Committees from \$35 per day to \$50 per day effective July 1, 2023.

2. **Agency Budget Requests** - The Agency requested an increase in funding as part of its 2017 budget proposal. The funds were not approved. PPRS will present internal request for budget increases coupled with an Agency-Board Agreement, which outlines the expectations and obligations of both the Board and Agency.

Secretary Eldridge suggested that it would be appropriate to ask for the increase. Discussion followed on how this request is made and the approximate adjustment in funds. Associate Deputy Director Suber informed the board that the hearing fees have to be approved by the General Assembly and the per diem is established by the Code of Laws. Associate Deputy Director Suber informed the Board that an internal request to increase the Board funds will be made as part of the Agency’s budget process. The Board members requested a copy of the budget request for fiscal year 2024.

D. Limiting Number of Pages Submitted for Board’s Review per Hearing

Due to the aforementioned materials submitted for consideration, the Board Chair initiated conversation regarding the possibility of limiting the pages of materials submitted, per hearing. The email-exchange, which includes the official opinion from General Counsel Matt Buchanan was forwarded to each Board Member for review. Chair Frederick reported that per General Counsel Buchanan, the Appellant Court limits the pages to 50; the Administrative Court limits the pages to 30. In the Federal Court, principle briefs are limited to 20. Per General Counsel Buchanan, the Board has the authority to limit the pages that they will review. The suggested limit is 20 pages.

Board Member Wideman agreed with a 20-page limit and made a motion to limit the inmate and attorney packets to the first 20 pages of materials submitted. Any content submitted above the 20-page limit is subject to exclusion from review by Board members. Board Member Taylor seconded the motion. The vote was unanimous to limit packets to 20 pages. The Agency will publish this decision to advise hearing participants of the change.

Limit Number of Pages Submitted for Board’s Review per Hearing to 20.	Yea	Nay	Not Voting: Present	Not Voting: Absent
Mollie DuPriest Taylor	X			
Frank D. Wideman	X			
Reno R. Boyd	X			
Henry S. Eldridge	X			
Geraldine Miro	X			
Kim Frederick	X			

E. Parole Board Manual

Chair Frederick stated the Parole Board Manual has not been updated; and it needs to be updated within the next couple of months. Chair Frederick discussed scheduling a nonprofessional meeting with the Board Members to work on the manual with the possibility of completing within one working day. The meeting may be in person or virtual.

Associate Deputy Director Suber informed the Board Members that any pay above the per diem will need to be approved by the Agency head, if the Board members are requesting such. Chair Frederick stated that she will contact Associate Deputy Director Suber at a later with a date, once the Board has decided on a date.

F. Additional Discussion Item – Proposed Agenda Items for Future Meetings

Board Member Taylor requested that the Board be apprised sooner, to be given an opportunity to add to their meeting agenda. There was no discussion regarding this by the Board.

- IV. The chair ended discussion of the Agenda and called for a motion to adjourn the Administrative Meeting. The motion was offered by Board Member Wideman. The meeting was adjourned.