

## Board of Paroles and Pardons Administrative Meeting

Wednesday, July 13, 2022

SCDPPPS Headquarters, 293 Greystone Blvd. Columbia, SC 29210

I. The Board of Paroles and Pardons Administrative Meeting was called to order by Chair Henry Eldridge on Wednesday, July 13, 2022 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	Secretary	Mollie DuPriest Taylor
Third Congressional District	Member	Frank D. Wideman
Fourth Congressional District	Member	Reno R. Boyd
Fifth Congressional District	Chair	Henry S. Eldridge
Sixth Congressional District	Member	Lonnie Randolph
Seventh Congressional District	Vice-Chair	Kim Frederick

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

### A. 2023 Parole and Pardon Hearing Calendar

Chair Eldridge requested motion to approve the 2023 Calendar, with future amendments as required. Vice-Chair Frederick motioned to approve the calendar. Motion was 2<sup>nd</sup> by Board member Boyd. The motion was approved by the board and the vote was unanimous.

Approval of 2022 Parole and Pardon Hearing Calendar	Yea	Nay	Not Voting: Present	Not Voting: Absent
Mollie DuPriest Taylor	X			
Frank D. Wideman	X			
Reno R. Boyd	X			
Henry S. Eldridge	X			
Lonnie Randolph	X			
Kim Frederick	X			

### B. Board Protocol for accepting written materials from Inmates/Attorneys

Chair Eldridge indicated that the Agency has been challenged regarding practices and requests to receive support materials/packets for hearings and distribute to Board members. It is requested that the Board discuss its collective desire to receive written materials at their personal residence from inmates/attorneys. The Chair asked if the Board feels like it needs to have a written policy so that everyone would have to comply to the same principles.

- Board members expressed their thoughts and concerns.
- Motion made by Board member Frederick for board to attain attorney packets three weeks in advance and they are to arrive via mail or email to the agency. The material will then be sent to board members through the agencies secure network, and that all board members receive the same information.

- After additional questions, the Board entered into executive discussion of attorney/client privileged information, with General Counsel, Matthew Buchanan.
- Motion made by board member Frederick to accept attorney packets three weeks in advance via the department mail or email option and the Department will distribute the information to the board members.
- Amendment placed on the record by board member Wideman stating that any board member who receives a packet to their personal residence or email address should report the incident.
- Motion was 2nd by Board member Randolph. The motion was approved by the board and the vote was unanimous.

Accept Attorney Packets through SCDPPPS only, three weeks in advance of hearing to be distributed to members by SCDPPPS.	Yea	Nay	Not Voting: Present	Not Voting: Absent
Mollie DuPriest Taylor	X			
Frank D. Wideman	X			
Reno R. Boyd	X			
Henry S. Eldridge	X			
Lonnie Randolph	X			
Kim Frederick	X			

**C. Election of Officers Protocol**

Chair Eldridge indicated that he had previous discussions with Vice Chair Frederick and Secretary Taylor regarding the Board’s officer-election process and asked Vice Chair Frederick to share her suggestion.

- Suggestion by Board member Frederick
  - Proposal One - Board members submit letter of intent for the office for which he or she would like to run. That letter of intent would be sent to the secretary for the tally of votes.
  - Proposal Two - Maintain current ballot, which is that each board members name is listed for each office.
- Chair Eldridge discussed sending out email in November for office elections, with description of the office and its duties. This is to insure that each board member is aware of the responsibilities the position holds. Before the end of the year, the board members would send letter of intent to the secretary, indicating the position for which they are requesting to serve for the following year. The Election process will consist of a ballot being electronically sent to secretary for votes and the secretary will have results posted by the close of the same day.
- Motion made by Board member Wideman to submit interest to secretary for intent to hold an office. Motion was 2nd by Board member Boyd. The motion was approved by the board and the vote was unanimous.

<b>Accept outlined plan to submit interest to secretary for intent to hold an office.</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting: Present</b>	<b>Not Voting: Absent</b>
Mollie DuPriest Taylor	X			
Frank D. Wideman	X			
Reno R. Boyd	X			
Henry S. Eldridge	X			
Lonnie Randolph	X			
Kim Frederick	X			

**D. Voice Votes Stated on the Record for Audio Recording**

Chair Eldridge indicated that voice votes will be stated on the record when there is a split vote. Each Board member must voice their votes for the integrity of the recordings.

Motion made by Board member Boyd to record voice votes when there is not a unanimous decision made by the board. The voice votes will be conducted for Full Board, Panel and Pardon hearings. Motion was 2nd by Board member Wideman. The motion was approved by the board and the vote was unanimous.

<b>Record Voice Votes on the Record for Audio Recording, when outcome is not unanimous decision.</b>	<b>Yea</b>	<b>Nay</b>	<b>Not Voting: Present</b>	<b>Not Voting: Absent</b>
Mollie DuPriest Taylor	X			
Frank D. Wideman	X			
Reno R. Boyd	X			
Henry S. Eldridge	X			
Lonnie Randolph	X			
Kim Frederick	X			

- 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.