

OKLAHOMA DEPARTMENT OF CORRECTIONS

AGENCY MISSION STATEMENT:

Here a simple statement of the adopted mission of the agency should be provided, along with the entity or person(s) who adopted the mission statement and when it was adopted.

**The mission of the Oklahoma Department of Corrections (ODOC) is to protect the public, the employee, and the offender.**

- a. **The department will protect the public by maintaining those remanded to its custody under the appropriate level of confinement or supervision for the duration of their sentence.**
- b. **Employees will be provided a safe, secure, and positive working environment.**
- c. **Humane supervision and appropriate conditions of confinement will be provided to offenders.**
- d. **Evidence-based programs will be provided to eligible offenders, in order to promote current and future law-abiding behavior.**
- e. **The department will promote efficiency and effectiveness in all phases of correctional operations.**

**The first record of an agency mission found is dated July 29, 1980, during the tenure of Director Larry Meachum. It has been reviewed and updated periodically since that time, last updating during the current director's administration in 2006.**

LEAD ADMINISTRATOR:

Here the name, title and contact information for the lead administrative person should be listed.

**Justin Jones, Director  
3400 N Martin Luther King Avenue  
Oklahoma City, Oklahoma 73111-4298  
Phone: 405-425-2505  
Fax: 405-425-2578  
Email: justin.jones@ODOC.state.ok.us**

GOVERNANCE:

Here a brief description of the agency's governance structure should be provided. Is the agency headed by a Governor appointee? An appointee of an independent board? Who selects the board, and who are the current members of the board?

**Per 57 O.S. § 503 (attached), the State Board of Corrections shall be the governing board of the Department of Corrections. The Board consists of seven (7) members, one member from each congressional district and any remaining members from the state at large, appointed by the Governor with the advice and consent of the Senate. See attached Board membership roster. 57 O.S. § 504 (attached) lists the powers and duties of the Board which includes appointment of the Director.**

**P-010200, Operating Procedures and Policies for the Oklahoma Board of Corrections (attached) includes designation of Board standing committees and committee duties. See attached Committee Assignment list.**

GOVERNANCE ACCOUNTABILITY:

OKLAHOMA DEPARTMENT OF CORRECTIONS

Please provide copies of the minutes for any Commission/Board meetings the agency has had since July 1, 2010, in electronic format (PDF format only). Is there an attendance policy for board members/commissioners? If so, is it being followed?

**Copies of Board minutes for meetings held from July 1, 2010, to present are attached. Attachment A of P-010200, Performance Expectations for Members of the Board of Corrections, Section B.2., Operational Responsibilities states Boards members are expected to attend all meetings, Board retreats, advancements, training, and strategic planning events, unless unavoidable personal, family, or business issues preclude them from doing so. The meeting minutes provide attendance records.**

MODERNIZATION EFFORTS:

Please provide a listing of all government modernization efforts undertaken by the agency since July 1, 2010. Additionally, please provide any authorizing statutory changes that prompted the modernization efforts and whether those efforts have led to cost savings or additional cost burden.

Treatment and Rehabilitative Services

**2013 Update:**

- **ODOC has continued with the development and implementation of an electronic health record for Medical Services. Clinical notes and orders functions are complete.**
- **Electronic Medication Administration Record implementation has been completed.**
- **Paper medical files are in process of being scanned and digitalized. Rooms formerly used for file storage are now available for clinical care.**
- **Implemented digital medical and dental X-Rays, with reports interfaced and reported to electronic health record.**
- **Implemented video-conferencing tele-health technology. Management of the treatment of Hepatitis C is now being conducted via video-conferencing. Management of HIV will soon be added, and other specialty clinics are expected to follow. This technology improves access to care and quality of care for complex diseases. Video-conferencing also reduces the number of transports needed to access specialty care, saving correctional officer time and transport costs.**
- **Treatment and Rehabilitative Services accounting staff implemented a paperless, email-based, purchase approval process resulting in reduced paperwork and expedited approval process.**
- **Implemented a centralized Judgment and Sentence (J&S) Notification and documentation process saving valuable medical staff time to verify medical needs and costs associated with offenders in county jail sentenced and awaiting transfer to ODOC.**
- **Education staff members were trained on the Special Education Automation System (SEAS), which allows teachers to enter Individualized Education Programs for active special education students so that the information can be monitored by the State Department of Education. The information is transferrable, in the event the student moves schools. This system can be used to track the educational progress of offenders from facility to facility within the Department of Corrections, and back and forth between public schools and the Department of Corrections.**

OKLAHOMA DEPARTMENT OF CORRECTIONS

From 2012 Report:

- Development and implementation of an electronic health record for ODOC Medical Services. This system allows for rapid access to medical information for any incarcerated offender by medical staff state-wide. It also eliminates the need for maintaining a paper file for each offender's medical records and will eventually eliminate the transport of large volumes of paper files.
- This electronic record system is interfaced with the agency's laboratory vendor which allows for electronic delivery of all lab results. Automated notification alerts the medical provider if any lab results are outside normal limits.
- Currently, this system is being expanded for the implementation of an electronic medication administration record. Once implemented, the process of administering medications will be streamlined and required paper documentation will be automated. This process will increase the accountability of staff in relation to medication counts.
- Created a Program Participation database to track all program participation statewide. This database unifies tracking of offender program participation into one format and allows for easy extracts and sharing of aggregate data.

**Community Corrections**

**2013 Update:**

- **Oklahoma Law Enforcement Telecommunications System (OLETS) machines have moved to all districts allowing a more efficient retrieval process for criminal records checks by Probation and Parole Officers (PPO).**
- **All Global Positioning Satellite (GPS) program packets are now scanned and emailed to the division office which streamlines the process.**
- **Automated fingerprint systems are in the process of being installed at each Probation and Parole District Office to capture sex offenders and violent offenders prints, freeing up officers time using a better technology.**
- **Voice-over Internet Protocol (VoIP) phone systems were installed at Oklahoma City Community Corrections Center and Lawton Community Corrections Centers to reduce costs.**
- **A Biometric Presence Point (fingerprint) system was installed at Oklahoma City Community Corrections Center to assist correctional officers with knowledge of offender's whereabouts.**

From 2012 Report:

- Implementation of an automated fee collection of probation and parole fees. Probation and Parole Officers no longer collect fees from offenders. Discontinued an antiquated system and replaced with a more efficient system.
- Implementation of phone reporting; offenders now call in and receive information regarding supervision, fees, and are also able to leave information pertaining to employment, housing, etc., saving staff time on low-risk offenders.

OKLAHOMA DEPARTMENT OF CORRECTIONS

- Scanners were put at all work centers, community corrections center, and probation and parole offices eliminating the cost of using fax machines.
- The leasing of multi-function printers (printer, copier, scanner, and fax unit) was made at all of the main district offices. The scanning function on the all-in-one printer has allowed the division to save on the cost of long distance phone charges by staff scanning documents to email to other locations instead of faxing the documents.
- Camera systems were put at all work centers to help monitor offenders.

Administrative Services

**2013 Update:**

- **ODOC has completed the transition from an Oracle-based Human Resources and Training information management system to the PeopleSoft HR and ELM system. Although there was an initial cost of \$423,000, the agency is saving approximately \$250,000 per year from cancellation of the annual license fees and maintenance for the Oracle and Legacy systems. ODOC staff continue to work closely with CORE staff to develop reporting processes which were previously available on the Oracle and Legacy systems.**
- **Established an on-demand inventory system for purchases of materials and maintenance supplies for the Automotive Fleet. This has reduced the amount of dead inventory that has accumulated in the past. The system also improved data collection used to monitor the condition of search vehicles and the expenses attached to its maintenance.**
- **Replaced the Administration building lighting with more efficient bulbs and ballast, which is funded through utility company rebates. The agency has also replaced outmoded HVAC systems, also partially funded with utility company rebates. The administration building is the oldest of all state agency headquarters built in the 1917 as a union soldiers' retirement home.**
- **Effective October 1, 2012, established an electronic deposit system for offender trust fund accounts, providing family and friends a system to make deposits directly to the offender accounts. Implementation of electronic deposit services has improved the efficiency of business office and mailroom staff. With the deposit services, funds sent to offenders no longer have to be sorted, photocopied by mail room staff. Nor do they have to be physically deposited by business office staff. Instead the deposit services vendors accept and deposit these funds and provide a daily report of deposit transaction.**
- **Centralization of Sysco payment for food products has improved the agency's leverage in buying power, eliminated late payment fees and improved ordering and inventory control. The centralization also allowed the agency to access rebates quicker. Improvements caused by the centralization have also improved the stability of the agency's contribution to Sysco's cash flow.**
- **The agency has centralized the payment of utilities and food products. This action has not only improved the efficiency of the agency by eliminating duplicate accounts and unnecessary payments it has improved the regularity of payments to vendors thereby stabilizing and improving DOC's contribution to their cash flow.**

OKLAHOMA DEPARTMENT OF CORRECTIONS

- **Implementing and establishing a debit card program for offender upon release and for offenders in community corrections facilities. This program will reduce the number of checks issued by the department and reduce the staff time involved in acquiring draw-downs for certain offenders.**
- **Implementing and establishing Automated Clearing House (ACH) or similar direct deposit program for work release payroll. Currently many employers are requiring direct deposit services as a condition of employment for offenders. Not having this capability limits the availability of jobs. Secondly, direct deposit will improve collections of program support fees and other mandatory deductions from offenders who are currently paid by check or debit card. The program will also reduce the amount of time staff spend searching, taking and processing payroll given to offenders in the form of checks and debit cards.**
- **Implementing and establishing dashboard containing close to real time statistical and demographic data on the offender population.**
- **Comprehensive review of business management functions for improved efficiency and streamlining of responsibilities.**

From 2012 Report:

- ODOC is currently working with OSF staff to transition from an Oracle-based Human Resources and Training information management system to the PeopleSoft HR and ELM system. Although there is an initial cost of \$423,289, OSF staff have advised that significant savings will be realized within a 13-month period (see attached projected summary).

**Internal Affairs**

From 2012 Report:

- Entered into an agreement with DPS to place an OLETS machine at each facility and district. As a result of the new agreement, each facility will have the ability to run requested criminal records checks.

**Institutions**

**2013 Report:**

- **Oklahoma has applied for and been awarded grants for the purpose of upgrading the computer software used for the monitoring and tracking of registered sex offenders. These upgrades include: the integration of web based, geographic radius search capability; email notifications to the public of the locations of registered sex offenders; the uploading of latitude and longitude information to the federal system; the automation of data entry into NCIC; and the development of a mobile application for cell phone and tablet users. Phase I of this two phase project is nearly complete. The second phase is projected to be completed by the fall of 2013.**
- **The agency is in the final stages of the development and implementation of the conversion of inactive offender hard copy records to an electronic format. The project has involved the purchase of high speed, commercial, duplex document scanners, a dedicated server, and software. The agency's Closed Records Unit houses approximately 200,000 hard copy files with a monthly growth of 1000 files. The conversion, set to begin early in 2013, will eliminate**

OKLAHOMA DEPARTMENT OF CORRECTIONS

the need for the long term storage of the paper files and allow for rapid access to offender file information.

- Proposals have been solicited to replace the current volunteer database system with a single web-based application software package to manage the approximately 4,000 volunteers within the agency. The current system uses internally developed applications, paper documents, and the Offender Management System (OMS) to meet support requirements which can be time-consuming and inefficient. It is anticipated that the new system will facilitate the application process, improve communications with volunteers, provide quick access to volunteer applications and training records, and provide much needed management reports.

What steps has the agency taken to cut costs and/or eliminate waste? Are there efforts that have been successful which you believe could serve as a model for other state agencies seeking to keep costs minimal?

**Administrative Services**

**2013 Report:**

- ODOC has completed the transition from an Oracle-based Human Resources and Training information management system to the PeopleSoft HR and ELM system. Although there was an initial cost of \$423,000, the agency is saving approximately \$250,000 per year from cancellation of the annual license fees and maintenance for the Oracle and Legacy systems. DOC staff continue to work closely with CORE staff to develop reporting processes which were previously available on the Oracle and Legacy systems.

**Treatment and Rehabilitative Services**

**2013 Update:**

- During FY12, ODOC negotiated a new 10-year contract with Lindsay Municipal Hospital. These negotiations yielded a reduced administration fee for 12 months resulting in an estimated annual cost savings of \$196,800.
- ODOC implemented a statewide mobile ultrasound service contract. This service will allow access to ultrasound imaging studies without the transportation expense and time usually required to transport the offender to an ultrasound provider. This service is also being provided at a cost that is less than that currently being paid to most community providers of ultrasound imaging.
- ODOC Medical Services continued to reduce the utilization of expensive Temporary Staffing Agency nurses, to a level now approximately 20-25% of the peak utilization.
- Obtained a new laboratory vendor that will result in a \$310,000 savings during the 5 year contract.
- ODOC continues to actively pursue Medicaid reimbursement for qualifying offenders who are hospitalized in community hospitals and Lindsay Municipal Hospital. For CY 2012, net Medicaid dollars reimbursed for offender care were in excess of \$1.6 million.
- ODOC Medical Services continues to provide quality care which routinely exceeds community (HEDIS) benchmarks for access and quality. On average, ODOC patients with

OKLAHOMA DEPARTMENT OF CORRECTIONS

**hypertension and diabetes have better clinical outcomes; as measured by blood pressure and by Hemoglobin A1C respectively, than Medicaid patients treated in the community. Many studies demonstrate that improved quality of care saves healthcare dollars over time.**

- **Morton Comprehensive Health Services, a federally qualified community health clinic in Tulsa, continues to provide primary medical, dental, vision, mental health care; and pharmacy and transportation services for Tulsa Halfway House offenders. This service, now in its second year, has proven to be affordable, and has been very well received by Tulsa HWH administrators and by HWH offender patients. Establishment of a medical home at Morton also eases medical Re-Entry for these offender patients.**
- **The Collaborative Mental Health Reentry Program (CMHRP) was awarded a 2012 Innovation Award from the Council of State Governments for "Excellence in State Government." The CMHRP is a partnership between ODOC and the Department of Mental Health and Substance Abuse Services (DMHSAS) designed to provide continuity of care for offenders with a serious mental illness and they discharge into the community from prison. A recent outcome analysis of the program that was performed by DMHSAS showed promising results. Outcomes of offenders served during the first 36 months of the program were compared with a baseline group comprised of similar individuals.**
  - **Inpatient hospitalizations decreased from 8.7% to 2.4% (DMHSAS estimated \$776,000 savings from 2/07 to 10/09)**
  - **Enrollment in Medicaid within 90 days of release from ODOC increased from 12% to 53%**
  - **Social Security benefit allowance rate increased from the Oklahoma average of 39% to 90%**

From 2012 Report:

- ODOC Medical Services increased sharing of supplies between ODOC medical facilities, allowing for decreased local inventory and wastage due to product expiration. All purchase requests are automated and are submitted to the Division Office for approval and processing.
- ODOC Medical Services continued consolidation of medical facility management, placing Howard McLeod CC and Mack Alford CC under the same Correctional Health Services Administrator, and Jackie Brannon CC under Oklahoma State Penitentiary, eliminating the need for two CHSA positions.
- Medicaid payment of hospital care is available for a limited subset of offenders. Medicaid applications are submitted for some offenders hospitalized in the community.
- Medicaid applications were extended to those offenders hospitalized at Lindsay Municipal Hospital, which is the primary hospital used for ODOC offenders.
- ODOC Medical Services continued to decrease utilization of relatively more expensive Temporary Staffing Agency nurses, resulting in significant savings to ODOC.

OKLAHOMA DEPARTMENT OF CORRECTIONS

- Eliminated the number of ink cartridges and paper by sending electronic emails or scans of all payroll data (leave balances, pay advices & time cards) to 23 facilities and central administration staff.
- Paperless (email) purchase order approval process.
- Streamlined Judgment and Sentence (J&S) notification process wherein county jails provide requests for medical services for offenders awaiting transfer to ODOC. Reduced field staff involvement in processing medical notifications and prescription filling of J&S offenders.

**Community Corrections**

From 2012 Report:

- Consolidation of sub offices, closing some offices thus reducing rental contracts for the office spaces.

**Community Sentencing**

From 2012 Report:

- Implementation of web enabled application for issuance of service authorization for Community Sentencing planning councils across the state.
- Use of portable technology to increase the mobility and accessibility of employees whose job responsibilities encompass large geographic areas.
- Increased uses of technology for communication purposes – now scan and email documents rather than copy and mail.
- Closed 38% of field locations which was possible due to increased mobile technology solutions.

**Internal Affairs**

From 2012 Report:

- For several years, Internal Affairs has had an MOU with the US Marshal's office both in Tulsa and Oklahoma City. This MOU provides an increased partnership by working together in apprehending escapees. In the agreement, the Marshal's office provides three fugitive agents' vehicles, reimburses fuel costs and also reimburses all overtime expenditures. In the last year, Internal Affairs has developed a new MOU with the FBI. This MOU assigns one intelligence officer in Oklahoma City and one in Tulsa to the FBI Joint Terrorism Task Forces. As a result, the staff has access to national trends/information sharing. For the participation, the FBI has agreed to provide both officers with vehicles, pays for all maintenance and fuel on said vehicles, and reimburses any overtime due to the officers' participation on the task force.

**Institutions**

2013 Report:

- **The Central Transportation Unit site located at the William Key Correctional Center was closed September 30, 2012. This site provided transportation services to the northwestern portion of the state and had a staff of 10. Transportation routes were re-configured and the unit was able to reduce staffing by four positions. Officers in these positions were placed into existing vacancies. The reduction in miles driven will result in a projected cost savings of approximately \$76,700 annually.**

OKLAHOMA DEPARTMENT OF CORRECTIONS

- The Suntide Inn Motel, currently known as Kate Barnard Community Corrections Center, was approximately 20 years old when purchased by the State Board of Affairs on behalf of the Oklahoma Department of Corrections in 1977. The motel served the agency as a training academy and a community corrections center for 35 years. The conclusion reached by the Durrant Group as part of the Oklahoma Legislative Architectural and Engineering Study conducted in 2009 stated, "...the amount of dollars that would need to be spent to remodel and update the remaining Center to bring it to required standards would outweigh the benefits..." To avoid costs associated with operationally critical repairs and improvements, approval for closure of Kate Barnard Community Corrections Center was given in July 2012. Movement of the last female offenders from Kate Barnard Community Corrections Center was completed by mid-September 2012. The need for beds created by the closure of Kate Barnard Community Corrections Center was accommodated utilizing existing halfway house contracts. Upon completion of removal of remaining equipment, the property will be turned over to the Division of Capital Assets Management (DCAM) with the Office of Management and Enterprise Services (OMES).

Agri-Services

2013 Report:

- The Agri-Services unit consolidated the management duties of the Agri-Services unit at the Williams S. Key Correctional Center and the Agri-Services unit at James Crabtree Correctional Center, resulting in a reduction of one FTE, and an annual cost savings of \$60,358. Formerly each unit had its own manager. Now, both are managed by one FTE.

Oklahoma Correctional Industries

2013 Report:

- Oklahoma Correctional Industries (OCI), focusing on preparing offenders with work skills for reintegration, developed and implemented a program where offender workers in its Metal Fabrication operation can work for and earn 3G AWS (American Welding Society) welding certifications. With over eight months of training and preparation, six OCI Metal Fabrication offenders achieved their 3G AWS MIG Welding Certifications. This is a major achievement for the offenders as well as OCI. These offenders are now registered with the Department of Labor and this places our welders among the top in their field. This is a giant step forward in preparing our offender workers for life after incarceration. These offenders are now qualified, when released, to work on structural applications such as bridges, public buildings and other large commercial or government projects.
- New products for Oklahoma Correctional Industries in 2012 included a Mini Dumpster designed specifically for use in county and state livestock facilities. The Mini Dumpster is designed for use with a fork lift to clean out barns, stalls, and pens and then carried on the forklift and dumped.
- Working with the Oklahoma Bureau of Narcotics, Oklahoma Correctional Industries designed and manufactured Meth Lab Storage Lockers for the Bureau's use. These were provided at a significant savings over previously used units.
- Oklahoma Correctional Industries also introduced a new clear vinyl offender mattress with a recycled denim core and a built in pillow for corrections facilities. The mattress not only

OKLAHOMA DEPARTMENT OF CORRECTIONS

provides the additional security feature of a clear cover but, also is more durable and longer lasting than previous models.

- Designed and manufactured a new product for state and city parks. A metal Adirondack style chair with custom designed cut outs in the chair back not only provides a beautiful product for our parks but, one that can be customized for each individual use.
- Oklahoma Correctional Industries Garment Productions completed 350 Kids Coats for distribution to needy children. Using scrap and donated materials and volunteer offender time the coats were designed and manufactured in time for distribution prior to the onset of cold weather. This brings OCI's total to over 700 coats provided for Oklahoma's needy children.

CORE MISSION:

What services are you required to provide which are outside of your core mission? Are any services you provide duplicated or replicated by another agency? Are there services which are core to your mission which you are unable to perform because of requirements to perform non-core services elsewhere?

**The Sex Offenders Registration Act was initially created in 1989. At that time, ODOC was given responsibility for maintaining the registry and received no appropriation earmarked for this legislation. This act has been modified numerous times since then, adding responsibilities to ODOC that never included specific appropriations. The Mary Rippy Violent Crime Offenders Act was passed in 2004, designating ODOC to maintain this registry with no funding appropriated.**

**Offender programming, to include education and substance abuse treatment, is provided at institutions. In some correctional agencies, the State Department of Education or local school districts provide educational programming.**

**ODOC has statutory responsibilities over private prisons housing federal offenders or offenders of another state. These duties include: approval of construction plans; approval of emergency response plans; processing of prospective employee national criminal records checks; monitor performance of the private prison contractor; designation of ODOC facilities as support during serious emergencies; responding to emergencies; and reviewing records of incoming out-of-state offenders. The ODOC may charge private prison contractors a reasonable fee for these services.**

**Although more resources would be available for core services if not providing the above listed services, they do not prevent the agency from meeting our mission.**

PRIVATE ALTERNATIVES:

Are there any of the services which are performed by the agency also performed in the private sector in Oklahoma? In other states? Has the agency been approached by any foundation, for-profit or not-for-profit corporation with efforts to privatize some of the functions of the agency?

**ODOC has contracted for bed space (private prisons and halfway houses) for many years. This includes for-profit and not-for-profit vendors. On January 16, 2013, there were 5,115 offenders housed in private prisons and 1,158 offenders in private halfway houses.**

OKLAHOMA DEPARTMENT OF CORRECTIONS

The pharmacy operation has been outsourced since 2005. We have met with medical providers interested in contract services on several occasions (Correctional Medical Services, now Corizon, and Correctional Healthcare Corporation). In each case, when advised of our daily cost, the vendors were not able to provide full services at ODOC's cost. Our FY 2011 actual cost for medical care was \$7.01 per offender/day. Medical care for offenders in our Tulsa facilities was recently contracted with the Morton Clinic in Tulsa. Additionally, medical lab services have been provided via a private vendor for many years.

We have been approached in the past by ARAMARK Correctional Services interested in exploring contracting for correctional food services. Once again, after discussion about our daily food cost per offender, \$2.39 per offender/day for FY 2011, the vendor could not match our low cost.



[Home](#)
[Courts](#)
[Court Dockets](#)
[Legal Research](#)
[Calendar](#)
[Help](#)

[Previous Section](#)
[Top Of Index](#)
[This Point in Index](#)
[Citationize](#)
[Next Section](#)
[Print Only](#)

Title 57. Prisons and Reformatories

## Oklahoma Statutes Citationized

### Title 57. Prisons and Reformatories

#### Chapter 8 - Oklahoma Corrections Act of 1967

#### Section 503 - Board - Creation - Members - Terms - Removal

Cite as: O.S. §, \_\_\_

There is hereby created the State Board of Corrections which shall be the governing board of the Department of Corrections herein created. The Board shall consist of seven (7) members who shall be appointed by the Governor with the advice and consent of the Senate. One member shall be appointed from each congressional district and any remaining members shall be appointed from the state at large. However, when congressional districts are redrawn each member appointed prior to July 1 of the year in which such modification becomes effective shall complete the current term of office and appointments made after July 1 of the year in which such modification becomes effective shall be based on the redrawn districts. Appointments made after July 1 of the year in which such modification becomes effective shall be from any redrawn districts which are not represented by a board member until such time as each of the modified congressional districts are represented by a board member. No appointments may be made after July 1 of the year in which such modification becomes effective if such appointment would result in more than two members serving from the same modified district. The terms of office of two members shall expire on March 15, 1969, and each six (6) years thereafter; the terms of two members shall expire on March 15, 1971, and each six (6) years thereafter; and the terms of three members shall expire on March 15, 1973, and each six (6) years thereafter. Not more than four members of the Board shall be of the same political party. Any member of the Board may be removed from office in the manner provided by law for the removal of officers not subject to impeachment. Vacancies on the Board shall be filled for the unexpired term.

#### Historical Data

Added by Laws 1967, HB 566, c. 261, § 3, emerg. eff. May 8, 1967; Amended by Laws 1992, SB 935, c. 364, § 5, emerg. eff. June 4, 1992; Amended by Laws 2002, HB 2085, c. 81, § 2, eff. November 1, 2002 (repealed by Laws 2003, HB 1816, c. 3, § 46, emerg. eff. March 19, 2003); Amended by Laws 2002, SB 396, c. 375, § 6, eff. November 5, 2002 ([superseded document available](#)).

#### Citationizer<sup>®</sup> Summary of Documents Citing This Document

Cite Name	Level
<b>Oklahoma Attorney General's Opinions</b>	
Cite	Name Level
<a href="#">2003 OK AG 2,</a>	<a href="#">Question Submitted by: Marilyn Hughes, Executive Director, Oklahoma Ethics Commission</a> Cited
<a href="#">2004 OK AG 38,</a>	<a href="#">Question Submitted by: Director Ron J. Ward, Oklahoma Department of Corrections</a> Cited
<a href="#">2007 OK AG 37,</a>	<a href="#">Question Submitted by: The Honorable Al Lindley, State Representative, District 93</a> Discussed
<b>Oklahoma Court of Civil Appeals Cases</b>	
Cite	Name Level
<a href="#">2011 OK CIV APP 83, 257 P.3d 416,</a>	<a href="#">REIMERS v. STATE ex rel. DEPT. OF CORRECTIONS</a> Cited
<b>Oklahoma Supreme Court Cases</b>	
Cite	Name Level

[1996 OK 11](#), [911 P.2d 272](#), [67 OBJ](#) [Cox v. Dawson](#)  
[542](#),

Cited

[1981 OK 41](#), [630 P.2d 772](#),

[Prock v. District Court of Pittsburg County](#)

Cited

#### Oklahoma Session Laws - 2002

Cite

Name

Level

[2002 O.S.L. 81](#), [2002 O.S.L. 81](#),

[Prisons and reformatories: modifying list of penal institutions: modifying private prison negotiation requirements. Effective date.](#)

Cited

#### **Citationizer: Table of Authority**

---

Cite Name

Level

##### Title 57. Prisons and Reformatories

Cite

Name

Level

[57 O.S. 503](#),

[Board - Creation - Members - Terms - Removal.](#)

Cited

[57 O.S. 503](#),

[Board - Creation - Members - Terms - Removal.](#)

Cited

## OKLAHOMA BOARD OF CORRECTIONS MEMBERSHIP ROSTER

July 1, 2012 through June 30, 2013

<b>Name</b>	<b>Confirmed by Senate</b>	<b>Term Ends</b>	<b>Succeeds</b>	<b>District</b>
Matthew H. McBee, Chair (Jenna)	5/23/2007	3/15/20 13	W. Mark Luttrull	1
Linda K. Neal, Vice Chair (Larry)	5/21/2009	3/15/20 15	Ernest Godlove	At Large
Gerald W. Wright, Secretary (Linda Kay)	5/19/2010	3/15/20 13	Jerry Smith (Resigned: 4/5/10)	2
Bobby Steve Burrage, Member	5/16/2012	3/15/20 17	Ted Logan	At Large
Kevin J. Gross, Member (Susan)	5/16/2012	3/15/20 17	Robert Rainey	At Large
Michael W. Roach, Member	5/16/2012	3/15/20 17	David Henneke	3
Earnest D. Ware, Member (Janice)	5/14/2009 2 <sup>nd</sup> Term	3/15/20 15	James Boykin	4

**6/7/2012 1:21 PM**

***Note: This information is confidential and not to be released to the general public.***



[Home](#)
[Courts](#)
[Court Dockets](#)
[Legal Research](#)
[Calendar](#)
[Help](#)

[Previous Section](#)
[Top Of Index](#)
[This Point in Index](#)
[Citationize](#)
[Next Section](#)
[Print Only](#)

Title 57. Prisons and Reformatories

## Oklahoma Statutes Citationized

### Title 57. Prisons and Reformatories

#### Chapter 8 - Oklahoma Corrections Act of 1967

#### Section 504 - Board - Officers - Rules and Regulations - Compensation for Members - Powers and Duties

Cite as: O.S. §, \_\_\_

(a) The Board shall elect from its members a chairman, vice chairman and a secretary. It shall adopt rules and regulations for its government and may adopt an official seal for the Department. Members shall be reimbursed for travel expenses, as provided in the State Travel Reimbursement Act while attending meetings of the Board or while performing other official duties.

(b) The Board shall have the following powers and duties:

(1) To establish policies for the operation of the Department;

(2) To establish and maintain such institutions as are necessary or convenient for the operation of programs for the education, training, vocational education and rehabilitation of prisoners under the jurisdiction of the Department;

(3) To lease, from time to time, without restriction as to terms, any property which said Board shall determine advisable to more fully carry into effect the operation of prison industries;

(4) To acquire, construct, extend, improve, maintain and operate any and all facilities of all kinds which in the judgment of the Board shall be necessary or convenient to foster the prison industries program;

(5) To require the Director and any other personnel of the Department, when deemed necessary by the Board, to give bond for the faithful performance of their duties;

(6) To appoint and fix the salary of the Director;

(7) To enter into contracts with private prison contractors; and

(8) To provide training to employees of private prison contractors and other governmental entities on a fee basis.

#### **Historical Data**

Added by Laws 1967, HB 566, c. 261, § 4, emerg. eff. July 1, 1967; Amended by Laws 1973, SB 132, c. 152, § 2, emerg. eff. May. 14, 1973; Amended by Laws 1974, HB 1501, c. 211, § 1, emerg. eff. May 15, 1974; Amended by Laws 1984, HB 1594, c. 137, § 2, eff. November 1, 1984; Amended by Laws 1985, HB 1164, c. 178, § 26, emerg. eff. July 1, 1985; Amended by Laws 1987, HB 1472, c. 80, § 2, emerg. eff. July 1, 1987; Amended by Laws 1991, HB 1734, c. 145, § 8, eff. September 1, 1991.

#### **Citationizer® Summary of Documents Citing This Document**

Cite Name	Level	
<b>Oklahoma Attorney General's Opinions</b>		
Cite	Name	Level
<a href="#">2004 OK AG 38,</a>	<a href="#">Question Submitted by: Director Ron J. Ward, Oklahoma Department of Corrections</a>	Discussed at Length
<a href="#">2007 OK AG 37,</a>	<a href="#">Question Submitted by: The Honorable Al Lindley, State Representative, District 93</a>	Discussed at Length
<a href="#">1999 OK AG 56,</a>	<a href="#">Question Submitted by: The Honorable Frank Shurden , State Senator, District 8</a>	Discussed at Length
<b>Oklahoma Supreme Court Cases</b>		
Cite	Name	Level
<a href="#">1981 OK 41, 630 P.2d 772,</a>	<a href="#">Prock v. District Court of Pittsburg County</a>	Cited

***Citationizer: Table of Authority***

**Cite Name Level**  
None Found.

**BI-ANNUAL PERFORMANCE MANAGEMENT**  
for the  
**Position of Director**  
**Oklahoma Department of Corrections**

Name: Justin Jones

Bi-Annual Performance Review Period: January 1, 2012 – June 30, 2012

Evaluation Period: January 1, 2012 – December 31, 2012

<b>Schedule of Performance Evaluation</b>	
Jan 2012	New Cycle begins January 1, 2012.
Jul – Aug 2012	Bi Annual Review: Director prepares documents for bi-annual review and provides BOC with written status report to include self-assessment of performance. Documentation to be posted on BOC's website by August 31, 2012.
Sep 2012	BOC conducts bi-annual performance review meeting with director.
Dec 2012 – Jan 2013	Annual Performance Review: Director prepares documents for annual performance review and provides BOC with written status report to include self-assessment of performance. Documentation to be posted on BOC's website by January 31, 2013.
Jan 2013	New Cycle begins January 1, 2013
Feb 2013	BOC conducts annual performance review for period Jan 1, 2012 - December 31, 2012 with director.

**Evaluation Team:**  
**Oklahoma Board of Corrections**  
Matthew McBee, Chair  
Linda Neal, Vice Chair  
Gerald Wright, Secretary  
David Henneke, Member  
Ted Logan, Member  
Robert Rainey, Member  
Earnest Ware, Member

**BI-ANNUAL PERFORMANCE MANAGEMENT  
DIRECTOR OF THE OKLAHOMA DEPARTMENT OF CORRECTIONS**

This performance management form is to develop and implement a performance management process, which provides the Board of Corrections the opportunity to work, in conjunction with the Director, to establish clear and well-defined performance standards, and to provide for periodic written and verbal feedback. The Board should meet bi-annually in executive session on or about January and June of each year with the Director to review and evaluate the Director's performance. Each performance review period should include the date of all comments collectively made by the Board. Section D is also to be completed after each review period. The second review period will include the second and final performance review for that period and should cover the entire twelve month period, and not just the most recent performance. Also, for the First, Second and Final review, Section C should be completed individually and then collectively by the Board for an overall accountability rating of Director's performance for the applicable period, and presented in one final form to the Director. The Chair of the Director's Evaluation Committee or the Board President shall be responsible for maintaining the original performance management forms and records. After this form has been completed by the entire Board and presented to the Director, each Board Member should be provided a copy, along with a copy to the Director and the agency personnel office.

**SECTION A: Personal Data**

<b>Employee ID:</b> 128652	<b>Employee Name:</b> Justin Jones	<b>Job Title:</b> Director
<b>Job Code:</b> 4966	<b>Evaluation Period:</b> Jan 1, 2011 - Jun 30, 2011	<b>Agency:</b> Oklahoma Department of Corrections

**SECTION B: Accountabilities**

<b>1. Effectively and efficiently operate the agency.</b>	<b>Designation:</b>
	<input checked="" type="checkbox"/> Critical <input type="checkbox"/> Important

- Performance Standards**
- Operate within budget and grant levels
  - Ensure compliance with all outside audits, such as ACA, Fire Marshal, Health Department, Department of Environmental Equality, and the Department of Mental Health and Substance Abuse Services (DMHSAS) certifications and all other applicable standards and audits
  - Ensure all policy and procedures are current/amended/updated and progressive in meeting statutory changes and best practices
  - Ensure internal statutory audits are conducted as required
  - Ensure proper medical, dental, and mental health services

- Outcome Measure**
- \* Appropriations are secured to operate the agency
  - \* No year-end deficits
  - \* All facilities that require ACA audits are reaccredited
  - \* An annual review of all policy and procedures are updated accordingly
  - \* All inspections have approved action plans with appropriate follow-up
  - \* Medical and mental health data reflects timely appointments – follow-up – services with reduced level of errors on services

<b>Comments – Period 1</b>	<b>PERFORMANCE RATING</b>				
	<b>Period 1: Jan 1-Jun 30, 2011</b>				
	Consistently Exceeds (5)	Frequently Exceeds (4)	Consistently Meets (3)	Occasionally Meets (2)	Seldom Meets (1)
	Date: _____				

<b>Comments – Period 2</b>	<b>PERFORMANCE RATING</b>				
	<b>Period 2: Jun 30-Dec 31, 2011</b>				
	Consistently Exceeds (5)	Frequently Exceeds (4)	Consistently Meets (3)	Occasionally Meets (2)	Seldom Meets (1)
	Date: _____				

<b>2. Compliance with the DOC mission statement (Protect the public, the employees and offenders) by delivering offender services and operations.</b>	<b>Designation:</b> <input checked="" type="checkbox"/> Critical <input type="checkbox"/> Important																									
<b>Performance Standards</b> <ul style="list-style-type: none"> <li>• Ensure proper facility security protocol</li> <li>• Ensure best practices and evidenced based community supervision</li> <li>• Ensure maximized citizen protection from additional victimization from DOC offenders</li> <li>• Ensure staff safety</li> </ul>																										
<b>Outcome Measure</b> <ul style="list-style-type: none"> <li>* No escapes from maximum and medium security and reduced escapes from all other security levels</li> <li>* Reduction in probation and parole absconder rates</li> <li>* Reduction in crimes committed by offenders on probation and parole</li> <li>* Reduction in offender on staff assaults</li> <li>* Reduction in offender homicides and suicides</li> <li>* Reduction in offender on offender assaults</li> <li>* Reduction in protective custody requests</li> <li>* Reduction or maintain current recidivism findings</li> </ul>																										
<b>Comments – Period 1</b>	<table border="1"> <thead> <tr> <th colspan="5">PERFORMANCE RATING</th> </tr> <tr> <th colspan="5">Period 1: Jan 1-Jun 30, 2011</th> </tr> <tr> <th>Consistently Exceeds (5)</th> <th>Frequently Exceeds (4)</th> <th>Consistently Meets (3)</th> <th>Occasionally Meets (2)</th> <th>Seldom Meets (1)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="5">Date: </td> </tr> </tbody> </table>	PERFORMANCE RATING					Period 1: Jan 1-Jun 30, 2011					Consistently Exceeds (5)	Frequently Exceeds (4)	Consistently Meets (3)	Occasionally Meets (2)	Seldom Meets (1)						Date:				
PERFORMANCE RATING																										
Period 1: Jan 1-Jun 30, 2011																										
Consistently Exceeds (5)	Frequently Exceeds (4)	Consistently Meets (3)	Occasionally Meets (2)	Seldom Meets (1)																						
Date:																										
<b>Comments – Period 2</b>	<table border="1"> <thead> <tr> <th colspan="5">PERFORMANCE RATING</th> </tr> <tr> <th colspan="5">Period 2: Jun 30-Dec 31, 2011</th> </tr> <tr> <th>Consistently Exceeds (5)</th> <th>Frequently Exceeds (4)</th> <th>Consistently Meets (3)</th> <th>Occasionally Meets (2)</th> <th>Seldom Meets (1)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="5">Date: </td> </tr> </tbody> </table>	PERFORMANCE RATING					Period 2: Jun 30-Dec 31, 2011					Consistently Exceeds (5)	Frequently Exceeds (4)	Consistently Meets (3)	Occasionally Meets (2)	Seldom Meets (1)						Date:				
PERFORMANCE RATING																										
Period 2: Jun 30-Dec 31, 2011																										
Consistently Exceeds (5)	Frequently Exceeds (4)	Consistently Meets (3)	Occasionally Meets (2)	Seldom Meets (1)																						
Date:																										
<b>3. Maintain and develop a professional and diverse workforce that includes leadership development, succession planning and a quality and safe work environment.</b>	<b>Designation:</b> <input checked="" type="checkbox"/> Critical <input type="checkbox"/> Important																									
<b>Performance Standards</b> <ul style="list-style-type: none"> <li>• Ensure agency management/leadership is current on trends and best practices in the profession</li> <li>• Recruit and retain employees</li> <li>• Ensure agency diversity reflects community diversity</li> <li>• Ensure safe working environment</li> </ul>																										
<b>Outcome Measure</b> <ul style="list-style-type: none"> <li>* Increase percentage of staff who comply with ACA and Oklahoma State Statutes leadership training requirements</li> <li>* Reduce turnover percentage in all positions with emphasis on CO positions.</li> <li>* Ensure affirmative action plan is approved by OPM each year and that the agency meets or exceeds plan guidelines on diversity</li> <li>* Reduction in employee grievances</li> <li>* Reduction in lost work days and on the job injuries</li> </ul>																										

<b>Comments – Period 1</b>		<b>PERFORMANCE RATING</b>				
		<b>Period 1: Jan 1-Jun 30, 2011</b>				
		Consistently Exceeds (5)	Frequently Exceeds (4)	Consistently Meets (3)	Occasionally Meets (2)	Seldom Meets (1)
		Date:				
<b>Comments – Period 2</b>		<b>PERFORMANCE RATING</b>				
		<b>Period 1: Jun 30-Dec 31, 2011</b>				
		Consistently Exceeds (5)	Frequently Exceeds (4)	Consistently Meets (3)	Occasionally Meets (2)	Seldom Meets (1)
		Date:				
<b>4. Focus on female offender specific programming, preventions, classification, education of stakeholders, and improvement in efficiency and effectiveness of female offender operations.</b>		<b>Designation:</b> <input checked="" type="checkbox"/> Critical <input type="checkbox"/> Important				
<b>Performance Standards</b>						
<ul style="list-style-type: none"> <li>▪ Provide additional best practice female offender programs</li> <li>▪ Collaborate with courts/prosecutors and DMHSAS to develop alternatives to incarceration and expand female offender participation</li> <li>▪ Provide more opportunities for female offender re-entry and reduction in security levels</li> <li>▪ Educate stakeholders and public on female offender issues</li> <li>▪ Address issues related to quality of facility operations to include offender assaults and grievances</li> </ul>						
<b>Outcome Measure</b>						
<ul style="list-style-type: none"> <li>* Increase number of female offenders in all approved programs</li> <li>* Increase number of female offenders in pre-trial and diversion programs</li> <li>* Increase number of female offenders at community corrections and also receiving re-entry services</li> <li>* Reduction of grievances</li> <li>* Reduction in female receptions</li> </ul>						
<b>Comments – Period 1</b>		<b>PERFORMANCE RATING</b>				
		<b>Period: Jan 1-Jun 30, 2011</b>				
		Consistently Exceeds (5)	Frequently Exceeds (4)	Consistently Meets (3)	Occasionally Meets (2)	Seldom Meets (1)
		Date:				
<b>Comments – Period 2</b>		<b>PERFORMANCE RATING</b>				
		Consistently Exceeds (5)	Frequently Exceeds (4)	Consistently Meets (3)	Occasionally Meets (2)	Seldom Meets (1)
		Date:				

**5. Ensure resources and programs are maximized to reduce and or maintain the current low recidivism rate and to increase diversions from incarceration.**

**Designation:**

- Critical  
 Important

**Performance Standards**

- Evaluate all approved programs per set schedules
- Increase availability of DOC operated diversion programs and re-entry operations
- Increase number of offenders attending approved programs

**Outcome Measure**

- \* Program evaluations shall show improvements if not already receiving excellent ratings
- \* Three year recidivism studies/survival analysis maintains or improves survival
- \* Program completion rates and participation increase
- \* Maintain or increase number and success rate of Community Sentencing program from previous calendar year
- \* Maintain or increase number and success rate of Probation and Parole diversion programs

Comments – Period 1	PERFORMANCE RATING				
	Period 1: Jan 1-Jun 30, 2011				
	Consistently Exceeds (5)	Frequently Exceeds (4)	Consistently Meets (3)	Occasionally Meets (2)	Seldom Meets (1)
	Date: _____				

Comments – Period 2	PERFORMANCE RATING				
	Consistently Exceeds (5)	Frequently Exceeds (4)	Consistently Meets (3)	Occasionally Meets (2)	Seldom Meets (1)
	Date: _____				

**SECTION C: Rating / Scoring**

Member Overall Accountability Rating Period 1	Board Overall Accountability Rating Period 2	Rating Periods 1 and 2	
Accountability 1	Accountability 1	Accountability 1	Consistently Exceeds (5) 100-125
Accountability 2	Accountability 2	Accountability 2	Frequently Exceeds (4) 75-100
Accountability 3	Accountability 3	Accountability 3	Consistently Meets (3) 50-75
Accountability 4	Accountability 4	Accountability 4	Occasionally Meets (2) 25-50
Accountability 5	Accountability 5	Accountability 5	Seldom Meets (1) 25 or below
Overall Rating	Overall Rating	Overall Rating	

**OVERALL PERFORMANCE RATING:**

The Board may elect to award an Overall Performance Rating. To arrive at an overall performance rating, the following considerations should be made:

- If two or more individual accountability ratings fall below (3) *consistently meets*, then it is recommended that the Overall Performance Rating not exceed *consistently meets*.
- If two or more individual accountability ratings fall below (4) *frequently exceeds*, then it is recommended that the Overall Performance Rating not exceed *frequently exceeds*.
- Economic, environmental, or other significant conditions occurring during the evaluation period may be considered when determining the Overall Performance Rating

Each accountability will receive a performance rating of 1 through 5. Multiply the performance rating by 5 to obtain the individual accountability score. Add all of the accountabilities together for the overall accountability rating.

- Consistently Exceeds  
 Frequently Exceeds  
 Consistently Meets  
 Occasionally Meets  
 Seldom Meets

**SECTION D: Record of Board Meetings/Discussions**

We certify this bi-annual report for the period of January 1, 2012 through June 30, 2012 represents our best judgment, and has been reviewed and discussed with the Director .

\_\_\_\_\_  
Board Member      Board Member      Board Member      Board Member      Board Member      Board Member      Board Member

I certify that this evaluation report for the period of January 1, 2012 through June 30, 2012 has been reviewed and discussed with me.

\_\_\_\_\_  
Director Signature      Review Date

We certify this bi-annual report for the period of July 1, 2012 through December 31, 2012 represents our best judgment, and has been reviewed and discussed with the Director .

\_\_\_\_\_  
Board Member      Board Member      Board Member      Board Member      Board Member      Board Member      Board Member

I certify that this evaluation report for the period of July 1, 2012 through December 31, 2012 has been reviewed and discussed with me.

\_\_\_\_\_  
Director Signature      Review Date

**COMMENT SECTION (OPTIONAL)** This section is provided, in the event any board member wishes to comment on the contributing factors which were considered in making a determination for the overall performance rating:

\_\_\_\_\_  
Board Member      Board Member      Board Member      Board Member      Board Member      Board Member      Board Member

\_\_\_\_\_  
Director Signature      Review Date

Oklahoma Board of Corrections .....	1
I. Operating Procedures.....	1
A. Officers, Terms of Office, and Qualifications.....	1
B. Board Vacancies and Succession.....	2
C. Duties and Responsibilities.....	2
D. Orientation .....	3
E. Modern Rules of Order .....	3
F. Establishment of Policies.....	3
G. Approval of Personnel Matters.....	3
H. Approval of Contracts and Budgets.....	3
I. Private Prison Construction or Operation.....	4
J. Facility/Office Tours .....	4
K. Inquiries .....	4
II. Administration of Board Functions .....	5
A. Board of Corrections Meetings .....	5
B. Board Committees .....	7
C. Committee Sunset Provision.....	10
D. Board Agenda.....	10
E. Requests for Information by Board Members .....	10
III. Public Access .....	10
A. Requests for Information.....	11
IV. Members Representing Board of Corrections.....	11
V. References .....	12
VI. Action.....	12

<b>Section-01 Organization</b>	<b>Page: 1</b>	<b>P-010200</b>	<b>Effective Date: 12/11/2012</b>
<b>Board Operating Procedures</b>	<b>ACA Standards: 2-CO-1A-10, 4-4001, 4-APPFS-3D-01</b>		
<b>Matthew McBee , Chair Oklahoma Board of Corrections</b>	<b>Signature on File</b>		
<b>Linda Neal, Vice Chair Oklahoma Board of Corrections</b>	<b>Signature on File</b>		

## **Operating Procedures and Policies for the Oklahoma Board of Corrections**

The Oklahoma Board of Corrections (“Board”) will establish and maintain written policy pursuant to Section 504 of Title 57 of the Oklahoma Statutes, which govern decision making, monitoring of operations, and meetings conducted within the Department of Corrections (DOC). (4-4001, 4-APPFS-3D-01)

### **I. Operating Procedures**

#### **A. Officers, Terms of Office, and Qualifications**

1. The Board, composed of seven members, will have the following offices: a chair, vice chair, and secretary. These offices will be filled annually by Board election at the regular meeting held in June of each year.

2. Members who have demonstrated leadership, while adhering to these operating procedures and policies, and shown commitment to the missions of both the Board and DOC are eligible for election by a majority vote of the Board. Whenever possible, a member shall not serve as chair until serving a term as vice chair.
3. An incumbent officer may be re-elected as often as such officer receives the necessary votes, except the office of the chair who shall serve no more than two (2) consecutive terms. Newly elected officers will assume their offices at the next meeting of the Board.

B. Board Vacancies and Succession

1. If a vacancy occurs in the office of the chair, the vice chair will automatically succeed to the office of the chair and complete the remaining term of office.
2. Upon assuming the office of chair, the office of vice chair will become vacant through succession, and the chair may appoint a vice chair to complete the remaining term of office.
3. Any vacancy occurring in the office of vice chair or secretary may be filled by the chair by appointment for the remaining term of office.
4. A newly appointed officer will assume office at the next meeting of the Board.
5. A newly appointed member nominated, but not approved by the Senate, shall not vote during a Board meeting unless the new member has been designated by the Governor as an interim member to fill a vacancy that occurred during a term of office. An incumbent member scheduled to leave office may continue to act as a member of the Board until a successor is duly appointed and confirmed according to law. A reappointed member may continue to vote unless denied confirmation by the Senate.

C. Duties and Responsibilities

Upon selection by the Governor to the Board, the prospective new Board member(s) shall promptly receive a copy of these Operating Procedures and Policies its attachments, including the "Performance Expectations for Members of the Board of Corrections" which is incorporated by reference (See [Attachment A](#), attached). The duties and responsibilities outlined in these Operating Procedures and Policies will be reviewed annually by the Board and the DOC director.

D. Orientation

Within three (3) months of their appointment, all newly appointed Board members shall attend a DOC orientation to become familiar with DOC operations.

E. Modern Rules of Order

The "Modern Rules of Order" shall act as a guide to the Board in the transaction of business during meetings, unless otherwise provided by law or these Board operating procedures and policies.

F. Establishment of Policies

The Board will establish policies for the operation of the DOC. The Board also must approve cancellation of, and amendments to, established policy statements.

G. Approval of Personnel Matters (2-CO-1A-10)

1. The Board may require the director and any other DOC personnel, when deemed necessary by the Board, to give bond for the faithful performance of their duties (57 O.S. 504(5)).
2. The Board will appoint and fix the salary of the director.
  - a. The maximum salary of the director is established by law.
  - b. The term of office of the director is continuous and may only be terminated for good cause and after a formal and open hearing on specific charges, if requested by the director or by the Board.
3. The Board will consider for confirmation and vote on the appointments of wardens, district supervisors, and other staff members required by law to be confirmed as submitted to the Board by the director.

H. Approval of Contracts and Budgets

1. The Board will be involved in the selection of architectural firms for projects when the architect's fee is over \$200,000. The Board will also approve requisitions for construction contracts for projects where estimated construction costs are greater than \$500,000. Approval of construction documents must occur before acceptance of a bid.
2. The Board will be involved in the selection of sites for new institutions and community corrections centers, and select and

approve relocation of existing correctional facilities.

3. The Board will review and approve the proposed DOC budget before it is submitted to the State Budget Office in the fall of each year for review by the Governor.
4. The Board will review and approve all emergency expenditures of money that exceed the director's authority as allowed by law.

I. Private Prison Construction or Operation

1. If DOC proposes to enter into a contract for the construction or the operation, or both, of a private prison, DOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by DOC (57 O.S. 561, 561.1D-4 &G).
2. DOC shall then deliver to the Board the top three (3) qualified prospective private prison contractors identified pursuant to law together with the information reviewed and analyzed by DOC during analysis of the proposals. The Board of Corrections shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information (57 O.S.561.1.H).
3. Should DOC choose to negotiate with current private prison contractors for a new contract for the operation, lease, or lease/purchase of a private prison, DOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by DOC. The Board of Corrections shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. Additional time may be provided, when necessary (57 O.S. 561, 561.1).

J. Facility/Office Tours

Besides the tours or inspections, which may be taken during the regular Board meetings, each Board member is encouraged to conduct at least one unannounced visit of a DOC institution, community corrections center, and community work center or probation and parole office per year.

K. Inquiries

Any inquiries regarding DOC's operations, actions, or policies received by Board members from the public, employees, or offenders will be referred to the director or designee for response. If those inquiries are of such a

nature that referral to the director may be inappropriate, then referral should be made to the chair of the Board for appropriate disposition.

## II. Administration of Board Functions

### A. Board of Corrections Meetings

The Board will normally meet with the director at least monthly to review the administration and activities of the DOC to include reports on the operation and performance of facilities and units, review Board policies as needed, and other appropriate matters.(4-ACRS-7D-34)

1. The chair will preside over Board meetings. The vice chair will preside in the absence of the chair.
2. The monthly meetings will be conducted at a time and place designated by the chair (or vice chair in the chair's absence), and published by DOC.
  - a. Members who know that they will be unable to attend will notify the DOC of their intended absence at least one week before the scheduled meeting.
  - b. A majority of the members of the Board currently serving will constitute a quorum for the transaction of business. A majority of affirmative votes of a quorum will be required to conduct and transact the business of the Board.
3. DOC support staff will be responsible for the following:
  - a. Recording of the minutes of every Board meeting;
  - b. The certification of the approval of the minutes;
  - c. Ensuring whenever possible, all documents and information relevant to the Board meeting is provided to the Board in electronic form, no less than five (5) days prior to the scheduled Board meeting; and
  - d. Maintaining the official records of the Board as required by law.
4. Upon approval of the minutes, the Board Secretary will execute the following:

Certificate of Approval

I hereby certify that these minutes were duly approved by the Board of Corrections on \_\_\_\_\_, 20\_\_\_\_, in which a quorum was present and voting.

Date: \_\_\_\_\_ Secretary of the Board

5. All meetings of the Board will be conducted according to Oklahoma's "Open Meeting Law" (25 O.S. 301-314).
  - a. The director will ensure that notice is given in writing to the Secretary of State, by December 15 of each calendar year, of the regularly scheduled meetings of the Board of Corrections for the next calendar year.
  - b. The director will ensure that the proposed agenda is posted at least 24 hours before each meeting. The agenda will be posted in prominent public view at DOC Headquarters, 3400 Martin Luther King, Oklahoma City, or at the location of the meeting.
  - c. If any change is to be made in the date, time, or place of the regularly scheduled meeting, then notice in writing will be given to the Secretary of State not less than ten days before the implementation of the change.
6. Board executive sessions are authorized only under the following circumstances, or as otherwise provided by Oklahoma law;
  - a. Discussion of the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any salaried public officer or employee, including a periodic performance evaluation of the director.
  - b. Confidential communication with the Board's attorneys only to discuss a pending investigation, claim, case, matter, or action where disclosure would seriously impair the ability of the Board to proceed in the public interest.
  - c. Any vote or action must be taken in public meeting with the vote of each member publicly cast and recorded. At the end of each executive session, a public announcement will be made memorializing the executive session discussion and announcing whether a vote is necessary.
7. Special meetings may be called by the chair or by a majority of the Board as necessary and according to the "Open Meeting Law."
8. In the event any meeting is to be continued or reconvened, public notice of the action, including date, time, and place of continued

meeting, will be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting that is continued will be discussed at the continued or reconvened meeting.

9. An emergency meeting of the Board of Corrections as permitted by the Open Meetings Act may be held without public notice. The person calling an emergency meeting will give as much advance public notice as is reasonable and possible under the existing circumstances.
10. Matters of business that require further investigation or detailed study may be delegated to an ad hoc Board committee appointed by the chair with the advice and consent of the Executive Committee.
11. At each meeting, the chair may provide an opportunity for any relevant business to be introduced by any Board member, the director, a member of the news media, or any citizen attending the meeting, however, business may not be transacted unless such business constitutes "new business" within the meaning of the Open Meeting Act.
12. Every meeting of the Board will be electronically taped (except executive session) from which minutes will be transcribed in summary form. A copy of the minutes will be forwarded to the Board before the next meeting for their review. After formal approval of the minutes, as submitted or as amended, the taped recordings shall be destroyed, unless the Board or the Executive Committee requests that the tape recording not be destroyed. A certified copy of the approved minutes will constitute the official record of the Board.
13. Members of the Board will be reimbursed for travel expenses, as provided by law for other state officers and employees, while attending meetings of the Board or performing other official duties.

B. Board Committees

The chair of the Board shall appoint or reappoint up to three (3) members of the Board to a standing committee at the beginning of a fiscal year. Any Board member may offer a motion to create a standing or ad hoc committee, which shall include the proposed committee's specific tasks and/or goals. If approved, the chair shall appoint up to three (3) members to the committee and name a member to act as chair of the newly created committee.

The chair of the Board will function as *ex officio* of all committees and may attend meetings in compliance with the Open Meeting Act.

Each committee may meet as required by the respective chair of the committee, and report their findings and recommendations to the full Board for formal approval and action. After each meeting of any committee, a report will be made during the next regular or special Board meeting as required. Committee meetings will be coordinated with the director and staff schedules.

The following committees are standing committees:

1. Executive Committee
  - a. The Executive Committee shall consist of the following Board members:
    - (1) Chair of the Board;
    - (2) Vice chair of the Board; and
    - (3) The immediate past chair of the Board for one year term, or in the event that member has completed that member's one year term, or is no longer serving as a board member, the secretary of the Board shall succeed to the Executive Committee.
  - b. Duties of the Executive Committee shall include:
    - (1) Ensuring that the director's annual written performance evaluation is conducted by the Board;
    - (2) Developing, reviewing, and approving the monthly Board agenda;
    - (3) Acting as the Sponsor Monitoring Team to ensure the Board's Strategic Five Year Vision and Strategic Goals are being tracked and implemented; and
    - (4) Any matter referred to it by the chair Board or director.
2. Budget Committee
  - a. The Budget Committee will meet with the director and designated staff to conduct business, including but not limited to, reviewing and analyzing the DOC's annual budget request.
  - b. The Budget Committee will meet as needed to review the budget request due in October of each fiscal year.

- c. The chair or a designee of the chair of the budget and finance committee will report to the Board, and request formal approval of the budget for the following fiscal year.
3. Population/Private Prison Committee
  - a. The Population/Private Prison Committee will meet as needed with the director and designated staff to conduct business, including but not limited to the review of the DOC's population status, policies, and the review and approval of facilities' authorized capacity.
  - b. The Population/Private Prison Committee will review and approve requests for proposals, determine contract performance standards, propose rules and regulations, review and approve proposed per diem costs for the ensuing fiscal year, and review the cost benefit analysis required by law.
  - c. The chair or a designee of the chair of the Population/Private Prison Committee will report to the full Board their recommendations, and request formal approval thereof.
4. Public Policy/Affairs Committee
  - a. The Public Policy/Affairs Committee will meet with the director and designated and appropriate staff to conduct business, including but not limited to the review and approval of the specific language of the legislative initiatives of DOC.
  - b. The Public Policy/Affairs Committee will meet prior to each legislative session, and from time to time during the legislative session, to review and discuss any necessary changes.
  - c. The Public Policy/Affairs Committee, the director and designated staff will interface, as necessary with members of other state boards, associations, organizations, agencies and designated appropriate staff to coordinate activities relating to the above named entities.
  - d. The chair or a designee of the chair of the Public Policy/Affairs Committee will report to the Board their recommendations and request formal approval thereof.
5. Female Offender Committee
  - a. The Female Offender Committee will meet as necessary with the director and designated staff to conduct business,

including but not limited to the review and approval of DOC policies and procedures which may affect female offenders to ensure a level of parity that avoids and/or minimizes any discrimination.

- b. The chair or a designee of the chair of the Female Offender Committee will report to the Board their recommendations, and request formal approval thereof.

C. Committee Sunset Provision

All committees not designated as a standing committee shall expire after one calendar year from the date of the committee's inception, unless the Board approves the committee continued existence.

D. Board Agenda

The chair and/or the Executive Committee shall be contacted in order for any item to be placed on the Board agenda for a regular or special Board meeting. Proposed agendas will be prepared and posted at least seven days prior to any Board meeting. A final agenda will be posted 24 hours in advance of any Board meeting. After final posting, no additions to the agenda will be considered unless it falls under the item of new business in compliance with the Open Meeting Act. The decision of the chair will be final for placing items on the agenda for the next meeting unless three members of the Board request in a timely manner the item be placed on the agenda.

E. Requests for Information by Board Members

Any Board member or committee may request information from DOC that is within the Board's statutory authority, provided such request is presented to the director who may refer the request to the appropriate member of the DOC staff. Copies of such information shall be provided to all members of the Board, as deemed appropriate by the director and/or the Board Executive Committee. Any requests that cause significant increases in workload for the director or DOC staff should be referred to the Board Executive Committee for approval or placed on the next Board meeting's agenda for consideration by the Board. The director will determine whether the request presents a significant increase in workload and the time required responding to the request. If required, the director will request that the Board member contact the Board chair to place the item on the agenda for the next Board meeting.

III. Public Access

The DOC and its Board share the responsibility to provide information concerning DOC to Oklahoma citizens. The Board will allow public and press inquiry of each Board member after each Board meeting, as each individual Board member's

schedule permits. All requests for information from Board members shall be referred to the director for appropriate response.

A. Requests for Information

Requests for information from the public regarding an individual offender must meet the following requirements:

1. The request must comply with [OP-060212](#) entitled "Maintenance and Access of Offender Records" and "Authorization to Release Department of Corrections Record Information" form ([DOC 060212F](#)).
2. The request must be in writing with a return address. Electronic mail requesting information about an offender will not be responded to until said electronic mail is converted to an appropriate paper writing, and the sending party is identified by name, address, and original signature.
3. If the request is regarding questionable policy practices or possible criminal behavior by staff or an inmate, specific facts must be provided by the requesting party prior to any response.

For any request that does not involve possible criminal behavior by the offender or place the requesting party in jeopardy, the information gathered for the response shall be provided to the offender by the unit staff. The offender shall then have the opportunity to forward the information to the requesting party. The offender shall be encouraged to utilize the grievance procedure, when appropriate.

This section will not apply to open records requests or requests by an offender's attorney of record or elected public officials.

Unless otherwise provided by the Open Meeting Act, all Board meetings will be open and accessible by the public. All members of the public attending Board meetings shall be subject to any security procedures deemed necessary by DOC. Any person who has been denied access to any DOC facility or institution may be allowed to attend a Board meeting, provided the person meets all security concerns, and shall be limited to the specific room where the meeting is held, and shall be required to arrive within a reasonable time before the meeting and leave within a reasonable time after the adjournment of the meeting.

IV. Members Representing Board of Corrections

Only members or committees authorized by the chair and/or the Executive Committee or pursuant to a duly adopted Board resolution may represent the Board before the executive or legislative branch or before any other branch or agency of the state or federal government or before any private entity, including the press. Except as noted above, media comments may be made stating only

Section-01 Organization	Page: 12	P-010200	Effective Date: 12/11/2012
-------------------------	----------	----------	----------------------------

the personal views or positions of the member on matters that may come before the Board. Members may express their personal views on any proposed legislation affecting DOC.

V. References

OP-060212 entitled "Maintenance and Access of Offender Records"

25 O.S. 301-314

57 O.S. 503, 504, 506, 510, 561, 561.1

74 O.S. 2.2

577 P. 2nd 1310 (Okla. 1978)

VI. Action

The director is responsible for compliance with this policy.

The director and the Board of Corrections are responsible for the annual review and revisions.

Any exceptions to this policy statement will require prior written approval of the Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-010200 entitled "Operating Procedures and Policies for the Oklahoma Board of Corrections" dated January 19, 2012

Distribution: Policy and Operations Manuals  
Department Website (Public)  
Board Website (Private)

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 060212F</a>	“Authorization to Release Department of Corrections Record Information”	<a href="#">OP-060212</a>

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	“Performance Expectations for Members of the Board of Corrections”	Attached

# BOARD OF CORRECTIONS

## Committee Assignments

July 1, 2012 – June 30, 2013

Executive	Budget	Public Policy
Matthew McBee, Chair	Ged Wright, Chair	Ged Wright, Chair
Linda Neal	Steve Burrage	Kevin Gross
Ged Wright	Matthew McBee	Earnest Ware
Population/Private Prisons	Public Affairs/State Boards Interface	Female Offender
Linda Neal, Chair	Earnest Ware, Chair	Linda Neal, Chair
Steve Burrage	Kevin Gross	Mike Roach
Mike Roach	Mike Roach	Earnest Ware

Burrage	Gross	McBee
Budget	Public Affairs/State Boards	Executive
Population/Private Prisons	Public Policy	Budget
Neal	Roach	Ware
Executive	Female Offender	Female Offender
Female Offender	Population/Private Prisons	Public Affairs/State Boards
Population/Private Prisons	Public Affairs/State Boards	Public Policy
Wright		
Executive		
Budget		
Public Policy		

**OKLAHOMA BOARD OF CORRECTIONS MEETING**  
Tulsa County District Community Corrections  
440 South Houston, Auditorium  
Tulsa, Oklahoma  
January 13, 2012

**1. Opening and Roll Call**

**Matthew McBee, Chair**

Chair McBee called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 10:09 a.m. at Tulsa County District Community Corrections, on Friday, January 13, 2012. Those Board members in attendance were:

David Henneke	Ted Logan	Matthew McBee	Robert Rainey
Earnest Ware	Gerald Wright		

Absent from the meeting was Ms. Linda Neal; however a quorum was present and the meeting continued. Chair McBee welcomed everyone and thanked them for their attendance.

**2. Welcome/Remarks**

**Rick Parish, District Supervisor**  
**Tulsa County District Community Corrections**

Chair McBee recognized and opened the floor to Mr. Parish, who welcomed the Board, Director Jones, and other staff to the city of Tulsa and to his offices. Mr. Parish asked if there were any questions or comments from the Board; none were made and the meeting moved to the next item on the agenda.

**3. Old Business**

**Matthew McBee, Chair**

There was no old business brought before the Board and the item was closed.

**4. Approval of November 18, 2011, Board Meeting Minutes**

**Matthew McBee, Chair**

Chair McBee opened the floor for approval of the minutes from the November 18, 2011, meeting of the Oklahoma Board of Corrections. No comments or questions were raised by the Board regarding the minutes.

**Motion:** Mr. Logan made a motion to approve the meeting minutes. Mr. Henneke seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – absent; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting minutes were approved; no other comments or questions were made and the item was closed.

**5. Director's Comments**

**Justin Jones, Director**

Chair McBee opened the floor to Director Jones, who thanked the Board and all staff for their attendance at the meeting and extended a special thanks to the families of the gentleman on the agenda for Board approval as wardens at Dick Conner Correctional Center (DCCC) and Eddie Warrior Correctional Center (EWCC). Director Jones recognized Ann Domin, Deputy Director with Indian Nations Council of Governments (INCOG), who has been instrumental in assisting ODOC with re-establishing PPW crews at the Avalon facility to assist with the city of Tulsa and surrounding areas. Director Jones also recognized Mr. Cody Inman, Governor Fallin's staff, and expressed his appreciation for Mr. Inman's attendance.

The following ODOC updates were then provided by Director Jones:

- Per state statute, Director Jones advised the Board of an emergency purchase made in December 2011. Jackie Brannon Correctional Center (JBCC), on December 2, 2011, had a leak in a 500-gallon hot water reservoir that provides all hot water to C-Unit and administrative offices. The estimated cost to replace the tank itself was \$11,500 and the installation components were \$2,900. Due to the safety and health concerns presented by not having any hot water in C-Unit, JBCC requested an emergency be declared under Title 74 to waive the competitive bidding requirements. JBCC maintenance staff will complete all of the installation.

- On December 3, 2011, ODOC held its first budget hearing with the Office of State Finance to review the budget for the upcoming year. Director Jones expressed his appreciation to Linda Parrish, Greg Sawyer and their staff for their assistance in preparing for the budget hearing.
- December 7-9, 2011, Director Jones, Kenny Holloway, and Rebecca Frazier, Governor Fallin's Assistant General Counsel, attended a meeting sponsored by the Bureau of Justice in Washington D.C. to discuss statewide plans to reduce recidivism. The topic also goes hand-in-hand with the Justice Reinvestment Initiative (JRI); Speaker of the House Kris Steele and the Council of State Governments (CSG) staff met with the Board on January 12 to provide their final policy recommendations for the Oklahoma JRI.
- ODOC hosted a breakfast meeting on December 12, 2011, with Speaker Steele and Don Millican, co-chairs of the Oklahoma JRI working group. Also in attendance at the meeting were Director Jones, Ms. Amy Santee and the staff from CSG. The JRI working group met afterwards in the North Conference Room at ODOC Administration to discuss the final data analysis compiled by the CSG staff.
- Director Jones attended a Cabinet Meeting on December 13, 2011, at the Oklahoma State Bureau of Investigation.
- Director Jones, Neville Massie, Kenny Holloway, Mike Oakley and Greg Williams attended the Sheriffs' Association Board meeting in Stillwater on January 4, 2011, to discuss ODOC issues.
- Director Jones attended the execution of Gary Welch #104158 on January 5, 2012, at Oklahoma State Penitentiary (OSP).
- ODOC sent a two-question survey to all 77 counties regarding continuance of housing offenders at the statutory rate of \$27 per day and certification that offenders can continue to be housed at their facilities at this rate, including routine sick calls, without utilizing ad valorem taxes. There were 58 counties who responded "yes" to both questions, with the remaining counties responding "no" to at least one of the two questions.
- On December 8, 2011, Dr. Joe Wilson, Glenn Short, and Todd Crowell, representatives of World Mission Builders, made a presentation to Mabel Bassett Correctional Center (MBCC) staff, City of McLoud staff, and representatives of the MBCC Citizen Advisory Board in reference to building a chapel at MBCC.
- Brad Beasley, producer of the "Sweethearts of the Rodeo" documentary, recently optioned the narrative rights which may result in a feature-length movie based on the documentary.
- B. J. Mooney, Director of the Vinita Chamber of Commerce, and several board members were present at the Northeast Oklahoma Correctional Center on November 21, 2011, to present a plaque of appreciation to the warden on behalf of the City of Vinita for the facility's participation in community events.
- On November 17, 2011, James Crabtree Correctional Center hosted the Northwest Law Enforcement Banquet. Approximately 50 association members from Garfield, Woods, Alfalfa, Major and Grant counties attended the meeting. The association was established to provide an occasion for area agencies to meet and discuss the unique challenges of enforcing law in rural areas.
- Lieutenant Damon Wilbur, Joseph Harp Correctional Center, had the honor of being a member of the "Guardians of the Flame Miner's Lamp Escort" on November 5, 2011, at the annual International Law Enforcement Torch Run conference hosted by Calgary, Alberta, Canada. Officers part of this unique escort team represented such places as Poland, Chinese Taipei, Northern Ireland, and thirty various states. Lt. Wilbur was selected by Oklahoma's Executive Law Enforcement Torch Run committee to represent Oklahoma.
- Director Jones and other ODOC staff attended a birthday celebration on November 4, 2011, for former OSP Sergeant, John Barrier, at the Walnut Grove Living Center in McAlester. Mr. Barrier, who was severely injured in the 1973 riot at OSP, was presented with a plaque recognizing his service to ODOC and to the State of Oklahoma. Director Jones thanked Deputy Director Reginald Hines, Warden Randy Workman, and former employee Dan Reynolds for assistance with coordinating the event and allowing him to attend.
- On December 2, 2011, a reporter from the McAlester News Capitol visited OSP and met with Warden Randy Workman to write an article about the OSP Angel Tree project and the difference volunteers make to corrections during the holiday season. Warden Workman and Deputy Warden Linda Morgan distributed the collection of gifts to be given to the participants of the Angel Tree project on December 15, 2011. Thirteen employee families and 38 children received assistance from this event.

- Oklahoma Correctional Industries (OCI) staff and offender workers at Oklahoma State Reformatory and Lawton Correctional Facility manufactured 200 children's coats for the Angel Tree project and Coats for Kids project. The coats were made mostly of scrap materials and the offenders donated their time to the production of the coats.
- OCI completed negotiations on a new private partnership in November 2011. The partnership with *Memory Lane*, a division of Classmates.com, began in December 2011 with twenty-four offender workers and involves the digitalization of high school yearbooks. The first 10,000 books were received by OCI in November. OCI's partnership with BOSS at MBCC has reached full capacity of 145 offender workers and work will soon begin to prepare space for an additional fifty workers.
- Vegetable harvest for Agri-Services began in May and 737,534.05 pounds of fruits and vegetables, valued at \$471,352.76, have been produced through November 30, 2011.
- A Speak-Out program was held on December 4, 2011, at Edmond Santa Fe High School. Case Managers Felicia Mack and Elizabeth Butler, Oklahoma City Community Corrections Center (OKCCCC), supervised the event and eight offenders spoke to approximately 400 students
- In response to an opinion issued by the Attorney General, the agency has begun covering all medical costs (other than routine medical care) for offenders sentenced to ODOC and waiting transport to Lexington Assessment and Reception Center. Notification to the sheriffs of the process for submitting medical claims was provided through the Sheriff's Association. The first medical claims were processed December 20, 2011, and have been steady since that time. Our communication to the sheriffs requested that they complete a "notification" form so the expenses can be tracked and payment can be authorized. It is early in the process, but this appears to be an item that will increase medical costs for the agency and additional workload on our staff to coordinate this process with the counties.
- A new Faith and Character Community program schedule was developed at MBCC and 80 new participants were screened and moved onto the unit. Seventy-three offenders participated in the program, with 36 participants in the Character Track and 37 participants in the Faith Track.
- On November 1, 2011, Morton Comprehensive Health Services began providing medical, mental health and dental services to offenders in the Tulsa area halfway houses.
- The Veterans Affairs (VA) Healthcare for Re-entry Veterans (HCRV) program has begun to have an impact in ODOC reentry services. The purpose of the HCRV is to reach out to Veterans who are incarcerated in a federal prison, an Oklahoma state prison, a work-release program or halfway house that is under the jurisdiction of the Federal Bureau of Prisons (FBOP), ODOC, out on a GPS monitor, or recently released from prison. VA's goals, in concert with other federal, state and local organizations, are to prevent homelessness, reduce the impact of medical, psychiatric, and substance abuse problems upon community re-adjustment, and decrease the likelihood of re-incarceration for those leaving prison.
- The Internal Affairs Fugitive Apprehension unit has apprehended 155 ODOC fugitives from the ODOC fugitive list during the last calendar year, which is an increase of 36 apprehensions over CY 2010. The 2011 ending ODOC fugitive list number is 75 active fugitives. The unit also assisted Probation and Parole with 64 arrests and the US Marshall's Violent Crime Task force with 85 arrests.
- As of the end of December 2011, the Intelligence Unit has registered 1,910 offenders as Security Threat Group members. This unit continues to educate both ODOC employees and outside law enforcement in regard to incarcerated STG members. During the month of December, the unit conducted training sessions at the correctional officer academy, OSP, JBCC and taught a session in conjunction with the US Attorney's Project Safe Neighborhood.

Chair McBee opened the floor for comments and questions. No further comments were made and the item was closed.

## 6. Budget Report

**Greg Sawyer, Chief  
Departmental Services**

Chair McBee opened the floor to Mr. Sawyer for the ODOC Budget Report as of December 31, 2011. Mr. Sawyer provided the following information:

- Expenditure summary – Based on six months of expenditure data, a deficit of \$7 million exists for fiscal year 2012. This deficit is \$100,000 larger than reported the previous month. The report does not take into account changes in staffing or offender population that may occur through the course of the fiscal year.

- Payroll – The overall funded payroll is 69.7%. This totals 4,110.1 out 5,894.6 authorized FTE. At the end of December 2011, 4,063.9 positions were filled for a rate of 68.9% with 46.2 FTE under the funded rate. A surplus of \$5.8 million currently exists.
- Contract Beds – Expenditure trends are based on current offender levels as of the end of December 2011. A \$1.4 million surplus exists at this time. Any offender growth during the course of the fiscal year that would require additional contract bed space will increase this deficit.
- Medical and Mental Health Services – Medical and mental health expenditures for December 2011 reflect a deficit of \$193,375 exists should current expenditure trends continue.

Mr. Sawyer then opened the floor for questions or comments. No comments were made and the item was closed.

**7. Adoption of Average Daily Rate Per Inmate**

**Greg Sawyer, Chief  
Departmental Services**

Chair McBee opened the floor to Mr. Sawyer. The annual board adoption of the average daily rate per offender was presented by Mr. Sawyer in accordance with Title 57 § 561.1 ¶ E., which states:

*“At the beginning of each fiscal year, the Department of Corrections shall determine the budgeted average daily cost per inmate. There shall be a separate computation of budgeted average daily cost for maximum security, medium security, minimum security, and community facilities. This information shall be presented to the State Board of Corrections for informational purposes only. After the close of each fiscal year, the Department shall determine the actual average daily cost per inmate for the operational costs at each major category of correctional facility. There shall be a separate computation of the average daily rate for maximum security, medium security, minimum security, and community facilities. The Department shall present to the Board of Corrections at its January meeting comparative data on budgeted daily cost versus actual daily cost and, after appropriate review and analysis, the Board shall adopt as a final action of the Board an average daily cost per inmate by facility category for the immediate preceding fiscal year.”*

Mr. Sawyer stated the budgeted and actual average daily cost per offender for public facilities was as follows:

Facility Type	FY 2011 Budgeted	FY 2011 Actual	FY 2012 Budgeted
Maximum Security	\$69.53	<b>\$75.85</b>	\$68.47
Medium Security – Male	\$40.73	<b>\$39.49</b>	\$40.64
Medium Security – Female	\$36.92	<b>\$35.83</b>	\$36.67
Medium Security – Combined Average	\$40.18	<b>\$38.98</b>	\$40.07
Minimum Security – Male	\$38.48	<b>\$37.62</b>	\$38.11
Minimum Security – Female	\$34.60	<b>\$34.20</b>	\$34.61
Minimum Security – Combined Average	\$38.02	<b>\$37.22</b>	\$37.71
Community Correction Centers – Average	\$33.92	<b>\$37.14</b>	\$34.22
Community Work Centers – Average	\$30.39	<b>\$34.66</b>	\$30.34

The floor was opened for questions and comments. Chair McBee stated that during the Executive Committee conference call, he queried if the OSP H-unit, administrative segregation units and medical units could be reported separately. Director Jones stated that some facilities have more administrative segregation and more infirmary beds; therefore, it would be difficult to determine an actual average cost for these units since there was discrepancy between the numbers of beds at each facility for these units.

Mr. Rainey stated that his committee had no further comments or questions about the average daily cost per offender and motioned that the item be approved.

**Motion:** Mr. Rainey made a motion to approve the FY 2011 actual average daily cost per offender. Mr. Ware seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – absent; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

No other comments or questions were made and the item was closed.

## 8. Population Report

**Ed Evans, Associate Director  
Field Operations**

Chair McBee opened the floor to Mr. Evans for the ODOC Population Update as of January 3, 2012. Mr. Evans provided the following information:

Total System Offender Population = 25,359	County Jail Offender Backup = 1,483
Total Incarcerated Population = 24,051	Halfway Houses = 1,233
DOC Facilities = 17,639	Probation Supervision Offenders = 21,074
Private Prisons = 4,743	Parole Supervision Offenders = 3,184
County Jails with Contracts = 436	Total System Population – 49,617

Mr. Evans then opened the discussion for questions or comments. Mr. Henneke queried the reason for separate pardon and parole board results for paroles and re-entry. Mr. Hines approached the podium and stated the re-entry docket is a separate docket and there are certain criteria that the offenders have to meet to be placed on that docket. The criteria includes six (6) months from release, non-violent crimes and this must be their first incarceration. Mr. Henneke then queried on the parole process since Ms. Juanita Lozier, Pardon and Parole Board employee, had retired. Mr. Hines replied that the Pardon and Parole Board is in the process of filling her position. Mr. Henneke asked for notification if the parole process appears to be slowing down because of Ms. Lozier's absence; he stated he would seek a meeting with the Pardon and Parole Board and Governor Fallin's office to determine if ODOC can assist with the progression of the parole files. No further comments or questions were made and the item was closed.

## 9. Approval/Confirmation of Appointments

- **Terry Martin, Warden  
Dick Conner Correctional Center**

**David Parker, Deputy Director  
Institutions, Division III**

- **Rickey Moham, Warden  
Eddie Warrior Correctional Center**

**Laura Pitman, Ph.D., Deputy Director  
Institutions, Division I**

Chair McBee opened the floor to Deputy Director Parker for confirmation/approval of Mr. Terry Martin's appointment to Warden for Dick Conner Correctional Center (DCCC). Mr. Parker shared Mr. Martin's career progression with ODOC and then asked for the Board's confirmation of Mr. Martin's assignment to Warden of DCCC.

**Motion:** Mr. Henneke made a motion to approve the appointment of Mr. Martin to Warden. Mr. Ware seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – absent; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

Chair McBee invited Mr. Martin to the podium and Mr. Martin expressed his gratitude to his family, Warden Janice Melton, and Warden Mike Mullin for their support and mentorship throughout the years. He gave a special thanks to his wife for her support. Mr. Henneke then stated that he had spoken to Mr. Joe Wilson, World Mission Builders, who had highly recommended Mr. Martin for Warden. Mr. Martin thanked the Board for their approval and confirmation.

Chair McBee then opened the floor to Deputy Director Pitman for confirmation/approval of Mr. Rickey Moham's appointment to Warden for Eddie Warrior Correctional Center (EWCC). Ms. Pitman provided information on Mr. Moham's career with ODOC, along with his participation and involvement in community organizations, and then requested the Board's confirmation of Mr. Moham as Warden of EWCC.

**Motion:** Mr. Henneke made a motion to approve the appointment of Mr. Moham to Warden. Mr. Logan seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – absent; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

Mr. Moham was then invited by Chair McBee to approach the podium for a statement. Mr. Moham thanked Deputy Director Pitman for her support and encouragement. He also thanked the Board, Director Jones, and other ODOC staff for their support during his career. Mr. Moham thanked his family who were in attendance and gave a special thanks to his wife, Joanne, and also to Warden Emma Watts for her mentorship and guidance. Mr. Moham stated that he intends to fulfill his position to the best of his ability, utilizing his strengths in organization and communication with his staff. No further comments were made by the Board and the item was closed.

Before moving to the next agenda item, however, Chair McBee recognized Mrs. Janice Ware, Mr. Ware's wife, in attendance and welcomed her to the meeting. Director Jones then recognized and welcomed Dr. Mohsen Pourett who was in attendance at the meeting. Director Jones stated that Dr. Pourett will soon be filling the administrator position of Evaluation and Analysis. No further comments were made and the meeting moved to the next agenda item.

#### 10. Approval of Board Policy

Justin Jones, Director

- *P-010100, System of Manuals, Handbooks and Monitoring Procedures*
- *P-010200, Operating Procedures and Policies for the Oklahoma Board of Corrections*
- *P-010700, Oklahoma Department of Corrections Victim Justice Advisory Council*
- *P-030200, Offender Housing, Job and Program Integration*
- *P-040100, Security Standards for the Oklahoma Department of Corrections*
- *P-090100, Provisions for Programs*
- *P-120100, Management of State Funds and Assets*

Chair McBee opened the floor to Director Jones for discussion of the policies. Director Jones provided the updates to the policies, which included the effective dates and changes to board member's names as Chair and Vice-Chair. The only significant change was noted in P-010200, in reference to the recording of the minutes of every Board meeting, which removed the notation "except executive session." Director Jones recommended approval of all seven policies with one vote by the Board.

**Motion:** Mr. Rainey made a motion to approve all seven policies. Mr. Henneke seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – absent; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

No other comments or questions were made and the item was closed.

#### 11. Program Update for Tulsa County

Kathy King, Assistant District Supervisor  
Tulsa County District Community Corrections

- GPS
- CEO partnership
- Women in Recovery
- PPWP

Chair McBee opened the floor to Ms. King for program updates in Tulsa County. Ms. King greeted Chair McBee, the Board members and Director Jones before beginning with an update on the GPS program. She stated that since January 2011, Tulsa County District Community Corrections (TCDCC) has had a 40% increase in the GPS population. Their success rate for 2011, 86%, is a 4.43% increase since 2010. TCDCC has also experienced a 29% decrease in revocations.

The Center for Employment Opportunities (CEO) is a transitional program for offenders releasing them from prison to community supervision. According to Ms. King, probation and parole officers have referred 116 offenders to the program with 70 offenders currently participating. Overall, 25 participants have obtained permanent employment after being involved in the program.

Ms. King stated the Female Offender Diversion Program has two officers serving clients with substance abuse and/or mental health issues. With the aid of grant funding, they are able to provide extensive case management and financial assistance. Family and Children Services provide treatment and they have had, on average, 75 clients per month participating in the program during 2011. Funding was provided by a grant from the Justice Bureau.

The probation officer supervising offenders in the Women in Recovery (WIR) program partners with Family and Children Services in the supervision of ODOC clients that are diverted to the program in lieu of revocation. Ms. King stated that TCDCC averaged 36 clients per month participating in the program during 2011. Upon graduation from WIR, participants are placed on supervision with TCDCC for a minimum of one year to monitor aftercare. The WIR program is funded by a grant from the George Kaiser Family Foundation.

Second Chance has one officer focusing on female clients with employment and parental issues. The treatment component is provided by Resonance Center for Women. The officer visits with offenders at Eddie Warrior Correctional Center and Turley Residential Center prior to their release to conduct LSI-R's and identify re-entry issues, according to Ms. King. It is designed to have "no gap" with the focus on those issues between incarceration and release. Second Chance began four months prior and there are currently five probation clients and three GPS offenders in the program.

Ms. King stated that TCDCC began a Prisoner Public Works Program (PPWP) on December 15, 2011, with offenders housed at the Avalon Tulsa facility. There is currently one crew operating in the City of Glenpool with a crew capacity of five offenders. The City of Collinsville has a signed contract in place with crew supervisor training scheduled to begin the week of January 16, 2012. Crew supervisor training has been completed in Jenks; the contract is complete and TCDCC is waiting on the city to notify ODOC when they are ready to start the crew. The city manager of the City of Owasso is currently reviewing a PPWP contract and the legal counsel for the City of Tulsa is still working on contract wording with ODOC's general counsel.

Ms. King then opened the floor for questions or comments. Mr. Henneke queried about the female diversion program and the criteria for the women that are selected to attend. Ms. King stated the women chosen are under ODOC supervision, but need additional supervision due to special circumstances, i.e., drug addiction. With no other questions, Chair McBee thanked Ms. King for her presentation and the item was closed.

## 12. Committee Reports

## Committee Chairs

Chair McBee then opened the floor for comments from the Committee Chairs.

- **Budget – Chair Robert Rainey, Members Gerald Wright and Matthew McBee**  
Mr. Rainey stated the Budget Committee did not meet this month, so nothing to report at this time.
- **Female Offender – Chair Ted Logan, Members David Henneke and Linda Neal**  
Mr. Logan stated there was no committee meeting this month, so nothing to report.
- **Public Policy – Chair Gerald Wright, Members David Henneke and Earnest Ware**  
Mr. Wright stated the committee had not met this month and there was nothing to report.
- **Population/Private Prisons – Chair David Henneke, Members Ted Logan and Robert Rainey**  
Mr. Henneke stated the committee met via conference call on January 11, 2012, and the meeting minutes were included in the Board members packets. Mr. Henneke queried whether ODOC had received information about the 500 offenders from Puerto Rico that will be housed at Cushing. Director Jones stated that ODOC has not received the offender packets, but they are expected to arrive soon as ODOC staff must review them prior to placement in Oklahoma. ODOC staff also wants to ensure that the Oklahoma and Puerto Rico offenders remain separated at the facility and staff is reviewing private prison policy to ensure this occurs. Director Jones also stated that if the Puerto Rico offenders do not meet statutory requirements for placement in Oklahoma, the ODOC has authorization to deny the placement.
- **Public Affairs/State Boards Interface – Chair Earnest Ware, Members Gerald Wright and Linda Neal**  
Mr. Ware stated the committee met on January 12, 2012, to prepare a strategy for the upcoming year and it will be presented at the next meeting.
- **Executive – Chair Matthew McBee, Members Linda Neal and Ted Logan**  
Chair McBee stated the committee conducted a conference call on January 4, 2012, and the meeting minutes are included in the Board members packets.

## 13. A. Consideration of Motion to Adjourn to Executive Session

Mike Oakley, General Counsel

Pursuant to "Title 25, 307.B" for the following reasons:

*"Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation or proceeding in the public interest."*

**[Investigation into offender deaths]**

- B. Adjourn to Executive Session**
- C. Return from Executive Session**
- D. Announcement by the Chair as to the necessity of any Board action, if necessary, as a result of the Executive Session**
- E. Vote, if necessary**

Chair McBee opened the floor to Mr. Oakley. Mr. Oakley advised that this agenda item calls for Executive Session and advised that a motion be made to adjourn.

**Motion:** Mr. Ware made a motion to adjourn to Executive Session. Mr. Rainey seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – absent; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

Chair McBee adjourned the meeting at 11:05 a.m. At 11:39 a.m., the Board returned to the meeting room and Mr. Oakley advised that a motion to return from Executive Session was needed.

**Motion:** Mr. Henneke made a motion to return from Executive Session. Mr. Ware seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – absent; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting reconvened at 11:40 a.m. No other comments or questions were made and the item was closed.

**14. New Business (Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.” 25 O.S. § 311) Matthew McBee, Chair**

Chair McBee opened the floor for any new business. Mr. Rainey expressed his appreciation to Anetta Bullock and Kimberley Owen for their preparation efforts for the BOC meeting and training session on January 12, 2012. With no further comments, the agenda item was closed.

**15. Announcements Matthew McBee, Chair**

Chair McBee opened the floor for announcements but none were raised and the item was closed.

**16. Adjournment Matthew McBee, Chair**

There being no further business to come before the meeting, Chair McBee requested to adjourn the meeting.

**Motion:** Mr. Wright made a motion to adjourn the meeting. Mr. Ware seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – absent; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting was adjourned at 11:45 a.m.

I hereby certify that these minutes were duly approved by the Board on the 23<sup>rd</sup> day of February, 2012, in which a quorum was present and voting.

Approved by:

\_\_\_\_\_  
Gerald W. Wright, Secretary of the Board

\_\_\_\_\_  
February 23, 2012

Submitted by:

\_\_\_\_\_  
Kimberley Owen, Minutes Clerk

**OKLAHOMA BOARD OF CORRECTIONS MEETING**  
Clara Waters Community Corrections Center  
9901 N I-35 Service Road  
Oklahoma City, Oklahoma  
February 23, 2012

**1. Opening and Roll Call**

**Matthew McBee, Chair**

Chair McBee called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 p.m. at Clara Waters Community Corrections Center (CWCCC), on Thursday, February 23, 2012. Those Board members in attendance were:

David Henneke	Ted Logan	Matthew McBee	Linda Neal
Robert Rainey	Earnest Ware	Gerald Wright	

A quorum was present and the meeting continued. Chair McBee welcomed everyone and thanked them for their attendance. He recognized Representative Mike Shelton and invited him to speak after Mr. Young's welcome. Also recognized were Chief Gerald McCauley from the Arcadia Police Department; Representative Jeannie McDaniel, who is on the meeting agenda; and Cody Inman, Governor Mary Fallin's office.

**2. Welcome/Remarks**

**Leroy Young, District Supervisor**

**Oklahoma County Community Corrections/Residential Services**

Chair McBee recognized and opened the floor to Mr. Young, who welcomed the Board, Director Jones, and other staff to CWCCC, stating that he and his staff were very pleased to host the meeting. Mr. Young stated that he and the CWCCC staff are very proud of the facility which re-opened in 2008 after being severely damaged in 2003 during a tornado. He stated their responsibility to the agency and to the facility is to keep it in the same condition as when they moved in as it is the first facility built within the agency in many years. In addition to CWCCC, Mr. Young supervises one other facility within the district, Oklahoma City Community Corrections Center (OKCCCC), and they are also the host facility for the Oklahoma Halfway House and Carver Transitional Center. Mr. Young thanked members of his advisory board that were in attendance and also Mr. Richard Dunkle, Oklahoma Halfway House Administrator. Mr. Young stated that CWCCC can house 290 offenders and they are one of the designated facilities for the GPS law that went into effect on November 1, 2011; offenders can be shipped directly to their facility from Lexington Assessment and Reception Center (LARC) for participation in the GPS program. He once again welcomed everyone to the Board meeting.

Mr. Henneke asked Mr. Young to provide information about the medical facilities to the meeting attendees. Mr. Young stated that CWCCC was built with room for a medical unit due to the proximity to Oklahoma City and necessary medical services available in this area. The medical unit provides services to offenders housed at CWCCC, OKCCCC, Oklahoma Halfway House, Carver Transitional Center, and Union City Community Corrections Center (UCCCC). No further questions or comments were raised and the item was closed.

Chair McBee invited Representative Shelton to approach the podium. Representative Shelton began by thanking the Board and welcoming everyone in attendance. He commended the Board members for their commitment and understanding of the purpose for their role. He stated that every committee is not set up the same and it is clear from the work the Board has done, and the feedback they get from the legislation, that they are striving to improve the agency. He also commended Ms. Neville Massie for her work with the legislative body. He then stated that he felt Director Jones is one of the top agency directors in the state and he expressed gratitude to him for his guidance and leadership of the agency. He continued by expressing his gratitude to all agency staff and their tireless efforts to keep Oklahoma safe.

**3. Old Business**

**Matthew McBee, Chair**

There was no old business brought before the Board and the item was closed.

#### 4. Approval of January 13, 2012, Board Meeting Minutes

**Matthew McBee, Chair**

Chair McBee opened the floor for approval of the minutes from the November 18, 2011, meeting of the Oklahoma Board of Corrections. No comments or questions were raised by the Board regarding the minutes.

**Motion:** Mr. Henneke made a motion to approve the meeting minutes. Mr. Rainey seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting minutes were approved; no other comments or questions were made and the item was closed.

#### 5. Director's Comments

**Justin Jones, Director**

Chair McBee opened the floor to Director Jones, who began by acknowledging a special guest in the audience, offender Frank Owens, and expressed his appreciation to him for attending the meeting. Director Jones stated he had previously visited with Mr. Owens and then stated that staff members in all facilities, with evidence-based programming and activities, make a difference in people's lives, but especially at CWCCC, because of its location and its mission to reintegrate people back into their community. Director Jones challenged Mr. Owens to continue with his activities after he is released; activities that include teaching bible school and performing as an usher at Fairview Baptist Church. Director Jones stated he invited Mr. Owens to attend so he could see how government and citizens work together to oversee a state agency.

The following ODOC updates were then provided by Director Jones:

- Per state statute, Director Jones advised the Board of an emergency purchase made on February 1, 2012. On January 31, 2012, two hot water tanks, one in the kitchen and the other in the F-Cell housing unit, at Oklahoma State Penitentiary stopped working. Because of the risk to life, and health and safety concerns, the emergency purchase of two new hot water heaters was approved at a cost of \$18,027.92. As ODOC completed the project, there was no labor costs associated with the installation.
- Six years ago, the Oklahoma Correctional Employee Memorial Foundation (OCEMF) broke ground for the future memorial for Oklahoma's correctional employees killed in the line of duty. Director Jones stated he was proud to announce that OCEMF has now raised enough funds to begin construction of the memorial which will be located in front of the ODOC Administration building.
- BOC member David Henneke, along with Director Jones, met with Robert Anderson with Kaiser Oil Company, Amy Santee from the George Kaiser Family Foundation, Kathryn Willingham, Vice President of Cactus Drilling, Robbie Tyson, President of Cactus Drilling and Bill Johnson Correctional Center's (BJCC) Advisory Board members at the facility to tour and discuss the hiring and training of BJCC offenders.
- Senator Connie Johnson, Representative James Lockhart, and Representative Jeannie McDaniel toured the Career-Tech and Education department at Jess Dunn Correctional Center (JDCC) on January 30, 2012. Accompanying them during the tour was Executive Assistant Neville Massie, Deputy Director Kenny Holloway, and Programs Administrator Clint Castleberry.
- On January 28, 2012, the ODOC Honor Guard traveled to Marianna, Arkansas, to attend the funeral of Sgt. Barbara Ester, and Arkansas Correctional Officer who was killed in the line of duty on January 20, 2012. The Honor Guard assisted by directing traffic and posting at the funeral service. They were joined by Honor Guards from the states of Arkansas, Michigan, South Dakota, and the Correctional Peace Officers Association.
- The OCI Housing manufacturing operation at LARC completed construction and placement of a 1,200 square foot home for the Department of Wildlife Conservation's Wildlife Management Area in Marietta, Oklahoma. The quality of the home has generated significant interest in building additional wildlife management areas for them.
- UCCCC's latest employer for offenders, Permian Tank in El Reno, now has 13 offenders employed at the company.
- Superintendent Pam Humphrey received notification that the JDCC Education Unit will receive an additional \$20,000 from the Carver Foundation for offenders to attend college. This money will assist selected offenders proven to be serious college students interested in working towards an associate degree. In addition the FEW Foundation (Friends of Eddie Warrior), received an additional \$40,000 to provide college funding for the female offenders at the Eddie Warrior Correctional Center.

- Dr. Robert Powitzky, Chief Mental Health Officer of ODOC’s Mental Health Services, gave a training presentation on latest developments and management solutions of the ODOC Suicide Prevention Program at the January Upper Management Meeting. Director Jones also approved the scheduling of an all-day seminar “Suicide and Self-injury Prevention in Corrections,” to be held in May 2012 by the director of Mental Health Services, Florida DOC.
- All females at the new Enid Halfway House operated by Catalyst are employed; however, Advanced Foods is coming to the facility to interview the ladies as they would like to hire more offenders.
- Joyce Jackson was presented a Trailblazer award at the 27<sup>th</sup> Annual Black Heritage Celebration, one of the largest gatherings in the state. The Trailblazer Award is given to the person the Black Heritage Committee defines as “going where no man or woman has gone before.” BOC member Ted Logan also attended the event.
- Although the Council on Law Enforcement and Education Training (CLEET) has the authority to issue a bond to build additional training space at its headquarters in Ada, the Attorney General has ruled that they do not have the authority to sub-lease to ODOC for our training academy participants. With the Department of Public Safety soon beginning their trooper academy and CLEET no longer an option to house ODOC’s trainees, ODOC staff is pursuing other avenues with the military facility that is near ODOC Administration.
- Director Jones thanked Board members Earnest Ware and Ted Logan for attending the Justice Reinvestment Initiative (JRI) luncheon on February 9, 2012. State representatives from Texas were present at the luncheon to speak on the Texas JRI and its effect on their state.
- Since the Board meeting on January 13, 2012, Director Jones has attended two budget hearings at the state capitol for corrections. He stated he felt the hearings went extremely well but does not have any information on ODOC’s budget approval at this time.

Director Jones then recognized Senator Constance Johnson in the audience. Chair McBee opened the floor to Senator Johnson for comments or remarks. Senator Johnson stated she was pleased to be present and expressed gratitude to everyone in attendance at the meeting in her district. She stated that although there is pending legislation that could eliminate agency boards, she will continue to support the ODOC Board, its mission and the role it plays in the community and state. She offered her assistance to the Board members throughout the legislative session and invited them to call her with any issues concerning corrections.

No further comments were made and the item was closed.

## **6. Task Force on the Children of Incarcerated Parents**

**The Honorable Jeannie McDaniel  
Oklahoma State Representative**

Chair McBee opened the floor to Representative McDaniel. Representative McDaniel thanked the Board members and stated it was an honor to be at the meeting and share information on the task force. A handout was provided to the Board members for review that outlines the task force’s recommendations for helping children of incarcerated parents. The task force’s recommendations include:

- Support activities to maintain contact between an incarcerated parent and a minor child when it is in the best interest of the child.
- Eliminate any barriers preventing children of incarcerated parents from accessing quality health care.
- Develop a statewide training curriculum which serves to educate participants on the sweeping adverse effects that parental involvement in the criminal justice system has on children.
- Provide parent education programs (including child development) to parents to help support a healthy and strong parent-child relationship.
- Provide information to incarcerated non-custodial parents on how to responsibly address financial obligations to their children while incarcerated.
- Expand the use of community-based sentencing options utilizing evidence-based intervention programs and services targeted to reduce criminal risk factors.

- Designate the Oklahoma Commission on Children and Youth as the official state agency responsible for increasing public awareness, coordinating research, creating a resource clearinghouse which identifies available services to children of incarcerated parents, and coordinating an advisory committee. This work should continue collaboratively with agencies, community and faith-based providers to better meet the needs and improve the quality of life for children of incarcerated parents.

No further comments or questions were raised by the Board and the item was closed.

## 7. Budget Report

**Greg Sawyer, Chief  
Departmental Services**

Chair McBee opened the floor to Mr. Sawyer for the ODOC Budget Report as of January 31, 2012. Mr. Sawyer provided the following information:

- Expenditure summary – Based on seven months of expenditure data, a surplus of \$5.9 million exists for fiscal year 2012. This surplus is \$1.1 million less than reported the previous month. The report does not take into account changes in staffing or offender population that may occur through the course of the fiscal year.
- Payroll – The overall funded payroll is 69.7%. This totals 4,110.1 out 5,894.6 authorized FTE. At the end of January, 4,045.4 positions were filled for a rate of 68.6% with 64.7 FTE under the funded rate. A surplus of \$5.0 million currently exists.
- Contract Beds – Expenditure trends are based on current offender levels as of the end of January. A \$1.0 million surplus exists at this time. Any offender growth during the course of the fiscal year that would require additional contract bed space will increase this deficit.
- Medical and Mental Health Services – Medical and mental health expenditures for January reflect a deficit of \$80,105 exists should current expenditure trends continue.

Mr. Sawyer then opened the floor for questions or comments. Mr. Henneke queried why medical expenditures were doing so well, when typically they tend to run very high. Mr. Sawyer stated it was due to the medical and mental health services administration catching issues before they arise. Mr. Henneke commended the administration for their efforts in tracking the medical and mental health services expenditures. Director Jones stated that Mr. Kenny Holloway, Treatment and Rehabilitative Services Administrator, and Dr. Don Suttmiller, Medical Services Chief Medical Officer, have also obtained lower costs for medical care in different areas including renegotiating contracts for services and using outside nurses from personnel companies. Director Jones stated that the management and administration of medical is what is keeping the medical expenditures low. Mr. Henneke again conveyed his appreciation to the medical services administration for their efforts. Chair McBee queried if the mild winter had had much effect on the budget due to energy savings. Mr. Sawyer stated the warmer winter had helped some and it had created less stress on the mechanical systems that warm and cool the housing units.

Director Jones then stated that with the payroll expenditures, ODOC is attempting to recruit from the same “pool” as the local law enforcement agencies and also the military. ODOC also has the added disadvantage of having natural gas and oil industries in the state that draw from the employment “pool.” Director Jones stated that due to these reasons, along with the economy, ODOC has to determine sometime in the near future whether to raise entry-level salaries in order to be competitive; however, that can only be accomplished legislatively. Director Jones also stated that when talking about vacancies within the agency, it is not because we do not have the funds to fill those positions; it is more of finding the right applicant and passing their background check. Mr. Henneke then queried the possibility of giving raises to ODOC employees. Director Jones stated that raises are given legislatively unless the employee is unclassified. ODOC is one of the top agencies, but the majority of the staff is classified. Cost of living increases have to be legislatively funded and it has been six years since the last salary increase for all classified state employees.

No further questions or comments were noted and the item was closed.

## 8. Population Report

**Laura Pitman, Ph.D., Deputy Director  
Institutions, Division I**

Chair McBee opened the floor to Dr. Pitman for the ODOC Population Update as of February 6, 2012. Dr. Pitman provided the following information:

Total System Offender Population = 25,533  
Total Incarcerated Population = 24,166  
DOC Facilities = 17,802  
Private Prisons = 4,744  
County Jails with Contracts = 447

County Jail Offender Backup = 1,396  
Halfway Houses = 1,173  
Probation Supervision Offenders = 21,093  
Parole Supervision Offenders = 3,171  
Total System Population = 49,797

Chair McBee then opened the floor for questions and comments. None were raised and the item was closed.

## 9. Approval/Confirmation of Appointments

**Renee Watkins, Deputy Director  
Institutions, Division II**

- **Doug Byrd, Warden  
John H. Lilley Correctional Center**

Chair McBee opened the floor to Deputy Director Watkins for confirmation/approval of Mr. Doug Byrd's appointment to Warden for John H. Lilley Correctional Center (JLCC). Ms. Watkins shared Mr. Byrd's career progression with ODOC and then asked for the Board's confirmation of Mr. Byrd's assignment to Warden of DCCC.

**Motion:** Mr. Henneke made a motion to approve Mr. Byrd's appointment to Warden of JLCC. Mr. Rainey seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

Chair McBee invited Mr. Byrd to the podium to speak. Mr. Byrd thanked the Board for their confidence and support. He also thanked Director Jones and Associate Director Edward Evans. He expressed appreciation to Ms. Watkins for the opportunity and to Deputy Director Parker, who he stated was instrumental in his promotion. He acknowledged his wife, who was in attendance, and also thanked her for her support.

## 10. Legislative Update

**Neville Massie, Executive Assistant**

Chair McBee opened the floor to Ms. Massie for the legislative update. Ms. Massie stated deadlines are critical in the legislative process and the first deadline passed on February 20, 2012, for the Senate. Monday, February 27, 2012, is the first deadline for Senate bills to be assigned to a Senate Committee. March 1, 2012, is the deadline for Senate bills to be assigned to a second committee as well as House committee bills. In terms of initiatives, Ms. Massie provided the following information on ODOC initiatives:

- HB 2364 – contraband cell phone bill; passed out of the House and Public Safety committee to the House floor and is now on its way to the Senate.
- HB 2366 – occupational licensing bill; scheduled for hearing on the House Economic Development and Tourism and Financial Services committees on Wednesday, February 29, 2012.
- HB 2376 – medical parole consideration for offenders with 85% crimes; failed on February 22, 2012, with the House Public Safety Committee.
- HB 2432 – execution bill to delete electrocution language; as of today's date, it has not been scheduled for a hearing.
- SB 569 – Senator Coates' bill regarding licensing; has not received a hearing and Ms. Massie stated she does not expect that it will.
- SB 1069 – cremation bill; passed committee the week prior and passed the full Senate on February 23, 2012. It is on its way to the House.
- SB 1551 – educational requirements for certain positions; passed the Public Safety Committee the week prior and the Appropriations Committee on February 22, 2012. It will go to the full Senate next.

Ms. Massie then provided information on initiatives ODOC is monitoring:

- HB 3045 – grants the governor the power to remove any board member appointed by him or her; passed House committee on January 11, 2012.
- SB 1908 – by Sen. Russell pertaining to boards; heard on February 22, 2012, in the Senate.
- HB 2585 – by Rep. McDaniel pertaining to Oklahoma Commission on Children and Youth; passed House Appropriations and Budget committee; it will be reviewed for floor consideration

- HB 3052 – Speaker Steele’s bill; has not been scheduled for anything at this time.
- SJR 25 – grants Pardon and Parole board authority to grant parole on certain offenses; carried over from last year and will be put to a vote of the people. The resolution has passed House committee and will now need to be heard on the floor.

Ms. Massie then asked for questions or comments about the information provided. Mr. Henneke queried her opinion on the projected outcome of HB 3045. Ms. Massie stated that Governor Fallin has indicated she supports the recommendation but it will be determined by the public; however, Ms. Massie stated she has not heard much opposition to the proposal.

No further questions or comments were made and the item was closed.

#### 11. Approval of Board Policy

Justin Jones, Director

- *P-020800, Guidelines for Research and Research-Related Activities*
- *P-030100, Provisions of Services/Offender Rights and Responsibilities*
- *P-060100, Classification and Case Management*
- *P-150500, Five Year, System-Wide Capital Improvement Program*

Chair McBee opened the floor to Director Jones for discussion of the policies. Director Jones provided the updates to the policies, which included the effective dates and changes to board member’s names as Chair and Vice-Chair. Director Jones recommended that the Board all four policies with one motion and vote.

**Motion:** Ms. Neal made a motion to approve all four policies. Mr. Henneke seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

No other comments or questions were made and the item was closed.

#### 12. Employee Assistance Program

Ken Skidmore, Human Resources Manager

Chair McBee opened the floor to Mr. Skidmore. Mr. Skidmore stated he was asked to provide an overview of the Employee Assistance Program (EAP). He said that most people assume he helps offenders obtain employment or that he works with EPA (Environmental Protection Agency). EAP is a confidential service provided to employees to help them with personal issues that are affecting or may affect their ability to perform their official duties. Personal issues may include things like alcohol or drug abuse, family problems, financial difficulties, and/or mental health problems such as anxiety or depression. It is not intended to take the place of psycho-therapy, but is more of a situational or short-term approach. According to Mr. Skidmore, in the late 1800s, the Heinz Company hired young girls to assist with harvesting cucumbers that would be used to make pickles. These young girls had never been away from home, so the Heinz Company also hired older women to act as chaperones. Mr. Skidmore said this is one of the earliest documented cases of an employer doing something for their employees other than through compensation with salary and wages. Fast-forward to the 1960s; on the West coast, companies would utilize employee assistance to help with alcohol problems. Mr. Skidmore stated the conventional wisdom before that time was if someone had an alcohol problem, they were immediately terminated from the company. It was bad for the employee and even more problematic for the company; the company would then have to take the time and money to recruit, hire, and re-train a replacement for the terminated employee. By helping the employee instead, the company sees the benefit through retaining a valuable, knowledgeable asset to the company.

Because of the success of that approach, the idea was expanded to encompass other areas of concerns for employees, such as mental health issues. Within Oklahoma, Governor Bellmon created an Executive Order in 1988 to implement a statewide Employee Assistance Program within the Office of Personnel Management. Legislation was passed in 1992 making it required for every state employee to have access to the EAP. In 1990, ODOC created a position to focus on the EAP and, in 1998, the EAP unit had two positions: the administrator and an assistant. Mr. Skidmore joined the division that same year, increasing the unit to three. At that time, the EAP unit staff would meet one hour each week with the employee requesting assistance. In 2006, because of a quality assurance process, the decision was made to outsource this part of the program. By contracting with a specialty company, the EAP was able to reallocate two of the positions. Mr. Skidmore stated when they outsourced with another company, the number of employee requests for assistance increased. It is believed this is in part because of easier access for employees to receive assistance or possibly a perception of greater confidentiality.

The EAP is provided at no cost and is very beneficial to the employee and their qualifying family members. Once the employee seeks assistance, the Integris Corporate Assistance Program is accessed. Integris has a statewide network of counselors that are under contract to assist with employee issues. The employee makes, and hopefully keeps, the appointment with the referral counselor to get the help needed. There is not a co-pay or deductible for the employee and their qualified family members. The employee and their household receive an aggregate number of sessions per calendar year. This program does not interact in any way with the employee's insurance; however, if more sessions are needed beyond the six sessions allowed per calendar year, the employee is encouraged to continue treatment utilizing their health benefit network providers.

Mr. Skidmore provided his history and role with the EAP. He currently serves as the contract monitor for EAP with Integris and is available for consultation with managers, administrators, and employees for issues not covered by the contract with Integris. He is also involved with conflict resolution and workplace violence policy-making. He serves as the liaison with mental health professionals regarding employee fitness reviews and evaluations. All of these services were part of EAP prior to outsourcing. In CY 2011, Integris opened 174 new cases for ODOC; 140 employees and 34 dependents. At the end of CY 2011, there were 4,013 employees of which 3.5% sought help. ODOC paid for 458 counseling sessions for the 174 cases, which averages to be about 2.6 sessions per client, at a total cost of \$44,688. Mr. Skidmore then allowed for questions and/or comments.

Mr. Henneke queried who the employee speaks to if they contact the number in EAP pamphlet. Mr. Skidmore said the number is for Integris and the employee would speak directly to their staff. Employees have the option of contacting Mr. Skidmore directly, if they choose, but he does not have to be engaged in the process to ensure confidentiality. Chair McBee inquired as to the availability of the information to employees. Mr. Skidmore stated they provide training in the Drug Free Workplace program and he speaks at meetings to deliver EAP information. Mr. Rainey then queried about the amount of savings with the program. According to Mr. Skidmore, it is estimated to be between \$600,000-\$700,000 in savings to the state and ODOC. Mr. Henneke then inquired about employee morale and mental health. Mr. Skidmore replied that the employee population, on the whole, is much stressed. However, Mr. Skidmore said the average number of employees seeking assistance throughout the various state agencies is 5-10% of that agencies staff. ODOC's average for CY 2011 was only 3.5%. He stated that given the psychological make-up of ODOC's employees, it was not surprising to him that the percentage was somewhat lower.

No further questions or comments were made and the item was closed.

### **13. Program Update**

**Carmen Jackson, Assistant District Supervisor**

- **CWCCC Program Overview**

**Oklahoma County Community Corrections/Residential Services**

Chair McBee opened the floor to Ms. Jackson for the CWCCC Program update. Ms. Jackson began by thanking the Board and Director Jones for the opportunity to provide the CWCCC's program information. Ms. Jackson stated the history of CWCCC has always been to bring in partnerships with community entities. The information provided to the Board shows that it is not just what the offenders are learning or the tools that they are given while they are at CWCCC, but also the things that are going to happen when they get home. The offenders have to travel the last part of the journey by themselves to be successful; staff will not be there to do that for them. For that reason, CWCCC has partnered with several people in the community to help the offender be successful after release.

Ms. Jackson first recognized Ms. Faye Tucker, who is the transition coordinator for the district. Ms. Jackson stated Ms. Tucker is the one who contacts most of the community providers and the information provided today are a result of her assistance. One of the programs that they currently have at CWCCC is the 100-hour Transition Program. This program is for those offenders that are close to discharge and ready to go home. The offender has to be able to report completion of this program before they can go to work release. People providing this training include probation and parole retirees, ODOC employees, local church members, etc.

Another program unique to CWCCC is the Central Oklahoma Healthy Start, which deals with the parenting program. The service is provided by the Mary Mahoney Memorial Health Center. Ms. Jackson stated she believes they are one of the only facilities in the state that provides this type of program. When the offender completes the certified program, and especially if they were having issues with the courts about visitation with their children, it provides a favorable recommendation for the offender and for reunification and/or visitation with their children.

In addition to these programs, Ms. Jackson outlined other ODOC-approved programs available at CWCCC; including programs like GED, Literacy, Seeking Safety, Moral Reconciliation Therapy, and Thinking for a Change. They also encourage healthy lifestyles and have implemented a program called Living Longer, Living Stronger. With numerous providers from state agencies, churches, and rehabilitation groups, there is a wide variety of choices for the offenders to meet their needs.

Ms. Jackson stated that CWCCC encourages the offenders to be employed. The facility has several Prisoner Public Works Program (PPWP) crews that work in local communities; Arcadia, Spencer, Luther, Forest Park and they will soon begin a new crew for the City of Edmond. Ms. Jackson stated she was very excited to report that several of the offenders who have discharged are now full-time employees with some of the cities that utilized their labor while they were incarcerated. Ms. Jackson thanked the Board for allowing her to provide the information.

Chair McBee thanked Ms. Jackson for her presentation and the job that she and other staff do at CWCCC. No further questions and/or comments were raised and the item was closed.

## 12. Committee Reports

Committee Chairs

Chair McBee then opened the floor for comments from the Committee Chairs.

- **Budget – Chair Robert Rainey, Members Gerald Wright and Matthew McBee**  
Mr. Rainey stated the committee had no report for the Board at this time.
- **Female Offender – Chair Ted Logan, Members David Henneke and Linda Neal**  
Mr. Logan stated the committee had no report for the Board at this time.
- **Public Policy – Chair Gerald Wright, Members David Henneke and Earnest Ware**  
Mr. Wright stated the committee had no report for the Board at this time.
- **Population/Private Prisons – Chair David Henneke, Members Ted Logan and Robert Rainey**  
Mr. Henneke stated the committee had no report for the Board at this time.
- **Public Affairs/State Boards Interface – Chair Earnest Ware, Members Gerald Wright and Linda Neal**  
Mr. Ware stated the committee had no report for the Board at this time.
- **Executive – Chair Matthew McBee, Members Linda Neal and Ted Logan**  
Chair McBee stated the committee conducted a conference call on February 9, 2012, and the meeting minutes are included in the Board members packets. The committee had nothing further to report for the Board at this time.

## 15. New Business (*Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.* 25 O.S. § 311)

Matthew McBee, Chair

Chair McBee opened the floor for any new business. None was raised and the item was closed.

## 16. Announcements

Matthew McBee, Chair

Chair McBee opened the floor for announcements but none were raised and the item was closed.

## 17. A. Consideration of Motion to Adjourn to Executive Session

Mike Oakley, General Counsel

Pursuant to "Title 25, 307.B" for the following reasons:

1. *"Discussion of employment, hiring, appointment, promotion, salary, demotion, discipline, or resignation of any individual salaried public officer or employee."*
4. *"Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation or proceeding in the public interest."* [Director's Evaluation, Offender Deaths, and Pending Investigation]

- B. Adjourn to Executive Session
- C. Return from Executive Session
- D. Announcement by the Chair as to the necessity of any Board action, if necessary, as a result of the Executive Session
- E. Vote, if necessary

Chair McBee opened the floor to Mr. Oakley. Mr. Oakley advised that this agenda item calls for Executive Session and advised that a motion be made to adjourn.

**Motion:** Ms. Neal made a motion to adjourn to Executive Session. Mr. Ware seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

Chair McBee adjourned the meeting at 2:15 p.m. At 3:52 p.m., the Board returned to the meeting room and Mr. Oakley advised that a motion to return from Executive Session was needed.

**Motion:** Mr. Rainey made a motion to return from Executive Session. Mr. Ware seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting reconvened at 3:52 p.m. There was nothing to vote on from Executive Session and no other comments or questions were made so the item was closed.

**18. Adjournment**

**Matthew McBee, Chair**

There being no further business to come before the meeting, Chair McBee requested to adjourn the meeting.

**Motion:** Mr. Ware made a motion to adjourn the meeting. Mr. Wright seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting was adjourned at 3:55 p.m.

I hereby certify that these minutes were duly approved by the Board on the 29<sup>th</sup> day of March, 2012, in which a quorum was present and voting.

Approved by:

\_\_\_\_\_  
Gerald W. Wright, Secretary of the Board

March 29, 2012  
\_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Kimberley Owen, Minutes Clerk

**OKLAHOMA BOARD OF CORRECTIONS MEETING**

Oklahoma Department of Corrections  
3400 N Martin Luther King Avenue  
Oklahoma City, Oklahoma

**1. Opening and Roll Call**

**Matthew McBee, Chair**

Chair McBee called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 p.m. at Oklahoma Department of Corrections Administration (ODOC) on Thursday, March 29, 2012. Those Board members in attendance were:

David Henneke	Ted Logan	Matthew McBee	Linda Neal
Robert Rainey	Earnest Ware	Gerald Wright	

A quorum was present and the meeting continued. Chair McBee welcomed everyone and thanked them for their attendance. He recognized and introduced Mr. Rainey’s youngest daughter, who was in attendance at the meeting. He also recognized Mr. Cody Inman from Governor Fallin’s office and Ms. Kelly Doyle with Center for Employment Opportunities (CEO).

**2. Old Business**

**Matthew McBee, Chair**

There was no old business brought before the Board and the item was closed.

**3. Approval of February 23, 2012, Board Meeting Minutes**

**Matthew McBee, Chair**

Chair McBee opened the floor for approval of the minutes from the February 23, 2012, meeting of the Oklahoma Board of Corrections. No comments or questions were raised by the Board regarding the minutes.

**Motion:** Mr. Henneke made a motion to approve the meeting minutes. Ms. Neal seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting minutes were approved; no other comments or questions were made and the item was closed.

**4. Director’s Comments**

**Justin Jones, Director**

Chair McBee opened the floor to Director Jones, who provided the following updates to the BOC.

- Per state statute, Director Jones advised the Board of an emergency purchase made in March 2012. On March 6, 2012, high winds caused the roll-roofing on Jess Dunn Correctional Center’s (JDCC) “D Unit” to peel back, leaving the entire roof exposed. The weather forecast predicted heavy rain throughout the next week and there was concern that this could cause additional property damage if the repairs were not made before the onset of the rain. An attempt was made to resolve the issue without declaring an emergency by putting a bid out with a 24-hour closing date; however, there were no responses. The estimated total cost of materials was \$15,000. ODOC will complete all labor and installation of the roof.
- ODOC is working with the HBO documentary series focusing on special education and learning disabilities programs inside corrections. On February 16, 2012, DCTV production staff, along with the programs administrator, Clint Castleberry, visited JDCC’s Education Department for this purpose.
- The Agri-Services dairy farm at Jackie Brannon Correctional Center (JBCC) has increased the size of the milking herd by 67; due to the expansion, JBCC increased the ability to produce 2% milk consistently and provide excess milk to sell to outside markets, averaging \$20,000 per month into the agency revolving account.
- Oklahoma Correctional Industries (OCI) won a competitive bid to provide \$26,000 in park furniture for the City of Chickasha.
- OCI implemented a training project for offenders to learn welding at the Dick Conner Correctional Center Metal Fabrication Operation. They are training and testing to receive their state certifications as G3 or G6 plate and/or

pipe welders. As there is a significant demand for these types of skilled workers in the oil field industry, it is felt this will greatly help offenders reintegrate back into the private sector.

- ODOC continues with the planning to retrofit doors and locking mechanisms at DCCC. ODOC is currently at 95% of the planning process and will soon submit the plans for bid processing.
- Camera installation at the Oklahoma State Penitentiary (OSP) is in the final stages of completion; installation of cameras will then begin at either Lexington Assessment and Reception Center or James Crabtree Correctional Center.
- SandRidge Energy, Inc. donated \$50,000 to support the ReMerge project, which also has a combination of funding from the George Kaiser Family Foundation and the In As Much Foundation.
- Dr. Donald Sutmiller, ODOC Chief Medical Officer, met with representatives of a digital X-Ray company regarding statewide provision of digital X-Rays, which is anticipated to be in place by mid-year.
- During the past fiscal year, thirty-four (34) offenders received associate degrees. This number represents a historic high for the education unit, and Director Jones commended all staff involved with the accomplishment.
- Since February 23, 2012, ODOC has hired nine (9) new teachers for educational programs within the institutions.
- There were 913 offenders participating in substance abuse training or programs during the last month.
- On February 24, 2012, Northwest District Community Corrections Supervisor Mike Carr met with George Barbour, the General Manager of Pelagic Tank, LLC. Pelagic Tank, a manufacturing company that makes heaters, heater tanks, and oil and gas tank vessels, is a new company in the Enid metro area in desperate need of welders, and is paying employee wages ranging from \$12 to over \$20 per hour. Since that meeting, Enid Community Corrections Center has sent seven CareerTech Welding Program offenders to work release at Pelagic Tank, LLC.
- On February 28, 2012, Director Jones met with Dr. Terry Cline, Commissioner of Health, to discuss Governor Fallin's Executive Order banning all smoking on state owned, leased, or contracted property. Currently, smoking is allowed at all ODOC minimum security and community corrections facilities; a request for an exception to the smoking cessation at these facilities was denied. ODOC will begin implementing policy and procedures to ban smoking at the aforementioned facilities. Staff will draft correspondence to Dr. Cline requesting grant money from the tobacco settlement trust funds to assist with tobacco cessation for the offenders.
- Leadership Oklahoma visited McAlester, Oklahoma, on March 2, 2012, for an overview of Criminal Justice. The group met and visited with offenders from JBCC and OSP, toured the meat-packing plant and farm, and also toured OSP. There were several legislators in attendance for this group and it also included Mr. Ken Miller, State Treasurer.
- ODOC hosted the Safety and Security Cabinet Meeting at Joseph Harp Correctional Center (JHCC) on March 6, 2012. In attendance were several administrators and directors of state public safety agencies, who toured JHCC afterwards. Director Jones extended his appreciation to Warden Mike Addison for hosting the meeting.
- ODOC is currently in the process for securing a contract on a lockbox. The Lock Box is an automated system that would allow ODOC to access and manage offender monies more efficiently and accurately. Cashier's checks and money orders would be sent directly to the Lock Box by the offender's family; within two days, that money would be available to the offender.
- Timothy Stemple #261686 was executed on March 15, 2012, and the next one is scheduled for April 12, 2012, for Garry Thomas Allen #129275. This year, ODOC may possibly have seven (7) executions, which is double the average number of executions usually occurring in Oklahoma. The record was eighteen executions in the year 2001.
- April 15-17, 2012, Director Jones will be in Washington D.C. for a follow-up meeting on the national study on recidivism reduction.

No further comments were made and the item was closed.

## 5. Budget Report

**Greg Sawyer, Chief  
Departmental Services**

Chair McBee opened the floor to Mr. Sawyer for the ODOC Budget Report as of February 29, 2012. Mr. Sawyer provided the following information:

- Expenditure summary – Based on eight months of expenditure data, a surplus of \$7.5 million exists for fiscal year 2012. This surplus is \$1.6 million more than reported the previous month. The report does not take into account changes in staffing or offender population that may occur through the course of the fiscal year.
- Payroll – The overall funded payroll is 69.7%. This totals 4,110.1 out 5,894.6 authorized FTE. At the end of February, 4,052.7 positions were filled for a rate of 68.8% with 57.4 FTE under the funded rate. A surplus of \$6.2 million currently exists.
- Contract Beds – Expenditure trends are based on current offender levels as of the end of February. A \$1.5 million surplus exists at this time. Any offender growth during the course of the fiscal year that would require additional contract bed space will increase this deficit.
- Medical and Mental Health Services – Medical and mental health expenditures for February reflect a deficit of \$177,236 exists should current expenditure trends continue.

Mr. Sawyer then opened the floor for questions or comments. No further questions or comments were noted and the item was closed.

## 6. Population Report

**Laura Pitman, Ph.D., Deputy Director  
Institutions, Division I**

Chair McBee opened the floor to Dr. Pitman for the ODOC Population Update as of February 6, 2012. Dr. Pitman provided the following information:

Total System Offender Population = 25,648	County Jail Offender Backup = 1,242
Total Incarcerated Population = 24,278	Halfway Houses = 1,123
DOC Facilities = 17,947	Probation Supervision Offenders = 21,002
Private Prisons = 4,747	Parole Supervision Offenders = 3,170
County Jails with Contracts = 461	Total System Population = 49,820

Chair McBee then opened the floor for questions and comments. Mr. Henneke queried the number of offenders on ankle monitors. Dr. Pitman did not have the requested information; however, Mr. Reginald Hines stated that there are currently 702 offenders on ankle monitors. Mr. Hines stated the number of offenders on ankle monitors has been fluctuating between 700 and 712. Mr. Henneke requested that this number be incorporated into the monthly report and other board members were in agreement. Mr. Henneke then queried if the program had been successful to which Mr. Hines responded that the program has a 90-92% success rate. Chair McBee then inquired as to the total capacity of offenders allowed to participate in the program. Director Jones stated that with the changes in Speaker Kris Steele's bill last year, ODOC has increased the daily average by approximately 275-300 offenders. Mr. Hines stated that last year, the total numbers for offenders participating in the program were approximately 400. Director Jones stated that he believes the numbers have leveled off on the average and there will probably not be more fluctuation from the numbers reported by Mr. Hines. No further questions or comments were made and the item was closed.

## 7. Female Offender Update

**Laura Pitman, Ph.D., Deputy Director  
Institutions, Division I**

Chair McBee opened the floor to Dr. Pitman for an update on the female offender population. Dr. Pitman provided the following information:

- The Female Offender Diversion Program in both Tulsa and Oklahoma Counties has been funded by a justice assistance grant for the last three years in the amount of \$350,000. An application was recently submitted for a fourth year of assistance for the same amount of funding as previously received.
- The Female Intervention and Diversion Program focuses on offenders from Oklahoma and Tulsa County with moderate to high LSI-R scores, substance abuse or mental health treatment needs, and who otherwise would be revoked from supervision, but are sent directly to the program. The female offenders receive treatment for substance abuse, mental health co-occurring disorders, domestic violence and sexual assault counseling, education and vocational training, employment and parenting skills, in addition to safe housing, medical care, child care, and transportation assistance.
  - To date, there are 161 women currently in the program; 86 from Tulsa and 75 from Oklahoma City.
  - The average age of the women is 34 years; the youngest is 19 years old and the oldest is 67.

- Of the minor children represented by these women, there are 133.
- The average age of the minor children is 11 years and 66 of the children are females.
- Seventy-five women have completed the program while 11 have been revoked.
- Of the 11 women who were revoked, four were for new law violations, six were for technical violations, and one was for both law and technical violations.
- Differences between those women that have completed and those that have been revoked are noted as:
  - More women who have completed the program (58.9%) have minor children in their custody or in the custody of a family member.
  - The women who complete the program are slightly older (35.1 years old) than the women who do not complete (33.8 years old).
  - Women who complete the program score more in the moderate category of the LSI-R while those that do not complete are in the high category.
  - Seven women out of the eleven that did not complete the program were absconders.

With this information, they are better able to determine quickly who will need additional assistance in order to successfully complete the program and can take steps to ensure those women receive that assistance.

Dr. Pitman then opened the floor for questions or comments. Mr. Logan began by commending Dr. Pitman on the progress of the female offender program through the last several years. He provided some brief information on the history of incarcerated women and stated that ODOC has come a long way in treating and rehabilitating female offenders; however, he stated, there is still a long ways to go. Mr. Logan then queried what the greatest needs and priorities are at this time for female offenders. Dr. Pitman stated that for female offenders, the diversion programs are showing success with fewer females coming into the ODOC system.

Chair McBee commented on the success of the programs as being a win-win situation for the female offenders and also for ODOC. Mr. Henneke questioned if funding for diversion programs was still an issue in some areas. Ms. Neal noted that there had been discussions of costs associated with implementing diversion programs in some of the higher-incarceration rated counties. Dr. Pitman stated that Comanche County is the next county they are targeting for implementation of a female diversion program.

Chair McBee asked for final questions or comments. None were raised and the item was closed.

## **8. Center for Employment Opportunities (CEO)**

**Kelly Doyle, County Director  
CEO**

Chair McBee opened the floor to Ms. Doyle for a presentation on the Center for Employment Opportunities (CEO). Ms. Doyle first introduced her guest, Mr. Michael Price, who is one of the success stories of CEO. She stated that Mr. Price was a participant in their first class and said she would provide more information on him shortly.

Ms. Doyle stated that CEO opened their doors in Tulsa in July 2011. They are modeled after the program in New York; although their administrative offices are located in New York, they do have a central office in Tulsa. The Tulsa CEO was implemented with the assistance of grant monies from Social Innovation Fund and also with assistance from the George Kaiser Family Foundation. Their goal is to provide immediate, effective and comprehensive employment services to men and women with recent criminal convictions. She stated that all the participants they assist have to be on community supervision and CEO works with Tulsa County Probation and Parole to obtain referrals for their clients. Ms. Doyle stated that as of this date, 106 offenders have completed the CEO Life Skills Education (LSE) portion of their program.

Although the program initially allowed sex offenders to participate in the program, the entities employing CEO's work crews expressed displeasure and indicated they would not participate in the program if sex offenders were utilized. There was also an issue with hiring offenders with an arson conviction due to insurance coverage. For these reasons, CEO does not provide services for offenders with sex offenses or arson convictions. CEO also targets offenders that are ages 18-25 years for employment on the work crews.

Ms. Doyle stated that they receive referrals from the Tulsa County probation officers. Individuals start on a Tuesday and participate in the four-day LSE class. All of the documents needed for employment are gathered during this time and the

individuals receive instructions on interviewing, discussion of their convictions, etc. When they graduate, each participant is given a pair of steel-toed boots, a passport to success which helps them to evaluate their work, and an ID. On the following Monday, they become employees of CEO and begin working at a transitional job (TJ).

CEO currently has three contracted crews: Tulsa County, the Metropolitan Environmental Trust, and the City of Sand Springs and City of Jenks are sharing a crew. On Monday, April 2, 2012, a crew will begin working at Tulsa Community College. Initial plans did not include a third crew until 2013 or a fourth crew until 2014, so the implementation of the last two crews indicates there is an interest in assisting and utilizing these type of work crews, which is very encouraging for CEO.

CEO has vocational staff working to move the individuals from the TJs into private sector jobs. Because the CEO staff works with the offenders every day, they can monitor and evaluate the participant's ability to be on time, communicate and be productive. Since opening in July and having 106 offenders complete their program, CEO has placed 62 people in private sector employment. CEO continues checking in with the participants for up to a year, ensuring they are doing well in their jobs. CEO's Passport to Success (PTS) provides a means of evaluating the offender's work ethics: timeliness, compatibility with co-workers, professionalism on the job site, etc. Each work crew has a trained CEO supervisor who transports the participants to the work site, ensures a facility's daily production goals are met and evaluates the participants' performance on the crew. Ms. Doyle stated that CEO also carries insurance coverage and assumes all responsibility for directly paying and managing the crew participants.

Ms. Doyle stated that CEO wants to be distinguished from offender crews. The participants have been released to the community, which allows more flexibility to work in the community. Their crews have demolished buildings, worked on landscaping, flower bed care, operating a recycling baling center, etc. CEO staff utilizes salesforce.com to monitor daily outcomes and long-term trends so that adjustments can be made quickly and training provided to staff as needed. Salesforce.com allows CEO to measure over 40 outcomes in categories ranging from LSE completion to the TJ "show-up" rate, to the status of all active participants.

An intense, three year study was completed on CEO's program in 2004. The study contained 1,000 participants from the New York City CEO program. Half of the participants (the program group) received CEO's full service program while the other half (the control group) received limited services. After three years of following those individuals, the study found a statistically significant reduction in recidivism in the program group.

Ms. Doyle then invited Mr. Price to provide information on his experience with CEO. Mr. Price began by suggesting the program being implemented in Oklahoma City as well as Tulsa. He stated the program kept him from doing things that he might have otherwise participated in if he had just been released to the community. The program put money in his pocket very quickly, which is something that most offenders do not have when they are released. With money in his pocket at the end of each day, Mr. Price stated that he could make it to work the next day. He stated the program had been great and the people in the program were wonderful to him. Mr. Price then stated that CEO did not just help him; they also helped his family by finding places for them to stay, providing clothing, helping with doctor appointments, etc. With CEO's help, he has been able to find work in the construction industry and he believes that those doors would have been shut to him without that assistance. With the daily entries from his CEO supervisors on his PTS evaluation, Mr. Price was able to show prospective employers that he was ready and willing to work.

Chair McBee then queried Mr. Price when he finished the CEO program to which Mr. Price responded he had completed it one year ago. Mr. Henneke then queried as to Mr. Price's employment; Mr. Price stated he worked for a construction company in Edmond, Oklahoma. Chair McBee questioned if he had been with that company since November to which Mr. Price responded yes. Director Jones then asked Mr. Price to relay how his success this time compared with prior releases to the community. Mr. Price stated that this time, he was incarcerated for 22 ½ years and he decided this time that when he discharged, he needed something to do. He stated he changed his heart and decided to "go straight". When the program offered the opportunity for participation, he took it. Mr. Price stated that he feels if he had not had the program, he would have made bad choices within the year resulting in another incarceration.

Director Jones and the board members thanked Mr. Price for speaking. Mr. Henneke then asked Ms. Doyle how the program is funded and how the participants are paid. Ms. Doyle stated the grant money was used to open the office in Tulsa and will be covered for approximately three years. At that time, they will have to seek additional funding through private partners. The grant funding has also been used to provide a "try before you buy" work crew to the different entities as an introduction. The future plan is to one day share the costs with the work sites and eventually have the crew services fully funded by the employer alone.

Mr. Henneke queried about the participants' identification, such as drivers licenses. Ms. Doyle stated they have been discussing applying for a grant to fund a transportation employee who would also work with the Department of Public Safety in order to assist the participants with obtaining their licenses and possibly upgrading them to CDLs. Ms. Doyle stated that transportation is going to be an issue for a while because even if the participant has a driver's license, they will not have the funds to make car payments or pay for auto insurance. Director Jones stated that he believes it can cost the offenders anywhere between \$500 and \$1,000 to reinstate their driver's licenses. Ms. Doyle stated part of their intake is to query how much the participants owe in order to assist them with reinstatements. Ms. Doyle said the average is around \$992. Those that did not have a drug conviction are able to get their licenses back much faster.

Chair McBee asked Ms. Doyle how long CEO had been in New York City and how CEO chose Tulsa as their next location. Ms. Doyle stated they pursued CEO, telling them that Tulsa had a distinct need for this type of program. CEO has been working on transitional jobs for thirty years and has had their own non-profit since 1996. Chair McBee asked if the program was the same as in New York and California and had they faced the same obstacles as in Tulsa. Ms. Doyle said the basic program is the same in each location, but there are some differences. Tulsa has a unique transportation issue that other locations are not experiencing. The other locations are placing more people in food service industries, while Tulsa participants are more in the production industries.

No other comments or questions were raised and the item was closed.

## 9. Legislative Update

**Neville Massie, Executive Assistant**

Chair McBee opened the floor to Ms. Massie for the legislative update. Ms. Massie provided the following information on ODOC initiatives:

- HB 2364 – contraband cell phone bill; passed out of the Senate Public Safety committee and now on its way to the floor of the Senate.
- HB 2366 – occupational licensing bill; has not had a committee hearing as of today's date. The companion bill on the Senate side was not heard; although it was heard in the House, it remains to be seen if it receives a hearing in the Senate.
- SB 1069 – offender cremation bill; heard and passed out of Public Safety Appropriations Sub-committee on Monday, March 26, in the House.
- SB 1551 – educational requirements for certain positions; heard on Wednesday, March 28, in the House Public Safety and passed. It was amended to read "any degree from an accredited university."

Ms. Massie stated that next week is the deadline for bills assigned to one committee to be heard and then April 5 is the deadline for those bills assigned to dual committees. Ms. Massie then provided information on initiatives ODOC is monitoring:

- HB 3009 – law enforcement and correctional officers killed in the line of duty; wording has been amended to include correctional employees. It passed out of the Senate Public Safety on this date.
- HB 3044 – limits agencies to 100% of this year's budgeted FTE. The title is off the bill so it will be coming back. It was amended in committee and was originally 105%. The author was not aware what the impact would be but was willing to look at the issue.
- HB 2520 – would require posting of positions and if they are not posted for six months, the agency would lose the authorization to fill that position.
- HB 3052 – Speaker Steele's bill; originally dually assigned to Senate Judiciary and Senate Appropriations. It was on the agenda this week for Senate Judiciary.
- SB 1908 – by Sen. Russell pertaining to boards; heard on March 28 in House committee and failed.
- SB 1046 – originally made all employees unclassified; it was amended and now it mostly addresses training hours for supervisors and sets fines for non-compliance for not completing mandatory training hours.
- SJR 25 – grants Pardon and Parole board authority to grant parole on certain offenses; carried over from last year and will be put to a vote of the people. It has passed both the House and Senate and has now been sent to the Secretary of State's office for placement on a ballot.

Ms. Massie then asked for questions or comments about the information provided. Mr. Henneke queried if the Secretary of State can change the language of SJR 25. Ms. Massie stated that it has to be issued as passed by the House and Senate and the language cannot be changed.

No further questions or comments were made and the item was closed.

#### 10. Approval of Board Policy

Justin Jones, Director

- *P-010300, Mission and Organization of the ODOC*
- *P-070100, Provisions of Food Services*
- *P-080100, Mission and Management of Correctional Industries*
- *P-110100, Uniform Personnel Standards*
- *P-130100, ODOC Annual Inspections and Monitoring*
- *P-140100, Offender Medical, Mental Health, and Dental Care*

Chair McBee opened the floor to Director Jones for discussion of the policies. Director Jones began with P-010300 stating that the sections listing every facility and/or unit location within the ODOC were deleted as they were redundant; ODOC is now required by the Office of Personnel Management (OPM) and Office of State Finance to submit organizational charts for every unit with the agency. The deletion was approved by the Executive Committee as language that was no longer necessary. The only other changes to the policy were the effective date and the names of the BOC chair and vice-chair.

The next policy, P-070100, only changed the effective date, and the names of the BOC chair and vice-chair. P-080100 had wording changes more in line with the changes in the culture of corrections, focusing on improving recidivism and reentry. Changes were also made to the introduction statement of P-110100, making it more direct and concise with OPM's language. No changes other than the effective date, and the names of the BOC chair and vice-chair were made to P-130100. P-140100 had changes to offender routine sick calls. The policy change also allows for triaging the daily sick calls according to their criticality.

Director Jones recommended that the Board approve all six policies with one motion and vote.

**Motion:** Mr. Rainey made a motion to approve all six policies. Mr. Ware seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

No other comments or questions were made and the item was closed.

#### 11. Approval/Confirmation of Appointment

David Parker, Deputy Director  
Institutions, Division III

- *Tracy McCollum, Warden  
Oklahoma State Reformatory*

Chair McBee opened the floor to Mr. Parker for confirmation/approval of Mr. McCollum's appointment to Warden for Oklahoma State Reformatory (OSR). Mr. Parker shared Mr. McCollum's career progression with ODOC and then asked for the Board's confirmation of Mr. McCollum's assignment to Warden of OSR.

**Motion:** Mr. Henneke made a motion to approve Mr. McCollum's appointment. Mr. Logan seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

Mr. McCollum thanked the Board for the confidence in his appointment as Warden. He stated he knows that the position will come with many challenges and he looks forward to addressing them as they arise. Mr. McCollum then introduced his wife, Mrs. Cindy McCollum, and acknowledged her support.

No further questions or comments were made and the item was closed.

#### 13. Program Update

Clint Castleberry, Administrator  
Programs Unit

- *Statewide Program Update*

Chair McBee opened the floor to Mr. Castleberry who began by thanking the Board for allowing him to present information on the status of the programs unit after suffering huge budget cuts in the last few years. Mr. Castleberry provided information on the multiple funding sources and how they fluctuated the last several years. He stated that ODOC has a long history of successfully receiving federal treatment grants to fund program needs with the most

enduring being the Residential Substance Abuse Treatment (RSAT). This grant provides funds for seven programs statewide, at male and female facilities, and at minimum and community facilities. He also noted that there are Justice Assistance Grant (JAG) funds and the Special Population Treatment Unit (SPTU) funds. There are also some non-specific funds from the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) which is detailed to the probation and parole population. The operating budget for the Programs unit provides additional funding to support a number of things like curriculum, training, as well as assessment practices for different programs across the state.

Directing attention to the trends information provided, Mr. Castleberry stated that from FY 2008 – FY 2012, the federal grant funding increased in some of ODOC's worst budget years while the operating and SPTU funds saw gradual declines. The federal funding received boosts from the Reinvestment Act funding provided to justice agencies. However, they have only funded programs that are already implemented. The JAG provides funding for the JBCC substance abuse program as well as Female Diversion. There has also been a re-funding of the RSAT grant as they do not typically cover a full year of funding for the seven ODOC sites. Once the RSAT funds are exhausted, the JAG funds can then be utilized. The JAG funding through reinvestments has run its course and the next awards they make will be the last of that funding. At the federal level, there is some questioning as to what vehicle will be in place for JAG funding as they go into the next cycle. Due to this reason, Mr. Castleberry stated ODOC will see a decrease in the federal funding levels.

Looking at the education funding, Mr. Castleberry stated it was a little more difficult to discern a pattern with the funding vehicles the federal government uses. The majority of information provided in the budget summary chart; for example, the Individuals with Disabilities Act (IDEA) and the Adult Basic Education and Title I Funds are a percentage of what the Oklahoma State Department of Education (OSDE) receives. It is not a mandatory dollar amount provided to ODOC for our program needs, but is a percentage of their total funding. Because ODOC has a long-standing relationship with the OSDE, they utilize the significant number of GEDs that ODOC provides in a year's time to insure the state meets its GED-pass rate. The chart also shows a steady decline in operating funds from FY 2008 to FY 2012. The Workplace and Community Transition Training for Incarcerated Individuals, which was essentially a Pell Grant, has been eliminated at the federal level.

Participation and completion numbers from FY 2010 through FY 2012 shows a decline in both areas, but this is directly linked to the funding awards not covering a full year of participation for the seven sites and being dependent on the operating budget for continuation of the programs. Mr. Castleberry then opened the floor for questions and comments on this portion of his presentation. Mr. Henneke queried about the revolving fund affecting the programs to which Mr. Castleberry replied without the revolving fund, programmatic size must be decreased. Mr. Rainey asked what trends are being seen and Mr. Castleberry stated the grant applications are becoming more stringent in terms of measuring outcomes. He stated they are also becoming more prescriptive in what they demand of the awards to grantees and they have seen everything from no match up to a fifty percent match of funding by the grantee. Mr. Castleberry stated they are awarding larger amounts of funding to lesser numbers of grantees. No further questions or comments were made in reference to the funding.

Mr. Castleberry then provided the achievements of the various programs even though tough economic times have decreased participation. They have started some very small substance abuse (SA) programs at community corrections centers, for example Union City Community Correctional Center has a SA program that has been running for almost a year. They have also looked at awarding achievement credits for programs that traditionally did not receive them. These programs have good outcomes and can be monitored through quality assurance measures and checks so that offenders can receive achievement credits. For example, offenders participating in college courses - 34 received their associate degrees in the last year and two received bachelor degrees – can now also receive achievement credits for completion of college degrees. The Programs unit has several private entities and foundations creating and providing scholarship funds specific to institutions to allow offenders to participate in these college classes.

According to Mr. Castleberry, ODOC was one of the few original Second Chance Act Grant awardees invited back for a second round of award funding. They continue to develop and experiment with transitional services for offenders exiting back to Oklahoma City. To date, 151 individuals have participated in the program and they met their target goal the first year. Additional information was provided on progress of offender identification card issues with Oklahoma Department of Public Safety.

No further questions and/or comments were raised and the item was closed.

## 12. Committee Reports

Committee Chairs

Chair McBee then opened the floor for comments from the Committee Chairs.

- **Budget – Chair Robert Rainey, Members Gerald Wright and Matthew McBee**  
Mr. Rainey stated the committee had no report for the Board at this time.
- **Female Offender – Chair Ted Logan, Members David Henneke and Linda Neal**  
Mr. Logan stated the committee had no report for the Board at this time.
- **Public Policy – Chair Gerald Wright, Members David Henneke and Earnest Ware**  
Mr. Wright stated the committee had no report for the Board at this time.
- **Population/Private Prisons – Chair David Henneke, Members Ted Logan and Robert Rainey**  
Mr. Henneke stated the committee had no report for the Board at this time.
- **Public Affairs/State Boards Interface – Chair Earnest Ware, Members Gerald Wright and Linda Neal**  
Mr. Ware stated the committee had no report for the Board at this time.
- **Executive – Chair Matthew McBee, Members Linda Neal and Ted Logan**  
Chair McBee stated the committee had nothing further to report for the Board at this time.

## 15. New Business (*Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.*) 25 O.S. § 311

Matthew McBee, Chair

Chair McBee opened the floor for any new business. Mr. Rainey requested audience and was given the floor. Mr. Rainey stated that he wanted to mention his second six-year term expired this month. He expressed his appreciation to all of the staff, Director Jones, and the entire board. He stated that it had been a remarkable challenge to be a member of the Board of Corrections and that he had never been as challenged personally or professionally as he had been on this Board. Mr. Rainey then stated that after discussion with his family, he will not be seeking reappointment to the Board. He then extended his thanks again to Director Jones, executive staff, and other ODOC personnel.

## 16. Announcements

Matthew McBee, Chair

Chair McBee opened the floor for announcements but none were raised and the item was closed.

## 17. A. Consideration of Motion to Adjourn to Executive Session

Mike Oakley, General Counsel

Pursuant to "Title 25, 307.B" for the following reasons:

1. *"Discussion of employment, hiring, appointment, promotion, salary, demotion, discipline, or resignation of any individual salaried public officer or employee."*
4. *"Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation or proceeding in the public interest."* [Director's Evaluation, Offender Deaths, and Pending Investigation]

B. Adjourn to Executive Session

C. Return from Executive Session

D. Announcement by the Chair as to the necessity of any Board action, if necessary, as a result of the Executive Session

E. Vote, if necessary

Chair McBee opened the floor to Mr. Oakley. Mr. Oakley advised that this agenda item calls for Executive Session and advised that a motion be made to adjourn.

**Motion:** Ms. Neal made a motion to adjourn to Executive Session. Mr. Henneke seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

Chair McBee adjourned the meeting at 2:20 p.m. At 2:46 p.m., the Board returned to the meeting room and Mr. Oakley advised that a motion to return from Executive Session was needed.

**Motion:** Mr. Henneke made a motion to return from Executive Session. Mr. Logan seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting reconvened at 2:46 p.m. There was nothing to vote on from Executive Session and no other comments or questions were made so the item was closed.

**18. Adjournment**

**Matthew McBee, Chair**

There being no further business to come before the meeting, Chair McBee requested to adjourn the meeting.

**Motion:** Mr. Hennek made a motion to adjourn the meeting. Mr. Logan seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting was adjourned at 2:47 p.m.

I hereby certify that these minutes were duly approved by the Board on the 26<sup>th</sup> day of April, 2012, in which a quorum was present and voting.

Approved by:

April 26, 2012

---

Gerald W. Wright, Secretary of the Board

Submitted by:

---

Kimberley Owen, Minutes Clerk

**OKLAHOMA BOARD OF CORRECTIONS MEETING**  
Hillside Community Corrections Center  
330 N Martin Luther King Avenue  
Oklahoma City, Oklahoma

**1. Opening and Roll Call**

**Matthew McBee, Chair**

Chair McBee called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:02 p.m. at Hillside Community Corrections Center (HCCC) on Thursday, April 26, 2012. Those Board members in attendance were:

David Henneke	Ted Logan	Matthew McBee	Linda Neal
Robert Rainey	Earnest Ware		

Member Gerald Wright was absent from the meeting; however, a quorum was present and the meeting continued. Chair McBee welcomed everyone and thanked them for their attendance. Mr. Cody Inman from Governor Fallin's office and ODOC nurses, teachers, and volunteers were recognized by Chair McBee and welcomed to the meeting. Chair McBee added that he appreciated the services provided by the ODOC nurses, teachers, and volunteers. He stated that these three groups were integral to reentry, education, and programming for offenders.

**2. Welcome/Remarks**

**Sharon Harrison, District Supervisor**

**Female Offender Community Corrections/Residential Services**

Chair McBee recognized and opened the floor to DS Harrison for welcome and remarks. DS Harrison welcomed Chair McBee, the Board members and Director Jones to HCCC. DS Harrison began by explaining that HCCC was once the Mabel Bassett Correctional Center (MBCC). MBCC moved to McLoud, Oklahoma, in May 2003 and in June 2003, HCCC was established at this site. The facility capacity is 249 female offenders; as of this date, the count is at 233. The women at HCCC participate in Prisoner Public Works Programs (PPWP), with crews at the Governor's mansion, the Food Bank, FLEET management, the Department of Public Safety, the Board of Education, Tourism, and the Department of Central Services. Various programs are provided at HCCC including Thinking for a Change, Literacy and GED, OCARTA (Oklahoma Citizen Advocates for Recovery and Treatment), Domestic Violence, Genesis 1, Girl Scouts Behind Bars, Co-Occurring Disorder Group Counseling, NA/AA, and Helping Women Recover. HCCC also has a host of volunteers that provide religious services at the facility; however, church volunteers also provide transportation to community church services for the women at HCCC. HCCC also participates in community activities by providing clean-up crews for various events such as the Oklahoma City Memorial Marathon, the Martin Luther King Annual Parade, and the Oklahoma City NAMIWalk.

DS Harrison once again welcomed everyone to HCCC and closed her presentation. No further questions or comments were raised and the item was closed.

**3. Old Business**

**Matthew McBee, Chair**

There was no old business brought before the Board and the item was closed.

**4. Approval of March 29, 2012, Board Meeting Minutes**

**Matthew McBee, Chair**

Chair McBee opened the floor for approval of the minutes from the March 29, 2012, meeting of the Oklahoma Board of Corrections. No comments or questions were raised by the Board regarding the minutes.

**Motion:** Mr. Rainey made a motion to approve the meeting minutes. Ms. Neal seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – absent.

The meeting minutes were approved; no other comments or questions were made and the item was closed.

**5. Director's Comments**

**Justin Jones, Director**

Chair McBee opened the floor to Director Jones, who provided the following updates to the BOC.

- William S. Key Correctional Center and James Crabtree Correctional Center (JCCC) underwent the American Correctional Association (ACA) Reaccreditation Audits in April and both received outstanding scores of 100% on both mandatory and non-mandatory standards.
- On March 22, the Offender Veteran's Club at JCCC sponsored their annual veteran's banquet with approximately 60 offenders and several staff attending. Special guest speaker was Major General (Retired) Rita A. Aragon, Secretary of the Military and Veterans Affairs for the State of Oklahoma. As a result of that event, two meetings have occurred with Major General Aragon to discuss the veterans within ODOC and special re-entry needs for this group of offenders.
- The Oklahoma Tax Commission will purchase \$300,000 in office furniture from Oklahoma Correctional Industries (OCI).
- As requested previously by the Board, there are currently 379 Puerto Rican offenders at Cimarron Correctional Facility (CCF). Contract monitors and Private Prisons and Jail Administration staff reviewed 949 classification packets for Puerto Rican offenders with 323 being considered for transfer to CCF.
- OCI Agri-Services had 1,247 calves born this spring during the calving season.
- Eddie Warrior Correctional Center (EWCC) hosted Play Days on March 20-21 for children to visit their mothers. There were 149 children who participated in this event.
- NorthCare hosted graduation for the Oklahoma County Female Diversion Program on March 27. There were 10 graduates and all were released from their probation supervision requirements this month as well.
- The Messages Project Mother's Day filming was completed at EWCC on March 27. Almost 60 messages were filmed and are being mailed to the children at their current homes.
- The Faith and Character Community Program at MBCC currently has 79 participants with 40 in the Character Track and 39 in the Faith Track. There are also 7 offenders serving as Peer Facilitators. Oklahoma State Reformatory (OSR) currently has 93 participants in the Faith and Character Community Program with 46 in the Character Track and 47 in the Faith Track. There are 19 offenders serving as Peer Facilitators at OSR.
- The Internal Affairs Fugitive Apprehension Unit apprehended 35 ODOC fugitives that were listed on the fugitive website, which is an increase of 3% compared to the first quarter of 2011. The unit also assisted probation and parole officers with the apprehension of 27 offenders and the US Marshal's Task Force in serving 21 felony warrants. As of April 1, the Internal Affairs Intelligence Unit has registered 2,031 offenders as Security Threat Group members.
- Representative Sue Tibbs, who was an ally of ODOC, passed away on Friday, April 6. Her memorial services were held on Wednesday, April 7, in Tulsa and Director Jones, along with Ms. Neville Massie and other staff members, attended her funeral. Ms. Massie was also able to attend the public memorial held by the Oklahoma Legislature on Thursday, April 12, in honor of Representative Tibbs.
- There was a delay in the execution of Gary Allen on Thursday, April 12, and the execution of Michael Selsor is scheduled for Tuesday, May 1.
- Since the Board meeting in March, Director Jones has attended meetings on Capitol Hill with the Council of State Governments Justice Center to discuss funding of the Second Chance Act and nationwide reentry initiatives.
- The Correctional Officer and Probation and Parole Officer Recognition Luncheon is Monday, April 30, at National Cowboy Hall of Fame followed by recognition from the House of Representatives at 1:30 p.m. and the Oklahoma Senate at 2:00 p.m.

Director Jones closed his comments by thanking Board members Ted Logan and Robert Rainey for their years of service to the Board of Corrections. He offered his sincere appreciation for their citizenship and active volunteerism with the Board. Director Jones has visited with the two new Board members and expects Senate confirmation before the next Board meeting on May 24.

No further comments were made and the item was closed.

## 6. Approval of Prison Industry Enhancement (PIE) Contracts

**JD Colbert, Administrator  
Oklahoma Correctional Industries**

Chair McBee opened the floor to Mr. Colbert for information on the PIE Contracts. Mr. Colbert stated he met with Director Jones and Deputy Director David Parker on April 20 regarding the existing partnerships with the PIE Contracts. Mr. Colbert then provided the following information on the contracts:

- Back Office Support Systems, Inc. (BOSS) has contracts at three different locations: OSR, MBCC, and Joseph Harp Correctional Center (JHCC).
  - First BOSS work crew was implemented at OSR in August 2009 and they currently employ 31-45 offenders. The BOSS work crew at OSR is out-bound telemarketing for long distance phone packages.
  - BOSS was implemented at MBCC in July 2010 and they currently employ 94 offenders on two separate shifts. They are an outbound telemarketing program for communication systems, which includes the hardware.
  - BOSS implemented a program at JHCC in September 2010. It also operates two shifts, employing 54 offenders, for outbound telemarketing of communications systems.
- Greenwave Concepts, LLC, was implemented at Lexington Assessment and Reception Center in December 2010 for telemarketing of electricity sales. They currently employ 40 offenders in this work crew.
- Fulfillment Services, Inc. employs 16 offenders at JHCC and is a long-standing contract. They have been employing offenders since 1989. They are a business-to-business telemarketing for outdoor sports and they currently employ 16 offenders.
- J. T. C. Prison Industries, LLC, was implemented at a private prison in 1996 and then moved to EWCC in 2005. They currently employ 16 offenders to repackage products for a nationwide company that buys overstocked items for resell.
- Memory Lane, Inc., a division of Classmates.com, employs 33 offenders at JHCC to image school yearbooks. This program was implemented in November 2011.
- SMF Constructors, Inc. was implemented at Dick Conner Correctional Center (DCCC) in June 2008. They currently employ 30 offenders to manufacture steel jail products.
- Hurd Outdoors is also at DCCC and was implemented in January 2009. Approximately 30 offenders manufacture game feeders for this company.
- Area Septic Services, Inc. is another company employing 31 offenders at DCCC and was implemented in March 2011. The offenders manufacture storm shelters and components.
- The Oklahoma Publishing Co. is the final company utilizing 7 offenders at DCCC to refurbish outdoor newspaper racks/machines. They have been employing offenders since June 2010.
- Institutional Supply Corp. is a new company to begin utilizing offender work forces to manufacture jail mattresses. They are waiting for approval on raw materials before continuing production. They will employ 30-35 offenders once production starts.

Chair McBee queried about the average wage for offenders employed by these programs. Mr. Colbert responded the offenders earn \$1.45 per hour. Chair McBee then asked how the pay rate compared to a normal crew in the facility, such as kitchen or lawn crews. Mr. Colbert stated that he was not able to provide that information but he believed that it was higher than the facility work crews.

Ms. Neal asked if there had been a good response from the offenders in reference to these jobs and if there was a waiting list to work on these crews. Mr. Colbert stated there had been a very good response to the program and that because they are growing so fast, there is not a waiting list at this time. Director Jones added that there had been movements between facilities to accommodate the needs of the crews. Offenders that were not interested in working were moved to allow placement of working offenders at the facilities where these programs were implemented.

No further questions or comments were raised, so Chair McBee asked for a motion to approve the contracts.

**Motion:** Mr. Henneke made a motion to approve all contracts with one vote. Mr. Logan seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – absent.

The contracts were approved and the item was closed.

## 7. Budget Report

**Greg Sawyer, Chief  
Departmental Services**

Chair McBee opened the floor to Mr. Sawyer for the ODOC Budget Report as of March 31, 2012. Mr. Sawyer provided the following information:

- Expenditure summary – Based on nine months of expenditure data, a surplus of \$7.9 million exists for fiscal year 2012. This surplus is \$400,000 more than reported the previous month. The report does not take into account changes in staffing or offender population that may occur through the course of the fiscal year.
- Payroll – The overall funded payroll is 69.7%. This totals 4,110.1 out 5,894.6 authorized FTE. At the end of March, 4,041.4 positions were filled for a rate of 68.6% with 68.7 FTE under the funded rate. A surplus of \$5.9 million currently exists.
- Contract Beds – Expenditure trends are based on current offender levels as of the end of March. A \$2.2 million surplus exists at this time. Any offender growth during the course of the fiscal year that would require additional contract bed space will increase this deficit.
- Medical and Mental Health Services – Medical and mental health expenditures for March reflect a deficit of \$241,477 exists should current expenditure trends continue.

Mr. Sawyer then opened the floor for questions or comments. No further questions or comments were noted. Chair McBee asked if the Budget Committee would like to add anything. Mr. Rainey stated the committee met earlier in the day and there was nothing further to add to Mr. Sawyer's information. The item was closed.

## 8. Population Report

**Edward Evans, Associate Director  
Field Operations**

Chair McBee opened the floor to Mr. Evans for the ODOC Population Update as of April 2, 2012. Mr. Evans provided the following information:

Total System Offender Population = 25,699	County Jail Offender Backup = 1,373
Total Incarcerated Population = 24,329	Halfway Houses = 1,114
DOC Facilities = 18,022	Probation Supervision Offenders = 21,088
Private Prisons = 4,740	Parole Supervision Offenders = 3,173
County Jails with Contracts = 453	Total System Population = 49,960

Mr. Evans also stated the number of offenders on GPS status is 682; 175 are female and 507 are male. This information was requested by the Board at the March 29 meeting. Chair McBee then opened the floor for questions and comments. No further questions or comments were raised. Chair McBee asked Mr. Henneke, Population/Private Prisons Committee Chair if there was anything from the committee meeting to be discussed, but Mr. Henneke stated there was nothing else to add. The item was then closed.

## 7. Female Offender Update

**Laura Pitman, Ph.D., Deputy Director  
Institutions, Division I**

Chair McBee opened the floor to Dr. Pitman for an update on the female offender population. Dr. Pitman provided the following information:

- The Female Offender Diversion Program in both Tulsa and Oklahoma Counties has been funded by a justice assistance grant for the last three years in the amount of \$350,000. An application was recently submitted for a fourth year of assistance for the same amount of funding as previously received.
- The Female Intervention and Diversion Program focuses on offenders from Oklahoma and Tulsa County with moderate to high LSI-R scores, substance abuse or mental health treatment needs, and who otherwise would

be revoked from supervision, but are sent directly to the program. The female offenders receive treatment for substance abuse, mental health co-occurring disorders, domestic violence and sexual assault counseling, education and vocational training, employment and parenting skills, in addition to safe housing, medical care, child care, and transportation assistance.

- To date, there are 161 women currently in the program; 86 from Tulsa and 75 from Oklahoma City.
- The average age of the women is 34 years; the youngest is 19 years old and the oldest is 67.
- Of the minor children represented by these women, there are 133.
- The average age of the minor children is 11 years and 66 of the children are females.
- Seventy-five women have completed the program while 11 have been revoked.
- Of the 11 women who were revoked, four were for new law violations, six were for technical violations, and one was for both law and technical violations.
- Differences between those women that have completed and those that have been revoked are noted as:
  - More women who have completed the program (58.9%) have minor children in their custody or in the custody of a family member.
  - The women who complete the program are slightly older (35.1 years old) than the women who do not complete (33.8 years old).
  - Women who complete the program score more in the moderate category of the LSI-R while those that do not complete are in the high category.
  - Seven women out of the eleven that did not complete the program were absconders.

With this information, they are better able to determine quickly who will need additional assistance in order to successfully complete the program and can take steps to ensure those women receive that assistance.

Dr. Pitman then opened the floor for questions or comments. Mr. Logan began by commending Dr. Pitman on the progress of the female offender program through the last several years. He provided some brief information on the history of incarcerated women and stated that ODOC has come a long way in treating and rehabilitating female offenders; however, he stated, there is still a long ways to go. Mr. Logan then queried what the greatest needs and priorities are at this time for female offenders. Dr. Pitman stated that for female offenders, the diversion programs are showing success with fewer females coming into the ODOC system.

Chair McBee commented on the success of the programs as being a win-win situation for the female offenders and also for ODOC. Mr. Henneke questioned if funding for diversion programs was still an issue in some areas. Ms. Neal noted that there had been discussions of costs associated with implementing diversion programs in some of the higher-incarceration rated counties. Dr. Pitman stated that Comanche County is the next county they are targeting for implementation of a female diversion program.

Chair McBee asked for final questions or comments. None were raised and the item was closed.

## 9. Legislative Update

**Neville Massie, Executive Assistant**

Chair McBee opened the floor to Ms. Massie for the legislative update. Ms. Massie stated today was the deadlines for bills to be heard in the opposite house. She said that the Senate had finished its work on Wednesday, April 25, and the House is still in session on this date. The following information was provided on ODOC initiatives:

- HB 2364 – contraband cell phone bill; Governor Fallin signed the bill on April 18.
- SB 1069 – offender cremation bill; Governor Fallin signed the bill on April 17.
- SB 1551 – educational requirements for certain positions; heard in the House and amended. It is now back in the Senate and awaiting approval of the amendments. The amendments in the House were regarding the language to say “any degree” for education requirements of certain ODOC positions.

Ms. Massie also provided information on the following ODOC monitored bills:

- HB 3009 – law enforcement and correctional officers killed in the line of duty; wording has been amended to include correctional employees. Governor Fallin signed the bill on April 24.
- HB 3052 – Speaker Steele’s Justice Reinvestment Initiative bill; was amended on the Senate side and no longer includes language allowing 85% crime offenders to bank earned credits. It must go back to the House for consideration of the Senate amendments.
- SB 1253 – auditor and inspector’s office; was amended on Wednesday, April 25, to allow the Auditor and Inspector to conduct performance audits at his discretion. Currently, the Governor, Chief Executive Officer, or legislature can request these audits. It passed the House on April 25.
- SB 1355 – process for offenders to seek removal from the Sex Offender Registry; includes language requiring ODOC to be served and appear at court hearing. The title has been struck and it will go to conference so we can be involved in new language.
- SB 1539 – Allows ODOC to accept and process Ag products from public and export to foreign markets – feral hog bill. It has been amended in House to allow offenders to go on private land to harvest red cedar trees. It goes back to the Senate for consideration of House amendments.

Ms. Massie also stated that several of the income tax bills have passed and will go to conference. The acceptance of amendments or rejection of amendments and bills going to conference will be the work going forward.

Chair McBee opened the floor for questions. No further questions or comments were made and the item was closed.

**10. Approval of Board Resolutions**

**Greg Thomas, Administrator  
Personnel**

- *2011 Correctional Officer of the Year – Richard Lynch  
Oklahoma City Community Corrections Center*
- *Correctional Officer Supervisor of the Year – Lewis Layton  
Mack Alford Correctional Center (MACC)*
- *Public Service Recognition Week (May 6-12)*

Chair McBee opened the floor to Mr. Thomas for presentation of the Board resolutions. Mr. Thomas began with the 2011 Correctional Officer of the Year, Mr. Richard Lynch. He read the following resolution:

*WHEREAS, correctional officers are trained professionals who unselfishly provide humane conditions of confinement while ensuring security of the state’s correctional institutions and contributing to the rehabilitation of offenders; and*

*WHEREAS, the Oklahoma Department of Corrections is extremely fortunate to have correctional officers who are conscientious, dedicated, and committed to performing their duties in a professional manner; and*

*WHEREAS, each year one correctional officer is selected as the outstanding officer for his facility as well as his division; and*

*WHEREAS, the Oklahoma Department of Corrections conducts a comprehensive interview process and selects an Agency Correctional Officer of the Year who exemplifies high standards and serves as a role model for others to follow in fulfilling the agency’s mission of “Protecting the Public, the Employee and the Offender”:*

*BE IT THEREFORE RESOLVED that the Oklahoma Board of Corrections does hereby announce and proclaim to all, its recognition of RICHARD J. LYNCH, Oklahoma City Community Corrections Center, as the 2011 Agency Correctional Officer of the Year.*

*ADOPTED this 26<sup>th</sup> day of April, 2012.*

**Motion:** Mr. Henneke made a motion to approve the resolution. Mr. Ware seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – absent.

Mr. Lynch was present in the audience and was recognized for his accomplishment. Mr. Thomas then recognized the 2011 Correctional Officer Supervisor of the Year, Mr. Lewis Layton. He read the following resolution:

*WHEREAS, correctional officers are trained professionals who unselfishly provide humane conditions of confinement while ensuring security of the state’s correctional institutions and contributing to the rehabilitation of offenders; and*

WHEREAS, the Oklahoma Department of Corrections is extremely fortunate to have correctional officers who are conscientious, dedicated, and committed to performing their duties in a professional manner; and

WHEREAS, each year one correctional officer supervisor is selected as the outstanding officer supervisor for his facility as well as his division; and

WHEREAS, the Oklahoma Department of Corrections conducts a comprehensive interview process and selects an Agency Correctional Officer Supervisor of the Year who exemplifies high standards and serves as a role model for others to follow in fulfilling the agency's mission of "Protecting the Public, the Employee and the Offender":

BE IT THEREFORE RESOLVED that the Oklahoma Board of Corrections does hereby announce and proclaim to all, its recognition of LEWIS ALLEN LAYTON, Mack Alford Correctional Center, as the 2011 Agency Correctional Officer Supervisor of the Year.

ADOPTED this 26<sup>th</sup> day of April, 2012.

**Motion:** Mr. Henneke made a motion to approve the resolution. Mr. Logan seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – absent.

Mr. Layton was not present at the meeting. Mr. Thomas then provided the reading of the Public Service Recognition Week Board Resolution, as follows:

WHEREAS, May 6-12, 2012, is Public Service Recognition Week; and

WHEREAS, the Oklahoma Department of Corrections has over 4,000 employees who dedicate themselves to providing countless hours of essential services to the citizens of the state of Oklahoma; and

WHEREAS, these employees provide these services with the highest degree of professionalism, proficiency, honor, and dedication and are committed to fulfilling the Department of Corrections mission of "Protecting the Public, the Employees, and the Offenders," 24 hours a day, 365 days a year; and

WHEREAS, this dedication and commitment to serve and the value of the services provided is worthy of the highest form of recognition and commendation:

BE IT THEREFORE RESOLVED that the Oklahoma Board of Corrections does hereby announce and proclaim to all, its recognition of the employees of the Oklahoma Department of Corrections for the essential services they perform on a daily basis.

ADOPTED this 26<sup>th</sup> day of April, 2012.

**Motion:** Mr. Henneke made a motion to approve the resolution. Mr. Ware seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – absent.

No other comments or questions were made and the item was closed.

#### 11. Approval of Board Resolutions

- *National Volunteer Appreciation Week (April 15-21, 2012)*
- *National Nurses Appreciation Week (May 6-12, 2012)*
- *National Teachers Appreciation Week (May 7-11, 2012)*

**Leo Brown, Coordinator  
Religious and Volunteer Services**

**Kenny Holloway, Deputy Director  
Treatment and Rehabilitative Services**

Chair McBee opened the floor to Mr. Brown who stated he was honored to speak to the Board and recognize the volunteers in conjunction with National Volunteer Week. Mr. Brown stated that ODOC is committed to a positive partnership between the agency and its volunteers. This partnership is an essential part of achieving the department's mission. The contributions of the agency volunteers have a significant impact in many areas of the agency, especially in the areas of rehabilitation. National Volunteer Week began in 1974 when President Richard Nixon signed an executive order establishing the week as an annual celebration of volunteering. Every president since 1974 has signed a proclamation promoting National Volunteer Appreciation Week. Additionally, governors, mayors, and other elected public officials make statements or sign proclamations in support of this week. National Volunteer Week is therefore a

time set aside to show appreciation for volunteers across the country and to call the public's attention to all they do to improve our communities.

Mr. Brown stated that volunteerism is vital to ODOC and is even exemplified by the members of the Board of Corrections. ODOC currently has over 3,500 active volunteers within the agency. Last year, volunteers donated in excess of 150,000 hours of service. The monetary value of their services, using figures provided from Independent Sector, a well-recognized leadership forum for charities, foundations, and corporations, would be worth more than \$2.6 million.

The largest number of volunteers is those providing religious services. Whether they drive hundreds of miles to lead a worship service or pick up offenders at a community corrections center and take them to their religious meetings, volunteers are fulfilling an important need. Many success stories of offenders have traced their transformation to a faith decision made while incarcerated. Obviously, preaching and religious teaching is something that cannot be provided by staff and therefore must be provided by our volunteers, which they do in amazing ways.

According to Mr. Brown, an increasing number of our volunteers are providing faith-based programs - programs that address criminogenic needs from a faith perspective, such as substance abuse, anger management, and family relationships. Programs, such as AA and NA, have hundreds of volunteers that help offenders deal with addictive behaviors. Other programs like New Life Behavior, Character First, and I Can address thinking and behavioral patterns that need to be changed for the offender to be successful. The Oklahoma Marriage Initiative, Girl Scouts Beyond Bars, Long Distance Dads and other family relationship programs can help offenders restore and maintain marriage and family relationships. This can improve their chances to be successful when they reenter the community as well as create healthier families and fewer generational incarcerations.

Mr. Brown stated that a growing number of volunteer organizations are working with offenders in reentry. Organizations like Genesis One, Oxford House, Hand Up, Living Faith, etc., are providing housing, mentoring, job skills and placement, and other programs needed to help offenders successfully reenter our communities. Many of these same volunteers are now partners in the female offender diversion programs underway in Tulsa and Oklahoma City.

Mr. Brown stated these are just a very few of the services and programs offered through our volunteers. Services, programs, and faith groups are far too numerous to name individually; but individually, each one is making a contribution to our agency. Mr. Brown introduced and thanked several volunteers in attendance: Donna Thompson, Fairview Baptist Church and the Oklahoma Baptist State Convention; Pastor L J Traylor, Back to Basics; Jacqueline Benson and Carmelita Stringer, Girl Scouts Behind Bars; Eydie Youngblood, Starting Over; Virginia Brendle, Gift Mentoring Program; Marcia Manning, Redemption Church and Criminal Justice & Mercy Ministries of the United Methodist Church; and John Easley, Genesis One.

Mr. Brown then read the following resolution:

*WHEREAS, millions of volunteers work in their communities across our nation and throughout our state utilizing their time and their talents daily to make a difference in the lives of others; and*

*WHEREAS, the Oklahoma Department of Corrections is privileged to have thousands of men and women who tirelessly give of themselves to provide much needed programmatic and occupational services in facilities, districts and units across the great state of Oklahoma; and*

*WHEREAS, these volunteers are dedicated to serving as positive role models for the offender population, leading offenders toward pro-social behavior while incarcerated, supporting offenders in reentry, and providing much needed resources that assist the Oklahoma Department of Corrections in fulfilling its mission in a professional manner; and*

*WHEREAS, April 15-21, 2012 is National Volunteer Week and provides a most appropriate time to recognize these volunteers for demonstrating, on a daily basis, the true spirit of giving;*

*BE IT THEREFORE RESOLVED that the Oklahoma Board of Corrections does hereby announce and proclaim to all its recognition and sincere appreciation of Oklahoma Department of Corrections volunteers and the invaluable services they provide.*

*ADOPTED this 26<sup>th</sup> day of April, 2012.*

**Motion:** Mr. Henneke made a motion to approve the resolution. Mr. Ware seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – absent.

Chair McBee then opened the floor to Mr. Holloway for presentation of the National Nurses Appreciation Week (May 6-12, 2012) and National Teachers Appreciation Week (May 7-11, 2012). Mr. Holloway began by stating that ODOC, under the umbrella of the Lakeside High School at OSR, provides Literacy, Adult Basic Education, and GED classes to the offender population. According to statistics in FY 2011, offenders entered ODOC with a 7<sup>th</sup> grade 4<sup>th</sup> month education level; 52% reported they did not have a high school diploma or GED. Last year, 2,053 offenders participated in Literacy programming; 2,267 in Adult Basic Education; and 2,347 in GED classes. Of those that participated in GED classes, 1,090 completed and received their GED, which was a 10% increase from the previous year with less staff. According to Mr. Holloway, all of the federal funding was cut for the college courses last year, but there are still 1,900 offenders working on their college classes and eleven offenders obtained their degrees last year.

Mr. Holloway stated that education staff has devoted their lives to learning and each day, ODOC teachers provide instruction to over 2,100 student offenders. ODOC correctional teachers not only serve the agency, but most importantly, those offenders that are motivated to embrace the educational opportunities that are afforded to them. Mr. Holloway then introduced representatives from the education department that was present in the audience: Dean Wood, Jackie Brannon Correctional Center (JBCC); Leatha Brannon, JBCC; Jack Bowers, James Crabtree Correctional Center (JCCC); Kim Olson, JCCC; Deborah Owens, John Lilley Correctional Center; Tom Larman, MBCC, and Lowell Doss, MBCC. Mr. Holloway thanked them all for attending the meeting and then noted that superintendent, Pam Humphries, was unable to attend due to a family emergency and was missed. Mr. Holloway then read the following resolution:

*WHEREAS, the Department of Corrections employs 67 full-time certified teachers and administrators across the state who work diligently to ensure that the educational needs of offenders are served; and*

*WHEREAS, these certified, professional staff are called upon to provide educational services to offenders with more concentrated special needs in a challenging population who have, for the most part, been unsuccessful in the public school setting; and*

*WHEREAS, the education staff must meet and maintain rigorous standards to remain accredited through three entities: State Department of Education, North Central Association Commission on Accreditation and School Improvement, AdvancEd, and the American Correctional Association; and*

*WHEREAS, the knowledge and academic skills provided to offenders through the services of the correctional education unit consistently prove to be one of the main deterrents against offenders recidivating back into the system; and*

*WHEREAS, the provision of education by the teachers in corrections proves to be a cost savings to the State of Oklahoma each year through reduction in incarceration services; and*

*WHEREAS, National Teachers' Week will be celebrated from May 7-11, 2012, with May 8 known as National Teachers' Day, a day in which to "Thank a Teacher":*

*THEREFORE, BE IT RESOLVED that we, the Oklahoma Board of Corrections, request that all Oklahomans join us in honoring the professionalism, commitment, and compassion of the education staff of the Oklahoma Department of Corrections.*

*BE IT FURTHER RESOLVED, that we, the Oklahoma Board of Corrections, affirm our appreciation for the accomplishments and efforts of our certified education staff to improve the academic achievements, job employability, and lives of the offenders under their care.*

*ADOPTED this 26<sup>th</sup> day of April 2012.*

**Motion:** Mr. Henneke made a motion to approve the resolution. Ms. Neal seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – absent.

Mr. Holloway then provided information on National Nurses Appreciation Week, May 6-12, 2012. According to Mr. Holloway, ODOC Medical Services provides medical care and health education to over 18,000 offenders every day. During March 2012, nurses responded to over 7,100 sick call requests and coordinated 10,568 medical appointments in local clinics. The backbone of Medical Services is the nursing staff. Mr. Holloway stated that 169 nursing staff includes patient care assistants, licensed practical nurses (LPN), and registered nurses (RN). The nursing staff is the frontline of the medical care system and are the primary contacts for the offenders requiring immediate medical care. The nursing staff utilizes protocols to triage offender medical needs and provide immediate medical services or schedule them with another provider later in the day. In March 2012, nurses completed 2,594 nursing protocols across the state and administered medical services directly to the offenders who did not need to see a physician or mid-level practitioner. Many of ODOC's nursing staff also work on the mental health units and provide assistance to the mental health staff and support of those offenders who have mental illness.

The ODOC nursing staff are not only called to attend the sick and injured; they are called to serve the disadvantaged in society. Their compassion and dedication to helping their fellow man is demonstrated each and every day by what they do. Mr. Holloway then recognized those in attendance at the meeting who were recognized as outstanding nursing staff for 2011: David Killebrew, LPN, who was selected as the ODOC Nurse of the Year and his supervisor, Christine Kampas, Nursing Manager, OSP; nominee Katrinka Sutton, LPN, and her supervisor, Robert Silvis, Nursing Manager, DCCC; and absent from the meeting was nominee Heather Knight, RN, MACC. Mr. Holloway also recognized Genese McCoy, Administrator of Medical Services, and Dr. Don Suttmiller, Chief Medical Officer. The following resolution was then read by Mr. Holloway:

*WHEREAS, the Department of Corrections employs 174 professional nurses across the state who work diligently, 365 days per year to provide nursing services to our offenders; and*

*WHEREAS, these dedicated staff are called on to provide nursing care to an underserved and challenging population, and respond to that vocation unselfishly; and*

*WHEREAS, the quality services provided by nurses continue to be a critical component of the Oklahoma Department of Corrections health care delivery system both now and in the future; and*

*WHEREAS, National Nurses Week is celebrated annually from May 6, also known as National Nurses Day, through May 12, the birthday of Florence Nightingale, the founder of modern nursing. This year's theme "Nurses: Advocating, Leading, Caring" is in celebration of the importance of nurses in the lives of all U.S. citizens:*

*THEREFORE, BE IT RESOLVED, that we, the Oklahoma Board of Corrections, request that all Oklahomans join us in honoring the strength, commitment, and compassion of the nursing staff of the Oklahoma Department of Corrections, and*

*BE IT FURTHER RESOLVED, that we, the Oklahoma Board of Corrections, affirm our appreciation for the accomplishments and efforts of our professional nursing staff to improve the lives and health of the offender patients under their care.*

*ADOPTED this 26<sup>th</sup> day of April 2012.*

**Motion:** Mr. Henneke made a motion to approve the resolution. Mr. Logan seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – absent.

Chair McBee extended a special thanks to all ODOC nurses, teachers and volunteers. He stated that ODOC depends on their service and sometimes they are not thanked enough for what they do in the agency. No further questions or comments were made and the item was closed.

## 12. Genesis One

**John Easley, Director  
Genesis One**

Chair McBee opened the floor to Mr. Easley. Mr. Easley thanked Chair McBee, the Board members, and Director Jones for allowing him to speak on behalf of his program. Mr. Easley stated that Genesis One has been available for eleven years in ODOC. He stated that he was a businessman and when he sold his company, he became involved in prison ministry programs. He said it was not long before he realized that there was something more needed than just a revival and then packing up to leave the offenders to continue on their journey alone. He wanted the offenders to address their needs so when they left the system, they did not end up right back inside prison.

Genesis One chapters are established within participating prisons that utilize the resources already available within the prison. Each new member offender is assisted in developing a customized Life Plan that uses existing resources that fulfill the offender's needs. Mr. Easley said it is a very structured program of pre-release development. The offender is monitored throughout the program and has mandatory components within the program that must be completed, i.e., attend two church services per week; attend accountability groups every week; etc. Mr. Easley then held up the pamphlet he had distributed to the Board members, drawing attention to the image of a \$50 bill on the front. Mr. Easley stated that he discovered if the offender did not do anything while incarcerated to set up a support system, upon discharge they would receive a \$50 check and would be sent out to the community with nothing but the check and possibly a bus ticket. Part of his program is identifying community resources for the offender before they discharge to assist them with a support system. If the offender is compliant with all requirements of the program during incarceration, upon discharge, they are connected with an established network of support systems in the community.

Mr. Easley opened the floor for any questions or comments. Mr. Rainey queried the goals for Genesis One in Oklahoma to which Mr. Easley responded they would like to have the program in every facility within the state and eventually move to other states as well. Mr. Rainey then queried of the obstacles that prevents the program from being at every facility. Mr. Easley stated the program requires a volunteer's commitment to provide the programs at those facilities that may be in the less populated areas of the state. He then stated that the program is not funded by government monies or grants and is currently funded by private individuals, various churches, and community organizations. Mr. Rainey then asked if ODOC could assist with the program to expand it. Mr. Easley stated he felt the department should look at the concept of Genesis One and formulize a similar program for offenders. Finally, Mr. Henneke congratulated Mr. Easley on the successful numbers of the program.

No further questions and/or comments were raised and the item was closed.

## 13. Program Update

- *Certified Welding Program - DCCC*

**JD Colbert, Administrator  
Oklahoma Correctional Industries**

Chair McBee opened the floor to Mr. Colbert for an update on the welding program. Mr. Colbert stated the program is a G3/G6 state certification of offender welders that was implemented a few years ago. He stated that in the past, there were issues with qualified people coming to the facilities to test offender welders for certification. Recently, however, six offenders were tested and G3 certified in plate welding. They will now be trained to prepare for G6 certification in plate welding and following certification in that, they will be trained and certified in G3 and G6 pipe welding. Mr. Colbert stated these certifications are quite valuable to the offenders once they return to the community as there is a demand for welders in the private sector. Mr. Colbert stated they plan to expand this program, but it is difficult to get the offenders tested. Once the offender has achieved the welds that the tester wants them to complete, the welds are taken to a laboratory and given multiple other tests to ensure the weld is within guidelines.

The floor was opened for questions. Ms. Neal queried the number of offenders that were currently participating in the program. Mr. Colbert responded that just the six previously mentioned in his information were enrolled in the program. Chair McBee asked about the biggest barrier to getting the testers to come out to the facility to which Mr. Colbert responded that he believes it is time and money. Chair McBee then asked about community contacts for the offenders once they are released to offer support for their skill set and employment. Mr. Colbert stated that currently, this is a very informal program and is in the initial stages, so this aspect has not been pursued at this point. However, Mr. Colbert stated that he does not feel the offenders will have any issues finding employment utilizing their welding skills after release. Ms. Neal then queried if it would be difficult for the offenders to be employed based on their criminal history. Mr. Colbert stated that he did not feel it would be an issue in this type of employment. No further questions and/or comments were raised and the item was closed.

## 12. Committee Reports

Committee Chairs

Chair McBee then opened the floor for comments from the Committee Chairs.

- **Budget – Chair Robert Rainey, Members Gerald Wright and Matthew McBee**  
Chair McBee stated the information on the budget committee had been given earlier and there was nothing else to report.
- **Female Offender – Chair Ted Logan, Members David Henneke and Linda Neal**  
Mr. Logan stated the committee had no report for the Board at this time.
- **Public Policy – Chair Gerald Wright, Members David Henneke and Earnest Ware**  
Mr. Ware stated the committee met earlier in the day with Ms. Massie but had nothing further to report for the Board at this time.
- **Population/Private Prisons – Chair David Henneke, Members Ted Logan and Robert Rainey**  
Chair McBee stated the information on the committee had already been heard and there was nothing else to report.
- **Public Affairs/State Boards Interface – Chair Earnest Ware, Members Gerald Wright and Linda Neal**  
Mr. Ware stated the committee had no report for the Board at this time.
- **Executive – Chair Matthew McBee, Members Linda Neal and Ted Logan**  
Chair McBee stated the committee had met and minutes were provided to the Board members in their packets. There was nothing further to report for the Board at this time.

## 15. New Business (*Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.” 25 O.S. § 311*)

Matthew McBee, Chair

Chair McBee opened the floor for any new business. Chair McBee noted that Governor Mary Fallin has selected two new Board members to replace Mr. Logan and Mr. Rainey, although they have not yet been confirmed by the Senate. Chair McBee stated he and others will miss both members. Their time served on the Board is a large volume of knowledge that will be lost when they leave. Chair McBee then opened the floor to allow Mr. Logan and Mr. Rainey a chance to address the Board and other meeting attendees.

Mr. Logan stated that it has been a pleasure to serve on the Board. He stated that he felt serving on the Board was an important position and he expressed appreciation to the rest of the Board members. He also wished the Board continued success in their endeavors. Chair McBee thanked Mr. Logan and again stated his institutional knowledge would be missed. The floor was then opened to Mr. Rainey.

Mr. Rainey stated that serving on the Board was the most professionally challenging experience he has had and certainly the largest budget that he has helped with, but most definitely the most rewarding partially because of the employees and staff. He stated it was his pleasure and privilege to serve on the Board under three governors, three directors, and with numerous Board members. He also stated it was an amazing experience for him and he will miss it. The floor was then opened for other comments.

Mr. Henneke thanked Mr. Logan and Mr. Rainey for their dedication and sincerity to do the right thing for the department. He stated that both would be missed greatly. Ms. Neal stated that both men have been a great role model for her and she felt fortunate to have help and guidance from them over the last few years.

No further comments or announcements were made and the item was closed.

## 16. Announcements

Matthew McBee, Chair

Chair McBee opened the floor for announcements but none were raised and the item was closed.

## 17. A. Consideration of Motion to Adjourn to Executive Session

Mike Oakley, General Counsel

Pursuant to “Title 25, 307.B” for the following reasons:

4. *“Confidential communications between a public body and its attorney*

*concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation or proceeding in the public interest.” [Offender Deaths and Pending Investigation]*

**B. Adjourn to Executive Session**

**C. Return from Executive Session**

**D. Announcement by the Chair as to the necessity of any Board action, if necessary, as a result of the Executive Session**

**E. Vote, if necessary**

Chair McBee opened the floor to Mr. Oakley; however, Mr. Oakley was not in attendance and Director Jones introduced Mr. Larry Foster as the General Counsel designee. Mr. Foster advised that this agenda item calls for Executive Session and advised that a motion be made to adjourn.

**Motion:** Mr. Rainey made a motion to adjourn to Executive Session. Mr. Henneke seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

Chair McBee adjourned the meeting at 2:17 p.m. At 3:02 p.m., the Board returned to the meeting room and Mr. Foster advised that a motion to return from Executive Session was needed.

**Motion:** Mr. Henneke made a motion to return from Executive Session. Mr. Logan seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting reconvened at 3:04 p.m. There was nothing to vote on from Executive Session and no other comments or questions were made so the item was closed.

**18. Adjournment**

**Matthew McBee, Chair**

There being no further business to come before the meeting, Chair McBee requested to adjourn the meeting.

**Motion:** Mr. Ware made a motion to adjourn the meeting. Mr. Logan seconded the motion. The results of the roll call were as follows: Mr. Henneke – yes; Mr. Logan – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Rainey – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting was adjourned at 3:05 p.m.

I hereby certify that these minutes were duly approved by the Board on the 29<sup>th</sup> of June, 2012, in which a quorum was present and voting.

Approved by:

\_\_\_\_\_  
Gerald W. Wright, Secretary of the Board

\_\_\_\_\_  
June 29, 2012

Submitted by:

\_\_\_\_\_  
Kimberley Owen, Minutes Clerk

**OKLAHOMA BOARD OF CORRECTIONS MEETING**  
Howard McLeod Correctional Center  
1970 E Whippoorwill Lane  
Atoka, Oklahoma

**1. Opening and Roll Call**

**Matthew McBee, Chair**

Chair McBee called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:02 p.m. at Howard McLeod Correctional Center (HMCC) on Friday, June 29, 2012. Chair McBee asked the clerk to call the roll:

Steve Burrage, Member	Present	Michael Roach, Member	Absent
Kevin Gross, Member	Present	Earnest Ware, Member	Present
Matthew McBee, Chair	Present	Gerald Wright, Secretary	Present
Linda Neal, Vice Chair	Present		

Although one member was absent, a quorum was present so the meeting continued. Chair McBee welcomed everyone and thanked them for their attendance.

**2. Welcome/Remarks**

**Bruce Howard, Warden**  
**Howard McLeod Correctional Center**

Chair McBee recognized and opened the floor to HMCC Warden Bruce Howard for opening remarks. Warden Howard welcomed the Board, Director Jones and other attendees to HMCC. He stated the Honor Farm, as it was originally called when it was built, is best known for its 5,300-hundred-acre cattle operation and garden. In addition to the cattle operation and garden, HMCC offers education classes, including college courses for offenders who qualify; four CareerTech programs in heavy equipment operation, welding, and precision machining technology; and a faith-based program. Warden Howard once again welcomed the Board and all attendees to the facility. No other comments were made.

**3. Old Business**

**Matthew McBee, Chair**

There was no old business brought before the Board and the item was closed.

**4. Approval of April 26, 2012, Board Meeting Minutes**

**Matthew McBee, Chair**

Chair McBee opened the floor for approval of the minutes from the April 26, 2012, meeting of the Oklahoma Board of Corrections. No comments or questions were raised by the Board regarding the minutes.

**Motion:** Ms. Neal made a motion to approve the meeting minutes. Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – abstain; Mr. Gross – abstain; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – absent; Mr. Ware – yes; Mr. Wright – yes.

The meeting minutes were approved; no other comments or questions were made and the item was closed.

**5. Director's Comments**

**Justin Jones, Director**

Chair McBee opened the floor to Director Jones, who thanked everyone for attending and also thanked Warden Howard and his staff for hosting the meeting.

- Per state statute, Director Jones advised the Board of an emergency purchase made in June. On June 26, 2012, William S. Key Correctional Center (WSKCC) reported that one of their cooling towers, which provide air conditioning to four buildings, was down. Loss of the cooling tower affected approximately 400 offenders in general population, 35 staff and 15 offenders in the Restrictive Housing Unit; offenders were transferred to other locations due to the heat issues. The estimated cost of the repairs will be approximately \$17,000.00.
- Dr. Suttmiller, Chief Medical Officer for Medical Services, and medical staff have been working with facilities to issue heat warnings and how to identify signs of heat exhaustion or issues with medication related to the heat.

- Policy was issued on June 28, with an effective date of August 6, 2012, to address the recent Executive Order from Governor Mary Fallin regarding tobacco cessation on any and all properties owned, leased, or contracted for use by the State of Oklahoma. Although smoking was allowed at minimum security and community correction centers, this order will eliminate all tobacco product usage for staff and offenders at all correctional facilities, community corrections centers, work centers, etc.
- During the Executive Committee meeting, the committee approved to change the next meeting location from Madill Community Work Center to the Oklahoma State Penitentiary in McAlester.
- In June, ODOC had a follow-up meeting with SandRidge Energy to expand a program at Bill Johnson Correctional Center (BJCC) to train offenders for employment in the oil field industry after release from incarceration.
- The Community Service Council in Tulsa was awarded a Reintegration of Ex-Offenders (RExO) – Adult Generation 5 grant from the US Department of Labor Employment and Training Administration. This grant will allow funding to provide employment-related services for formerly incarcerated adults who are returning to high-poverty, high-crime communities. The Community Service Council will establish a Reentry One-Stop Center in north Tulsa and will coordinate a collaborative team from ODOC, Workforce Oklahoma, Metropolitan Tulsa Urban League and Counseling and Recovery Services. Additional funds are being provided by the George Kaiser Family Foundation and ODOC.
- A film crew from HBO was at Joseph Harp Correctional Center (JHCC) and Oklahoma State Reformatory filming a documentary on offenders working to improve themselves and the public servants who are effectively educating these offenders for successful re-entry into society.
- With over eight months of training and preparation, six offenders in the Oklahoma Correctional Industries' (OCI) Metal Fabrication training were recently able to achieve their 3G AWS (American Welding Society) MIG Welding Certifications. These offenders are now registered with the Department of Labor and ODOC welders place among the top in their field. This is a major achievement for the offenders in their preparation for life after incarceration, as well as OCI on many different levels. These offenders are now qualified, when released, to work on structural applications such as bridges, public buildings and other large commercial projects.
- Area Septic Services, an OCI Private Partner, continues to increase their production with OCI. The month of May brought in \$112K in sales. Among the products delivered were the first ten "below ground" garage style storm shelters. After finalizing prints and prototypes, all ten shelters were produced and delivered with zero defects.
- The OCI Sign Shop, in conjunction with the Oklahoma Department of Health, completed an order for 2,500 "Breathe Easy" signs. These signs will be utilized on state properties to inform the public of the governor's Executive Order to ban all tobacco products on state property.
- Facility doors and locks at Dick Conner Correctional Center are 95% completed in the planning process. There is a plan to do a one-time door removal and installation so that potential bidders can see the demolition process and the amount of time it takes. This will also allow Kaighn and Associates to place specifications in the bid process concerning time lines.
- On May 23, 2012, Program Coordinator Amanda McCurdy coordinated a family day for participants in Mabel Bassett Correctional Center's (MBCC) Faith and Character Community program. More than 100 family members attended the recognition and luncheon event.
- There are currently 157 offenders in the Female Diversion program. The Justice Assistance Grant Board met on May 30, 2012, and awarded the female diversion program \$315,000 for FY 2013. This is a 10% decrease from FY 2012 and is due to budget cuts.
- During May, sixty-five (65) male and one hundred twenty-seven (127) female offenders completed an HIV prevention program. In addition, one hundred nine (109) male and forty-one (41) females completed Living Longer Living Stronger which teaches offenders, many of whom live with chronic disease, how to live longer and healthier lives.
- Twenty (20) women at Dr. Eddie Warrior Correctional Center (EWCC) completed the four month Helping Women Recover substance abuse and trauma treatment program. Twenty-two (22) women completed the Woman to Woman course developed from the Office of Women's Health, DHHS. This curriculum is a comprehensive health education intervention.

- As of the end of May 2012, the Intelligence Unit has registered 2,068 offenders as Security Threat Group (STG) members. This unit also presented a training session on Oklahoma Prison STG members during the state Criminal Justice Summit and as requested by the Carter County Sheriff's office.

Director Jones closed his comments. No further comments were made and the item was closed.

## 6. Budget Report

**Greg Sawyer, Chief  
Departmental Services**

Chair McBee opened the floor to Mr. Sawyer for the ODOC Budget Report as of May 31, 2012. Mr. Sawyer provided the following information:

- Expenditure summary – Based on eleven months of expenditure data, a surplus of \$4.5 million currently exists for fiscal year 2012. This surplus is \$2.7 million less than reported the previous month and is roughly .85% of the total budget. The report does not take into account changes in staffing or offender population that may occur through the course of the fiscal year.
- Payroll – The overall funded payroll is 69.7%. This totals 4,110.1 out 5,894.6 authorized FTE. At the end of May, there were 4,018.0 positions filled for a rate of 68.2% with 92.1 FTE under the funded rate. A surplus of \$2.6 million currently exists.
- Contract Beds – Expenditure trends are based on current offender levels as of the end of May. A \$1.5 million surplus exists at this time. Any offender growth during the course of the fiscal year that would require additional contract bed space will increase this deficit.
- Medical and Mental Health Services – Medical and mental health expenditures for May reflect a deficit of \$416,396 exists should current expenditure trends continue.

Mr. Sawyer then opened the floor for questions or comments. Director Jones queried about the trending surplus that he stated typically goes down at the end of June. Mr. Sawyer stated they are anticipating it to be close to \$2 million which is less than 1% of the budget. No further questions or comments were noted.

## 7. Population Report

**Laura Pitman, Ph.D., Deputy Director  
Institutions, Division I**

Chair McBee opened the floor to Dr. Pitman for the ODOC Population Update as of June 4, 2012. Dr. Pitman provided the following information:

Total System Offender Population = 25,830	GPS = 656 (478 males, 178 females)
DOC Facilities = 18,105	EMP = 8 (6 males, 2 females)
Private Prisons = 4,763	Probation Supervision = 20,895
County Jails with Contracts = 496	Parole Supervision Offenders = 3,108
Halfway Houses = 1,112	Total System Population = 49,833
Out Count (jails, hospitals, etc.) = 690	County Jail Backup = 1,560

Dr. Pitman then opened the floor for questions and comments. Mr. Wright queried how Speaker Steele's Justice Reinvestment Initiative (HB 3052) would affect the population. Dr. Pitman stated the bill, which goes into effect on November 1, 2012, will expand the number of offenders on probation supervision due to mandatory supervision upon release. Director Jones provided additional information by stating that the bill was not retroactive, so only those offenders sentenced after November 1 will have mandatory supervision after release. The impact in the probationary supervision population will not be seen for several years. Chair McBee queried when the EMP program began and if it is the same as the equipment used for alcohol intake monitoring that is placed on vehicles. Director Jones responded that EMP has been utilized for many years and is ordered by the courts, which is why there are a small number of offenders under this supervision. EMP is used in conjunction with the ignition interlock device as a condition of probation for offenders charged or convicted of alcohol-related offenses. No further questions or comments were raised regarding the population report.

Chair McBee then opened the floor to Mr. David Parker, Deputy Director of Institutions, Division III. Mr. Parker first provided an update on the population moves at Oklahoma State Penitentiary (OSP). Based on findings from a recent report about the facility's structure, a team was created to develop a plan to reduce the population at OSP and close a portion of the facility. Mr. Parker stated that the F-Cell house was built in 1937 and was an inefficient structure compared to modern housing units. He said that it took twice as many staff to work this unit as other, more modern units. F-4 and F-3, the top two tiers of the unit, are being emptied by utilization of classification procedures to move

offenders down into other facility populations. As of today, 136 offenders out of the original 281 housed on the unit have been moved to other units or facilities. G-Unit, which was used to house community corrections and Jackie Brannon Correctional Center (JBCC) offenders for segregated housing, has also been closed. The goal is to empty F-Cell house completely and cease housing offenders in that portion of the facility. Mr. Parker then opened the floor for questions or comments. Director Jones noted that the Board will have the opportunity to tour the F-Cell house at the next meeting to see the condition of the unit. No other comments or questions were made on this topic.

Mr. Parker then noted the recent population change at Oklahoma State Reformatory (OSR). Due to staffing issues, offender violence, and facility structural issues, they have been moving approximately 50-70 offenders a week out of OSR to other facilities. Mr. Parker commended Dr. Pitman and the staff at Population Management for their assistance with the complex movements. He stated they hope to have the population switched to an older, more manageable group by September 2012. Chair McBee queried the locations of the offenders that had been moved out of OSR. Mr. Parker stated they had been mixing the OSR offenders into almost every medium facility within the state, including private prisons. They move 10-12 offenders into one facility at a time, giving the offenders and facility time to acclimate to the new facility's surroundings and culture. Mr. Parker stated they had meetings with wardens, deputy wardens and chiefs of security to explain the reasoning behind the movements.

Ms. Neal queried if there was any data to support that having an older, more manageable offender at OSR will make the facility safer. Mr. Parker stated that he did not have national data to support the theory, but the same type of adjustment had been made at James Crabtree Correctional Center (JCCC) with great success. Staff and offender assaults at JCCC are some of the lowest in state, as are misconduct reports and grievances. Mr. Parker stated that he believes by the time a man has reached the age of 40, he has adjusted to incarceration and outgrown the "gang" mentality. Chair McBee then queried about the medical unit at OSR. Mr. Parker stated he met with Dr. Don Suttmiller, Chief Medical Officer, and Mr. Kenny Holloway, Deputy Director of Treatment and Rehabilitative Services, to discuss the medical needs at OSR and how to increase the level of services at the facility.

Director Jones stated that in the last legislative session, ODOC asked for \$2.9 million for changes at OSP to make it safer for staff and to allow flexibility in moving offenders out of the older portion of the facility. The existing administration offices will be decommissioned and a fence will be added to the newer portion of OSP for security.

Director Jones also advised the Board that included in their packet of information was a letter sent to Governor Mary Fallin regarding the escapes from WSKCC. Included with the letter was information on escapes from WSKCC for the last five years, providing a brief summary of the offender's sentences, details of their escapes and apprehensions. The issue is being reviewed by staff to determine how to prevent the walk-aways and escapes from the facility.

No other comments or questions were noted and the item was closed.

## **8. Approval of Private Prison Contract Renewal**

**Mike Oakley, General Counsel**

### **▪ Corrections Corporation of America**

Chair McBee opened the floor to Mr. Oakley to discuss approval of the contract renewal with Corrections Corporation of America (CCA). Mr. Oakley stated he met earlier with the Population/Private Prison Committee to discuss Amendment #5 of the FY 2012 Annual Renewal of the Correctional Services Contract with CCA. Mr. Oakley stated the contract covers a per diem increase of approximately \$1.01, bringing the per diem rate to \$44.03 for medium security beds at the Cimarron Correctional Facility and the Davis Correctional Facility (DCF) and \$57.96 for maximum security beds at DCF. Mr. Oakley then noted several other changes:

- CCA will maintain a copy of the video recording from Use of Force incidents for a period of at least two (2) years from the date of the incident.
- A third party arbitrator may be used by either ODOC or CCA if after-action reviews provide different conclusions regarding the cause of the incident.
- Offenders must be appropriately trained prior to assuming job duties and CCA must provide a copy of the job description signed by the offender that describes the safety training provided.
- CCA personnel files shall be accessible to ODOC upon request and CCA will notify ODOC of employee disciplinary actions arising from security concerns, conduct implicating moral issues, or conduct involving interacting with offenders and in cases where staff resigns during or in lieu of an investigation involving these things.
- The guarantee to utilize 98% of the beds at CCF does not include the 240 medium beds that were added as a result of the renewal for July 1, 2012, to June 30, 2013.

Mr. Oakley then opened the floor for questions or comments. None were made and the floor was opened for motion to approve.

**Motion:** Ms. Neal made a motion to approve the contract renewal. Mr. Burrage seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – absent; Mr. Ware – yes; Mr. Wright – yes.

The contract renewal was approved; no other comments or questions were made and the item was closed.

## 9. Legislative Update

**Neville Massie, Executive Assistant**

Chair McBee opened the floor to Ms. Massie for the legislative update. Ms. Massie stated final information on the status of ODOC initiatives as well as a number of bills followed through session were included in the Board packets. Of ODOC's original six initiatives, three ultimately were signed into law:

- HB 2364, which allows ODOC to sell seized contraband cell phones, becomes effective November 1, 2012.
- SB 1069 allows for deduction of cost of cremation from inmate trust funds and is also effective November 1, 2012.
- SB 1551 modifying degree requirements for director, deputy director, and warden, is also effective November 1, 2012.

The failure of the other three initiatives was not surprising; two of them had been introduced in previous sessions. Several other bills of interest:

- HB 3009 expands the Murder I group to all corrections employees; previously it only included correctional officers.
- SB 1083 requires specified state agencies, including ODOC, to provide EAP services to employees. ODOC has already done this for many years, but this was an OPEA initiative targeted at another state agency.
- The Council of State Governments (CSG) will continue to be involved in monitoring implementation of Speaker Steele's Justice Reinvestment Initiative (JRI) bill. CSG representatives were in Oklahoma City in June, meeting with participants from various involved agencies. CSG will be hiring someone locally to monitor this implementation process for the next 18 months. Approximately \$1 million of ODOC's appropriation is earmarked for the mandatory supervision language. This will be used for equipment related to increased offenders under supervision. CSG estimates an additional \$2 million will be needed in subsequent appropriations for probation and parole officer staffing.
- SB 1988 is an ODOC limits bill which specifies some of the GA bill SB 1975 funding, \$2.9 million for OSP, which is an increase of \$2 million above current year spending for private prisons and HWHs and authorization to spend \$1.25 million of Industries Revolving Fund for agency operations.
- SB 1991 directs OK Commission on Children and Youth (OCCY) to administer the Children of Incarcerated Parents Program to include coordinating research, collecting data, creating a resource clearinghouse, and coordinating an advisory committee of involved agencies. HB 2300 directs OCCY to work with the Oklahoma Juvenile Authority on a mentoring program for children of incarcerated parents.
- SJR 25 will be on the November ballot which proposes a constitutional amendment limiting the governor's role in the parole process to offenders convicted of violent offenses.

Process for requesting interim studies is underway. House members proposed a total of 91 studies and the Speaker will announce approved studies on July 13, 2012. One proposal addresses ODOC and prison staffing; another addresses state employee compensation. The Senate deadline for Interim Study Requests was June 15, 2012, and Pro Temp Bingman is to announce the approved list by June 29, 2012. ODOC will begin identification of proposed agency initiatives in August and Ms. Massie will be back before the Board in October soliciting approval of ODOC initiatives. Ms. Massie then opened the floor for questions or comments.

Mr. Wright commented that, in his opinion, the Justice Reinvestment Initiative was neither justice nor reinvestment. He stated that the CSG did not review sentencing, the length of sentences, crimes, or 85% crimes for treatment. He further stated that it was his understanding that CSG was forbidden to review those issues and he felt that without those issues being addressed, there could be no justice reinvestment. Mr. Wright stated that he felt there will be a net increase in ODOC's population and not a decrease as touted by CSG. Chair McBee then commented that he believes the JRI bill is going to create a burden on the department to hire additional probation and parole officers (PPO) to supervise the number of offenders that will require supervision after the bill is implemented. He stated that this bill will increase the case loads, which are already twice the national average, since it does not provide additional funding to hire more PPOs. Chair McBee stated he was very disappointed in what he had believed to be a very promising process.

No further questions or comments were made and the item was closed.

#### 10. Approval of Board Resolutions

**Gerald W. Wright, Secretary  
Board of Corrections**

- *Ted Logan – Outgoing BOC Member*
- *Robert L. Rainey – Outgoing BOC Member*
- *David C. Henneke – Outgoing BOC Member*

Chair McBee opened the floor to Mr. Wright for approval of Board resolutions to honor former Board members Ted Logan, Robert Rainey, and David Henneke. Mr. Wright then read the following resolution for Mr. Logan:

*WHEREAS, Theodore "Ted" Logan was appointed to the Oklahoma Board of Corrections by the Governor of the State of Oklahoma and confirmed by the Senate on April 6, 2004; and*

*WHEREAS, Theodore "Ted" Logan was a dedicated and committed board member during his eight year term, to include serving outstandingly in the capacity of secretary (July 1, 2007 - June 30, 2008), vice chair (July 1, 2008 - June 30, 2009), and chair (July 1, 2010 - June 30, 2011); and*

*WHEREAS, Theodore "Ted" Logan dutifully and distinctly carried out his duties and responsibilities as a member and officer of the Oklahoma Board of Corrections and was instrumental in guiding the department in creating a female offender division, and was a valuable and contributing member on several board committees to include: executive committee, budget committee, female offender committee, legislative/public policy committee, population/private prisons committee, public affairs/state boards interface committee, and Ad Hoc training committee; and*

*WHEREAS, Theodore "Ted" Logan's service on the board has contributed to the efficiency and betterment of the operations of the Oklahoma Department of Corrections:*

*BE IT THEREFORE RESOLVED, that the Oklahoma Board of Corrections does hereby recognize the leadership, support, and contributions of former board member, Theodore "Ted" Logan, and expresses sincere appreciation for his dedicated service to the Oklahoma Department of Corrections, the Oklahoma Board of Corrections and the State of Oklahoma.*

*ADOPTED this 29<sup>th</sup> day of June, 2012.*

Mr. Wright then read the following resolution for Mr. Rainey:

*WHEREAS, Robert Lee Rainey was appointed to the Oklahoma Board of Corrections by the Governor of the state of Oklahoma and confirmed by the Senate on April 12, 2000; and*

*WHEREAS, Robert Lee Rainey was a dedicated and committed board member during his twelve year term, to include serving outstandingly in the capacity of secretary (July 1, 2002 - June 30, 2003), vice chair (July 1, 2003 - June 30, 2004), and chair (July 1, 2005 - June 30, 2007); and*

*WHEREAS, Robert Lee Rainey dutifully and distinctly carried out his duties and responsibilities as a member and officer of the Oklahoma Board of Corrections and was instrumental in developing process and outcome measures for the Board and an evaluation process on the Director, and was a valuable and contributing member on several board committees to include: executive committee, budget committee, legislative/public policy committee, population/private prisons committee, public affairs/state boards interface committee, and Ad Hoc medical committee; and*

*WHEREAS, Robert Lee Rainey's service on the board has contributed to the efficiency and betterment of the operations of the Oklahoma Department of Corrections:*

*BE IT THEREFORE RESOLVED, that the Oklahoma Board of Corrections does hereby recognize the leadership, support, and contributions of former board member, Robert Lee Rainey, and expresses sincere appreciation for his dedicated service to the Oklahoma Department of Corrections, the Oklahoma Board of Corrections and the state of Oklahoma.*

*ADOPTED this 29<sup>th</sup> day of June, 2012.*

Mr. Wright then read the following resolution for Mr. Henneke:

*WHEREAS, David C. Henneke was appointed to the Oklahoma Board of Corrections by the Governor of the state of Oklahoma and confirmed by the Senate on May 25, 1999; and*

*WHEREAS, David C. Henneke was a dedicated and committed board member during his thirteen year term, to include serving outstandingly in the capacity of secretary (July 1, 2001 - June 30, 2002), vice chair (July 1, 2002 - June 30, 2003); and chair (July 1, 2003 - June 30, 2004), and (July 1, 2007 - June 30, 2008); and*

*WHEREAS, David C. Henneke dutifully and distinctly carried out his duties and responsibilities as a member and officer of the Oklahoma Board of Corrections and was a valuable and contributing member on several board committees to include: executive committee, budget committee, legislative/public policy committee, population/private prisons committee, public affairs/state boards interface committee, and female offender committee, as well as serving on the Ad Hoc director's search committee and training committee, and went beyond the call of duty on many occasions to assist correctional operations, especially in Northwest Oklahoma and Enid; and*

*WHEREAS, David C. Henneke's service on the board has contributed to the efficiency and betterment of the operations of the Oklahoma Department of Corrections:*

*BE IT THEREFORE RESOLVED, that the Oklahoma Board of Corrections does hereby recognize the leadership, support, and contributions of former board member, David C. Henneke, and expresses sincere appreciation for his dedicated service to the Oklahoma Department of Corrections, the Oklahoma Board of Corrections and the state of Oklahoma.*

*ADOPTED this 29<sup>th</sup> day of June, 2012.*

Mr. Wright then stated that he felt their service to the Board and to the Department of Corrections was sincere and he appreciated each member's service.

**Motion:** Mr. Wright made a motion to approve the resolutions. Mr. Ware seconded the motion. The results of the roll call were as follows: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – absent; Mr. Ware – yes; Mr. Wright – absent.

No other comments or questions were made and the item was closed.

#### **11. Overview of TB Incident at John Lilley Correctional Center**

**Don Sutmiller, DO, Chief Medical Officer  
Medical Services**

Chair McBee opened the floor to Dr. Sutmiller for information on the tuberculosis (TB) incident at John Lilley Correctional Center (JLCC). Dr. Sutmiller began by stating that every offender that is received at Lexington Assessment and Reception Center (LARC) is screened with a TB skin test which, if positive, indicates a person has been exposed to TB. If an offender tests positive for TB during this process, according to state law, they must receive further examination for signs and symptoms of TB along with a chest x-ray and testing of sputum, as a positive test does not indicate active, contagious disease. Dr. Sutmiller stated that ODOC also conducts annual TB testing on staff and offenders.

The first priority in the JLCC incident was to investigate those most likely to be infected, which is almost complete. Employees who were on leave or were not reporting to JLCC were notified of the need for testing. Lists of offenders and employees that had transferred from JLCC, discharged, or left employment were compiled. Current employees and offenders housed at JLCC were evaluated by ODOC staff. Those offenders and employees no longer with ODOC were evaluated by OSDH and local health departments and OSDH was provided with the contact information for those individuals. OSDH had also recommended contacting the family members who were visitors of the patients with the active disease.

Dr. Sutmiller then provided the following timeline on the TB incident at JLCC.

- **April 3, 2012:** patient “K” presented in the medical clinic to seek treatment for a cough that he had complained about previously in June 2011 and had been treated for with over-the-counter (OTC) medications. He had never tested positive for TB during annual testing prior to this appointment. He is seen in the clinic and a chest x-ray is ordered with a possible diagnosis of bronchitis.
- **April 4, 2012:** The chest x-ray results show an abnormal result, with TB as one of the considerations. “K” is sent to the Lindsay Municipal Hospital (LMH) and admitted to isolation as a precautionary measure. Further testing is conducted to diagnose the cause of the abnormal x-ray and testing for TB is expedited. The Oklahoma State Department of Health (OSDH) is consulted regarding this testing.
- **April 6, 2012:** active TB is suspected. LMH staff notifies the Health Services Administrator at JLCC who then phones the Infection Control Nurse.
- **April 9, 2012:** Active TB is confirmed by testing; OSDH, Acute Disease Division, is notified and expert TB physician, Dr. Harvey, consults regarding treatment. Medications are ordered to begin treatment and the Infection Control Nurse begins regular contact with OSDH. OSDH advises that the regularly scheduled annual TB testing, in May, will be an acceptable response time to preform skin testing for offenders and employees.
- **April 10-11, 2012:** TB skin testing of JLCC employees begins. Tests are read 48-72 hours after application and two employees convert to a positive skin test. Employees are seen by their local county health department on April 12, receive a chest x-ray, and are released to return to work the next day.
- **April 12, 2012:** “K” is transferred to a TB isolation cell at LARC where he remains, stable and with ongoing treatment. He will likely be removed from isolation within 30 days of beginning treatment and his treatment will continue for 9-12 months.
- **April 13, 2012:** TB testing for all JLCC offenders is placed.
- **April 16, 2012:** TB testing is read for all JLCC offenders. The reading is a multi-step process, for accuracy. Nurses screen the readings and questionnaires are completed. Final readings are conducted by a clinician. Chart reviews of offenders confirm past positive TB test results. Ultimately, fifty-one (51) offenders are found to be new positives. OSDH is notified and chest x-rays are recommended for new positives, and is to be completed within the next two weeks. A town-hall informational meeting is held with JLCC employees and medical services staff is available to answer questions.
- **April 16, 2012:** The van for the new Mobile Digital X-ray company drives directly to JLCC and begins to perform 3-view chest x-rays for offenders. Nineteen chest x-rays are completed by 9:00 p.m. None of the nineteen are suspicious for TB.
- **April 17, 2012:** Chest x-rays are completed for all fifty-one newly positive offenders, four offenders with HIV (at high risk, even with negative TB test), and two employees (who had been to health department, but requested x-ray by ODOC). One chest x-ray, patient “B”, is suspicious for TB and the report is shared with OSDH.
  - “B” has a history of some complaints of cough, none severe, which had been treated with OTC medications. He had past negative TB skin tests. “B” is transferred to LMH for further evaluation and treatment. His chest x-ray is highly suspicious for TB and it is expected that he will test positive for TB, but the final diagnosis is not yet confirmed. “B’s” first complaint of cough, noted in his medical record, was in January 2011. He had a negative TB skin test in April 2011.

On April 23, Dr. Mike Houston, LARC, met with all newly positive JLCC offenders and offered Latent TB treatment, if medically appropriate. Offenders may waive this treatment, but if they choose it, they receive two medications by Direct Observed Therapy twice a week for six months. This treatment greatly reduces the chance of developing active TB. On May 4-7, statewide TB testing of all offenders and employees began with only new arrivals being tested at JLCC. At least twelve (12) weeks from last possible exposure, approximately July 13, TB skin testing will be repeated on all JLCC offenders and employees who tested negative during the first round of testing. Any new positives will receive a chest x-ray and further evaluation as indicated. After this testing, routine annual testing will resume as regularly scheduled.

Chair McBee thanked Dr. Suttmiller for the update and opened the floor for questions and comments. No further comments or questions were raised and the item was closed.

## 12. Overview of Internal Affairs

**Melissa Townsend, Fugitive Apprehension Agent  
Internal Affairs**

Chair McBee opened the floor to Ms. Townsend for information on Internal Affairs. Ms. Townsend stated that Internal Affairs is comprised of four separate units: Security/Communications; Fugitive Apprehension; Investigations; and Intelligence. Ms. Townsend provided information on each Internal Affairs unit as follows:

- Security/Communications
  - Provides security staff for the main administration building in Oklahoma City.
  - Coordinates the return of all departmental fugitives when apprehended outside the state and also coordinates moves for offenders to outside states when deemed to be high security risks due to STG affiliation or for offenders that may be harmed if housed within the Oklahoma system.
  - Completes pre-employment record checks, enters National Crime Information Center (NCIC) records (escapes and parole warrants) and maintains the fugitive website.
  - Provides NCIC record checks and vehicle registration information for all ODOC staff.
  - Enters ODOC sex offenders into NCIC.
- Fugitive Apprehension
  - Responsible for investigating and apprehending fugitives from ODOC. In January 2011, the ODOC fugitive list consisted of 84 lifetime fugitives. During CY 2011, an additional 145 offenders were reported as escapes from community corrections and minimum security and 45 parole absconders were added to the list. Through CY 2011, ODOC apprehended 199 fugitives and agents assisted with the arrest of 64 offenders under the supervision of Probation and Parole.
  - Participates as members of the US Marshal's Fugitive Task Force. ODOC has a Memorandum of Understanding with both the Northern and Western Oklahoma District United States Marshal's offices, and, as a result, assisted the violent crime task forces in serving 85 additional felony warrants.
  - Agents assist all ODOC staff with execution of warrants.
- Investigations
  - Agents are assigned to offices in McAlester, Oklahoma City, and Tulsa to shorten response time as they assist facilities across the state.
  - As requested, agents conduct new employee background investigations and investigations of criminal and administrative policy violations by offenders and employees. This includes interviewing suspects, victims, and witnesses, and often taking photographs of crime scenes, which may later be used as evidence in criminal proceedings.
  - In CY 2011, Internal Affairs completed 205 investigations, presenting 57 cases for criminal prosecution throughout the state. Agents also completed 63 preliminary inquiries, 65 employee background investigations and 22 computer forensic audits.
- Intelligence
  - Responsible for gathering information from incident reports, serious incident reports and media attention, and completed Internal Affairs investigations regarding serious incidents involving staff, organized criminal activity, narcotics trade, as well as gang and terroristic activity within ODOC.
  - Reviews information regarding DOC fugitives, analyzes the information, and provides possible leads to the Fugitive Apprehension Unit.
  - Maintains the visitor restriction database for ODOC.
  - Prepares the monthly crime alert bulletin and ensures distribution to internal and external stakeholders.
  - Ensures that an offender is assessed into a Security Threat Group (STG) once reliable, documented history of gang activity while confined or in the community is obtained. Maintains a database of suspected and validated STG members, which will be available to staff as deemed necessary by each facility head. There are currently over 2,000 offenders listed in the STG database.
  - Shares information with outside law enforcement in order to develop professional working relationships, and assist with ongoing investigations in the community.

- Assists with the forensic analysis of cellular telephones confiscated inside institutions and has access to state of the art equipment to retrieve information stored within cellular devices and Subscriber Information Modules (SIM).

Ms. Townsend then opened the floor for questions or comments. Director Jones queried of the STGs in ODOC, which was the largest number of members. Ms. Townsend responded that the United Aryan Brotherhood (UAB) has the largest number of members, but she believes the Sureños are currently the most powerful gang in the ODOC system. Ms. Neal commended Internal Affairs staff for their work in the various investigations. Chair McBee queried how many offenders were currently on the lifetime absconders list. Mr. Blevins said that out of the 84 lifetime fugitives, there are approximately 70 remaining on the list. He further clarified that most of them had been fugitives for approximately 25-30 years. Mr. Blevins added that an absconder recently captured had been on the fugitive list for 36 years. No further questions or comments were raised and the item was closed.

### **13. Current Trends in Programs and Education**

#### **Kristy Warren, Administrative Manager Programs**

Chair McBee opened the floor to Ms. Warren. Ms. Warren stated the ODOC educational programs, as well as the teachers and administrators, are accredited by the State Department of Education. The test of Adult Basic Education (TABE) is the assessment instrument used to determine educational levels of offenders at reception. Offenders received in FY 2011 indicated an overall educational accomplishment average of 7<sup>th</sup> Grade, 4<sup>th</sup> month. The highest percentage of both male and females received in FY 2011 tested between 5<sup>th</sup> and 8<sup>th</sup> Grade levels.

Ms. Warren stated that ODOC educational programming involves academics from Literacy to bachelor degrees. Literacy programs are available for those offenders with an overall education accomplishment of less than 6<sup>th</sup> Grade level. Adult Basic Education is available to offenders with an overall education accomplishment between the 6<sup>th</sup> and 9<sup>th</sup> Grade levels. For those offenders with an overall education accomplishment at or above 9<sup>th</sup> Grade levels but did not receive a high school diploma, the General Education Development (GED) program is available. In addition to basic education, ODOC provides a nine-component Curriculum and Instructional Materials Center (CIMC) Life Skills program facilitated by a certified teacher. This program provides offenders with information for enhancing basic life skills and assisting with reentry into society. College courses are provided at numerous state facilities for those offenders with the financial resources to cover applicable costs. In FY 2011, twenty-eight offenders received a college degree. In May 2012, seventy offenders received their GED.

Substance Abuse Treatment (SAT) programs include all the current SAT programs at MBCC, JHCC, WSKCC, JBCC, JLCC, Mack Alford Correctional Center, Oklahoma City Community Corrections Center, Lawton Community Corrections Center, and Union City Community Corrections Center, as well as Elk City and Enid Work Centers. In addition, the Regimented Treatment Programs at BJCC and EWCC and the gender-specific Beyond Trauma – Helping Women Recover programs at MBCC and EWCC are included in this program group. ODOC currently has 798 treatment slots available to those offenders determined by Level of Service Inventory-Revised assessment to be at the highest risk of re-offending or the most in need of treatment. As of June 15, 2011, case plan needs for incarcerated offenders showed that 58% needed SAT programs, 72% had cognitive behavioral needs, and 56% had educational needs. SAT programs range from four to twelve months in duration. As such, ODOC has the capability to provide treatment services to approximately 1,536 offenders in a twelve-month cycle. In May 2012, there were 1,082 offenders actively participating in SAT programs.

Ms. Warren stated that treatment programs are evaluated routinely by the Correctional Program Checklist (CPC) which is an assessment tool used to determine how closely a program adheres to best practice methodology in delivering programmatic services. Ms. Warren stated she was proud to report that ODOC's treatment programs have an overall average score higher than that of the national average.

Programs that address criminal thinking are available at most facilities and provide offenders the opportunity to scrutinize their behaviors through identifying thinking errors and triggers to criminal behavior. Cognitive behavioral programming offers the offender a chance to practice pro-social behaviors in a controlled environment to better understand personal triggers that lead to inappropriate behaviors. 1,043 offenders participated in cognitive restructuring programs in May 2012.

Lastly, Ms. Warren stated that career and technical training education programs allow offenders to learn a skill prior to returning to society. A variety of technical training programs is available throughout ODOC at multiple sites and security levels. Career and technical training education personnel are certified by a state department or other comparable authority.

Ms. Warren then opened the floor for questions or comments. No further questions and/or comments were raised and the item was closed.

**14. Election of Officers**

**Matthew McBee, Chair**

Chair McBee opened the floor for nomination and election of Board officers. Mr. Ware recommended that the current officers retain their chairs for another year and made motion to approve their election. No further comments or questions were made.

**Motion:** Mr. Ware made a motion to re-elect the current officers. Ms. Neal seconded the motion. The results of the roll call were as follows: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – absent; Mr. Ware – yes; Mr. Wright – absent.

The election results are as follows: Matthew McBee, Chair; Linda Neal, Vice Chair; Gerald Wright, Secretary. The item was closed.

**15. Committee Reports**

**Committee Chairs**

Chair McBee then opened the floor for comments from the Committee Chairs.

- **Budget – Chair Gerald Wright, Members Steve Burrage and Matthew McBee**  
Mr. Wright stated they will probably need a supplemental and will start working on it in the next month or two.
- **Female Offender – Chair Linda Neal, Members Michael Roach and Earnest Ware**  
Ms. Neal stated the committee had no report for the Board at this time, but the committee would be meeting next month.
- **Public Policy – Chair Gerald Wright, Members Kevin Gross and Earnest Ware**  
Mr. Wright stated they would be reviewing how Texas revamped their criminal code and closed prisons.
- **Population/Private Prisons – Chair Linda Neal, Members Steve Burrage and Michael Roach**  
Ms. Neal stated the committee had no report for the Board at this time.
- **Public Affairs/State Boards Interface – Chair Earnest Ware, Members Kevin Gross and Michael Roach**  
Mr. Ware stated the committee had no report for the Board at this time.
- **Executive – Chair Matthew McBee, Members Linda Neal and Gerald Wright**  
Chair McBee stated the committee had met and minutes were provided to the Board members in their packets. There was nothing further to report for the Board at this time.

**16. New Business (Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.” 25 O.S. § 311)**

**Matthew McBee, Chair**

Chair McBee opened the floor for any new business and began by introducing two of the new Board members, Mr. Burrage and Mr. Gross. He thanked them for coming to the meeting and for their willingness to serve on the Board. He stated their service to the Board is very much appreciated.

No further comments or announcements were made and the item was closed.

**17. Announcements**

**Matthew McBee, Chair**

Chair McBee opened the floor for announcements but none were raised and the item was closed.

**18. A. Consideration of Motion to Adjourn to Executive Session**

**Mike Oakley, General Counsel**

Pursuant to “Title 25, 307.B” for the following reasons:

4. *“Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation or proceeding in the public interest.” [Offender Deaths/Pending Investigation/Litigation]*

**B. Adjourn to Executive Session**

**C. Return from Executive Session**

**D. Announcement by the Chair as to the necessity of any Board action, if**

necessary, as a result of the Executive Session

**E. Vote, if necessary**

Chair McBee opened the floor to Mr. Oakley who recommended adjournment to Executive Session.

**Motion:** Mr. Ware made a motion to adjourn to Executive Session. Mr. Burrage seconded the motion. The results of the roll call were as follows: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – absent; Mr. Ware – yes; Mr. Wright – absent.

Chair McBee adjourned the meeting at 2:21 p.m. At 3:18 p.m., the Board returned to the meeting room and Mr. Oakley advised that a motion to return from Executive Session was needed.

**Motion:** Mr. Ware made a motion to return from Executive Session. Ms. Neal seconded the motion. The results of the roll call were as follows: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – absent; Mr. Ware – yes; Mr. Wright – absent.

The meeting reconvened at 3:19 p.m. There was nothing to vote on from Executive Session and no other comments or questions were made so the item was closed.

**19. Adjournment**

**Matthew McBee, Chair**

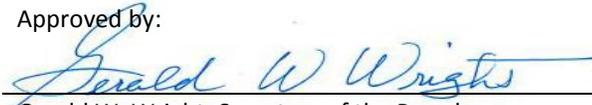
There being no further business to come before the meeting, Chair McBee requested to adjourn the meeting.

**Motion:** Mr. Ware made a motion to adjourn the meeting. Ms. Neal seconded the motion. The results of the roll call were as follows: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – absent; Mr. Ware – yes; Mr. Wright – absent.

The meeting was adjourned at 3:20 p.m.

I hereby certify that these minutes were duly approved by the Board on the 27<sup>th</sup> of July, 2012, in which a quorum was present and voting.

Approved by:

  
\_\_\_\_\_  
Gerald W. Wright, Secretary of the Board

July 30, 2012  
\_\_\_\_\_

Submitted by:

  
\_\_\_\_\_  
Kimberley Owen, Minutes Clerk

**OKLAHOMA BOARD OF CORRECTIONS MEETING**  
Oklahoma State Penitentiary  
Corner of West and Stonewall  
McAlester, OK

**1. Opening and Roll Call**

**Matthew McBee, Chair**

Chair McBee called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:05 p.m. at Oklahoma State Penitentiary (OSP) on Friday, July 27, 2012. Chair McBee asked the clerk to call the roll:

Steve Burrage, Member	Present	Michael Roach, Member	Present
Kevin Gross, Member	Present	Earnest Ware, Member	Present
Matthew McBee, Chair	Present	Gerald Wright, Secretary	Absent
Linda Neal, Vice Chair	Present		

Although one member was absent, a quorum was present so the meeting continued. Chair McBee recognized guests in the audience by introducing and welcoming Mr. Cody Inman and Mr. Travis Brauer, Governor Fallin's office, to the meeting.

**2. Welcome/Remarks**

**Randy Workman, Warden  
Oklahoma State Penitentiary**

Chair McBee recognized and opened the floor to OSP Warden Workman. Warden Workman stated the facility is celebrating 104 years in operation and the current population of the facility is 875 maximum-security offenders with 59 on death row. An execution date is set for offender Michael Hooper on August 14, 2012. The facility has 92 support staff members, 259 correctional officers, and 300 active volunteers. Approximately 400 offenders are involved in various programs, including religious, behavioral, mental health, and educational. Warden Workman stated the motto of the facility is daily, meaningful interaction, communication and observation. He also stated they have a monthly impact on the McAlester area economy of approximately \$1 million. He thanked Warden Emma Watts, Jackie Brannon Correctional Center (JBCC), for her assistance and utilization of the JBCC Visiting Room for the luncheon and once again welcomed the Board to OSP.

**3. Old Business**

**Matthew McBee, Chair**

There was no old business brought before the Board and the item was closed.

**4. Approval of June 29, 2012, Board Meeting Minutes**

**Matthew McBee, Chair**

Chair McBee opened the floor for approval of the minutes from the June 29, 2012, meeting of the Oklahoma Board of Corrections. No comments or questions were raised by the Board regarding the minutes.

**Motion:** Ms. Neal made a motion to approve the meeting minutes. Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – absent.

The meeting minutes were approved; no other comments or questions were made and the item was closed.

**5. Director's Comments**

**Justin Jones, Director**

Chair McBee opened the floor to Director Jones who provided the following updates to the Board:

- Several months ago, Bryan County had requested and received the Attorney General's (AG) opinion on per diem rates paid by ODOC for back-up offenders in county jails waiting to be transported to the Assessment and Reception Centers. The AG ruled ODOC must pay counties housing ODOC offenders for any documented expenses over \$27. Bryan County has now filed a lawsuit against ODOC to enforce this ruling. A hearing date has not been set at this time, but the Board will be informed upon notification.

- ODOC's current hiring rate for correctional officers is \$11.83 per hour. ODOC will be seeking legislation and leadership support to increase the hiring rate to \$14.00 per hour. In addition, a 5% pay level increase would also be needed for all classified employees for equitable treatment. To fund the hiring rate and pay raise, ODOC would need \$12.2 million approved by the legislature. If the pay level increase was reduced to 4%, but keeping the entry level hiring rate at \$14 per hour, ODOC would need \$11 million to fund the pay increase. ODOC conducted a study of three facilities that have traditionally had difficulties with hiring correctional officers. The unemployment rate for Fort Supply, where William S. Key Correctional Center (WSKCC) is located, is currently at 2.6% in that county and in adjacent counties. Oklahoma State Reformatory, located in Granite, has an unemployment rate of 3.7% with a declining population in the county. R. B. 'Dick' Conner Correctional Center (DCCC), in Hominy, is even higher in the unemployment rate – 5.2 % for the vicinity – and struggles to employ correctional officers. With a hiring rate of \$11.83 per hour, coupled with a very poor economy, ODOC must be competitive to get the best applicants from which to choose. At our current pay rate, a one-income family with two children, or 28% of our employees, qualifies for food stamps and 81% have children that would qualify for the school lunch program.
- As required by Title 74 Section 85.7, Director advised the Board of an emergency purchase during July. On July 20, 2012, the ceiling of the walk-in freezer collapsed at the JBCC meat plant, causing the freezer full of meat to lose electricity. JBCC is leasing 3-4 freezer trucks at an approximate cost of \$9,000 to keep from losing the meat. Once the meat is removed, they will know more about what product and/or services they need to fix the electricity and freezer.
- On June 24, 2012, public information officers from SandRidge Energy Corporation met with Director Jones, Warden Janice Melton, Bill Johnson Correctional Center, and Clint Castleberry, Programs, to discuss expansion of oilfield training for offenders. Several offenders have already been employed after discharging from the facility.
- Although the drought has affected the Agri-Services crop production, 76,120 pounds of assorted vegetables were processed, frozen, and stored for future use at the JCCC food processing plant.
- Five members of the Oklahoma Department of Corrections Honor Guard attended Project 2000 XXIII, in Washington D.C., June 7-10, 2012, at the invitation of the Correctional Peace Officers Foundation. Project 2000 featured the annual national memorial ceremony for fallen correctional officers killed in the line of duty in 2011.
- Lexington Assessment and Reception Center hosted a facility speak out on June 21, 2012, and 15 students with the University of Central Oklahoma, all from Swansea, Wales, toured the facility.
- On July 2, 2012, Mack Alford Correctional Center's maintenance department began construction of the interior fences around all medium-security housing units. These fences will separate all the housing units allowing segregated recreation time throughout the day and enhancing the quality of life for offenders while keeping a secure environment on the compound.
- DCCC security doors and locks are still in the process of being replaced and there was a mandatory pre-bid meeting on July 17, 2012.
- With the drought, permission was granted for WSKCC/OCI irrigation wells to be drilled starting the week of July 16, 2012, to assist with farming operations at the facility.
- Multiple graduations were held throughout July. Twenty-seven (27) offenders at John Lilley Correctional Center graduated from GED and four offenders from college with associate degrees, two of whom graduated with honors. Forty-three (43) offenders at Jim E. Hamilton Correctional Center graduated from GED and college in the last six months. James Crabtree Correctional Center had a graduation at both the minimum and medium-security yard with a total of nineteen (19) GED completions and William S. Key Correctional graduated a combined seventy-two (72) offenders from GED and college.
- One hundred fifty-five (155) male and female offenders complete the HIV Peer Education process. In addition, forty-nine (49) women completed the Office of Women's Health Program, known as Woman to Woman, which is a comprehensive health education curriculum. Thirty-nine (39) women at EWCC and MBCC completed and pilot-tested a new intervention known as Beyond Violence developed by Dr. Stephanie Covington.
- On June 21, 2012, ODOC staff met with the manager at Academic Technology OU Health Sciences Center Audio Video Design & Integration Services to discuss expanding telemedicine interface between ODOC and OU.
- A multi-disciplinary, interagency Suicide Prevention Advisory Group (SPAG) has been formed and had its first meeting the second week of this month. The purpose/goal of this workgroup will be a final report on a review of

and recommended improvements in the ODOC suicide prevention program, policies, and procedures. SPAG will meet on a monthly basis until their report is finalized.

- Bob Mann and Tony Kirksey, Veteran's Administration (VA) Social Worker, met with the Oklahoma Pardon and Parole Board (PPB) to discuss the wide range of services that the VA has in place to aid in the successful reentry of incarcerated veterans. There was discussion about the possibility of having a Veteran's Docket. PPB staff has agreed to talk to other states that have such dockets to gain information on how the process works and any potential legal ramifications of having a specialized docket.
- ODOC was notified by the Council of State Governments (CSG) that the Oklahoma Collaborative Mental Health Reentry Program was chosen as a Regional Finalist in the 2012 CSG Innovation Awards Program. Mr. Mann will present to the selection panel in West Virginia on July 31<sup>st</sup>, 2012.
- Internal Affairs (IA) Fugitive Apprehension Agents assisted the US Marshal's Violent Crime Task force with 4 arrests. In addition, for the first 6 months of 2012, the Fugitive Unit apprehended 81 ODOC fugitives from the ODOC fugitive site which is an increase of 7 from CY 2011. The unit also assisted Probation and Parole with 55 arrests which is an increase of 26. The IA Intelligence Unit has validated 2,075 offenders as Security Threat Group members.

Director Jones closed his comments. No further comments were made and the item was closed.

## 6. Budget Report

**Greg Sawyer, Chief  
Departmental Services**

Chair McBee opened the floor to Mr. Sawyer for the ODOC Budget Report as of June 30, 2012. Mr. Sawyer provided the following information:

- Expenditure summary – Based on twelve months of expenditure data, a surplus of \$3.6 million currently exists for fiscal year 2012. This surplus is \$900,000 less than reported the previous. The report does not take into account changes in staffing or offender population that may occur through the course of the fiscal year.
- Payroll – The overall funded payroll is 69.7%. This totals 4,110.1 out of 5,894.6 authorized FTE. At the end of June 2012, there were 4,009.0 positions filled for a rate of 68.0% with 101.1 FTE under the funded rate. A surplus of \$2.1 million currently exists.
- Contract Beds – Expenditure trends are based on current offender levels as of the end of June 2012. A \$1.3 million surplus exists at this time. Any offender growth during the course of the fiscal year that would require additional contract bed space will increase this deficit.
- Medical and Mental Health Services – Medical and mental health expenditures for June 2012 reflect a surplus of \$218,993 exists should current expenditure trends continue.

Mr. Sawyer then opened the floor for questions or comments. Director Jones queried about the trending surplus that he stated typically goes down at the end of June. Mr. Sawyer stated he feels ODOC may end up in the same place as current trends indicate. No further comments or questions were noted and the item was closed.

## 7. Population Report

**Laura Pitman, Ph.D., Deputy Director  
Institutions, Division I**

Chair McBee opened the floor to Dr. Pitman for the ODOC Population Update as of July 5, 2012. Dr. Pitman provided the following information:

Total System Offender Population = 25,853	GPS = 660 (478 males, 182 females)
DOC Facilities = 18,126	EMP = 7 (6 males, 1 female)
Private Prisons = 4,773	Probation Supervision = 20,815
County Jails with Contracts = 496	Parole Supervision Offenders = 3,073
Halfway Houses = 1,123	Total System Population = 49,741
Out Count (jails, hospitals, etc.) = 668	County Jail Backup = 1,582

Dr. Pitman then opened the floor for questions and comments. Chair McBee queried about the reasoning for the large drop from the previous year in the numbers of offenders under probation and parole supervision. Dr. Pitman stated there are not as many offenders being placed on ODOC probation supervision and the parole rate is fairly lower than it

has been in other years. Director Jones requested Mr. Reginald Hines, Deputy Director of Community Corrections, to add his input to the response. Mr. Hines stated ODOC is beginning to see the effects of District Attorney (DA) offender supervision resulting in lower numbers for ODOC probation supervision. No other comments or questions were noted and the item was closed.

**8. Female Offender Update**

**Laura Pitman, Ph.D., Deputy Director  
Institutions, Division I**

Chair McBee opened the floor to Dr. Pitman for an update on the female offender population. Dr. Pitman stated the female offender receptions for FY 2012 were 1,198 compared to 1,172 for FY 2011, but was a decrease of 200 offenders from FY 2010. This decrease is mainly attributed to decreases in female offenders sent to ODOC from Tulsa and Oklahoma counties. In Tulsa County, the George Kaiser Family Foundation diversion program, Women In Recovery, and in Oklahoma County, ReMerge, have been successful in diverting females to their programs as an alternative to incarceration. ODOC was recently awarded its fourth female diversion grant from Justice Assistance to assist with diversion programs.

Dr. Pitman also stated the top three counties – Tulsa, Oklahoma, and Comanche – remain the same for numbers of female offenders sentenced to incarceration; however, Comanche County has decreased significantly as well. Last year, Comanche County sent 53 females to ODOC incarceration and this year, only 38 females were received into the system. Ms. Neal stated she believes ODOC is also seeing the effects of educating the District Attorney offices of the diversion programs available to the female offenders. Dr. Pitman stated there has also been a decrease in the number of female offenders released from the ODOC system. Last year, ODOC released 1,318 females while this year there was only 1,162 females released from the system. Although there has not been an opportunity to determine why the numbers have decreased, Dr. Pitman stated that she feels the decrease in receptions may be impacting the number of releases. In addition, recidivism rates for females are only 14%, which is considered extremely low when compared to other states. Ms. Neal asked Dr. Pitman to provide the national rate, to which Dr. Pitman responded it is between 25-50% nationally. Among Oklahoma’s contiguous states, Texas has the lowest recidivism rate (20-30%) and Kansas has the highest (approximately 50%).

No other questions or comments were raised and the item was closed. However, Chair McBee redirected back to Agenda item #7, Population Report. Chair McBee requested, if possible, that the population update include the breakdown of female offenders in the ODOC system. Dr. Pitman stated it would be added and provided an example for Chair McBee of the county jail inmate backup. She stated that currently, out of the 1,582 offenders waiting in county jails to be transferred to the assessment and reception centers, only 30 of them are females.

**9. Approval of Private Prison Contract Renewal**

**Mike Oakley, General Counsel**

- **The GEO Group, Inc.**

Chair McBee opened the floor to Mr. Oakley to discuss approval of the contract renewal with The GEO Group, Inc. Mr. Oakley stated the changes made to the contract were approved by the Population/Private Prisons Committee and Ms. Neal noted that the committee was in agreement with the contract renewal.

**Motion:** Ms. Neal made a motion to approve the contract renewal. Mr. Burrage seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – absent.

The contract renewal was approved; no other comments or questions were made and the item was closed.

**10. Approval of Resolution for Agency Probation and Parole Officer of the Year**

**Reginald Hines, Deputy Director  
Community Corrections**

- **Shantal Jackson-Keith, Probation and Parole Officer III, Southeast District**

Chair McBee opened the floor to Mr. Hines for approval of the Probation and Parole Officer the Year. Mr. Hines read the following resolution:

*WHEREAS, the Oklahoma Department of Corrections is privileged to have a group of men and women who are trained professionals and who serve valiantly to ensure supervision and accountability of probation and parole offenders in communities across the state of Oklahoma; and*

*WHEREAS, the Oklahoma Department of Corrections is fortunate to have nearly 300 probation and parole officers who are dedicated and committed to carrying out the agency’s mission in a professional manner; and*

*WHEREAS, each year one probation and parole officer is selected as the outstanding officer for his or her district; and*

*WHEREAS, the district officers are interviewed and the Oklahoma Department of Corrections selects an Agency Probation and Parole Officer of the Year who exemplifies the highest standards of professionalism in "Protecting the Public, the Employee, and the Offender":*

*BE IT THEREFORE RESOLVED that the Oklahoma Board of Corrections does hereby announce and proclaim to all its recognition of SHANTAL JACKSON-KEITH, Probation and Parole Officer III, Southeast District Community Corrections, as the 2011 Agency Probation and Parole Officer of the Year.*

*ADOPTED this 27<sup>th</sup> day of July 2012.*

Mr. Hines stated he was proud to say that Oklahoma has some of the best Probation and Parole Officers (PPO) in the nation. He also stated that other states come to Oklahoma to observe and learn from Oklahoma's PPOs about their diversion programs and supervision standards. Director Jones stated the Oklahoma PPO of the Year has twice been awarded the National PPO of the Year for consecutive years.

**Motion:** Mr. Gross made a motion to approve Ms. Jackson-Keith as the PPO of the Year. Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – absent.

Ms. Jackson-Keith was then invited to address the Board. She began by thanking her Savior, Jesus Christ, stating that the award would not be possible without Him. She also thanked her mother, Deputy Warden Sharon McCoy, for her support during Ms. Jackson-Keith's career with the ODOC. She recognized District Supervisor Michael Dunkle and Deputy Director Hines for their support and nomination. She then thanked Director Jones for selecting her and finally, she thanked the Board for their approval of the nomination. No other comments or questions were made and the item was closed.

#### **11. Approval/Confirmation of Appointment**

**Justin Jones, Director**

▪ ***Eric Franklin, Deputy Director, Treatment & Rehabilitative Services***

Chair McBee opened the floor to Director Jones for presentation and approval of Eric Franklin to the position of Deputy Director of Treatment and Rehabilitative Services (T&RS). He stated Mr. Franklin has served ODOC extremely well and in a professional manner throughout his career. He also encouraged Mr. Franklin to continue down the path left by Mr. Kenny Holloway, but to forge his own trail as well. Director Jones asked the Board to confirm the appointment.

**Motion:** Ms. Neal made a motion to approve the appointment. Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – absent.

Mr. Franklin expressed his appreciation to Director Jones and the Board for their approval. He stated that any successes he has had in his career are a result of the dedicated staff with whom he has worked. He further stated that Mr. Holloway had left T&RS in good order and he is looking forward to working with the staff and achieving further successes. No other comments or questions were made and the item was closed.

#### **12. Approval of Resolution**

**Gerald W. Wright, Secretary**

▪ ***Retirement of Kenny Holloway, Deputy Director, Treatment & Rehabilitative Services***

Chair McBee opened the floor to Ms. Neal for presentation of the resolution for Mr. Kenny Holloway as Mr. Wright was absent from the meeting. Ms. Neal read the following resolution:

*WHEREAS, the Oklahoma Board of Corrections received with deep regret the news of the well-deserved retirement of Kenny W. Holloway; and*

*WHEREAS, Kenny W. Holloway began his employment with the Oklahoma Department of Corrections in 1987, as a case manager; promoting to many leadership positions during his 25 years in the agency including probation parole officer, case manager supervisor, assistant district supervisor, district supervisor, assistant deputy director of Community Corrections, administrator of Probation and Parole, and deputy director of Treatment and Rehabilitative Services; and*

*WHEREAS, throughout the career of Kenny W. Holloway, he has been consistently recognized as an exceptional public servant for his compassion toward others, loyalty, initiative, hard work, dependability, competence, professionalism, and commitment to excellence and to the department's mission; and*

*WHEREAS, Kenny W. Holloway was a dedicated correctional professional and an effective member of Executive Staff, who exemplified team work and unsurpassed energy; contributing immensely to the development and the enhancement of departmental policies, procedures, programs, and the overall operations of the Department of Corrections:*

*BE IT THEREFORE RESOLVED that the Oklahoma Board of Corrections does hereby acknowledge the outstanding service of Kenny W. Holloway to the Oklahoma Department of Corrections and state of Oklahoma and extends to him sincere congratulations and best wishes for a satisfying retirement.*

*ADOPTED this 27th day of July, 2012.*

**Motion:** Mr. Ware made a motion to approve the resolution. Ms. Neal seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – absent.

Chair McBee opened the floor to Mr. Holloway for his comments. Mr. Holloway began by thanking the Board for recognizing him with the resolution. He stated he was very grateful for the opportunities he has had within the agency and he is proud of his service to the ODOC. Mr. Holloway congratulated Deputy Director Franklin, stating he hoped that Mr. Franklin finds great satisfaction in his role. He also stated that he felt his staff were the best within the agency and expressed their excitement for the change in leadership. Mr. Holloway then expressed his appreciation to Director Jones for the support, opportunities, and confidence in his abilities throughout the years. He stated he had been fortunate to have staff working with him who were committed to the mission and were dedicated to service. The medical staff working in ODOC is unsurpassed and, with great demand, work on a daily basis to ensure offenders have access to and are provided excellent medical care. The doctors and nurses are called to serve a very unique population and Mr. Holloway stated they do so with great compassion. He stated mental health staff work with some of the most difficult offenders in the system and the number of offenders with mental health issues has increased significantly over the last few years.

Mr. Holloway stated the economy has affected all areas of ODOC, including the Programs unit, which was hit very hard with loss of educational staff and alcohol treatment programs. During this time, ODOC teachers met the challenge by serving the same number of offenders but stretching out the amount of time they could spend with the offenders to meet their educational needs. Mr. Holloway stated that even with the cuts to the education unit, Oklahoma offenders still had one of the highest “pass” rates for GED in the state. In addition, a psych-clinician at Joseph Harp Correctional Center began facilitating the drug and alcohol treatment program after the loss of funding for programs. Mr. Holloway stated the challenges have been many as have the rewards. He once again expressed his appreciation to the Board and to Director Jones for the opportunities afforded him within ODOC.

### **13. OSP Update**

**David Parker, Deputy Director  
Institutions, Division III**

Chair McBee opened the floor to Mr. Parker for the OSP update. Mr. Parker provided an overview of the facility to the Board and began by thanking the Board and other guests for attending the meeting at OSP. He expressed his excitement for the transition and changes occurring at the facility. He stated he feels these changes will benefit ODOC and the facility by making OSP a safer place, not only for the staff, but also for the offenders. This, in turn, will help OSP meet the mission of ODOC.

Mr. Parker directed the Board's attention to the diagram he provided the Board which illustrated the proposed fencing boundary for OSP. He stated the new fencing would be electric stun, allowing them to eliminate tower positions while providing better management of the facility. Initial planning stages include site placement for a new administration building and reviewing the architectural drawings from Southeast District Probation and Parole offices for adaptation into OSP's administrative offices. Mr. Parker then noted the highlighted areas on the diagram which were outside the proposed boundary fence: the current and old administration buildings, Unit F, the law library/clothing building, gymnasium, Unit G and the employee recreation/CERT room. These areas will be incorporated into a newer, more efficient administration building. He stated contact with electric fencing vendors has been initiated as one of the first steps of implementing the changes at OSP.

With the closing of several areas of OSP's facility structures, they have had a discovery survey to determine needs for rerouting utilities and camera systems within the facility. He stated within thirty days, an architectural grounds study will be completed for possible location sites of the new administration building. Once the grounds study is completed, ODOC can begin to move forward with these plans. Mr. Parker then opened the floor for questions or comments.

Mr. Gross queried the timeframe for implementation of the new fencing and administration building. Mr. Parker stated these plans are only preliminary but they hope to have the bid closures on the fence no later than April 1, 2013. Standard construction time, once the bid is awarded, is usually 425 days from the date of bid closure. Ms. Neal queried about the long range plans for moving everything behind the new fencing and which buildings would be closed first. Mr. Parker stated the gymnasium was closed several years ago and the others highlighted in the diagram would also be closed. She asked if the buildings would then be destroyed upon closing. Mr. Parker stated the intention is to leave them intact, but shut off most electric and utility services to the buildings.

Mr. Burrage queried how ODOC would fund the costs of these recommended changes. Mr. Parker stated their plans of shutting down the highlighted buildings would be cost-neutral to the state. Also, SB 1988 provided \$2.9 million to aid in the changes to OSP. Mr. Parker stated he believes these changes will make OSP a much safer place to work and live and also ensures continued employment for all staff. Mr. McBee then inquired of the plans for the OSP rodeo arena and whether McAlester had other rodeo arenas. Director Jones invited OSP Warden Randy Workman to the podium to respond to the inquiry. Warden Workman stated McAlester currently has two rodeo arenas; one located near the Indian Nation Turnpike and another adjacent to the sheriff's office that is very active. In studying the cost impact of the OSP arena in 2009, it was approximately \$70,000 for renovations to the arena to make it usable. The bleachers have shifted and the bullpens have deteriorated. Since 2009, the arena has continued to deteriorate and costs to repair it would most certainly be above the original estimate. Director Jones then queried the date Unit G was closed, to which Mr. Parker replied it was closed on May 1, 2012. Mr. Parker further stated from the efforts of Warden Workman and his staff, Dr. Laura Pitman and staff at Population Management, Unit F-2, 3, and 4 Cell Blocks are vacated as of July 26, 2012, and only 81 offenders are left in Unit F-1 Cell Block.

Chair McBee then asked Warden Workman of the cost estimate to destroy the rodeo arena. Warden Workman stated the McAlester Chamber of Commerce had, at one time, been interested in providing the supplies needed through area merchants to help repair the rodeo grounds. He stated a dollar amount was never estimated but the McAlester community has a vested interest in maintaining the OSP arena. Ms. Neal queried if ODOC had plans to use the rodeo arena, to which Director Jones stated with the recent budget cuts and staffing issues at the facility, it is not a priority at this time. He also stated it would take a huge commitment from McAlester to assist with repairing the arena for future rodeos. Without funding from the state, ODOC does not have the resources to continue maintaining the older buildings or arena and the areas must be made safer for staff which is ODOC's priority. Director Jones then stated with no foreseeable future of receiving funding for repairs, the choice was made to decommission the older portions of OSP. Mr. Parker then thanked Warden Workman, OSP staff, and Mr. Parker for embracing the vision and changes made at the facility.

No further questions or comments were raised and the item was closed.

#### **14. Program Update**

- *Little Dixie Community Action*

**Jay Weatherford, Associate Director  
Little Dixie Community Action Agency**

Chair McBee opened the floor to Mr. Weatherford; however, Ms. Linda Byrd approached the podium to provide initial information on the Little Dixie Community Action Agency, Inc. Ms. Byrd stated she is the program director for Second Chance Mentoring at Little Dixie. Ms. Byrd began by stating Little Dixie began its first reentry program in October 2010. The program was something never before thought to be a part of the scope of Little Dixie's mission. However, she stated, after years of a successful mentoring children prisoner's program, the great need for a program like this in the area was obvious. Ms. Byrd stated the Second Chance Mentoring Program is a grant project through the Department of Justice and a part of the Second Chance Act. The grant was a 24-month project with a goal of reducing recidivism rates by matching incarcerated participants with a mentor and providing training to foster a successful reentry.

Ms. Byrd stated one of the most challenging issues with proving reduction of recidivism with a 24-month grant is the brief amount of time to show justifiable evidence. There were initially twenty-three offenders to sign up for the program and eleven have now been released. As of July 26, 2012, those eleven were still in the community and have not reoffended. Although the results sound phenomenal, Mr. Byrd stated a longer timeframe is needed to accurately judge

whether the program is truly effective. She stated it is the goal of the program to have a matched mentor with each individual participant to give them the opportunity to face obstacles that arise upon release from incarceration.

Little Dixie, while wanting to stay on the focus of the grant, also saw an opportunity to pull together wrap-around services that their agency already offers. Little Dixie began their program by making introductions with the ODOC regional staff, which was a new partnership for Little Dixie. Ms. Byrd stated a partnership with ODOC was essential to their program and many meetings were held at regional and state levels to understand the other's roles in the program. Through these meetings, Little Dixie was able to find ways the program could assist the Idabel Community Work Center (CWC) at a local level, such as implementing AA meetings, Thinking for a Change, Victims Impact, Anger Management and parenting classes. All of these curriculums are currently provided through their program.

The next step, after the initial meetings with ODOC, was to hire a program coordinator to engage participants and help them to see the program and its assets. According to Ms. Byrd, Jason Citty provided a new, creative approach to the program. Mr. Citty was an ex-offender who had been incarcerated at the Idabel CWC and was in a stable relationship, working odd jobs and volunteering his time to help others. Ms. Byrd stated he impressed Little Dixie staff with his passion to help other offenders. After getting approval from the Little Dixie 27-member board to hire Mr. Citty, he was then approved by ODOC to work with the participants at the work center.

Ms. Byrd stated Little Dixie feels it has accomplished many things through the grant including developing a close working relationship with ODOC; developing a volunteer infrastructure; established a trained volunteer and mentor base; developed local assets and resource space; and they have established community confidence and support. Ms. Byrd finished by stating they feel twenty-four months has not been enough time for them to create, develop, and sustain what they have attempted to accomplish but they have learned a great deal from this experience. Other funding prospects available would give Little Dixie the opportunity to work with ODOC again and they hope to continue their efforts.

Mr. Weatherford then approached the podium and greeted the Board, Director Jones and other staff in attendance. Mr. Weatherford expressed his gratitude, on behalf of Little Dixie, to ODOC for the opportunity to partner in providing a successful re-entry program. Mr. Weatherford stated there are many resources available in communities across the state; however, these various resources are not organized to rally the community to support them. Many resources are untapped because of this unorganized approach to assistance. Mr. Weatherford also stated the many barriers they must overcome – fear, lack of interest, funding, volunteers – pose a significant challenge; however they are working towards a continued partnership with ODOC to have a successful re-entry program.

Chair McBee thanked Mr. Weatherford for the information and opened the floor for questions or comments. No further questions or comments were raised and the item was closed.

## 15. Committee Reports

### Committee Chairs

Chair McBee then opened the floor for comments from the Committee Chairs.

- **Budget – Chair Gerald Wright, Members Steve Burrage and Matthew McBee**  
As Mr. Wright was absent, Chair McBee stated the committee had not met during the past month and there was nothing to report.
- **Female Offender – Chair Linda Neal, Members Michael Roach and Earnest Ware**  
Ms. Neal stated the committee had met, but there was nothing else to report for the Board.
- **Public Policy – Chair Gerald Wright, Members Kevin Gross and Earnest Ware**  
As Mr. Wright was absent, Mr. Ware stated there was nothing to report.
- **Population/Private Prisons – Chair Linda Neal, Members Steve Burrage and Michael Roach**  
Ms. Neal stated the committee had no further report for the Board at this time.
- **Public Affairs/State Boards Interface – Chair Earnest Ware, Members Kevin Gross and Michael Roach**  
Mr. Ware stated the committee had no report for the Board at this time.
- **Executive – Chair Matthew McBee, Members Linda Neal and Gerald Wright**

Chair McBee stated the committee had met and minutes were provided to the Board members in their packets. There was nothing further to report for the Board at this time.

**16. New Business (Any matter not known about or which could not have been reasonably foreseen prior to the time of posting." 25 O.S. § 311)** **Matthew McBee, Chair**

Chair McBee opened the floor for any new business. Director Jones advised the Board of the Corrections Today article, the national American Correctional Association magazine, included in their packets about Ms. Faye Tucker. Ms. Tucker was identified as the Best in the Business in the area of transition program coordinator. Although Ms. Tucker was not present at the meeting, Director Jones stated he wanted to ensure the Board was aware of the recognition for an ODOC employee.

Chair McBee congratulated Ms. Tucker and expressed recognition and appreciation for all the ODOC employees. No further comments or announcements were made and the item was closed.

**17. Announcements** **Matthew McBee, Chair**

Chair McBee opened the floor for announcements but none were raised and the item was closed.

**18. Adjournment** **Matthew McBee, Chair**

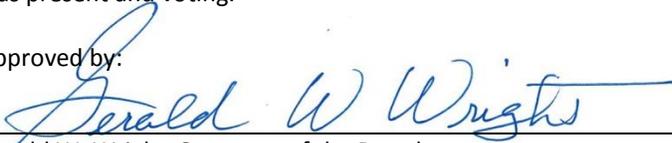
There being no further business to come before the meeting, Chair McBee requested to adjourn the meeting.

**Motion:** Ms. Neal made a motion to adjourn. Mr. Burrage seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – absent.

The meeting was adjourned at 2:27 p.m.

I hereby certify that these minutes were duly approved by the Board on the 21<sup>st</sup> day of September, 2012, in which a quorum was present and voting.

Approved by:



Gerald W. Wright, Secretary of the Board

September 21, 2012

Submitted by:



Kimberley Owen, Minutes Clerk

## OKLAHOMA BOARD OF CORRECTIONS MEETING

Lawton Correctional Facility  
8607 SE Flower Mound Road  
Lawton, Oklahoma  
September 21, 2012

### 1. Opening and Roll Call

**Matthew McBee, Chair**

Chair McBee called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:05 p.m. at Lawton Correctional Facility (LCF) on Friday, September 21, 2012. Chair McBee asked the clerk to call the roll:

Steve Burrage, Member	Present	Michael Roach, Member	Present
Kevin Gross, Member	Present	Earnest Ware, Member	Present
Matthew McBee, Chair	Present	Gerald Wright, Secretary	Present
Linda Neal, Vice Chair	Present		

A quorum was present and the meeting continued. Chair McBee welcomed everyone and thanked them for their attendance. Chair McBee then introduced Mr. Randy Tate, Assistant Director of Operations for GEO Group, Inc., in Central Region which includes Oklahoma and Texas. He also introduced Warden Claude Chester, Lawton Correctional Facility, and thanked him for the hospitality and lunch provided by his staff.

### 2. Welcome/Remarks

**Claude Chester, Warden  
Lawton Correctional Facility**

Chair McBee recognized and opened the floor to Warden Chester. Warden Chester greeted the Board and welcomed all in attendance on behalf of the GEO Group and the facility staff. He thanked the Board for the opportunity to host the meeting. Warden Chester stated he felt LCF was a great work environment and staff was committed to providing a safe, orderly environment at the facility. He encouraged the Board to consider holding future meetings at LCF and stated they would be welcome by the GEO Group and the facility staff.

### 3. Old Business

**Matthew McBee, Chair**

Chair McBee opened the floor for discussion of old business; however, none was brought before the Board and the item was closed.

### 4. Approval of July 27, 2012, Board Meeting Minutes

**Matthew McBee, Chair**

Chair McBee opened the floor for approval of the minutes from the July 27, 2012, meeting of the Oklahoma Board of Corrections. No comments or questions were raised by the Board regarding the minutes.

**Motion:** Ms. Neal made a motion to approve the meeting minutes. Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting minutes were approved; no other comments or questions were made and the item was closed.

### 5. Director's Comments

**Justin Jones, Director**

Chair McBee opened the floor to Director Jones for his comments.

- Per state statute, during the BOC meeting in July, the Board was notified of an emergency purchase due to the collapse of a walk-in freezer ceiling at Jackie Brannon Correctional Center (JBCC). The emergency purchase authorized the rental of freezer trailers to keep meat stored and frozen. Initially, the main concern was to maintain the frozen meat and it was unknown what repairs would need to be made to the ceiling. After evaluation, the estimated cost to repair the walk-in freezer surpassed \$86,000 which exceeds Director Jones' authority and must be declared an official action of the Board by a 2/3 majority vote. Under the opinion by General Counsel Mike Oakley, the vote could be made electronically since the next BOC meeting was not

scheduled until September 21. The Board voted to authorize the repairs in the amount of \$92,348 via email with six (6) "Yes" votes and one (1) "Absent" vote.

- Phase 1 of the grant-funded Sex Offender Registration program updates was installed during the week of September 10. These updates allow ODOC to come into compliance with the federally-mandated Sex Offender Registration and Notification Act (SORNA). Funds were provided by the Byrne/JAG grant and the Intergovernmental Research (IIR).
- ODOC has accepted a proposal from the Criminal Justice Institute for the revalidation of the male and female custody assessment instruments through the Request for Proposal (RFP) solicitation process. The projected timeline for completion is eight months from initiation of the project.
- Bill Johnson Correctional Center (BJCC) offenders held a marching demonstration on July 3, 2012, in memory of Deputy Warden Craig Beavers, who was killed, along with his wife, in a motorcycle accident. The offenders also presented a framed pen-and-ink drawing and a framed poem, written by BJCC offenders, to Deputy Warden Beavers' son. Director Jones then recognized Warden Janice Melton, who was present in the audience, and her staff for their caring demonstration presented to the family.
- The American Correctional Association re-accreditation audits for August and September were held at JBCC, BJCC, John Lilley Correctional Center (JLCC), and Oklahoma County Community Corrections/Residential Services (OCCC/RS). JBCC, BJCC, and JLCC all received 100% on mandatory standards and 99.5% on non-mandatory standards, while OCCC/RS, which is actually two separate facilities under the same supervisor, received 100% on both mandatory and non-mandatory standards. Director Jones congratulated all the facilities and their staff for the outstanding accomplishments.
- Twenty-four offenders graduated from the Victim's Impact class in July 2012 at Northeast Oklahoma Correctional Center. The program was initiated to show offenders how their crimes impact the victims of their crimes.
- This summer, at James Crabtree Correctional Center (JCCC), Agri-Services produced 236,580 pounds of vegetables – squash, onions, cabbage, melons, okra, and carrots – which were diced, sliced and then stored in the JCCC freezer for future use. Statewide, Agri-Services produced 585,362 pounds of vegetables and fruit – watermelons, squash, onions, cucumbers, cabbage, carrots, broccoli, greens, okra, sweet potatoes, radishes, melons, and turnips – which were distributed to facility kitchens throughout the agency.
- On August 17 and 31, the Kirkpatrick Foundation donated \$8,000 to assist with a documentary film on the Friends for Folks program at Lexington Assessment and Reception Center.
- The security doors and locks at Dick Conner Correctional Center are on schedule for 95% plans to be delivered. There is a plan to do a one-time door removal and installation for potential bidders so they can see the demolition process and the amount of time it takes.
- Director Jones clarified information provided to the Board at the July meeting regarding the Oklahoma Correctional Industry's welding certification program. The program at DCCC is state certified in 3-G licensing for flat and uphill welding. For comparison, the hardest welding license to obtain is a 6-G, which is pipeline. DCCC does not offer that program.
- ODOC clinicians attended the Integris Baptist Medical Center joint video-conferencing consultation for management of Hepatitis C. Integris has adopted "Project Echo," which is a telehealth model for treatment and allows rural physicians to access medical specialists through video-conferencing. ODOC's involvement in the project is grant-funded and therefore no appropriated monies are needed from ODOC.
- Tulsa Community College hosted the fifth annual "Second Chance Scholarship Fund Raiser" the night before graduation at DCCC to raise college funding for offenders at the facility and also at Turley Residential Center in Tulsa. Marion Jones, former athlete who served time in federal prison, and Frank Abagnale, whose story was made famous in the movie "Catch Me If You Can," were guest speakers at the event. Approximately 250 people attended the invitation-only event.
- VERA Institute selected ODOC as one of six states to receive a request to participate in a five-year grant funded project. The *Pathways from Prison to Postsecondary Education Project* is a five-year national effort with funding provided by the Bill and Melinda Gates Foundation, the Ford Foundation, the Open Society Foundation and the Sunshine Lady Foundation. The project would provide at least \$1 million in incentive funding to develop and

support comprehensive pilot projects to create a post-secondary education and reentry continuum that begins in prison and continues into the community.

- During July 2012, one hundred twenty-five (125) offenders completed the Human Immunodeficiency Virus (HIV) Peer Education. Two hundred sixteen (216) offenders, during July and August 2012, learned effective ways to reduce the symptoms of chronic disease by completing the Living Longer, Living Stronger program. In August 2012, eighty-four (84) offenders completed HIV peer intervention classes designed to prevent HIV and other sexually transmitted diseases.
- The Oklahoma Collaborative Mental Health Reentry Program (MHRP) was chosen as one of the national winners of the 2012 Council of State Government's (CSG) Innovation Awards Program. On July 31, 2012, Bob Mann, who coordinates the program, made a presentation on the MHRP to a selection panel at the CSG's Southern Legislative Conference in Charleston, West Virginia.
- The Suicide Prevention Advisory Group held its second meeting in August 2012. The workgroup consisted of ODOC mental health clinical coordinators, a correctional health services administrator, a suicide prevention expert from the Veteran's Administration, a forensic psychiatrist professor from OUHSC Department of Psychiatry, a psychology professor from OSU-CHS Department of Psychology, a consultant from ODMHSAS, and designated administrative staff from male and female medium and maximum security facilities. The purpose/goal of the workgroup will be a final report on a review and recommended improvements of the ODOC suicide prevention program, policies, and procedures.
- Victim Services has implemented an "apology bank" which is a program to encourage offenders, upon the completion of the Victim Impact program, to write a letter of apology during the amends section of the program. The offender's letter is sent to Victim Services who, in turn, contact the Victim Witness Coordinator to notify them a letter is in the "bank" and the victim can call it out when, and if, they choose. The letter is also provided to the Pardon and Parole Board, who have shown extreme interest in these programs as positive support for the citizens of Oklahoma impacted by crime.
- The Fugitive Apprehension unit has captured fourteen (14) ODOC fugitives from the ODOC fugitive list. The ODOC fugitive list currently totals 89 fugitives. The unit also assisted Probation and Parole with thirteen (13) arrests and the US Marshal's Violent Crime Task Force with eight (8) arrests.
- Director Jones conducted a podcast for the University of Central Oklahoma (UCO) for their website in educating their students on criminal justice issues.
- Michael E. Hooper was executed on August 14, 2012, at Oklahoma State Penitentiary.
- ODOC hosted the Association of Southern Correctional Administrators (ASCA) Conference in September 2012. Director Jones acknowledged Kimberley Owen and Anetta Bullock for their assistance during the conference. Director Jones noted evaluations indicated the administrator's felt the Oklahoma conference was the best ever held.
- ODOC received a renewal of the Second Chance Act Grant for \$1.5 million which will take the agency through 2014.

Director Jones closed his comments and Chair McBee opened the floor for questions or comments. No further comments were made and the item was closed. Chair McBee acknowledged and introduced representatives from Governor Fallin's office, Rebecca Frazier and Cody Inman.

## 6. Budget Report

**Greg Sawyer, Chief  
Departmental Services**

Chair McBee opened the floor to Mr. Sawyer for the ODOC Budget Report as of August 31, 2012. Mr. Sawyer provided the following information:

- Expenditure summary – Based on two months of expenditure data a deficit of \$9.9 million exists for fiscal year 2013. The report does not take into account changes in staffing or offender population that may occur through the course of the fiscal year.
- Payroll – The overall funded payroll is 68.9%; this totals 4,059.1 out of 5,894.6 authorized FTE. At the end of August, 3,990.3 positions were filled for a rate of 67.7% with 68.8 FTE under the funded rate. A surplus of \$2.5 million currently exists.

- Contract Beds – Expenditure trends are based on current offender levels as of the end of August. A \$7.5 million deficit exists at this time. Any offender growth during the course of the fiscal year that would require additional contract bed space will increase this deficit.
- Medical and Mental Health Services – Medical and mental health expenditure trends for August reflect a deficit of \$4.9 million exists should current expenditure trends continue.

Mr. Sawyer then opened the floor for questions or comments. Director Jones noted the committees met earlier in the day and discussed how during this time of the year, medical services will always shows a deficit at the start of the fiscal year. Director Jones also noted ODOC is experiencing a tremendous amount of net offender growth which is driving the huge deficit, but reminded the Board this is a simple trending report. Chair McBee queried about the \$7.5 million deficit in contract beds and whether it was all net offender growth. Mr. Sawyer replied affirmatively and stated it is the estimated contract cost for private prisons and halfway houses, along with county jail backup. Chair McBee then queried if the private prisons were still at the reduced negotiated contract costs per bed from the budget crunch or had they been returned to their former amounts. Mr. Sawyer stated they were partially back to original per diem costs. Director Jones clarified further, stating one of the per diem cuts was reinstated but there were actually two cuts during the recent budget crisis. He also stated the net growth was in the number of offenders behind secure fences and they had moved large amounts of offenders to a private prison from Oklahoma State Reformatory. In addition, the majority of the trending report reflects the offenders with 85% crimes in higher security who will not qualify for minimum security for several years. Director Jones stated this has led to a higher number of offenders in county jail backup and as they come into the ODOC system, they will be placed in contract beds. No further questions or comments were noted.

## 7. Population Report

**Laura Pitman, Ph.D., Deputy Director  
Institutions, Division I**

Chair McBee opened the floor to Dr. Pitman for the ODOC Population Update as of September 4, 2012. Dr. Pitman provided the following information:

Total System Offender Population = 26,009	GPS = 688
DOC Facilities = 17,974	EMP = 11
Private Prisons = 5,016	Probation Supervision = 20,883
County Jails with Contracts = 477	Parole Supervision Offenders = 3,050
Halfway Houses = 1,143	Total System Population = 49,942
Out Count (jails, hospitals, etc.) = 700	County Jail Backup = 1,528

Dr. Pitman then opened the floor for questions and comments. No other comments or questions were noted and the item was closed.

## 8. Approval of Facility Capacity Changes/Modifications

**Laura Pitman, Ph.D., Deputy Director  
Institutions, Division I**

- *Mack Alford Correctional Center*
- *John Lilley Correctional Center*
- *William Key Correctional Center*
- *Northeastern Oklahoma Correctional Center*
- *Lexington Correctional Center*
- *Eddie Warrior Correctional Center*
- *Jim E. Hamilton Correctional Center*
- *Joseph Harp Correctional Center*
- *Lawton Community Corrections Center*
- *Clara Waters Community Corrections Center*
- *Oklahoma City Community Corrections Center*
- *Union City Community Corrections Center*
- *Enid Community Corrections Center*
- *Oklahoma State Penitentiary*
- *Bill Johnson Correctional Center*
- *James Crabtree Correctional Center*
- *Kate Barnard Community Corrections Center*
- *Hillside Community Corrections Center*

Chair McBee opened the floor to Dr. Pitman for request to approve facility capacity changes and modifications. Dr. Pitman stated they are requesting to uniformly separate Transit Detention Unit (TDU) beds and Segregation Housing Unit (SHU) beds from the overall facility capacity to eliminate the perception that the agency has more beds for use by general population offenders. Dr. Pitman distributed a handout to the Board which detailed how TDU/SHU beds are usually for short-term use in conjunction with the disciplinary process or for offenders awaiting transport to higher security. TDU/SHU beds are also located away from general population units and are constructed with hardened

materials and enhanced security systems. Over the course of many years, some facility capacities included these beds in their overall population numbers while others did not. Dr. Pitman is calling for more consistency in the designation of TDU/SHU beds versus available general population beds. She reiterated the actual capacity at the facilities is not changing; the TDU/SHU capacity will still be included on the overall capacity, but all facilities will now show the beds as TDU/SHU. The facilities listed in the below table require Board approval to remove TDU and/or SHU beds from their operating capacity:

FACILITY	HOUSING UNIT	CURRENT AUTHORIZED CAPACITY	CAPACITY MODIFICATION	REQUESTED CAPACITY
Mack Alford Correctional Center	Segregated Housing Unit	805	-45	760
John Lilley Correctional Center	Segregated Housing Unit	836	-14	822
William S. Key Correctional Center	Segregated Housing Unit	1,087	-15	1072
Northeast Oklahoma Correctional Center	Segregated Housing Unit	501	-8	493
Lexington Correctional Center	Segregated Housing Unit	753	-39	714
Dr. Eddie Warrior Correctional Center	Segregated Housing Unit	783	-11	772
Jim E. Hamilton Correctional Center	Segregated Housing Unit	706	-21	685
Joseph Harp Correctional Center	Segregated Housing Unit	1,405	-27	1,378
Lawton Community Corrections Center	Transit Detention Unit	157	-4	153
Clara Waters Community Corrections Center	Transit Detention Unit	292	-16	276
Oklahoma City Community Corrections Center	Transit Detention Unit	228	-8	220
Union City Community Corrections Center	Transit Detention Unit	224	-8	216
Enid Community Corrections Center	Transit Detention Unit	99	-1	98

Director Jones commented the Population/Private Prisons Committee had met and during their discussion they were advised this inconsistency went back decades. Some facilities were not originally built to be correctional facilities, i.e., Jess Dunn Correctional Center, which was used as a mental hospital, a tuberculosis sanitarium, a juvenile girl's facility and a juvenile co-ed home before being transferred to ODOC. Different Boards of Corrections, over the course of time, set facility capacities to sometimes include TDU/SHU and other facility capacities to not include them. Director Jones stated the beds will still show on the total capacity of the facility, but will not show as "permanent homes" for offenders. Director Jones then thanked Dr. Pitman for her work on bringing all of the facilities to a consistent accounting of their actual General Population (GP) beds.

Ms. Neal stated she wants to ensure all the Board members understand the change and that is just a different method of calculating which beds are available for GP offenders. She stated there were several questions in the Population/Private Prisons Committee and encouraged those Board members not present at the committee meeting to voice their concerns. Chair McBee opened the floor for further comments or questions. Mr. Roach queried of the implications on the final capacity summary and whether it meant ODOC would take 477 less offenders than in the past. Dr. Pitman stated it will not reduce the amount of offenders ODOC could receive into the system. She further stated by looking at all of the current facilities and the ones listed in the first table, there were inconsistencies as to how the TDU/SHU beds were shown. The first table is simply bringing the facilities listed into the same reporting system as being used in all the other facilities, making all of the facilities consistent with each other. Director Jones then stated the TDU/SHU beds will still show on the facility counts, but will not be shown as GP beds.

Chair McBee then provided the following example for clarification: the facility total capacity is 100 beds, but ten of those beds are actually TDU/SHU beds. With the type of count modification being presented to the Board for approval, the count will show 90 beds for GP and 10 beds for TDU/SHU, for a grand total of 100 beds on the facility count. The actual count has not changed; just the designation of GP and TDU/SHU beds.

In addition to the request for modification on facility counts, below are requests for capacity changes (brief explanations are provided):

<b>Oklahoma State Penitentiary</b> -- Current Authorized Capacity	1,115
Close G Unit	-25
Close F1, F2, F3, F4	-281
Convert 45 Single Cells in A Unit and 47 Single Cells in C Unit to General Population Double Cells	92
<b>REQUESTED CAPACITY</b>	<u>901</u>
<b>Charles E. "Bill" Johnson Correctional Center</b> -- Current Authorized Capacity	630
Remove Segregated Housing Unit	-16
Add New Housing Unit-4	100
<b>REQUESTED CAPACITY</b>	<u>714</u>
<b>James Crabtree Correctional Center</b> -- Current Authorized Capacity	969
Add 30 Medium Security General Population Beds (Currently operating with 30 Medium Security temporary General Population Beds)	30
<b>REQUESTED CAPACITY</b>	<u>999</u>
<b>Kate Barnard Community Corrections Center</b> -- Current Authorized Capacity	160
Close facility, effective September 14, 2012	-160
<b>REQUESTED CAPACITY</b>	<u>-0-</u>
<b>Hillside Community Corrections Center</b> -- Current Authorized Capacity	249
Remove Transit Detention Unit	-19
Add General Population beds	19
Remove General Population beds	-64
Add Work Release beds	64
<b>REQUESTED CAPACITY</b>	<u>249</u>

Provided below is a current capacity summary of Board of Corrections limits, by gender:

	CURRENT AUTHORIZED CAPACITY	CAPACITY MODIFICATION	REQUESTED CAPACITY
DOC Facility Total – Male	16,279	-306	15,973
DOC Facility Total – Female	2,328	-171	2,157
DOC Facilities – TOTAL	18,607	-477	18,130

Director Jones then clarified information on Bill Johnson Correctional Center's (BJCC) changes by stating when CareerTech closed their unit at the facility, because of the recession, the contract between ODOC and CareerTech provides for the building to revert to usage by ODOC. Director Jones stated as is normally done in these instances ODOC converts the space into an offender housing unit which explains why the capacity increased for BJCC. The closing of Kate Barnard Community Corrections Center was recommended two years ago in the legislative-authorized study. ODOC agreed with the recommendation and notified House and Senate leadership, the Governor's office, and the Cabinet Secretary of the intent to vacate the premises. The proceeds from the sale of the property would be disbursed as recommended by the legislative leadership.

**Motion:** Mr. Wright made a motion to approve the facility capacity changes. Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – abstain; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The facility capacity changes were approved; no other comments or questions were made and the item was closed.

## 9. Program Update

### ▪ Residential Substance Abuse Treatment

**Dewey Patterson, Case Manager Supervisor  
Lawton Community Corrections Center**

Chair McBee opened the floor to Mr. Patterson for his presentation to the Board regarding the Residential Substance Abuse Treatment (RSAT) program at Lawton Community Corrections Center (LCCC). Mr. Patterson stated the RSAT program at LCCC was established in 1998 by grant funding received from the federal government. As a result of the grant funding, the program is provided to offenders who score a moderate to high need for substance abuse treatment.

Moderate to high need offenders are identified when they are processed at the Lexington Assessment and Reception Center and given the Level of Service Inventory (LSI) and the Adult Substance Use Survey (ASUS). The program is designed in three phases: intake, treatment, and after-care/preparation. Mr. Patterson stated RSAT is an evidence-based program and research suggests cognitive behavioral intervention has a better effect with moderate to high risk need offenders. The offenders go through each phase chronologically with the last phase being their after-care. After the last phase, they are prepared to transfer to a halfway house if they have not discharged or paroled. Mr. Patterson then opened the floor for questions or comments.

Chair McBee queried the number of RSAT offenders currently enrolled at LCCC, to which Mr. Patterson replied there are currently twenty offenders participating in the program. Director Jones then queried the number of offenders who have completed the program since its inception. Mr. Patterson stated he believed approximately 167 offenders have completed the program since inception. He further stated there are two groups of ten, running staggered, and the program is designed to last six months although with reassessing the needs of the offenders, it may sometimes take up to a year for them to complete.

Ms. Neal requested clarification on the amount of time if the offender needs to be in the program longer. Mr. Patterson stated the ten offenders remain in the program together, never allowing one to be left behind in the process. They support and encourage other until the time they are all ready for completion. Chair McBee asked Mr. Patterson if most of the participants discharge to the streets. Mr. Patterson said some offenders discharge to the street or parole, but the majority of the participants will move to a halfway house before release. Chair McBee queried the survival rates of the offenders who had participated in the program. Mr. Patterson said a survival analysis conducted in 2010 indicated that three out of five offenders or 60% of the offenders have a survival rate. Director Jones clarified by stating 60% are successful after completion and the other 40% recidivate. Director Jones also stated the LCCC RSAT program is the longest-running substance abuse treatment program at the community level.

Chair McBee expressed appreciation to Mr. Patterson for their hard work in the program. Director Jones then noted he believed the long-standing leadership in the program spoke to its continued success and commended Mr. Patterson for his efforts and years of service. No further questions or comments were made and the item was closed.

## 15. Committee Reports

### Committee Chairs

Chair McBee then opened the floor for comments from the Committee Chairs.

- **Budget – Chair Gerald Wright, Members Steve Burrage and Matthew McBee**  
Mr. Wright stated they are working on the budget for next year, with Mr. Sawyer preparing the information, and will be ready by the next Board meeting.
- **Female Offender – Chair Linda Neal, Members Michael Roach and Earnest Ware**  
Ms. Neal stated the committee had no report for the Board at this time.
- **Public Policy – Chair Gerald Wright, Members Kevin Gross and Earnest Ware**  
Mr. Wright stated they began reviewing the initiatives for next year and will have those for the Board next month. He stated there was nothing further to report at this time.
- **Population/Private Prisons – Chair Linda Neal, Members Steve Burrage and Michael Roach**  
Ms. Neal stated the committee met and reviewed the modification request for the facility capacity changes. She stated there was nothing further to report at this time.
- **Public Affairs/State Boards Interface – Chair Earnest Ware, Members Kevin Gross and Michael Roach**  
Mr. Ware stated the committee had no report for the Board at this time.
- **Executive – Chair Matthew McBee, Members Linda Neal and Gerald Wright**  
Chair McBee stated the committee had met and minutes were provided to the Board members in their packets. There was nothing further to report for the Board at this time.

## 16. New Business *(Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.) 25 O.S. § 311)*

Matthew McBee, Chair

Chair McBee opened the floor for any new business. Nothing was brought forward and the item was closed.

## 17. Announcements

Matthew McBee, Chair

Chair McBee opened the floor for announcements by stating he wished to make comment on an item. Chair McBee stated it was his pleasure and privilege to recognize 35 years of service to the State of Oklahoma and the Oklahoma Department of Corrections by Director Justin Jones. Chair McBee stated Director Jones serves the state and the agency selflessly and oftentimes without thanks. He congratulated Director Jones on a "job well done" and opened the floor to Director Jones for comment.

Director Jones stated it is always humbling to be a public servant and he is appreciative of the opportunity to serve in a worthwhile profession. He then stated he is only as good as the employees who work for him and he shares the award for 35 years of service with the 4,000+ employees currently working for the agency and the thousands that have come and gone before him.

## 18. A. Consideration of Motion to Adjourn to Executive Session

Mike Oakley, General Counsel

Pursuant to "Title 25, 307.B" for the following reasons:

1. *"Discussion of employment, hiring, appointment, promotion, salary, demotion, discipline or resignation of any individual salaried public officer or employee."*
4. *"Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation or proceeding in the public interest."* [Director's Evaluation/Offender Deaths/Pending Investigation/Litigation]

### B. Adjourn to Executive Session

### C. Return from Executive Session

### D. Announcement by the Chair as to the necessity of any Board action, if necessary, as a result of the Executive Session

### E. Vote, if necessary

Chair McBee opened the floor to Mr. Oakley who recommended adjournment to Executive Session.

**Motion:** Mr. Ware made a motion to adjourn to Executive Session. Mr. Roach seconded the motion. The results of the roll call were as follows: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

All were in approval and Chair McBee adjourned the meeting at 1:43 p.m. At 3:14 p.m., the Board returned to the meeting room and Mr. Oakley advised that a motion to return from Executive Session was needed.

**Motion:** Mr. Wright made a motion to return from Executive Session. Mr. Ware seconded the motion. The results of the roll call were as follows: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting reconvened at 3:15 p.m. There was nothing to vote on from Executive Session and no other comments or questions were made so the item was closed.

## 19. Adjournment

Matthew McBee, Chair

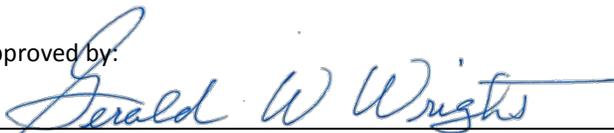
There being no further business to come before the meeting, Chair McBee requested to adjourn the meeting.

**Motion:** Mr. Ware made a motion to adjourn the meeting. Ms. Neal seconded the motion. The results of the roll call were as follows: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting was adjourned at 3:20 p.m.

I hereby certify that these minutes were duly approved by the Board on the 30<sup>th</sup> of October, 2012, in which a quorum was present and voting.

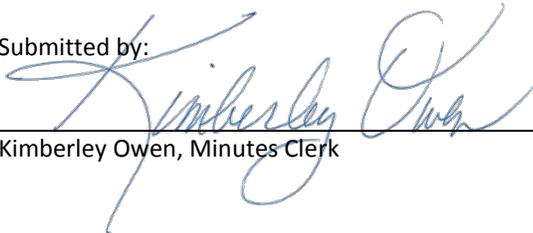
Approved by:



Gerald W. Wright, Secretary of the Board

October 30, 2012

Submitted by:



Kimberley Owen, Minutes Clerk

**OKLAHOMA BOARD OF CORRECTIONS MEETING**

James Crabtree Correctional Center  
RR 1 Box 8 (3<sup>rd</sup> and Murray)  
Helena, Oklahoma  
October 30, 2012

**1. Opening and Roll Call**

**Matthew McBee, Chair**

Chair McBee called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 12:58 p.m. at James Crabtree Correctional Center (JCCC) on Tuesday, October 30, 2012. Chair McBee asked the clerk to call the roll:

Steve Burrage, Member	Present	Michael Roach, Member	Present
Kevin Gross, Member	Present	Earnest Ware, Member	Present
Matthew McBee, Chair	Present	Gerald Wright, Secretary	Present
Linda Neal, Vice Chair	Present		

A quorum was present and the meeting continued. Chair McBee welcomed everyone and thanked them for their attendance at the meeting.

**2. Welcome/Remarks**

**Janet Dowling, Interim Warden  
James Crabtree Correctional Center**

Chair McBee recognized and opened the floor to Interim Warden Dowling. Interim Warden Dowling welcomed Chair McBee, the Board, and Director Jones to the facility and expressed her appreciation for the opportunity to introduce them to the dedicated and professional staff at JCCC. Interim Warden Dowling stated the facility had been in service to the state since before statehood and is on the grounds of the old Connell Agriculture College. The facility has served as a county high school, a junior college, an orphanage, and a Department of Human Services' training school for boys. In 1982, the facility was transferred to ODOC and became JCCC. Today, the facility has a 200-bed minimum security unit and 800 offenders on the medium security yard. The medium security yard houses offenders who are 35 years of age and older. Currently, the oldest offender at JCCC is 76 years old and the youngest, housed on the minimum security unit, is 24 years old. Interim Warden Dowling stated approximately 30 offenders are serving Life Without Parole on the medium security yard and approximately 130 are serving Life sentences. Approximately 550 offenders are diagnosed with a mental health illness, which Interim Warden Dowling stated she feels is a growing challenge at every medium security institution. Programs offered at JCCC include education, cognitive behavior, and a variety of ancillary programs, such as sex offender treatment. Interim Warden Dowling thanked the Board and once again welcomed them to JCCC.

Chair McBee then introduced Senator Patrick Anderson and Senator Bryce Marlatt also in attendance at the meeting. He invited them to remark and Senator Marlatt accepted the invitation. Senator Marlatt stated he was appreciative of the invitation to attend the meeting and thanked the Board and staff for their service to the state of Oklahoma. He stated he knows of the challenges the ODOC faces and issues that will need to be overcome during the next legislative session. Senator Marlatt stated the budget is of utmost concern as is the need for additional correctional officers in all of the facilities. He again thanked the Board and staff for the hospitality and offered his assistance with any issues.

Chair McBee acknowledged Mr. Cody Inman and Sean Rose, Governor Fallin's office, also in attendance at the meeting.

**3. Old Business**

**Matthew McBee, Chair**

Chair McBee opened the floor for discussion of old business; however, none was brought before the Board and the item was closed.

**4. Approval of September 21, 2012, Board Meeting Minutes**

**Matthew McBee, Chair**

Chair McBee opened the floor for approval of the minutes from the September, 2012, meeting of the Oklahoma Board of Corrections. No comments or questions were raised by the Board regarding the minutes.

**Motion:** Mr. Wright made a motion to approve the meeting minutes. Mr. Gross seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting minutes were unanimously approved; no other comments or questions were made and the item was closed.

## 5. Director's Comments

**Justin Jones, Director**

Chair McBee opened the floor to Director Jones for his comments. Director Jones began by thanking Interim Warden Dowling and JCCC staff for hosting the Board meeting.

- Since the Board meeting in September, American Correctional Association (ACA) Audits were conducted at Eddie Warrior Correctional Center (EWCC), Bill Johnson Correctional Center (BJCC), Dick Conner Correctional Center (DCCC), and Enid Community Corrections Center (ECCC). EWCC and DCCC both received 100% scores on both mandatory and non-mandatory standards, while BJCC received scores of 100% on mandatory standards and 99.5% on non-mandatory standards. ECCC achieved perfect scores on their 5<sup>th</sup> consecutive ACA audit of 100% on both mandatory and non-mandatory standards.
- HBO crews returned to visit EWCC on September 25-26, 2012, for a final summary on the three offenders who participated in the 2013 documentary, "Incarceration and Special Education Project."
- Representative Jeff Hickman and Speaker Kris Steele toured BJCC on September 5, 2012. In addition, BJCC hosted a tour, luncheon and overview for approximately 20 judges and assistant district attorneys on September 26, 2012.
- On September 24, 2012, Northeast Oklahoma Correctional Center (NOCC) presented a check to the William A. Barnes Children's Advocacy Center in the amount of \$1,000. The proceeds were derived from the annual inmate Run Against Child Abuse. Each participating facility has offenders raising funds to donate to a local charity through the Run Against Child Abuse.
- William S. Key Correctional Center (WKCC) implemented 12-hour shifts on September 8, 2012, in an effort to address post issues and difficulties in recruitment and retention.
- OSU Agriculture Extension requested and was approved to conduct a canola test plot on JCCC Agri-Services land.
- Oklahoma Correctional Industries (OCI) and the Oklahoma Bureau of Narcotics (OBN) worked together for several months to design and develop meth lab storage lockers. The lockers are 5' x 5' x 7' tall and are made of 3/16" thick steel. All seams are welded to create a water-tight seal. By purchasing these containment units from OCI, OBN estimates a savings of over \$85,000 for the five units.
- The DCCC door and lock replacement contract is beginning site deployment.
- ODOC contracted with Jefferson County Detention to house 96 minimum-security male offenders effective October 1, 2012.
- Neville Massie, Deputy Director Laura Pitman, and Interim Warden Gary Elliott toured Mabel Bassett Correctional Center (MBCC) with District 17 State Senator Ron Sharp.
- The renovation of Idabel Community Work Center continues to progress with an approximate completion date in early 2013.
- Medical Services signed a contract addendum with Lindsay Municipal Hospital, limiting the amount reimbursed over expenses to 8% for a period of three years.
- The Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) received a three-year grant of \$1.2 million (approximately \$400 thousand per year) from the Substance Abuse and Mental Health Services Administration to expand the current mental health collaborative program. The grants are for offenders with a co-occurring mental health and substance disorder exiting from incarceration to Oklahoma City or Tulsa from a facility covered by an ODMHSAS discharge manager – Oklahoma State Penitentiary (OSP), MBCC, Joseph Harp Correctional Center, and Oklahoma City Community Corrections Center – and with a mental health level B or below, which is not currently served by our mental health reentry program.
- Howard McLeod hosted a graduation in October with twenty-eight GED graduates and two college graduates who received their associate degrees from Rose State College. Lexington Correctional Center also hosted a graduation with nineteen GED graduates, one of which was 72 years old.

- Dr. Pitman and Director Jones met with executives of the Inasmuch Foundation to review the progress of the ReMerge project. Director Jones reminded the Board that ODOC invested \$100,000 in the project two years ago, which is legislatively mandated.
- Associate Director Edward Evans and staff recently met with a national expert on security fencing for the project at OSP to decommission certain areas and install more secure fencing in others.
- Approximately two hundred ODOC employees attended the Oklahoma Correctional Association (OCA) and National Association of Blacks in Criminal Justice (NABCJ) Joint Conference on October 12 in Norman, Oklahoma at the National Center for Employee Development Conference Center.
- ODOC is working on a new project with the Cabinet Secretary for the Department of Veteran's Affairs, Rita Aragon. The project, Battle Buddies, will train volunteers within Oklahoma's Veterans of Foreign Wars (VFW) posts to assist with reentry needs for incarcerated veterans.
- Garry T. Allen is scheduled for execution on November 6, 2012, and George Ochoa is scheduled for execution on December 4, 2012.

Director Jones closed his comments and Chair McBee opened the floor for questions or comments. No further comments were made and the item was closed.

## 6. Budget Report

**Greg Sawyer, Chief  
Departmental Services**

Chair McBee opened the floor to Mr. Sawyer for the ODOC Budget Report as of September 30, 2012. Mr. Sawyer provided the following information:

- Expenditure Summary – Based on three months of expenditure data a deficit of \$13.7 million exists for fiscal year 2013. This deficit is \$3.8 million larger than the deficit reported the previous month. The report does not take into account changes in staffing or offender population that may occur through the course of the fiscal year.
- Payroll – The overall funded payroll is 68.9%; this totals 4,059.1 out of 5,894.6 authorized FTE. At the end of September, 4,002.3 positions were filled for a rate of 67.9% with 56.8 FTE under the funded rate. A surplus of \$1.8 million currently exists.
- Contract Beds – Expenditure trends are based on current offender levels as of the end of September. A \$9.4 million deficit exists at this time. Any offender growth during the course of the fiscal year that would require additional contract bed space will increase this deficit.
- Medical and Mental Health Services – Medical and mental health expenditure trends for September reflect a deficit of \$6.1 million exists should current expenditure trends continue.

Mr. Sawyer then opened the floor for questions or comments. Chair McBee queried if the trending deficit for \$13.7 million includes the \$9.4 million deficit in contract beds to which Mr. Sawyer replied it was included. He further explained the expenditure summary is in reference to all three areas: payroll, contract beds, and medical and mental health services. Mr. Sawyer further explained these three areas make up 80% of all ODOC expenditures. Mr. Wright stated the Budget Committee met earlier in the day and asked Mr. Sawyer to explain this information does not indicate ODOC is currently in a deficit. Mr. Sawyer stated this information indicates if the year ended the same as last year, then ODOC would be in a deficit; however, as ODOC is limited to a specific budget, other areas would be cut to accommodate the budget and it would be balanced at the end of the year. The information provided in this report is an indication of the trends and what ODOC is facing. Director Jones also noted offender net growth will change monthly and the trending report will increase and decrease with these changes.

No further questions or comments were noted and the item was closed.

## 7. Approval of FY 2014 Budget

**Greg Sawyer, Chief  
Departmental Services**

Chair McBee skipped to agenda item number 8, Approval of Supplemental, prior to opening this agenda item. Returning to this item after approval of agenda item number 8, Mr. Sawyer stated ODOC is requesting an appropriation for FY 2014 of \$530,444,929, which is an increase of \$66,713,861 over the FY 2013 Appropriation. This appropriation is for:

- Salary increase for classified employees - \$12,200,000

- Necessary staffing for added requirements resulting from HB 3052 - \$2,998,533
- Offender net growth results in contract growth and per diem restoration – \$13,697,537
- Operating cost required for 2014 not budgeted in 2013 – \$9,313,111
- Non-discretionary increases for medical services – \$9,500,000
- Restart of reduced or eliminated programs in Treatment & Rehabilitative Services - \$1,282,850
- Efficiency improvements - \$634,000
- Infrastructure and equipment improvements - \$9,197,730
- Security needs – \$6,331,100
- Vehicle needs – \$810,000
- Information technology/other technology infrastructure and upgrades – \$749,000.

Mr. Sawyer then opened the floor for questions or comments. Chair McBee asked Mr. Sawyer to provide the appropriation request for FY 2009, to which Mr. Sawyer replied ODOC was budgeted for \$503 million, but that was the year the budget cuts began and it was never realized. Chair McBee noted ODOC has not yet been restored to the level appropriated for FY 2009, and this year it is hoped a restoration to that amount will be provided. Mr. Sawyer then stated \$503 million was the highest appropriation the agency had ever received. Director Jones added since the budget cuts in FY 2009, ODOC has had a net growth of approximately 1,300 offenders. Mr. Wright noted the increase of the offender count had hoped to be alleviated with the recommendations made by the Counsel of State Governments in the Justice Reinvestment Initiative (JRI). However, with all the changes to the JRI bill, this will not come to fruition. Mr. Wright further stated until the legislature deals with the sentencing laws, Oklahoma will not see a significant reduction in prison populations as has been seen in Texas.

**Motion:** Mr. Wright motioned to approve the budget request. Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The FY 2014 budget request was unanimously approved; no other comments or questions were made and the item was closed.

## 8. Approval of Supplemental

**Greg Sawyer, Chief  
Departmental Services**

Chair McBee skipped agenda item number 7 to discuss and approve the supplemental budget for FY 2013 prior to approving the FY 2014 budget. Mr. Sawyer stated information was provided to the Board in their packets and ODOC's population problems indicates an overall supplemental of \$6,371,015 million is needed to accommodate the increase in the current budget for the following areas:

- Contract per diem restoration - Contract beds will require an additional \$2 million to provide funding for the legislatively mandated per diem rate increase dictated in SB 1988 for halfway houses and private prison beds. The rates were cut during the budget reductions and ODOC is now attempting to restore the rates.
- Offender population growth – \$3,787,815 additional funds are requested to address the population growth ODOC is experiencing this fiscal year due to the 85% sentencing law and longer sentences. The growth has been addressed by using an increased number of private prison beds compared to when the FY 2013 budget was set. Added population growth will require additional resources necessary to house these offenders through the remainder of FY 2013.
- Substance abuse treatment – HB 3052 mandates “intensive programmatic services’ be provided, which are defined as “alcohol and substance abuse counseling and treatment, mental health counseling and treatment, and domestic violence courses and treatment programs.” The estimated cost per day per offender for programmatic needs is \$4.25, which does not include the one-time training costs of \$24,000. ODOC is requesting \$583,200 to fund this legislative mandate.

Mr. Sawyer then opened the floor for questions and/or comments. None were raised and the motion was made to approve the supplemental request.

**Motion:** Mr. Wright motioned to approve the supplemental budget request. Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The supplemental budget request was unanimously approved; no other comments or questions were made and the item was closed.

**9. Approval of Mabel Bassett Correctional Center Bond Refinance**

**Greg Sawyer, Chief  
Departmental Services**

Chair McBee opened the floor to Mr. Sawyer for discussion and approval of the Mabel Bassett Correctional Center (MBCC) Bond Refinance. Mr. Sawyer stated in reviewing avenues to reduce debt service, they determined refinancing the bonds completed in 2003/2004 to purchase MBCC would save ODOC \$347,000 per year. Mr. Burrage queried if the approval of the bond refinance was also an approval of the lease purchase. Mr. Sawyer answered in the affirmative and stated the Board needed to include in their motion to also approve the lease purchase. Mr. Sawyer also stated the maturity would be in 2023. Mr. Wright stated based on the discussion within the Budget Committee meeting earlier in the day, he recommends approval of the bond refinance.

**Motion:** Mr. Wright motioned to approve the MBCC bond refinance and lease purchase. Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The bond refinance and lease purchase were unanimously approved; no other comments or questions were made and the item was closed.

**10. Population Report**

**Laura Pitman, Ph.D., Deputy Director  
Institutions, Division I**

Chair McBee opened the floor to Dr. Pitman for the ODOC Population Update as of September 28, 2012. Dr. Pitman provided the following information:

Total System Offender Population = 26,200	GPS = 731
DOC Facilities = 17,969	EMP = 13
Private Prisons = 5,108	Probation Supervision = 20,972
County Jails with Contracts = 504	Parole Supervision Offenders = 3,040
Halfway Houses = 1,162	Total System Population = 50,212
Out Count (jails, hospitals, etc.) = 713	County Jail Backup = 1,591

Dr. Pitman noted the total population increased from last year, which was 25,486 offenders, as well as the county jail contracts and county jail backup. Dr. Pitman then opened the floor for questions and comments. Director Jones noted the number of males in the total population increased by 615 offenders and Mr. McBee stated 365 of those went to private prisons. Ms. Neal queried about the increase in GPS numbers, to which Dr. Pitman responded the numbers increased based on the change to the GPS criteria as implemented by the legislature last year. No other comments or questions were noted and the item was closed.

**11. Approval of 2013 Legislative Initiatives**

**Neville Massie, Executive Assistant**

Chair McBee opened the floor to Ms. Massie to discuss and approve ODOC's legislative initiatives for 2013. Ms. Massie stated the following initiatives are labeled 1A/1B, 2A/2B, and 3A/3B because of their relevance to each other and will be essentially three bills:

- 1A. Amend statute regarding drug or alcohol assessment, required for certain crimes, allowing for third party payment of the assessment fee. This change would allow grants, social service agencies, or family members to assist with the fee.
- 1B. Modify statute to specify that DOC approved substance abuse treatment programs shall satisfy the 10 or 24 hour alcohol and drug program required by Drug or Alcohol Assessment.
- 2A. Amend powers of the Director to authorize award of the badge of an employee who dies while employed to the spouse or next of kin of the deceased employee.
- 2B. Amend powers of the Director to authorize payment of \$100.00 per month for the maintenance and cleaning of uniforms to all uniformed correctional officers.

- 3A. Amend private prison statute to require contractors housing Oklahoma offenders or offenders from other jurisdictions to furnish information regarding a riot, escape, or other serious emergency and facility operations upon request of Oklahoma DOC. Failure to comply may result in fines to be assessed.
- 3B. Amend private prison statute to assess liquidated damages when a contractor houses maximum security offenders for longer than 30 days without authorization.

Ms. Massie then opened the floor for comments or questions. Director clarified 3A and 3B stating those amendments focus solely on out-of-state offenders housed in Oklahoma’s private prisons where ODOC does not have a contract with the private prison. Ms. Massie stated the amendment would not limit ODOC to just out-of-state offenders but would also include Oklahoma offenders as well. She stated the Sayre prison riot is the best example of these needed amendments. The riot received much publicity from local sheriff’s offices talking about the incident, which happened in October 2011. By December 2011, local law enforcement still had not received information on charges to be filed on the offender’s involved in the riot nor had they received any reports on the incident. Director Jones then noted the private prisons are not subject to the Open Records Act, so are not required to provide any information about incidents like the 2011 riot.

**Motion:** Mr. Wright motioned to approve the 2013 legislative initiatives. Mr. Gross seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The 2013 legislative initiatives were unanimously approved. Ms. Massie stated the next two dates coming up are December 14, draft bill deadline, and January 17, bill introduction deadline. No further comments or questions were made and the item closed.

**12. Confirmation/Approval of Appointment**

- *Janet Dowling, Warden, James Crabtree Correctional Center*
- *Rickey Moham, Warden, Mabel Bassett Correctional Center*
- *Sharon McCoy, Warden, Eddie Warrior Correctional Center*

**David Parker, Deputy Director  
Institutions, Division III**

**Laura Pitman, Ph.D., Deputy Director  
Institutions, Division I**

Chair McBee opened the floor to Deputy Director Parker for introduction of and request to approve Janet Dowling as Warden of James Crabtree Correctional Center (JCCC). Ms. Dowling has been Interim Warden at JCCC for approximately one year. Deputy Director Parker then provided Ms. Dowling’s career progression in ODOC beginning in 1995 at Bill Johnson Correctional Center. Deputy Director Parker then stated he recommended approval and confirmation of Ms. Dowling.

**Motion:** Mr. Wright made a motion to approve the appointment of Janet Dowling as Warden. Ms. Neal seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

Warden Dowling’s appointment was unanimously approved by the Board. She thanked the Board and Director Jones for the opportunity and stated every unit and/or division she has queried for assistance in the agency has provided her with the information and guidance to help her grow. She also thanked the wardens for whom she had worked, Janice Melton and David Parker, who mentored her in the business of corrections and personal integrity.

Chair McBee then opened the floor to Dr. Pitman for introduction of and request to approve Rickey Moham as Warden of Mabel Bassett Correctional Center. She provided the career progression of Warden Moham through the agency and his community and organizational activities. Dr. Pitman stated she recommended approval and confirmation of Mr. Moham as Warden at MBCC.

**Motion:** Ms. Neal made a motion to approve the appointment of Rickey Moham as Warden of MBCC. Mr. Wright seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

Warden Moham’s appointment was unanimously approved by the Board. Warden Moham thanked the Board and Director Jones for their confirmation. He stated since his appearance before the Board in January 2012, when he was appointed as a warden, he has not changed his vision of having a positive effect on staff and offenders and will carry it on to MBCC. He also thanked his family and his wife for their support during his service to the agency.

Dr. Pitman then introduced and requested approval of Sharon McCoy as Warden of Eddie Warrior Correctional Center (EWCC). She provided the career progression of Ms. McCoy through the agency and recommended approval and confirmation of Ms. McCoy as Warden at EWCC.

**Motion:** Ms. Neal made a motion to approve the appointment of Sharon McCoy as Warden of EWCC. Mr. Wright seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

Warden McCoy's appointment was unanimously approved by the Board. Warden McCoy thanked the Board and Director Jones for the opportunity. She expressed special gratitude to Dr. Pitman and Deputy Director Parker for their encouragement and support. She thanked Warden Emma Watts for encouraging her to return to ODOC after her retirement. She stated she will do the best job she can and expressed her love for EWCC. She also thanked her family for instilling her with a strong work ethic. Warden McCoy said her goal is to treat people in such a way so they know there are other people who care about them.

No other comments were made and the item was closed.

### 13. Program Update

#### ▪ Education

**Pam Humphrey, Superintendent of Schools  
Educational Services**

Chair McBee opened the floor to Ms. Humphrey who began by thanking the Board and Director Jones for allowing her to speak about the Education department. She stated the Education department is accredited through the Oklahoma Department of Education as well as AdvancEd and North Central Association Commission on Accreditation (NCA). They provide Literacy, Adult Basic Education (ABE), GED, CIMC Life Skills, and College and this year, they served 10,211 participants with 4,512 program completions. Of the program completions, 996 were GED and 17 were associate degrees. Ms. Humphrey stated they average 1,000 GEDs and their pass rate remains at 90%. To compare, the state's pass rate for adult learning centers is approximately 78% and the national pass rate is 69-70%.

Ms. Humphrey stated over the past year, the department received approximately \$848,000 from federal funding, which is a decrease because of the loss of approximately \$350,000 in college funding. The Education department is up to 63% in their staffing, but had been down as low as 51%. This includes 74 certified employees working full-time and another will be hired within the week at Bill Johnson Correctional Center. Because of the achievement credits awarded to participants who complete education programs, with Literacy, ABE and GED, the department realized a savings of \$6.4 million and if adding in the Life Skills, the savings increased to \$9.8 million. This does not include any of the achievement credits for college completions.

Ms. Humphrey mentioned the HBO project and the filming at EWCC during their recent graduation. She stated the film crew has been following offenders through the ABE and GED program at multiple facilities. She thanked all of the administration and facility staff for assisting with and allowing the film crew access into the various facilities. The film should be completed in another six (6) months.

The Education department is working on a GED computer-based testing which will become active on January 1, 2014. It is not an online test, but a computer-based method of testing for nationwide use. The current GED testing is a paper-based test and is used nationwide. When the computer-based testing becomes active, there will no longer be paper-based testing, with the exception of foreign languages. The Education department is preparing by piloting the computer-based testing within a few facilities beginning in January 2013 and by the end of 2013, it will be available at all of ODOC's facilities. Ms. Humphrey stated with this change, there will be a cost increase as well. Also, the computer-based test will be more difficult than the paper-based test so staff is expecting the GED completion rate to decrease.

The department is working with The VERA Institute for an opportunity for a grant ODOC has been afforded which would provide \$1 million in private funding. They are partnering with several foundations, including the Bill and Melinda Gates Foundation, to provide college and smooth reentry transitions from incarceration to the community.

Ms. Humphrey stated there are currently 51 students attending Rose State College who were formerly incarcerated with ODOC but are now on campus. She encouraged the Board to realize their education programs are not only affecting the offenders, but also their lives and their family's lives after they have returned to the community. Ms. Humphrey shared the story of one offender who told her most parents tell their children "When you go to college..." but his father had told him "When you go to prison...." He told Ms. Humphrey he would never say "When you go to prison..." to his children, because now he had a college education and could encourage them to do the same.

Ms. Humphrey then opened the floor for questions and comments. Ms. Neal stated she was aware of the changes to the GED test and the increase in difficulty. She then queried if additional material and resources would be available to the Education department to begin preparation for the changes. Ms. Humphrey stated the test would first become available as scheduled; however, the materials and resources would not be available until after January 2014. Ms. Humphrey stated they are moving forward as planned and will adjust their current resources more along the lines of college

preparedness-type testing. Ms. Neal stated this would be a huge challenge to the teachers and the students to which Ms. Humphrey agreed. Ms. Humphrey stated the cost of testing in the community will rise to approximately \$125, which may make some people fearful of testing.

Mr. McBee queried if the number of students testing for their GED would be decreased since it would be computer-based. Ms. Humphrey responded they may have to change based on the number of computers available for use at each facility. She stated normally only nine (9) students are tested at a time with the exception of BJCC, JCCC and EWCC. Finally, Ms. Humphrey stated with Rose State College, since the inception of the partnership with ODOC in 1999, there has only been one (1) person who has returned to incarceration after receiving their associate degree. No further comments or questions were made and the item closed.

## 15. Committee Reports

Committee Chairs

Chair McBee then opened the floor for comments from the Committee Chairs.

- **Budget – Chair Gerald Wright, Members Steve Burrage and Matthew McBee**  
Mr. Wright stated there was nothing else to report at this time.
- **Female Offender – Chair Linda Neal, Members Michael Roach and Earnest Ware**  
Ms. Neal stated the committee had no report for the Board at this time.
- **Public Policy – Chair Gerald Wright, Members Kevin Gross and Earnest Ware**  
Mr. Wright stated there was nothing else to report at this time.
- **Population/Private Prisons – Chair Linda Neal, Members Steve Burrage and Michael Roach**  
Ms. Neal stated the committee had no report for the Board at this time.
- **Public Affairs/State Boards Interface – Chair Earnest Ware, Members Kevin Gross and Michael Roach**  
Mr. Ware stated the committee had no report for the Board at this time.
- **Executive – Chair Matthew McBee, Members Linda Neal and Gerald Wright**  
Chair McBee stated the committee had met and minutes were provided to the Board members in their packets. There was nothing further to report for the Board at this time.

## 16. New Business (*Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.* 25 O.S. § 311)

Matthew McBee, Chair

Chair McBee opened the floor for any new business. Mr. Wright stated he would like to recognize the Bridge Project for their work on the afghan blankets they crochet for veterans around the state. He read their Motto aloud - Though we cannot serve our country, we will serve those who have – and displayed an afghan presented to him which resembled the national flag. He asked Warden Dowling to express his appreciation to the offenders who participate in the project and to thank them for their patriotic duties to the veterans.

No other new business was brought before the Board and the item closed.

## 17. Announcements

Matthew McBee, Chair

Chair McBee opened the floor for announcements; however, none were made and the item was closed.

## 18. A. Consideration of Motion to Adjourn to Executive Session

Mike Oakley, General Counsel

Pursuant to "Title 25, 307.B" for the following reasons:

4. *"Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation or proceeding in the public interest."* [Offender Death]

B. Adjourn to Executive Session

C. Return from Executive Session

D. Announcement by the Chair as to the necessity of any Board action, if necessary, as a result of the Executive Session

**E. Vote, if necessary**

Chair McBee opened the floor to Mr. Oakley who recommended adjournment to Executive Session.

**Motion:** Mr. Wright made a motion to adjourn to Executive Session. Mr. Ware seconded the motion. The results of the roll call were as follows: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

All were in approval and Chair McBee adjourned the meeting at 2:03 p.m. At 2:45 p.m., the Board returned to the meeting room and Mr. Oakley advised that a motion to return from Executive Session was needed.

**Motion:** Mr. Gross made a motion to return from Executive Session. Ms. Neal seconded the motion. The results of the roll call were as follows: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – absent; Mr. Ware – absent; Mr. Wright – absent.

Three members were absent but a quorum was still present, so the meeting reconvened at 2:45 p.m. There was nothing to vote on from Executive Session and no other comments or questions were made so the item was closed.

**19. Adjournment**

**Matthew McBee, Chair**

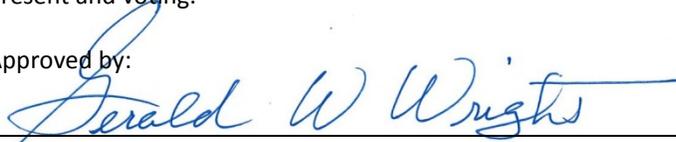
There being no further business to come before the meeting, Chair McBee requested to adjourn the meeting.

**Motion:** Mr. Gross made a motion to adjourn the meeting. Ms. Neal seconded the motion. The results of the roll call were as follows: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – absent; Mr. Ware – absent; Mr. Wright – absent.

The meeting was adjourned at 2:48 p.m.

I hereby certify that these minutes were duly approved by the Board on the 30<sup>th</sup> of November, 2012, in which a quorum was present and voting.

Approved by:



Gerald W. Wright, Secretary of the Board

Submitted by:



Kimberley Owen, Minutes Clerk

**OKLAHOMA BOARD OF CORRECTIONS MEETING**  
Northeast Oklahoma Correctional Center  
442606 E 250 Road  
Vinita, Oklahoma  
November 30, 2012

**1. Opening and Roll Call**

**Matthew McBee, Chair**

Chair McBee called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 p.m. at Northeast Oklahoma Correctional Center (NOCC) on Friday, November 30, 2012. Chair McBee asked the clerk to call the roll:

Steve Burrage, Member	Present	Michael Roach, Member	Present
Kevin Gross, Member	Present	Earnest Ware, Member	Present
Matthew McBee, Chair	Present	Gerald Wright, Secretary	Present
Linda Neal, Vice Chair	Present		

A quorum was present and the meeting continued. Chair McBee welcomed everyone and thanked them for their attendance at the meeting.

**2. Welcome/Remarks**

**Mike Wade, Acting Warden**

**Northeast Oklahoma Correctional Center**

Chair McBee recognized and opened the floor to Acting Warden (AW) Mike Wade. AW Wade welcomed the Board, Director Jones, and meeting attendees to the facility. He stated NOCC first received offenders in December 1994 after the legislature transferred three buildings from Eastern State Hospital to ODOC for use as prison bed space. On November 18, 2011, the facility capacity was increased from 420 to 501, which is the current offender count. AW Wade provided the current demographics of the facility: 54% white, 46% non-white; the average offender age is 47 years; and 40% of the current population is incarcerated for drug-related offenses. AW Wade stated the facility currently has 93 staff and programs include education classes such as Literacy, Adult Basic Education, General Education, and Life Skills. The chapel also provides several programs such as Victim Impact and Alcoholics Anonymous, which are provided by volunteers. AW Wade said volunteers keep the chapel busy almost every night with various religious activities and programs. There are also peer-led groups, HIV Prevention and Awareness Class as well as Living Longer, Living Stronger. In addition to these programs, AW Wade said there are currently 101 job slots in the Prisoner Public Works Program, which send offenders to work in the surrounding community. The facility also has 1,700 acres, utilized by Agri-Services, and employs 35 offenders to maintain 300 head of cattle plus the calves and bulls.

AW Wade thanked the Board and the item was closed.

**3. Old Business**

**Matthew McBee, Chair**

Chair McBee opened the floor for discussion of old business; however, none was brought before the Board and the item was closed. Mr. Ware excused himself from the meeting at this time.

**4. Approval of October 30, 2012, Board Meeting Minutes**

**Matthew McBee, Chair**

Chair McBee opened the floor for approval of the minutes from the October 30, 2012, meeting of the Oklahoma Board of Corrections. No comments or questions were raised by the Board regarding the minutes.

**Motion:** Ms. Neal made a motion to approve the meeting minutes. Mr. Wright seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – absent; Mr. Wright – yes.

A quorum was present and the meeting minutes were approved; no other comments or questions were made and the item was closed.

**5. Director's Comments**

**Justin Jones, Director**

Chair McBee opened the floor to Director Jones for his comments as Mr. Ware returned to the meeting. Director Jones provided the following information to the Board:

- ODOC donated fifty confiscated cell phones to the YWCA as permitted by 57 O.S. § 21, which became effective November 1, 2012.
- Warden Janice Melton, Bill Johnson Correctional Center (BJCC), delivered a presentation to the Legislative Safety Committee at the Capitol on October 11, 2012, in support of increased compensation for ODOC staff.
- Seventeen offenders participated in the “Messages Project” at John Lilley Correctional Center. The offenders read books while being videotaped and these videos are then sent to their children.
- On November 1, 2012, the Dick Conner Correctional Center (DCCC) held a pre-construction meeting for the cell door and lock replacement project. The start date for the project is March 2013 and temporary offender housing is being constructed in the DCCC Leisure Library to house sixty Oklahoma Correctional Industry (OCI) offender workers throughout the duration of the project.
- Senator Bobby Cleveland and Representative Mike Jackson toured the Lexington Assessment and Reception Center (LARC) on October 30, 2012.
- Two new above-ground storm shelters were introduced for the OCI partnership at DCCC. The prototype units were recently displayed at the outdoor home show at the Oklahoma City Fairgrounds by OCI’s partner company.
- The OCI Garment Operation, for the last several years, uses remnant fabric to make children’s coats which are then donated to needy children in the state. This year, 350 warm coats were made and distributed and OCI plans to increase this number for winter 2013.
- The Dental Clinic at Hillside Community Corrections Center (HCCC) has completed the fire alarm installation as well as the sprinkler system. The mechanical work is underway and both the electrical and plumbing inspections are complete.
- As mentioned several months ago, the closing of the Raider Unit in Sand Springs by the Office of Juvenile Affairs, allowed ODOC to receive several air conditioning units and they have been installed at DCCC and James Crabtree Correctional Center. Joseph Harp Correctional Center is scheduled to receive some of the units as well.
- The new footprint work at Oklahoma State Penitentiary continues (OSP), with completion of the ground density study. The order is being prepared for the security fencing and it is in the planning stages with final preparation due in the near future. The new administration building in the final design stages and will be submitted for site adaptation drawings from the A&E company shortly.
- On October 9, 2012, Clara Waters Community Corrections Center (CWCCC) hosted the Youth Leadership Exchange, which consists of high schools students ranging in ages from sixteen to eighteen years old who are a part of the Leadership of Oklahoma City Initiative. Three male offenders from CWCCC and three female offenders from HCCC participated in a “speak out” where the offenders shared their life stories and experiences with the students.
- Friday, October 26, 2012, was the preliminary hearing on Lester Kinchion, who is charged with killing ODOC’s Probation and Parole Officer Jeffrey McCoy. Oklahoma County District Attorney, David Prater, is seeking the death penalty. Director Jones noted there were several ODOC employees in attendance at the hearing to show support for the family.
- The Victim Services Unit has united with Oklahoma Partnership for Successful Reentry over the last year to implement the Healing Communities project across Oklahoma. Healing Communities offers an exceptional model for working with all who have been impacted by crime, including the victim and their family, as well as the offender and their family.
- Seven new teachers were hired during the last two months at the following facilities: Mabel Bassett Correctional Center; James E. Hamilton Correctional Center; William S. Key Correctional Center; LARC; and BJCC. Since the Board meeting in October, seventy-eight offenders earned their GED.
- In October, an HIV Peer Intervention Class, designed to prevent HIV and other sexually transmitted diseases, was completed by 125 male and 67 female offenders. In addition, 45 male offenders completed Living Longer, Living Stronger.

- Forty female offenders completed the four-month long Helping Women Recover program and thirty-one completed the one-month long program. Also, twenty-one female offenders completed an Early Childhood Development course, earning them two college credits.
- Gary Allen was executed on November 6, 2012, and the execution of George Ochoa is scheduled for December 4, 2012, at OSP.
- The first budget hearing with the Office of Finance and the Governor's Office was held on November 9, 2012, and the supplemental request previously approved by the Board was discussed. Director Jones stated he felt it was a very productive meeting.
- Citizenship Leadership graduation was held recently and included in the class this time was a district judge and a state representative. There is a waiting list to participate and there is consideration of shortening the length of the program from nine weeks to six weeks. This would allow ODOC to host three academies a year, allowing more citizens to participate throughout the year.

Director Jones closed his comments and Chair McBee opened the floor for questions or comments. No further comments were made and the item was closed.

## 6. Budget Report

**Greg Sawyer, Chief  
Departmental Services**

Chair McBee opened the floor to Mr. Sawyer for the ODOC Budget Report as of October 31, 2012. Mr. Sawyer provided the following information:

- Expenditure Summary – Based on four months of expenditure data a deficit of \$14.4 million exists for fiscal year 2013. This deficit is \$700,000 larger than the deficit reported the previous month. The report does not take into account changes in staffing or offender population that may occur through the course of the fiscal year.
- Payroll – The overall funded payroll is 68.9%; this totals 4,059.1 out of 5,894.6 authorized FTE. At the end of October, 3,992.8 positions were filled for a rate of 67.7% with 66.3 FTE under the funded rate. A surplus of \$3.6 million currently exists.
- Contract Beds – Expenditure trends are based on current offender levels as of the end of October. An \$11 million deficit exists at this time. Any offender growth during the course of the fiscal year that would require additional contract bed space will increase this deficit.
- Medical and Mental Health Services – Medical and mental health expenditure trends for October reflect a deficit of \$7 million exists should current expenditure trends continue.

Mr. Sawyer then opened the floor for questions or comments. Chair McBee queried about the reason for the medical deficit to which Mr. Sawyer replied he would have to research to determine why there was a deficit; however, he stated it is generally through third-party payer accounts, but he is not aware of any specific reasons.

No further questions or comments were noted and the item was closed.

## 7. Population Report

**Laura Pitman, Ph.D., Deputy Director  
Institutions, Division I**

Chair McBee opened the floor to Dr. Pitman for the ODOC Population Update as of October 31, 2012. Dr. Pitman provided the following information:

Total System Offender Population = 26,239	EMP = 13
DOC Facilities = 17,939	PPCS = 1
Private Prisons = 5,119	Probation Supervision = 21,070
County Jails with Contracts = 603	Parole Supervision Offenders = 3,057
Halfway Houses = 1,175	Total System Population = 50,366
Out Count (jails, hospitals, etc.) = 662	County Jail Backup = 1,681
GPS = 727	

Dr. Pitman noted an error included in the booklets provided to the audience and provided a corrected Population Update to the Board. According to Dr. Pitman, the error was a calculation of totals in the sections for Governor's Actions and Effective Parole Rates. The document in the booklet and the corrected document showed the following information:

<b>Governor's Actions</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>	<b>Corrected Total</b>
<b>Month: October 2012</b>				
Reviewed	8	106	<del>109</del>	<b>114</b>
Approved	5	23	<del>38</del>	<b>28</b>
Denied	3	83	<del>71</del>	<b>86</b>
Percentage Approved	62.50%	21.70%	<del>34.86%</del>	<b>24.56%</b>

<b>Effective Parole Rate</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>	<b>Corrected Total</b>
<b>Month: October 2012</b>				
Percentage Recommended by Board	44.19%	23.17%	<del>24.90%</del>	<b>24.90%</b>
Percentage Approved by Governor	62.50%	21.70%	<del>34.86%</del>	<b>24.56%</b>
Effective Parole Rate	27.62%	5.03%	<del>8.68%</del>	<b>6.12%</b>

Dr. Pitman then directed the Board's attention to the growth increase in the total system offender population over the last year. The increase was 763 offenders; of those, males represent 86% (655 offenders) and females represent 14% (108 offenders). Of the increase in males, 378 are housed in private prison beds (58%) and 176 are housed in county jail contract beds (27%). Of the increase in females, 96 are housed in contracted halfway house beds (89%). Over the same period, county jail inmate backup - comprised of offenders waiting for transfer to assessment and reception centers - has increased by 136 and currently stands at 1,681 offenders. To compare, this would be the same amount of offenders housed in a facility with a population count between that of Joseph Harp Correctional Facility or Lawton Correctional Facility. Dr. Pitman stated the trend being observed in population growth is translating to a demand for contract beds.

Director Jones stated if the offender net growth continues along the same path, ODOC will need to increase the number of private prison beds which are currently not funded. This could cause a change to the supplemental request recently submitted and also to the budget request in the next legislative session. The growth rate will also increase the trending report in contract beds. Director Jones also stated ODOC will need to provide some type of relief to the county jails holding offenders as they wait for bed space within the system. Chair McBee queried the number of available private prison beds if funding were provided. Director Jones stated there are approximately 5,000 beds under current existing contracts, two empty stand-alone facilities and there are still some available beds at Cushing under existing contracts. Director Jones stated if those beds were to be filled and then legislators deny the funding, it could lead to an issue. Chair McBee then queried if Director knew the largest number of offenders ever held in county jail backup to which Director Jones replied approximately 1,800 offenders. Mr. Roach queried the locations of the two empty stand-alone facilities to which Director Jones replied Hinton and Watonga. Director Jones stated suggestions were made to the company owning the facility in Hinton to replace wooden doors in high-security cells and the facility is available if ODOC receives the funding to contract with the facility.

Mr. Wright queried if capacity had been lost from the closing of the units at OSP. Director Jones stated the cells had been closed out of concern for major safety issues; however, those maximum-security offenders went to Davis Correctional Facility, which is a private prison with a maximum-security unit. Mr. Wright stated losing some capacity at OSP meant moving offenders to private prisons and this was budgeted into the supplemental budget request. Mr. Wright asked for clarification on the county-jail backup increasing the total system population, especially at private prisons. Director Jones and Dr. Pitman both confirmed the increase. Mr. Wright stated this would require additional discussion of the budget in January when they begin speaking to legislators. Director Jones agreed with Mr. Wright and stated the legislative committee chairs have not been selected nor have the budget hearing dates been set. Director Jones then stated there is normally a period of leveling off in the numbers of offenders in county-jail backup due to the holidays which will hopefully slow down ODOC's net growth.

No further questions or comments were made and the item was closed.

## 8. Approval of Board Policy

**Matthew McBee, Chair**

- *P-010200, Operating Procedures and Policies for the Oklahoma Board of Corrections*

Chair McBee opened the floor for discussion of changes to Board policy P-010200, Operating Procedures and Policies for the Oklahoma Board of Corrections. Chair McBee stated the policy had been previously been sent to each Board member for review and asked if there were any comments regarding the changes. No discussion or comments were made.

**Motion:** Mr. Ware motioned to approve the Board policy. Mr. Wright seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The policy was unanimously approved. No further comments or questions were made and the item closed.

**9. Confirmation/Approval of Appointment**

**David Parker, Deputy Director  
Institutions, Division III**

- *Jim Farris, Warden, Lexington Assessment and Reception Center*

Chair McBee opened the floor to Deputy Director Parker for introduction of and request to approve Mr. Farris as Warden of the Lexington Assessment and Reception Center (LARC). Mr. Parker provided the career progression of Mr. Farris with ODOC and recommended the Board approve him as Warden.

**Motion:** Mr. Burrage made a motion to approve the appointment of Jim Farris as Warden. Ms. Neal seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The floor was opened to Warden Farris for comments. Warden Farris thanked Chair McBee, members of the Board and Director Jones for the opportunity to oversee a great facility. He assured the Board the high level of standards already in place would continue under his supervision. He stated Mr. Parker’s high expectations are not any higher than those he had set for himself. He expressed his excitement and nervousness to begin his leadership of LARC. He recognized his parents, who were present in the audience, as being very supportive of him throughout his career with ODOC. He again thanked the Board for their appointment.

No other comments were made and the item was closed.

**10. Program Update**

**Dolores Verbonitz, Program Manager  
Tulsa Reentry One-Stop**

- *Tulsa Reentry One-Stop*

Chair McBee opened the floor to Ms. Verbonitz to provide information on the Tulsa Reentry One-Stop program. She stated she was very excited to share information about the program with the Board. According to Ms. Verbonitz, there were over 1,700 men and women returned to Tulsa after release from incarceration. The men and women face tremendous barriers when returning to society which impacts not only the ex-offenders, but also their families and their communities. The Community Service Council recently received a grant from the Department of Labor to strengthen these communities by providing an employment program for the ex-offenders returning to Tulsa. The Community Service Council previously had a reintegration program and they used the knowledge from the first program to design a new pilot program to address the greatest unmet needs and to use the strategies most effective in assisting ex-offenders.

Ms. Verbonitz stated the One-Stop location was opened in north Tulsa and they are sub-contracting with local organizations who are experts in a specific component of services. All of the project staff in these organizations are co-located at the One-Stop and the case management services are coordinated so it is easier and less complicated for participants to access their services. Counseling and Recovery Services, a local mental health clinic, provides coordinated case management, assessing barriers to reentry and employment, such as housing, transportation, health, and assisting participants with addressing those needs. The participants are able to access substance and mental health substance abuse services provided by this organization through their regular process. The One-Stop is located next to Neighbor for Neighbor, which is a basic needs agency that provides food, emergency financial assistance, dentists, optometrists, and many other services. They prioritize to those who need these services in order to obtain employment so One-Stop’s participants will be able to easily access them. In addition, Counseling and Recovery Services employs a peer-support specialist who has a history of substance abuse, mental health issues, and incarceration. This individual teaches a reentry 101 class to participants and their families as well as providing support in other classes from the viewpoint as someone who has already been through the system. Ms. Verbonitz stated this gives credibility to ex-offenders of the services provided.

Workforce Oklahoma provides employment and training services which includes work-readiness training, career assessment and planning, and direct job placement. Their employment specialists work with local employers and training providers to develop training options and career leads. They are also able to access Workforce investment act funds for on-the-job training and other services. Once employed, One-Stop follows up with participants and employers for one year to promote job retention and replacement, if necessary, or further training to promote a career path for better employment.

Ms. Verbonitz stated the Metropolitan Tulsa Urban League recruits, trains, and matches volunteer mentors, or coaches, to participants in an effort to provide ongoing, informal support for work and family issues. The organization has a long history in the community and helps provide One-Stop access and credibility in the community. Ms. Verbonitz stated ODOC is also a strong partner in this initiative. In their previous work, they learned successful programs were the ones that had a presence in the facilities and had developed relationships with the offenders prior to release. ODOC has provided a transition coordinator who works with the facilities to identify and recruit offenders within three months of release who will be returning to the Tulsa area. Because ex-offenders are considered most vulnerable in the time period immediately following release, they make every effort to get them to One-Stop in a timely manner. Ms. Verbonitz stated they are also targeting ex-offenders released without supervision, primarily because there are other programs providing employment services in Tulsa to those still under supervision. Ex-offenders under supervision often have access to assistance programs, unlike those without further supervision. One-Stop partners with and accepts referrals from other reentry programs whose focus is not on employment and they also accept walk-ins from the street who have been referred by other entities in the neighborhood.

Ms. Verbonitz said the project has funds available to pay for outside training, to assist with barriers and to provide incentives to assist with participation. Participants receive gift cards when they reach milestones in the program, such as completion of work readiness training or when they get a job. When the participant is determined to be job-ready, they are provided with vouchers for interview clothing and a monthly bus pass to help them look for work. In order to keep the participants connected to the One-Stop after employment and to help them retain employment, the participants are given gift cards every month for maintaining employment, up to six months. One-Stop's goal is to serve approximately 175 participants a year and place 60% in employment. Once the participants are employed, their goal is for 70% to retain employment for at least one year. Their target average earning is \$9 per hour and they hope to match at least 60% of their participants with mentors or coaches. The Department of Labor is placing more emphasis on training and certifications with a completion rate of 50%, so One-Stop is hoping for a resulting recidivism rate of 22%, or half the national average. Ms. Verbonitz stated with interest from employers and referrals from other agencies, they believe they have gotten off to a good start.

Ms. Verbonitz opened the floor for questions or comments. Chair McBee queried the number of clients currently participating. Ms. Verbonitz stated it changes daily, but as of November 29, 2012, they had 25 participants. Chair McBee then queried how many of those were already employed. Ms. Verbonitz stated this too changes daily, but there were eight participants employed as of the same date. Chair McBee queried if the remaining were in job training or seeking employment to which Ms. Verbonitz replied in the affirmative. Ms. Neal asked if the program was using volunteers or paid personnel. Ms. Verbonitz stated it was paid personnel from the Department of Labor and the mentors would be volunteers; however, the mentor coordinator is a paid position. Ms. Verbonitz stated they also have two employment specialists, two case managers, and a peer support specialist. Director Jones queried if they service participants by zip code. Ms. Verbonitz stated they determined through data analysis what area they would service. The area had to have at least 30% poverty, a higher-than-average recidivism rate, and a higher-than-average crime rate than the rest of the city, in addition to a few other criteria. Director Jones then stated the program is in the highest risk area, to which Ms. Verbonitz stated it is actually larger than north Tulsa and includes parts of east Tulsa and southwest Tulsa.

Chair McBee queried about the ex-offenders who have already contacted One-Stop and how they heard about the program. Ms. Verbonitz stated they have been referred by the transition coordinator, the probation and parole officers, and simply word of mouth in the neighborhood. Chair McBee also queried about employers contacting One-Stop. Ms. Verbonitz stated there have been several including Alpha Manufacturing, who has, because of the demand in the machining industry, attended Open Houses at One-Stop to provide information to participants about their business. Chair McBee queried and Ms. Verbonitz confirmed a partnership with Workforce Tulsa. She stated they sub-contract with all of the entities they mentioned, paying them for their employees who work in the One-Stop offices.

No further comments or questions were made and the item was closed.

## 15. Committee Reports

### Committee Chairs

Chair McBee then opened the floor for comments from the Committee Chairs.

- **Budget – Chair Gerald Wright, Members Steve Burrage and Matthew McBee**  
Mr. Wright stated there will be a committee meeting soon, but nothing new to report at this time.
- **Female Offender – Chair Linda Neal, Members Michael Roach and Earnest Ware**  
Ms. Neal stated the committee met prior to the Board meeting and she felt it was a very informative meeting. She stated Dr. Pitman shared information about a new program in Cleveland County that has great potential. Dr.

Pitman will be emailing the committee with additional information. Ms. Neal said other programs they had seen had been very costly and this one utilizes local resources. She again said it had great potential and she was excited to see more information on the program.

- **Public Policy – Chair Gerald Wright, Members Kevin Gross and Earnest Ware**  
Mr. Wright stated there was nothing else to report at this time but the committee would be very active in the early part of 2013, once the legislative session got started.
- **Population/Private Prisons – Chair Linda Neal, Members Steve Burrage and Michael Roach**  
Ms. Neal stated the committee had no report for the Board at this time.
- **Public Affairs/State Boards Interface – Chair Earnest Ware, Members Kevin Gross and Michael Roach**  
Mr. Ware stated the committee had no report for the Board and with the change in the Board policy earlier in the meeting, is now merged with the Public Policy Committee.
- **Executive – Chair Matthew McBee, Members Linda Neal and Gerald Wright**  
Chair McBee stated the committee had met and minutes were provided to the Board members in their packets. There was nothing further to report for the Board at this time.

**16. New Business (Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.” 25 O.S. § 311) Matthew McBee, Chair**

Chair McBee opened the floor for any new business. No other new business was brought before the Board and the item closed.

**17. Announcements Matthew McBee, Chair**

Chair McBee opened the floor for announcements. Mr. Wright stated since there was not a meeting in December, he wished to tell staff he thought they had a great year, safety-wise, and he wished everyone a Merry Christmas. Chair McBee announced the next meeting would be held at Joseph Harp Correctional Center on January 17, 2013. Director Jones thanked the Warden and all the staff of NOCC for their hospitality during the tours and the lunch.

**18. A. Consideration of Motion to Adjourn to Executive Session Mike Oakley, General Counsel**

Pursuant to “Title 25, 307.B” for the following reasons:

4. *“Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation or proceeding in the public interest.” [Offender Death]*

**B. Adjourn to Executive Session**

**C. Return from Executive Session**

**D. Announcement by the Chair as to the necessity of any Board action, if necessary, as a result of the Executive Session**

**E. Vote, if necessary**

Chair McBee opened the floor to Mr. Oakley who recommended adjournment to Executive Session to discuss confidential information on offender deaths.

**Motion:** Mr. Ware made a motion to adjourn to Executive Session. Mr. Burrage seconded the motion. The results of the roll call were as follows: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

All were in approval and Chair McBee adjourned the meeting at 1:37 p.m. At 2:14 p.m., the Board returned to the meeting room and Mr. Oakley advised that a motion to return from Executive Session was needed.

**Motion:** Mr. Burrage made a motion to return from Executive Session. Mr. Ware seconded the motion. The results of the roll call were as follows: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

There was nothing to vote on from Executive Session and no other comments or questions were made so the item was closed.

**19. Adjournment**

**Matthew McBee, Chair**

There being no further business to come before the meeting, Chair McBee requested to adjourn the meeting.

**Motion:** Mr. Burrage made a motion to adjourn the meeting. Mr. Ware seconded the motion. The results of the roll call were as follows: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting was adjourned at 2:15 p.m.

I hereby certify that these minutes were duly approved by the Board on the 17<sup>th</sup> day of January, 2013, in which a quorum was present and voting.

Approved by:

\_\_\_\_\_  
Gerald W. Wright, Secretary of the Board

Submitted by:

\_\_\_\_\_  
Kimberley Owen, Minutes Clerk

## PERFORMANCE EXPECTATIONS FOR MEMBERS OF THE BOARD OF CORRECTIONS

Board members recognize that being selected by the Governor of the State of Oklahoma to serve as a member is a significant honor and a statement of the Governor's trust in the appointee in terms of his or her dedication to excellence. Because Oklahoma's incarceration rates are so high, our Department of Corrections (DOC) system includes a 77 county, 24 hour, 7 day a week, comprehensive network of institutions, community corrections centers, community work centers, statewide probation and parole services, correctional industries, agriculture operations, treatment programs, work release, halfway house and private prison contracting and oversight, medical, programs, community sentencing acts, and a variety of other mandates, expectations, and operations. Couple these with death penalty requirements, life and death decisions with hostage and riot situations, and the need to constantly educate all stakeholders, and DOC has one of the most complex and comprehensive correctional systems in the nation.

This complexity is enhanced by a system that has antiquated facilities in dire need of refurbishment, funding, and staffing shortages, yearly net increases in offender populations, and other increasing demands on the system. DOC has budget in excess of a half billion and employees totaling over 4,800. Thus, the Board member position is comparable to that of a large corporate director position, as the demands, expectations, qualifications, and external interactions, resemble those of many of our country's major corporations.

The Board sets challenging goals that focus on educating, directing and holding accountable the DOC to relentlessly seek improvement, while and advocating correctional excellence. Because the Board seeks to lead and set an example for all of DOC's stakeholders, the Board of the State of Oklahoma has adopted certain performance expectations for its members. The following are legal and moral responsibilities, operational responsibilities, professional development requirements, and essential Board duties:

### A. Legal and Moral Responsibilities

Board members are expected to conduct themselves above reproach in all of their public and private affairs, and wherever possible, avoid even the appearance of impropriety. They are expected to be models of integrity in their working relationships that demonstrates trust, honesty, and ethical behavior. They realize their high calling and place great importance on their roles as members, and possess a strong belief in the mission and goals of the Board and DOC.

### B. Operational Responsibilities

Board members provide effective oversight to DOC in the enabling legislative Board guidelines. Board members are expected to:

1. Be completely knowledgeable of the Standard Operating Procedures for the Board and understands the history and purpose of the Oklahoma Department of Corrections.
2. Attend all meetings, Board retreats, advancements, training, and strategic planning events, unless unavoidable personal, family, or business issues preclude them from doing so.
3. Arrive prepared for meetings, having read the agenda, minutes of previous meetings, and any reports and information sent out earlier.
4. Sit as Chair and/or members of the various Board standing and/or ad hoc committees.

5. Treat other Board members with respect and appropriate decorum. Sidebar conversations during meetings should be avoided as being potentially disruptive and discourteous.
6. Be open to members with diverse views, opinions, and expectations.
7. Create an environment that encourages learning, growth, and development of its members.
8. Have relationships with other Board members that demonstrate openness, trust, and mutual respect.
9. Foster an atmosphere open to the exchange of ideas and dialogue before, during, and after Board meetings.
10. Participate fully in Board business during meetings.
11. Use skills and talent to positively influence and impact areas within the Board and the DOC.
12. Put aside personal positions when compromise is necessary.
13. Continuously challenge themselves to improve.
14. Assure themselves that they know what was decided in meeting and any responsibilities that were assigned to them.
15. Be comfortable with changing established ways of doing business.
16. Understand the DOC, both financially, and operationally to enable knowledgeable discussion of existing or prospective DOC policies, including, but not limited to the financial impact of such policies.

C. Professional Development Requirements

Like DOC employees, Board members are expected to engage in continuous professional development. This includes Board members who:

1. Attend, as a newly appointed Board member, a DOC orientation to become familiar with DOC operations.
2. Are knowledgeable of the Modern Rules of Order.
3. Participate in training opportunities.
4. Actively and critically read recommended professional development materials and actively incorporate the lessons learned into action.
5. Develop new skills to contribute to the Board and DOC.

D. Essential Board Duties

Board members are required by law to:

1. Appoint the director of the DOC and fix his or her salary (The maximum salary of the director is established by law).

2. Consider appointments of wardens, district supervisors and other staff members as required by law that are submitted to the Board by the Director.
3. Select architectural firms for projects when the architect's fee is over \$200,000.
4. Approve requisitions for construction contracts where estimated construction costs are greater than \$500,000.
5. Be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities.
6. Review and approve the proposed DOC budget before it is submitted to the State Budget Office in the fall of each year for review by the Governor.
7. Review and approve all emergency expenditures of money that exceed the director's authority as allowed by law.
8. Make the final decision in selecting a contractor for the construction, operation or both from a list of the top three qualified prospective private prison contractors identified by DOC.
9. Evaluate material furnished by DOC regarding proposed new contracts for the operation, lease, or lease/purchase of a private prison and make a final decision selecting the contractor.
10. Authorize the director of DOC to issue a letter or memorandum of support for any project involving construction or operation of a correctional facility other than the State of Oklahoma according to established procedures.

Board members are required by Board operating procedures to:

11. Establish policies for the operation of DOC. The Board also must approve cancellation of, and amendments to, established policy statements.
12. Refer to the director or designee for response any inquiries regarding DOC's operations, actions, or policies received by Board members from the public, employees, or offenders. If those inquiries are of such a nature that referral to the director may be inappropriate, then referral should be made to the chairperson of the Board for appropriate disposition.
13. Encourage to annually conduct at least one unannounced visit to a DOC institution, community corrections center, community work center, or probation and parole district.
14. Conduct in person, informed, and rigorous Performance Evaluation of the DOC director, at least once per fiscal year.
15. Serve on or chair one or more of the Board's standing or ad hoc committees.