

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING**

City of Lawton
212 SW 9th Street
Lawton, Oklahoma
July 9, 2015

1. Call to Order and Roll Call

Kevin Gross, Chair

Chair Gross called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 p.m. on Thursday, July 9, 2015, in the City of Lawton Administrative Offices. The final agenda was posted at 2:09 p.m. on Tuesday, July 7, 2015, at the Oklahoma Department of Corrections (ODOC), which is at least twenty-four hours prior to the commencement of the meeting. Chair Gross asked the clerk to call the roll:

Kevin Gross, Chair	Present	Irma Newburn, Member	Present
Gene Haynes, Member	Present	Michael Roach, Vice Chair	Present
Frazier Henke, Secretary	Absent	Matt Tilly, Member	Present
Todd Holder, Member	Present		

Calling of the roll reflected a quorum was present. Chair Gross invited Mayor Fred Fitch to say a few words before moving to the next agenda item. He thanked Mayor Fitch for the use of the City Hall to hold the BOC Meeting.

Mayor Fitch thanked everyone for attending the meeting this date and welcomed them to the Lawton/Ft. Sill community. He stated he was thankful for the BOC and the hard work they do as volunteers for the board. He thanked the BOC members for their commitment to serve. Mayor Fitch provided information on the community's activities and the building which houses their city offices. He congratulated Ms. Newburn for her appointment to the BOC, stating that she would be a tremendous asset to the board.

Chair Gross also recognized Senator Don Barrington and Dr. John McArthur, Cameron University President, who were in the audience, thanking them for attending the meeting.

2. Welcome/Remarks

Jeff Woody, District Supervisor

Southwest District Community Corrections

District Supervisor (DS) Woody greeted the BOC and Director Patton. He stated the Southwest District Community Corrections (SWDCC) consists of twelve counties. There are eleven probation and parole offices with over 3,100 offenders supervised in the community as well as approximately 120 offenders currently on the Global Positioning System program. Each probation and parole officer (PPO) in the district is Council of Law Enforcement Education and Training (CLEET) certified. PPOs strive to use evidence-based practices and successful supervision strategies in developing positive offender outcomes and behaviors. SWDCC also has five community work centers located in Altus, Hobart, Frederick, Walters and Waurika holding

approximately 450 offenders. Community work centers allow the offenders to step down in security levels for a more successful reentry back into their communities.

DS Woody stated the Lawton Community Corrections Center (LCCC) currently houses 158 offenders which includes forty-five work release beds. The programmatic mission of the LCCC is to provide education, vocational/technical training, and working with faith-based organizations to transition offenders back into the communities. The LCCC received American Correctional Association (ACA) accreditation in March 2013 and in the last month, the facility received its first successful Prison Rape Elimination Act (PREA) audit.

DS Woody thanked his staff for their hard work and assistance in preparation for the BOC meeting this date. Chair Gross thanked DS Woody for the information and the hospitality.

3. Old Business **Kevin Gross, Chair**

There was no old business to discuss.

4. Discussion and Approval of Board of Corrections Meeting Minutes **Kevin Gross, Chair**

▪ Special Meeting on June 4, 2015

Chair Gross stated the minutes from the special meeting on June 4, 2015, were provided to the BOC for review prior to the meeting this date. Mr. Haynes noted there was a correction to be made on item number 15, page 11. The minutes reported Mr. Tilly had voted yes but he was absent from the meeting. There was also a correction to item number 18, page 10. The minutes reported Mr. Roach made a motion to approve the minutes and should reflect he approved a motion to adjourn to Executive Session. Chair Gross with those two corrections, he would consider a motion to approve the minutes.

Motion: Mr. Haynes made a motion to approve the minutes with corrections noted and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes; Mr. Tilly – yes.

The minutes were approved by majority vote and there was no further discussion.

5. Director's Comments with possible discussion on the following: **Robert Patton, Director**

- Canteen Contract
- Organizational Changes
- Correctional Officer of the Year Meeting

Director Patton stated over the past several months, the ODOC has been working on a plan to bring about improved efficiencies in agency canteen operations. Currently, each canteen manages and purchases the inventory for their operations independently. As a result, there were over 10,000 different items on the master inventory list across the seventeen (17) institutions statewide. He stated that initial steps were taken to standardize the products being offered at each institution, as well as, condense the number of items on the master inventory list. The agency now has a master inventory list of approximately 500 items that will be utilized going forward.

He stated the agency has also worked on the development of a Request for Proposal (RFP) to solicit the services of one supplier to provide three separate components of canteen products or services to ODOC:

1. The selected contractor will supply and distribute, in bulk, the approved inventory items to the canteen store locations at each of the seventeen institutions statewide.
2. The RFP also requires the selected contractor to provide a “bag and drop” canteen system to community corrections centers and work centers, which will offer a weekly canteen delivery of orders placed by offenders at those facilities. Currently vending machines, catalog orders, and store runs, all of which are staff intensive, are the only means that offenders have at these locations to receive routine food and non-food items.
3. The third and final component to be provided by the selected contractor will be a “package sales” program that will allow both the offender and friends and family to order “special” packages several times per year that offer non-routine food and non-food items.

By standardizing the product offering and securing one source to provide all of these services, ODOC hopes to gain efficiencies and improve the canteen operations by:

1. Purchasing higher quantities of fewer items in bulk;
2. Reducing the time commitment of staff;
3. Reducing the number of vendors and shipments received into the facilities;
4. Reducing the number of orders and payments to multiple vendors; and
5. Provide a consistency in the items offered to the offender population.

The RFP was completed and was sent to OMES Central Purchasing earlier in the week. It should go out to bid sometime in the next few weeks.

Director Patton stated one of the biggest challenges that he has tackled over the last year was the reorganization of the divisions within ODOC. This entailed changing of roles and responsibilities, merging of some positions and moving others under two large divisions: Operations and Administration. He stated after several months of observation and thought, the agency was ready to move onto the next step which involves the reorganization of Community Corrections/Probation and Parole.

He stated ODOC has always included the community work centers, halfway houses and community corrections centers as part of what they termed “Community Corrections.” This gives the impression that those offenders housed there are not truly incarcerated but are actually on a community release program. However, those offenders housed at these units are truly just a lower classification of minimum custody still sentenced to incarceration. Over the last several months, the agency has been changing policy to bring these facilities online to mirror those in the traditional “behind the wire” facilities. As staff have worked through this process, it has become apparent that having Probation and Parole supervisors trying to manage these facilities is the wrong fit.

Director Patton stated it was his intent to move the community work centers and community corrections centers to be satellite units of the existing seventeen prisons. A deputy warden will be assigned from the existing prison to provide oversight to the daily operation. Halfway houses

will be moved under Greg Williams' supervision as part of his monitoring component of private prisons. The result of this will be all offenders included in the daily inside count will be supervised by the two division managers for Operations.

Once separated, a complete restructuring of Probation and Parole will be completed. Current district lines may be redrawn and equalized now that they do not have to provide oversight to facilities. This will allow the division manager to concentrate solely on the function of Probation and Parole. More importantly, it will allow the agency an opportunity to truly start digging down into the organizational structure of this large part of the agency to ensure that it is running as efficiently as possible. Director Patton noted he had met the day before with several probation and parole officers who seemed excited about the change.

Director Patton stated he met with several correctional officers during the last month. He stated he purposefully selected the officers who were selected as their facility's Correctional Officer of the Year. During the four-hour discussion, the officers were allowed to ask questions of the Executive Staff. As a result of the discussion, Director Patton asked them to return to their facility and spend the next few months talking with their staff and to bring back ideas or suggestions at the next meeting to improve corrections. He stated he intends to have the same type of meeting with the Correctional Officer Supervisors of the Year as well as the Probation and Parole Officers of the Year. He also intends to hold focus groups with staff not in these three areas to provide a well-rounded picture of the agency's needs. The purpose of these meetings is to give Director Patton things to recommend to the BOC and to Executive Staff to improve working conditions of the staff.

There was no further discussion on his comments to the BOC.

6. Discussion and Approval of Board Policies

Robert Patton, Director

- P-030100, Provisions of Services/Offender Rights and Responsibilities
- P-060100, Classification and Case Management of Offenders

Director Patton stated Policy P-030100, Provisions of Services/Offender Rights and Responsibilities was for review and approval by the BOC. Changes to the policy included:

1. The "shall" was replaced with "will" throughout the policy.
2. Section I.E. removed the wording "as defined by the United States Constitution and the Oklahoma State Constitution" from the end of the sentence.
3. Section I.I. replaced "have reasonable access to" with "are allowed reasonable access to."
4. The word "department" was replaced with "agency" throughout the policy.

Director Patton recommended approval of the policy as presented.

Chair Gross noted the BOC would not be voting on the second policy, P-060100, Classification and Case Management of Offenders, on this date. He noted there were some issues that had arisen in the last forty-eight hours which would require further review by staff before the BOC can approve it. He advised he asked the director to bring it back to the BOC on a future date for consideration of approval.

Motion: Mr. Roach made a motion to approve P-030100 as presented; Ms. Newburn seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes; Mr. Tilly – yes.

The policy P-030100 was approved by majority vote.

7. Discussion and Approval of Board Resolutions

**Kathy King, District Supervisor
Tulsa County District Community
Corrections**

- Christopher Clark, Tulsa County District Community Corrections Probation and Parole Officer of the Year

DS Kathy King introduced Mr. Christopher Clark to the BOC as the Probation and Parole Officer (PPO) of the Year. She provided information on his career detailing his promotion through the probation and parole officer series. She stated when he transferred to the Tulsa County District Community Corrections (TCDCC) offices, he was placed in supervision the offenders with suspended and deferred cases. She noted that after a few short months, PPO Clark volunteered for a different challenge and transferred to the caseload specializing in the supervision of sex offenders. He continued this supervision until his promotion to team supervisor of the TCDCC Sex Offenders in January 2015. She stated since his transfer to Tulsa, PPO Clark has been actively involved not only in client supervision but also in various community organizations. She stated he is proactive in his approach to helping people and conducts his duties with the agency with great professionalism.

DS King asked Chair Gross and was granted permission to 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"; therefore, be it

RESOLVED, that the Oklahoma Board of Corrections does hereby announce and proclaim to all its recognition of Christopher Clark, Probation and Parole Officer III, Tulsa County District Community Corrections, as the 2014 Agency Probation and Parole Officer of the Year.

Chair Gross requested a motion on the resolution.

Motion: Ms. Newburn made a motion to approve the resolution and Mr. Roach seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes; Mr. Tilly – yes.

The resolution was approved by majority vote and there was no further discussion.

8. Discussion and Confirmation/Approval of Appointment **Greg Williams, Division Manager**
West Institutions
▪ Ken Klingler, Warden
John Lilley Correctional Center

Mr. Williams stated he would like to request the approval of the BOC to appoint Ken Klingler as warden of the John Lilley Correctional Center. He stated Mr. Klingler had previously worked for the ODOC until his retirement in 2011. Mr. Williams provided Mr. Klingler’s career progression within the agency prior to his retirement. He noted Mr. Klingler’s tenure with the agency was outstanding and he requested the approval of the appointment.

Motion: Mr. Haynes made a motion to approve the appointment of Ken Klingler and Mr. Tilly seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes; Mr. Tilly – yes.

The appointment was approved by majority vote. Warden Klingler greeted the BOC, Director Patton, Mr. Evans and Mr. Williams. He stated for over twenty-seven years, he was dedicated to the agency and that had never changed. Warden Klingler stated he found out during retirement that he needed a purpose and the ODOC had always given him a purpose. The agency had given him great opportunities and he had always tried to do the very best he can with those opportunities. Warden Klingler stated one of the reasons he was able to do his best was due to the support of his family. He then introduced his wife, his daughter and his sister, who were present in the audience, to the BOC. He assured the BOC he would give 110 percent to his new position, would never back away from a challenge, and he would always support the director and the BOC. He thanked the BOC for their approval of his appointment.

9. Recognition of Staff **Terri Watkins, Director**
Internal/External
Communications
▪ Helping Hands, Certificate of Appreciation

Ms. Watkins stated it was a great pleasure to stand before the BOC with recognition of the dedication of ODOC staff. When flooding hit around the state of Oklahoma, many staff stepped forward to help. Ms. Watkins stated the agency will be issuing the Helping Hands Award to these staff who were so willing to help others in their communities during a time of need. She introduced correctional officers Carey Leighow and Bill Johnson as two of the recipients of the award. Both officers are reserve deputies for the Cotton County Sheriff’s Office. When the flooding hit Cotton County, a fifteen-year-old boy went missing. The officers spent their time and energies with others in the community to try and locate the boy. She noted they were an integral part of the community during the search and their efforts were greatly appreciated. Ms. Watkins stated the agency salutes everything these two officers and the other recipients had done to assist others in their time of need.

10. Monthly Update and Discussion of FY 2015 Agency Budget **Ashlee Clemmons, Chief Administrator**
Business Services

Ms. Clemmons provided the following budget update as of May 31, 2015:

FY2015 Budget Work Program

Appropriated	\$472,639,727
200 Fund	\$17,354,741
205 Fund	\$8,302,152
280 Fund	\$2,256,000
Total – Budget Work Program	<u>\$500,552,620*</u>

**Excludes Prison Industries funds not part of the ODOC operating budget, Community Sentencing and Federal funds*

Y-T-D Expenditures	\$(421,684,166)
Appropriated	\$(409,042,857)
200 Fund FY 15	\$(8,905,291)
205 Fund FY 15	\$(2,675,802)
280 Fund FY 15	\$(1,060,216)
Encumbrances	\$(42,470,326)
Committed	\$(376,596)
Remaining Payroll	\$(24,889,748)
Available Balance	\$11,131,784

Appropriated Operating Funds

Budgeted	\$472,639,727
Expenditures Y-T-D	\$(409,042,857)
Encumbrance Y-T-D	\$(36,748,583)
Total Committed Y-T-D	<u>\$(15,462)</u>
Available Balance	\$26,832,825
Less:	
Payroll	\$(24,889,748)
Available Balance	\$1,943,077

200 Revolving Fund

Beginning Cash Balance 7/1/2014	\$180,636
Revenue Received Y-T-D	\$13,862,472
Expenditures Y-T-D	\$(12,629,677)
Adjustments Y-T-D	\$(1,767)
Ending Balance	<u>\$1,411,664</u>

205 Revolving Fund

Beginning Cash Balance 7/1/2014	\$1,721,954
Revenue Received Y-T-D	\$5,122,906
Expenditures Y-T-D	\$(6,050,863)
Adjustments Y-T-D	\$0.00
Ending Balance	<u>\$8793,997</u>

280 Revolving Fund

Beginning Cash Balance 7/1/2014	\$3,972,741
Revenue Received Y-T-D	\$24,266,187
Expenditures Y-T-D	\$(25,094,467)
Adjustments Y-T-D	\$0.00
	<u></u>

Ending Balance

\$3,144,461

No further comments were made.

11. Overview and Discussion of FY 2016 Agency Budget

Robert Patton, Director

**Ashlee Clemmons, Chief Administrator
Business Services**

Director Patton stated the fiscal year ended on June 30, 2015, and he was very proud to announce to the BOC that through the hard work of all staff, the ODOC made their budget without requesting a supplemental appropriation. He stated because of all the hard work and with support of several champions in the legislature, the agency received an additional appropriation of \$14 million for Fiscal Year (FY) 2016. Director Patton stated Ms. Clemmons would present the agency's Budget Work Program to the BOC which was accomplished with several meetings and guidance from the BOC. He noted the budget will be watched closely throughout the next year to insure the agency continues to monitor and effectively manage the funds appropriated by the legislature. He assured the BOC that in one year, he will once again report to the BOC that the agency maintained its budget.

Ms. Clemmons presented the budget plan for FY 2016, providing the following information:

- Operating budgets for the facilities, community corrections centers and work centers will remain the same as FY 2015.
- All administration budgets were increased or decreased based on expenditures in FY 2015.
- Historically, Agri-Services received an appropriation of \$2 million but it was reduced to \$1 million in FY 2015. However, Agri-Services will not receive any appropriated funds in FY 2016.
- In FY 2016, \$1.5 million was budgeted from the 280 Fund for the agency's operations.
- Due to the depletion of the 200 Fund cash for the past few years, the budget for FY 2016 is reduced by \$2 million.
- Health Services has been allocated an additional \$3 million.
- Jail Backup has been allocated an additional \$3 million.
- Payroll has been allocated an additional \$2.5 million. The agency was able to manage the payroll budget in FY 2015 by implementing an approval process before filling any position with the exception of correctional officers, probation and parole officers, and medical staff.
- An additional \$2 million was allocated for contract beds.
- Contracted County Jail Beds budget was restored to \$490,000 for FY 2016.

Director Patton noted there is always much discussion in the staffing of the prisons. He stated he was very proud to announce that through the efforts of associate directors Tina Hicks and Edward Evans as well as their staff, the agency has added 146 new correctional officers since January 1, 2015. He stated this was a significant increase and an obvious commitment to allocate funds

where needed. Director Patton stated staff will continue to recruit and fill correctional officer positions moving forward.

12. Quarterly Update and Discussion of Charles Groves, Business Services Coordinator Oklahoma Correctional Industries and Agri- Oklahoma Correctional Industries and Agri- Services Budget

- FY 2015, 3rd Quarter

Mr. Groves provided the following Oklahoma Correctional Industries and Agri-Services Budget update as of March 31, 2015:

Oklahoma Correctional Industries Income Statement	
Sales Revenue	\$12,147,713
Cost of Goods Sold	<u>\$(5,260,918)</u>
Gross Profit or (Loss)	\$6,886,795
Overhead Expense	\$(3,977,942)
General and Administrative Costs	<u>\$(81,343,276)</u>
Net Income or (Loss)	<u><u>\$1,565,577</u></u>

Oklahoma Correctional Industries Balance Sheet	
Current Assets	\$15,7022,504
Fixed Assets	<u>\$4,578,231</u>
Total Assets	<u><u>\$19,600,734</u></u>
Liabilities	\$1,388,372
Fund Balance	<u>\$18,212,363</u>
Total Liabilities and Fund Balance	<u><u>\$19,600,734</u></u>

Agri-Services Income Statement	
Sales Revenue	\$8,966,133
Cost of Goods Sold	<u>\$(3,619,611)</u>
Gross Profit or (Loss)	\$5,346,522
Expenses	<u>\$(4,455,842)</u>
Net Income or (Loss)	\$890,680
Cost Avoidance	<u>\$2,272,852</u>
Agency Benefit	\$3,163,532

Agri-Services Balance Sheet	
Current Assets	\$8,881,830
Fixed Assets	<u>\$1,971,930</u>
Total Assets	<u><u>\$10,853,760</u></u>
Liabilities	\$113,120
Fund Balance	<u>\$10,740,640</u>
Total Liabilities and Fund Balance	<u><u>\$10,853,760</u></u>

Ms. Newburn noted the documentation in the packets was for the month ending April 30, 2015, instead of March 31. Ms. Owen noted she would ensure the BOC received the appropriate documents.

13. Quarterly Update and Discussion of Financial Internal Audits

**Gharzuddin Baksh, Auditor IV
Auditing and Compliance**

- FY 2015, 3rd Quarter

Mr. Baksh stated the summary for the third quarter was submitted to the BOC prior to the meeting this date. During the quarter, the internal audit team closed and submitted fifteen audit reports to the State Auditor and Inspector’s office. As of this date, the team has completed fifty-five audits for the first nine months of the fiscal year. Mr. Baksh stated the plans for corrective actions for noncompliance and general deficiencies in the areas of purchase cards, accounts payables, prisoner public works projects, canteen inventory, express checks, and trust funds are included in the information provided to the BOC this date.

Mr. Haynes stated the BOC has been receiving the reports for a certain length of time and he wondered if the rotation had started over yet. Mr. Baksh stated the cycle runs 12-16 months per facility so the BOC may not have yet seen a full rotation. Mr. Haynes noted he sees the same problems in the same areas in the various reports and he inquired if the same issues were being seen at some of the facilities being audited for the second or third time. Mr. Baksh stated there has been improvement and he has been working with Ms. Clemmons, Mr. Tom James, and Dr. Laura Pitman to address the issues they are finding. He noted the findings he used to report are no longer being reported. Mr. Haynes stated he has not kept track of the reports he has received and was unsure if he was seeing the same problems again at the same facility. Mr. Baksh stated in reference to the purchase cards, for example, the policy is currently under review to implement procedures to assist with some of the findings being reported in that area.

Mr. Haynes stated he had reviewed an audit of the Construction and Maintenance area which contained a number of noncompliance issues. He queried if that was an area that had not been audited for some time. Mr. Baksh replied the Construction and Maintenance unit was last audited three years ago.

14. Update and Discussion of Offender Population

**Laura Pitman, Ph.D., Division Manager
Field Support**

Dr. Pitman provided the population update as of May 29, 2015

Committed Offender Population

Total System Population = 27,822
 DOC Facilities = 19,586
 Private Prisons = 5,815
 County Jails with Contracts = 565
 Halfway Houses = 1,472
 Out Count (jails, hospitals, etc.) = 384

Community Supervised Offender Population

Total System Population = 26,538
 Probation Supervision = 22,657
 Parole Supervision Offenders = 3,008
 GPS = 800
 EMP = 19
 PPCS = 1
 Community Program Failures = 53

TOTAL SYSTEM POPULATION =54,360

County Jail Backup = 294

State Facility Capacity Percentages

Assessment & Reception Centers	96%
Institutions	122%
Community Corrections Centers	99%

Community Work Centers	105%
TOTAL STATE BEDS	118%

No further comments were made.

15. Committee Reports

Committee Chairs

Chair Gross asked the committee chairs for their reports.

- **Audit/Finance Committee**
Nothing to report.
- **Female Offender Committee**
Nothing to report.
- **Public Policy/Public Affairs Committee**
Nothing to report.
- **Population/Private Prisons Committee**

Mr. Roach stated the committee met on July 2, 2015. All three committee members were present for the meeting as well as ODOC staff Edward Evans, Dr. Laura Pitman, David Cincotta, and Terri Watkins. The committee was provided an overview of the efforts taken by the agency over the last sixteen months to initiate management philosophies and goals to manage the population growth. The goal of the agency has been adopted as “Smart on Corrections” by reducing the offender growth to the lowest level and by managing the growth at the lowest possible cost. Mr. Roach stated he wholeheartedly supported this goal. He noted that nothing drives the agency’s budget more than the offender population and the management of it. He stated the efforts expended every day to manage the population are incredible.

Mr. Roach stated over the last year, the incarcerated population has grown by 1,200 offenders and it is predicted to have the same amount of growth during the next fiscal year. He noted it is difficult to make an accurate prediction due to sentencing laws which are not under the control of the ODOC. He stated the actions taken which are under the control of the agency include:

- Reducing the amount of time from nine days to four days to process an offender through the assessment and reception centers.
- Reducing county jail backup. In February 2014, there were 1,997 offenders housed in county jails across the state waiting for the ODOC to process them into the system. At the last count, there were only 316 offenders waiting to be received at the assessment and reception centers. Mr. Roach stated it was interesting to note that between March 1, 2014 and June 26, 2015, the ODOC received 13,746 new offenders into the system.
- Established an electronic transfer system of sentencing documents to facilitate notification that an offender was ready for transfer to the ODOC.
- Maximizing both minimum security and halfway house beds.

- Increasing releases through the restoration of lost earned credits due to offender misconduct as provided by state law. Reviewing every policy and procedure in order to ensure it is in adherence to state law.
- Identifying and evaluating opportunities to reduce the offender population and the financial responsibilities in managing that population.
- The committee and staff will continue to evaluate the conditions of the existing facilities and possibly repurposing areas within those facilities to accommodate population needs.
- Continuing to manage and budget the appropriations needed to manage the offender population.

Mr. Roach stated the recent meetings with staff give him a much clearer picture of the difficulty faced when managing the offender population. He stated it is the committee's intention to be in continuing discussions and meetings with staff to allow better understanding of the changes taking place, successes and failures of efforts put into place to manage the population, and to act in support of this responsibility of the director and the agency.

Mr. Roach commended and voiced his support of the director and his administration in their efforts to be "Smart on Corrections." He stated in his years of experience in law enforcement and as a member of the BOC, he is confident in the decisions being made by the BOC, the director and the agency.

Chair Gross stated he agreed with Mr. Roach that the single largest issue faced by the agency is the occupancy numbers and continued growth of the offender population. He inquired what strategies are being considered in reference to the private prison beds. Director Patton stated he is in discussion on a daily basis with the associate directors and the private partners around the state. He stated he hopes to have an expansion proposition of approximately \$2 million for approval at the next regular BOC meeting.

- **Executive Committee**

Chair Gross stated the committee met on June 22, 2015, to review and approve the agenda for the meeting this date.

16. New Business

Kevin Gross, Chair

There was no new business to discuss.

17. Announcements

Kevin Gross, Chair

The BOC does not traditionally meet in August so the next meeting is scheduled for September 3, 2015.

18. Approval to Adjourn for Executive Session

Gary Elliott, Assistant General Counsel

- Discussion of Pending Investigation:
 - Suicide of James Thompson #161109 (Case number IG 15-0087)
 - Suicide of Justin England #591356 (Case number IG 15-0106)
- Discussion of Pending Litigation:

- *Glossip et al v. Gross et al, Oklahoma Western District Court, case number 2014-CV-00665*
- *Estate of Clayton Lockett v. Fallin, Patton, and Trammell et al, Oklahoma Western District Court, case number CIV-14-1119-HE*

Mr. Elliott advised the next items on the agenda would require adjournment to Executive Session for engaging in confidential communication between the BOC and its attorney. He recommended Chair Gross entertain motions to adjourn.

Motion: Mr. Roach made a motion to adjourn to Executive Session and Mr. Tilly seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes; Mr. Tilly – yes.

The adjournment to Executive Session was approved by majority vote and the BOC adjourned at 2:00 p.m.

19. Approval to Return from Executive Session **Gary Elliott, Assistant General Counsel**

The BOC returned to the meeting room at 2:27 p.m. Mr. Elliott advised the BOC of the approval needed to return from Executive Session.

Motion: Mr. Haynes made a motion to return from Executive Session and Mr. Roach seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes; Mr. Tilly – yes.

The return was approved by majority vote and the BOC resumed the meeting at 2:30 p.m. Chair Gross advised there were not any actions to take after Executive Session.

20. Adjournment **Kevin Gross, Chair**

There being no further business to come before the BOC, Chair Gross requested a motion to adjourn the meeting.

Motion: Ms. Newburn made a motion to adjourn the meeting and Mr. Tilly seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes; Mr. Tilly – yes.

The adjournment was approved by majority vote and the meeting ended at 2:30 p.m.

Submitted to the Board of Corrections by:

[signature on file]

Kimberley Owen, Minutes Clerk

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on the tenth day of September 2015, in which a quorum was present and voting.

Approved by:

[signature on file]

Frank X. Henke IV, Secretary
Board of Corrections

Date