

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING**

James Crabtree Correctional Center  
216 N Murray Street  
Helena, Oklahoma  
November 17, 2016

**1. Call to Order and Roll Call**

**Michael W. Roach, Chair**

Chair Roach called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 p.m. on Thursday, November 17, 2016, at the James Crabtree Correctional Center in Helena, Oklahoma. The final agenda was posted at 12:14 p.m. on November 16, 2016 at the Oklahoma Department of Corrections (ODOC), which is at least twenty-four hours prior to the commencement of the meeting.

Chair Roach asked the clerk to call the roll:

Kevin Gross, Member	Present	Adam Luck, Member	Present
Gene Haynes, Member	Present	Irma Newburn, Member	Absent
Frazier Henke, Vice-Chair	Present	Michael Roach, Chair	Present
Todd Holder, Secretary	Present		

Calling of the roll reflected a quorum was present.

**2. Welcome/Remarks**

**Jason Bryant, Warden**

**James Crabtree Correctional Center**

Warden Bryant welcomed the BOC members to the facility. He provided historical data on the facility as well as current inmate population and staffing numbers. Warden Bryant introduced his staff to the BOC members and expressed his gratitude to his staff for their hard work. There were no further questions or comments from members.

**3. Introduction of Kevin Duckworth, Administrator of Probation and Parole Services**

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

Dr. Pitman introduced Mr. Duckworth as the newly appointed administrator of Probation and Parole Services. She provided a brief summary of his career prior to and with the agency. Mr. Duckworth greeted the BOC Members as well as Director Allbaugh and thanked them for the opportunity to serve in this position. There were no further questions or comments from members.

**4. Introduction of Wardens and District Supervisors**

**Regional Directors**

**Administrator of Probation and Parole Services**

Mr. Duckworth introduced John Lipsey, district supervisor of the Northwest District Probation and Parole Services. Mr. Parker introduced Janet Dowling, warden of Dick Conner Correctional Center; Tracy McCollum, warden of North Fork Correctional Center; Janice Melton, warden of Bill Johnson Correctional Center, and William Monday, warden of William Key Correctional Center.

**5. Old Business**

**Michael W. Roach, Chair**

There was no old business to discuss.

**6. Approval of Board of Corrections Meeting Minutes from Regular Meeting on October 18, 2016**

**Michael W. Roach, Chair**

Chair Roach stated the BOC had previously received the meeting minutes from October 18, 2016, for review and he would entertain a motion to approve. A copy of the meeting minutes is included in the BOC Packet for November 17, 2016.

**Motion:** Mr. Haynes made a motion to approve the minutes and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – abstain; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

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

**7. Approval of Board of Corrections Policies:**

**Penny Brooksher, Administrator  
Auditing and Compliance**

- **P-010100, System of Manuals, Handbooks and Monitoring Procedures**
- **P-030200, Inmate Housing, Job and Program Integration**
- **P-060100, Classification and Case Management of Inmates/Offenders**

Chair Roach stated the BOC had previously received the policies for review and he would entertain a motion to approve. A copy of the policies are included in the BOC Packet for November 17, 2016.

**Motion:** Mr. Henke made a motion to approve the policies and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

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

**8. Monthly Update of FY 2017 Agency Budget**

**Ashlee Clemmons, Chief Administrator  
Business Services**

Ms. Clemmons provided the agency's FY 2017 budget update as of September 30, 2016. A copy of the update is included in the BOC Packet for November 17, 2016.

There was no further discussion.

**9. Approval of FY 2018 Budget Request**

**Ashlee Clemmons, Chief Administrator  
Business Services**

Ms. Clemmons requested approval from the BOC Members of the FY 2018 Budget Request totaling \$1,648,840,992. Director Allbaugh and the members discussed the reasons for the appropriation increase, citing the critical needs of the agency due to staffing, infrastructure and

the need for additional facilities to accommodate the current and projected growth of the inmate population. A copy of the budget request is included in the BOC Packet for November 17, 2016.

**Motion:** Mr. Henke made a motion to approve the FY 2018 Budget Request as presented and Mr. Gross seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The budget request was approved by majority vote.

**10. Monthly Update of Offender Population** **Laura Pitman, Ph.D., Division Manager**  
**Field Services**

Dr. Pitman provided the agency's population update as of October 31, 2016. A copy of the update is included in the BOC Packet for November 17, 2016.

There was no further discussion.

**11. Approval of CY 2017 Legislative Initiatives** **Marilyn Davidson, Legislative Liaison**

Ms. Davidson provided an update to the BOC members on recent election results. Ms. Davidson then discussed the proposed initiatives for CY 2017, requesting approval from the BOC members. Mr. Haynes advised the Public Policy/Affairs Committee had met to discuss the initiatives and supported the request for approval.

**Motion:** Mr. Haynes made a motion to approve the CY 2017 Legislative Initiatives as presented and Mr. Henke seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

There was no further discussion.

**12. Committee Reports** **Committee Chairs**

Chair Roach asked the committee chairs for their reports.

- **Audit/Finance Committee**  
The committee met on November 15, 2016 and discussed the FY 2017 Agency Budget update and the FY 2018 Budget Request provided to the BOC members this date. There was nothing further to report.
- **Corrections/Criminal Justice Reform Committee**  
The committee did not meet.
- **Public Policy/Public Affairs Committee**  
The committee met on November 10, 2016 but there was nothing further to report.
- **Population/Private Prisons Committee**  
The committee met on November 15, 2016, but there was nothing further to report.
- **Executive Committee**  
The committee met on November 7, 2016 to set the agenda for the meeting this date. There was nothing further to report from this meeting.

**13. New Business**

**Michael W. Roach, Chair**

There was no new business to discuss.

**14. Announcements**

**Michael W. Roach, Chair**

Director Allbaugh noted the BOC Members had received an invitation to the Employee Award Recognition Ceremony scheduled for December 14, 2016. Director Allbaugh introduced Brad Bailey, administrator of Agri-Services, and Justin Farris, administrator of Oklahoma Correctional Industries. He also introduced Elvin Baum, administrator of Employee Rights and Relations.

**15. Approval to Adjourn for Executive Session for:**

**David Cincotta, General Counsel**

- **Discussion of Pending Investigations and/or Lawsuits**
  - *Homicide of Inmate John Vaughan #278519 at Dick Conner Correctional Center (case number IG 16-0133)*
  - *Suicide of Inmate Robert Bishop #180696 at John Lilley Correctional Center (case number IG 16-0145)*
  - *Homicide of Richard Wisener #721688 at Joseph Harp Correctional Center (case number IG 16-0151)*
  - *Savage v. Fallin, et al., US Court of Appeals for the Tenth Circuit, case number 16-6083; US District Court (Western District of Oklahoma) case number 15-CV-01194-HE*
  - *Tiffie v. Corrections Corporation of America, Inc., et al., Payne County District Court case number CJ-2016-378*

Mr. Cincotta advised the items listed on the agenda would require adjournment to Executive Session for engaging in confidential communications between the BOC and its attorney. He recommended Chair Roach entertain a motion to adjourn.

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

The adjournment to Executive Session was approved by majority vote and the BOC adjourned at 1:34 p.m.

**16. Approval to Return from Executive Session**

**David Cincotta, General Counsel**

The BOC returned to the meeting room at 2:19 p.m. and Mr. Cincotta advised the BOC of the approval needed to return from Executive Session.

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

The return was approved by majority vote and the BOC resumed the meeting at 2:20 p.m.

Mr. Luck requested to provide an update on the Corrections/Criminal Justice Reform Committee and was granted the floor by Chair Roach. Mr. Luck noted the committee had not met but were involved in the Governor’s Criminal Justice Reform Taskforce. He provided an update on the taskforce and current findings of data collected by the Criminal Justice Institute and the PEW Research Center. The BOC members discussed the update provided by Mr. Luck and ways they might share the inmate population growth projections with the public.

Director Allbaugh requested to speak and was granted the floor by Chair Roach. Director Allbaugh thanked the BOC for supporting the budget request as presented this date. He also encouraged them to continue assisting in the upcoming legislative session.

**17. Adjournment**

**Michael W. Roach, Chair**

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

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

The adjournment was approved by majority vote and the meeting ended at 2:27 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 twenty-fourth day of January 2017, in which a quorum was present and voting.

Approved by:

**[signature on file]**

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John T. Holder, Secretary  
Board of Corrections

\_\_\_\_\_  
Date