

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING**

Joseph Harp Correctional Center  
16161 Moffat Road  
Lexington, Oklahoma  
January 24, 2017

**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 Tuesday, January 24, 2017, at the Joseph Harp Correctional Center in Lexington, Oklahoma. The final agenda was posted at 11:45 a.m. on January 23, 2017, 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	Present
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**

**David Parker, Regional Director  
Region II**

Mr. Parker greeted and welcomed the BOC members to the facility. His opening remarks included historical data on the facility as well as current population and programs available to the inmates. Mr. Parker recognized and extended his welcome to Representative Bobby Cleveland, present in the audience.

**3. Introduction and Recognition of Joseph Harp Correctional Center (JHCC) and Southwest District Probation and Parole Services (SWDPP) Employee Award Recipients and ODOC Award Recipients**

**Tina Hicks, Director  
Administration**

Ms. Hicks presented information on the JHCC and SWDPP Award Recipients. Present at the meeting were: Mike McDougal, JHCC Employee of the Year; Dale Peters, JHCC Correctional Officer of the Year; Mike McMillen, JHCC Correctional Officer Supervisor of the Year; Tim McMullen, JHCC and ODOC Meritorious Service Award; James Allman, JHCC and ODOC Meritorious Service Award; and Edna Diggs, SWDPP Officer of the Year.

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

**Regional Directors  
Administrator of Probation and Parole Services**

Mr. Parker introduced the following wardens present at the meeting: Jeorld Braggs, Lexington Assessment and Reception Center; Jenny Dillon, acting warden, JHCC; Jim Farris, Jess Dunn Correctional Center; Tommy Sharp, Howard McLeod. Mr. Parker extended his appreciation to Acting Warden Dillon for the facility's hospitality of the BOC Meeting and members this date.

Mr. Duckworth introduced the following district supervisors present at the meeting: John Lipsey, Northwest District Probation and Parole Services; Jeff Woody, SWDPP.

**5. Introduction of Newly-Appointed Assistant District Supervisors for Probation and Parole Services** **Kevin Duckworth, Director Probation and Parole Services**

Mr. Duckworth introduced Ms. Arvella Rucks as the assistant district supervisor for Northwest District Probation and Parole Services and Mr. Corry Flowers as the assistant district supervisor for Southwest District Probation and Parole Services. Career information was provided on both and the BOC Members congratulated them on their appointments.

**6. Old Business** **Michael W. Roach, Chair**

There was no old business to discuss.

**7. Approval of Board of Corrections Meeting Minutes from Regular Meeting on November 17, 2016** **Michael W. Roach, Chair**

Chair Roach stated the BOC had previously received the meeting minutes from November 17, 2016, for review and he would entertain a motion to approve. A copy of the meeting minutes is included in the BOC Packet for January 24, 2017.

***Motion:*** Mr. Henke 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 – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – abstain; Mr. Roach – yes.

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

**8. Approval of Appointment of Mike Bolt as Warden of the John Lilley Correctional Center** **David Parker, Regional Director Region II**

Mr. Parker requested approval by the BOC members to appoint Mike Bolt as the warden of the John Lilley Correctional Center. A copy of Mr. Bolt's résumé was included in the BOC Packet for January 24, 2017.

***Motion:*** Mr. Henke made a motion to approve the appointment of Mike Bolt as warden and Mr. Haynes 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; Ms. Newburn – yes; Mr. Roach – yes.

The appointment was approved by majority vote and Mr. Bolt was invited to say a few words. Warden Bolt expressed his appreciation to the BOC members, the director and the regional director for the appointment. There was no further discussion.

**9. Introduction of Justin Farris as Director of the Oklahoma Correctional Industries** **Joe M. Allbaugh, Director**

Director Allbaugh introduced Justin Farris as the director of the Oklahoma Correctional Industries (OCI), providing his career history with the agency and the OCI. Mr. Farris was appointed to the position by Director Allbaugh in November 2016.

**10. Monthly Update of FY 2017 Agency Budget** **Ashlee Clemmons, Chief Administrator**  
**Business Services**

Ms. Clemmons provided the agency's FY 2017 budget update, explaining increases and decreases over the fiscal year, as of November 2016. A copy of the update is included in the BOC Packet for January 24, 2017.

There was no further discussion.

**11. Approval of Budgeted Average Daily Cost** **Ashlee Clemmons, Chief Administrator**  
**Business Services**

Ms. Clemmons requested approval of the FY 2016 Budgeted Average Daily Cost. A copy of the budgeted average cost worksheet is included in the BOC Packet for January 24, 2017.

**Motion:** Mr. Holder made a motion to approve the FY 2016 Budgeted Average Daily Cost as presented and Ms. Newburn 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; Ms. Newburn – yes; Mr. Roach – yes.

The budgeted average daily cost was approved by majority vote.

**12. Quarterly Update of Oklahoma Correctional Industries (OCI) Budget (July 1 – September 30, 2016)** **Justin Farris, Director**  
**Oklahoma Correctional Industries**

Mr. Farris provided the quarterly budget update, explaining to the BOC members any cost increases or decreases for OCI as of September 30, 2016. A copy of the update is included in the BOC Packet for January 24, 2017.

Mr. Farris also updated the BOC members with accomplishments to this date as well as goals for the future. Director Allbaugh noted that tag production at the Dick Conner Correctional Center was on target, expressing his gratitude to the staff for their hard work. There was no further discussion.

**13. Quarterly Update of Agri-Services Budget (July 1 – September 30, 2016)** **Brad Bailey, Director**  
**Agri-Services**

Mr. Bailey provided the quarterly budget update, explaining to the BOC members any cost increases or decreases as of September 30, 2016. A copy of the update is included in the BOC Packet for January 24, 2017.

Mr. Bailey also updated the BOC members on meat, egg and milk consumption as well as increases and decreases in associated costs. There was no further discussion.

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

Dr. Pitman provided the agency's population update as of December 30, 2016. A copy of the update is included in the BOC Packet for January 24, 2017.

There was no further discussion.

**15. CY 2017 Legislative Initiatives Update**

**Marilyn Davidson, Legislative Liaison**

Ms. Davidson provided an update to the BOC members on legislative actions, noting that she is tracking approximately 201 bills that affect the agency.

There was no further discussion.

**16. Committee Reports**

**Committee Chairs**

Chair Roach asked the committee chairs for their reports.

- **Audit/Finance Committee**

The committee met on January 18, 2017 and discussed the budgetary items presented to the BOC members this date. There was nothing further to report.

- **Corrections/Criminal Justice Reform Committee**

The committee met this date to discuss Governor Fallin’s Criminal Justice Reform Task Force as well as other issues the agency is facing. There was nothing further to report.

- **Public Policy/Public Affairs Committee**

The committee met this date but there was nothing further to report.

- **Population/Private Prisons Committee**

The committee met on January 18, 2017, but there was nothing further to report.

- **Executive Committee**

The committee met on January 10, 2017 to set the agenda for the meeting this date. There was nothing further to report from this meeting.

**17. New Business**

**Michael W. Roach, Chair**

There was no new business to discuss.

**18. Announcements**

**Michael W. Roach, Chair**

There were no announcements.

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

**David Cincotta, General Counsel**

- **Discussion of Pending Investigations:**

- *Suicide of Inmate Jeremy Marks #281308 at the Lexington Assessment and Reception Center (case number IG 16-0209)*
- *Suicide of Inmate Jason French #495940 at the Davis Correctional Facility (case number IG 16-0186)*
- *Suicide of Inmate Amber Hilberling #672250 at the Mabel Bassett Correctional Center (case number IG 16-0176)*
- *Unattended Death of Inmate Stoney Humphreys #232212 at the Cimarron Correctional Facility (case number IG 16-0211)*

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:** Ms. Newburn 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; Ms. Newburn – yes; Mr. Roach – yes.

The adjournment to Executive Session was approved by majority vote and the BOC adjourned at 1:37 p.m.

**20. Approval to Return from Executive Session** **David Cincotta, General Counsel**

The BOC returned to the meeting room at 2:07 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 Ms. Newburn 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; Ms. Newburn – yes; Mr. Roach – yes.

The return was approved by majority vote and the BOC resumed the meeting at 2:09 p.m.

**21. 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; Ms. Newburn – yes; Mr. Roach – yes.

The adjournment was approved by majority vote and the meeting ended at 2:10 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-eighth day of February 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