

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

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| ITEM | | PRESENTER |
| 1. Call to Order | | Michael W. Roach, Chair |
| Chair Roach called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 PM on Tuesday, September 26, 2017, at the Cimarron Correctional Facility in Cushing, Oklahoma. | | |

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on November 30, 2016.

Notice of this meeting was also given at least twenty-four (24) hours in advance by posting notice of the date, time, place, and agenda of the meeting at 9:15 AM on September 21, 2017 at the principal office of the Oklahoma Department of Corrections, located at 3400 North Martin Luther King Avenue in Oklahoma City.

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| 2. Pledge of Allegiance | | Michael W. Roach, Chair |
| Chair Roach led the BOC members, Director Allbaugh and meeting attendees in reciting the Pledge of Allegiance to the United States Flag. | | |

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| 3. Roll Call | | Michael W. Roach, Chair |
| Chair Roach asked the clerk to call the roll: | | |

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

Calling of the roll reflected a quorum was present.

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| 4. Welcome/Opening Remarks | | Raymond Byrd, Warden
Cimarron Correctional Facility |
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Warden Byrd welcomed the BOC members, Director Allbaugh and other meeting attendees to the Cimarron Correctional Facility. He noted historical facts about the facility as well as data on the current population and programs offered at the facility. Chair Roach thanked the warden and his staff for their hospitality. There was no further discussion.

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| 5. Introduction of Region I Wardens | | Millicent Newton-Embry, Director
Region I |
| ▪ Janet Dowling, Dick Conner Correctional Center | | |
| ▪ Jim Farris, Jess Dunn Correctional Center | | |

Director Newton-Embry introduced Warden Janet Dowling, Dick Conner Correctional Center, and Warden Jim Farris, Jess Dunn Correctional Center, to the BOC members, Director Allbaugh and other meeting attendees. There was no further discussion.

6. Introduction of Region III Wardens Greg Williams, Director
Region III
▪ H. A. Rios, Jr., Lawton Correctional Facility
This item was stricken from the agenda due to Warden H. A. Rios, Jr., not being present at the meeting.

7. Approval of Board of Corrections Meeting Minutes from Regular Meeting on July 25, 2017 Michael W. Roach, Chair
Chair Roach stated the BOC had previously received the meeting minutes from July 25, 2017 for review and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for September 26, 2017.

Motion: Mr. Gross 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 – abstain; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

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

8. Director's Comments Joe M. Allbaugh, Director
Director Allbaugh provided the following comments to the BOC Members:

- In accordance with Oklahoma Statute Title 61, Construction and Properties Emergency acquisitions, Director Allbaugh authorized an emergency purchase in the estimated amount of \$6,610. On August 16, 2017, the Department of Agriculture Inspector noted that floor tiles in the bottom walk-in cooler as well as in the pasteurizer area at the Jackie Brannon Correctional Center Dairy had become dislodged due to the tile adhesive failing. Dislodged tiles can cause excess water in the cooler to create condensation which can lead to ceiling and wall liners to start failing as well as potential bacterial growth if the area cannot be effectively cleaned. Due to the food safety concerns, he authorized an emergency purchase to repair both areas.
- In accordance with Title 74, Central Purchasing Act Emergency acquisitions of less than \$100,000, Director Allbaugh authorized an emergency purchase in the amount of \$72,199.87. On August 22, 2017, a boiler at the Oklahoma State Penitentiary backfired causing extensive damage to the boiler, burning the controls and cracking at least eight (8) fire tubes. I authorized an emergency purchase to remove the old boiler and replace it with four kettles with natural gas connectors as well as a coffee urn.
- The \$2.7 million lock and door project at the Lexington Assessment and Reception Center has been completed. The project was funded through the Long Range Capital Planning Commission and was the last of two projects that had been on-going over the last four years. This project involved the replacement of all cell doors/frames, locks and control panels in the inmate housing units.

- The Mack Alford Water Treatment Plant Capital Outlay Request was approved by the Division of Capital Assets Management. The \$2.6 million plan will be completed in phases to allow the facility to continue normal operations throughout the one-year project.
- The conversion of the mental health unit at the Joseph Harp Correctional Center (JHCC) is complete and fully operational. Mental health inmates housed at the Oklahoma State Penitentiary (OSP) were moved to JHCC during the week of September 18, 2017. The empty mental health housing at OSP will be converted back to medium-security general population beds.
- Conversion of the Kate Barnard Correctional Center to house minimum-security inmates is in the final stages of completion. Hardening the perimeter fence with barbed wire and razor wire, along with efforts to install additional video surveillance cameras, is ongoing.
- Cellular telephones are being issued to all probation and parole officers to allow location monitoring of GPS devices affixed to offenders.
- The new bus for the Central Transportation Unit was received this date. This bus will provide critical core services in transporting inmates throughout the state.
- The new ODOC website will go live on September 28, 2017. The updated website design will facilitate easier navigation and access to pertinent information as well as provide compliance with ADA standards.

There was no further discussion.

10. Discussion of Community Supervision Program Laura Pitman, Ph.D., Director
Population, Programs, and Strategic Planning
Director Allbaugh advised the BOC members Dr. Pitman would be presenting information on a new program to supervise eligible inmates in the community. BOC Members had received program information for review just prior to the meeting this date.

Dr. Pitman discussed the program's target group attributes and sample characteristics as well as a brief summary of the placement process and overview of community supervision.

Members and staff discussed staffing requirements and outside stakeholder response to the proposed program. There was no further discussion.

9. Monthly Update on Inmate Population Laura Pitman, Ph.D., Director
Population, Programs, and Strategic Planning
Dr. Pitman provided the agency's population update as of August 31, 2017. A copy of the update was included in the BOC Packet for September 26, 2017. There was no further discussion.

11. Approval of Board of Corrections Policies: Penny Lewis, Director
Auditing and Compliance
- P-010300, Mission and Organization of the Oklahoma Department of Corrections

- P-020100, Management of Oklahoma Department of Corrections Information
- P-040100, Security Standards for the Oklahoma Department of Corrections
- P-110100, Uniform Personnel Standards

Ms. Lewis presented and requested approval from the BOC to approve the policies as presented this date. Chair Roach stated the BOC had previously received the recommended policy revisions for review and he would entertain a motion to approve. A copy of the final version of the policies was included in the BOC Packet for September 26, 2017.

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

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

12. Monthly Update of FY 2018 Agency Budget Ashlee Clemmons, Director
Business Services

Ms. Clemmons provided the agency's FY 2018 budget update as of August 2017, explaining increases and decreases over the fiscal year. A copy of the update was included in the BOC Packet for September 26, 2017. There was no further discussion.

13. Quarterly Update of FY 2017 Oklahoma Correctional Industries Budget (January 1 – March 31, 2017) Justin Farris, Director
Oklahoma Correctional Industries

Mr. Farris provided the Oklahoma Correctional Industries budget update for the third quarter of FY 2017, discussing comparisons to FY 2015 and FY 2016 on inventory shrinkage, as well as cost savings in areas of maintenance and repairs. Mr. Farris indicated there will be increasing investment activity in FY 2018. There was no further discussion.

13. Approval of Service Industry Contract for Oklahoma Correctional Industries and Keefe Group at the Oklahoma State Reformatory Justin Farris, Director
Oklahoma Correctional Industries

Mr. Farris presented and requested approval from the BOC for a service contract with Keefe Group for inmates to repackage products for resell. A copy of the contract was included in the BOC Packet for September 26, 2017.

Motion: Mr. Haynes made a motion to approve the contract with Keefe Group and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The contract was approved by majority vote. There was no further discussion.

15. Committee Reports

Committee Chairs

Chair Roach asked the committee chairs for their reports.

- Audit/Finance Committee
The committee met on September 19, 2017 to discuss items presented to the BOC this date. The committee also approved a quarterly presentation of the Canteen budget. There was nothing further to report.
- Corrections/Criminal Justice Reform Committee
The committee did not meet.
- Public Policy/Public Affairs Committee
The committee did not meet.
- Population/Private Prisons Committee
The committee met on September 12, 2017 to discuss items presented to the BOC this date. There was nothing further to report.
- Executive Committee
The committee met on September 12, 2017 to set the agenda for the meeting this date. There was nothing further to report.

16. Old Business

Michael W. Roach, Chair

There was no old business to discuss.

17. Announcements

Michael W. Roach, Chair

Director Allbaugh introduced David Stenhouse, director of the Office of Security Threats Intelligence. There was nothing further to report.

18. Approval to Adjourn for Executive Session for:

David Cincotta, General Counsel

- Discussion of Investigations:
 - Homicide of inmate Rico Thomas #669451 at the Davis Correctional Facility (*Case number IG 17-0140*)
 - Suicide of inmate Zackery Vickers #556354 at the Howard McLeod Correctional Center (*Case number IG 17-0150*)
 - Suicide of inmate Thomas McNeary #727116 at the Joseph Harp Correctional Center (*Case number IG 17-0167*)
- Discussion of Litigation:
 - Estate of Randall Charles Peterson, et al v. Creek County, et al (*McIntosh County District Court, case number CJ-2017-46*)
 - Board of County Commissioners of the County of Tulsa et al v. The State ex rel Oklahoma Department of Corrections, et al (*Oklahoma County District Court, case number CV-2017-684*)
 - Michael Schauf (guardian of Daniel Lee Boling) v. Hector Rios, et al (*U.S. District Court, Western District of Oklahoma, case number CIV-17-713-R*)

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. Gross made a motion to adjourn to Executive Session and Mr. Luck seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – 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 1:51 PM.

19. Approval to Return from Executive Session David Cincotta, General Counsel
The BOC returned to the meeting room at 2:46 PM and Mr. Cincotta advised the BOC of the approval needed to return from Executive Session.

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

The return was approved by majority vote and the BOC resumed the meeting at 2:46 PM.

20. 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. Haynes 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. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The adjournment was approved by majority vote and the meeting ended at 2:47 PM.

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 October 2017, in which a quorum was present and voting.

Approved by:

[signature on file]

John T. Holder, Secretary
Board of Corrections

Date