

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES**

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| <b>ITEM</b>  |  | <b>PRESENTER</b>        |
| 1. Call to Order   |  | Michael W. Roach, Chair |
| Chair Roach called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:02 PM on Tuesday, October 24, 2017, at the Oklahoma Department of Corrections (ODOC) in Oklahoma City, 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 11:43 AM on October 19, 2017 at the principal office of the ODOC, 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	Present		Michael Roach, Chair	Present

Calling of the roll reflected a quorum was present.

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| 4. Introduction of Region II Wardens  |  | William Monday, Director |
| ▪ Aboutanaa Elhabti, Kate Barnard Correctional Center Region II   |  |                          |
| Mr. Monday introduced Warden Aboutanaa Elhabti to the BOC members and Director Allbaugh, providing a brief summary of his background. A copy of Warden Elhabti's biography was included in the BOC Packet for October 24, 2017. Chair Roach thanked Warden Elhabti for the tour of Kate Barnard Correctional Center. There was no further discussion. |  |                          |

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| 5. Approval of Board of Corrections Meeting Minutes from Regular Meeting on September 26, 2017   |  | Michael W. Roach, Chair |
| Chair Roach stated the BOC had previously received the meeting minutes from September 26, 2017 for review and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for October 24, 2017. |  |                         |

Motion: Mr. Holder made a motion to approve the minutes and Mr. Gross 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. There was no further discussion.

6. Director's Comments

Joe M. Allbaugh, Director

Director Allbaugh provided the following comments to the BOC Members:

- The Long Range Capital Planning Commission awarded \$4.3 million to ODOC for replacement of failing doors and locks at the Oklahoma State Penitentiary (OSP). Director Allbaugh thanked the Commission for their continued support in recognizing the critical needs of the ODOC.
- Inmates housed in the Mental Health unit at the OSP have finished moving to Joseph Harp Correctional Center. Overall positive improvement in the demeanor of the inmates transferred from OSP has been noted by Mental Health staff.
- Staff at OSP and with Construction and Maintenance are transitioning two units to accommodate medium-security inmates. This includes rerouting and constructing new fences as well as replacing the roofing on each of the units. Repairs and upgrades will continue for the next 45-60 days.
- Hardening and expanding the perimeter fencing and ball field at Kate Barnard Correctional Center continues; perimeter lighting is also being improved around the ball field.
- An inspection at the Oklahoma State Reformatory identified concerns with the structural soundness of specific areas of the main administration building. A structural engineer has been contracted to assess the situation; repair costs are expected to be extremely high.
- During September 2017, ODOC distributed twenty-five new ice machines to various facilities throughout the agency. Replacement of the machines constitutes improvements totaling approximately \$140,000 for inmate support/services.
- Correctional officer staffing rate is at its highest levels in the last several years. The ODOC continues to aggressively pursue candidates to fill the correctional officer vacancies throughout the state. Probation and parole officer staffing rates are being monitored for possible increase as well.

There was no further discussion.

7. Approval of Appointment of Dwayne Janis as the Warden of the Oklahoma State Reformatory

Greg Williams, Director  
Region III

On behalf of Mr. Williams, Mr. James Rudek introduced Mr. Dwayne Janis to the BOC members and Director Allbaugh. Highlights from his career were noted in his biography and then Mr. Rudek requested approval to appoint Mr. Janis as the warden of the Oklahoma State Reformatory (OSR).

Chair Roach stated the BOC had previously received the résumé for Mr. Janis for review and he would entertain a motion to approve. A copy of the résumé was included in the BOC Packet for October 24, 2017.

Motion: Mr. Henke made a motion to approve the appointment of Dwayne Janis as warden of the OSR 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 appointment was approved by majority vote. Warden Janis was invited to say a few words by Chair Roach. Warden Janis thanked the BOC members and Director Allbaugh for the appointment. He also introduced and thanked his daughters, Kayse Janis and Brittney Smith, who were in attendance at the meeting. There was no further discussion.

8. 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 September 29, 2017. A copy of the update was included in the BOC Packet for October 24, 2017. There was no further discussion.

9. Approval of Board of Corrections Policies: Penny Lewis, Director  
Auditing and Compliance
- P-010100, System of Manuals, Handbooks and Monitoring Procedures
  - P-060100, Classification and Case Management of Inmates/Offenders
  - P-070100, Provision of Food Services

Ms. Lewis presented and requested approval from the BOC of 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 October 24, 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. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

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

10. Quarterly Update of FY 2017 Financial Internal Audits (April 1, 2017 – July 31, 2017) Patrick Donnelly, Auditor  
Auditing and Compliance  
Mr. Donnelly provided a summary of the findings from the FY 2017 Financial Internal Audits for the fourth quarter. A copy of the audit summary was included in the BOC Packet for October 24, 2017. Mr. Holder commended ODOC staff for their hard work based on the number of facilities without any discrepancies being noted. There was no further discussion.

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

Ms. Clemmons provided the agency's FY 2018 budget update as of September 2017, explaining increases and decreases over the fiscal year. A copy of the update was included in the BOC Packet for October 24, 2017. There was no further discussion.

12. Quarterly Update of FY 2017 Agri-Services Budget Brad Bailey, Director  
Agri-Services  
(April 1, 2017 – July 31, 2017)

Mr. Bailey provided an update on the FY 2017 Agri-Services Budget for the fourth quarter. A copy of the update was included in the BOC Packet for October 24, 2017. There was no further discussion.

13. Approval of CY 2018 Legislative Initiatives Marilyn Davidson, Legislative Liaison

Ms. Davidson presented and requested approval from the BOC for the CY 2018 Legislative Initiatives. A copy of the legislative initiatives proposed for approval was included in the BOC Packet for October 24, 2017.

Motion: Mr. Haynes made a motion to approve the legislative initiatives 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.

The legislative initiatives were approved by majority vote. Ms. Davidson noted December 8, 2017 is the deadline for bill authors and January 18, 2018 is the deadline for filing. She also provided an update of the special session outcomes as of this date. There was no further discussion.

14. Committee Reports Committee Chairs

Chair Roach asked the committee chairs for their reports.

- Audit/Finance Committee  
The committee met on October 11, 2017 to discuss items presented to the BOC this date. There was nothing further to report.
- Corrections/Criminal Justice Reform Committee  
The committee did not meet; however, Mr. Luck noted the committee will schedule to meet in the next few months.
- Public Policy/Public Affairs Committee  
The committee met on October 16, 2017 to discuss the legislative initiatives presented this date. There was nothing further to report.
- Population/Private Prisons Committee  
The committee met on October 17, 2017 to discuss items presented to the BOC this date. There was nothing further to report.
- Executive Committee

The committee met on October 16, 2017 to set the agenda for the meeting this date. There was nothing further to report.

- 15. New Business Michael W. Roach, Chair  
There was no new business to discuss.
  
- 16. Announcements Michael W. Roach, Chair  
There was no announcements.
  
- 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 1:38 PM.

Submitted to the Board of Corrections by:

**[signature on file]**

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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 November 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

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Date