

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES**

- |                      |  |                           |
|----------------------|--|---------------------------|
| <b>ITEM</b>          |  | <b>PRESENTER</b>          |
| 1. Call to Order     |  | Frank X. Henke, IV, Chair |
| Pledge of Allegiance |  |                           |
| Roll Call            |  |                           |

Chair Henke called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 PM on Wednesday, February 13, 2019, at the Oklahoma Department of Corrections (ODOC), 3400 North Martin Luther King Avenue, 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 October 31, 2018. An announcement 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 9:30 AM on Tuesday, January 15, 2019, at the principal office of the ODOC, located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma.

Chair Henke then led the meeting attendees in reciting the pledge of allegiance to the United States Flag. After the pledge, he asked the clerk to call the roll:

Kevin J. Gross	Present		Adam Luck	Present
Gene Haynes	Present		Dianne Owens	Present
Frank X. Henke, IV	Absent		Michael W. Roach	Present
John T. Holder	Present			

Calling of the roll reflected a quorum was present.

- |    |   |                           |
|----|---|---------------------------|
| 2. | Approval of Board of Corrections Regular Meeting Minutes for January 16, 2019 | Frank X. Henke, IV, Chair |
|----|---|---------------------------|

Chair Henke stated the BOC had previously received the regular meeting minutes from January 16, 2019, for review and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for February 13, 2019.

**Motion:** Mr. Holder made a motion to approve the minutes and Mr. Luck 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; Ms. Owens – yes; Mr. Roach - yes

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

- |    |  |                                 |
|----|--|---------------------------------|
| 3. | Operations Update  | Scott Crow, Chief of Operations |
|    | <ul style="list-style-type: none"> <li>▪ Construction/Maintenance Bond Projects Update</li> <li>▪ Offender Management System Project Update</li> </ul> |                                 |

Emergency Purchases in accordance with 61 O.S. § 130

- To repair a leak in a hot water line at the Oklahoma City Community Corrections Center

*“The chief administrative officer of a public agency with a governing body shall notify the governing body within ten (10) days of the declaration of an emergency if the governing body did not approve the emergency. The notification shall contain a statement of the reasons for the action, and shall be recorded in the official minutes of the governing body.” 61 OS § 130*

Mr. Crow provided an update on the current status of construction and maintenance projects which were authorized after passage of SB 1590 and funding of \$116.5 million in bonds issued by the Oklahoma Capitol Improvement Authority. Construction and Maintenance unit has initiated several projects and they are currently underway at several locations. Mr. Crow noted most of the projects will utilize inmate labor which will greatly reduce the overall costs associated with certain projects. Staff are diligently monitoring the projects and he will continue to provide updates to the BOC on a regular basis.

The Offender Management System (OMS) project is in the first stage of completion. \$4.8 million was set aside for the project and team has been initiated for oversight of the project. Mr. Crow noted that Microsoft was awarded the project and the team is reviewing the scope of work.

Mr. Crow also notified the BOC of an emergency purchase authorization by Director Allbaugh to repair a leak in a domestic hot water line that provided heated water to the administration building and inmate housing unit at the Oklahoma City Community Corrections Center. Until repairs were made, hot water was not available to those areas of the facility. The estimated cost of the repairs was \$5,000 - \$7,000.

4. Inmate/Offender Population Update

Laura Pitman, Ph.D., Director  
Population, Programs, and  
Strategic Planning

Approval of Resolution Recognizing Retirement of Lesia Miser, Director of Classification and Population

Dr. Pitman provided the agency’s population update as of January 31, 2019. A copy of the update was included in the BOC Packet for February 13, 2019. There was no further discussion.

Dr. Pitman then requested the approval of a resolution honoring and congratulating Ms. Lesia Miser on her retirement from the ODOC. Chair Henke stated the BOC had previously received a copy of the resolution for review and he would entertain a motion to approve. A copy of the resolution was included in the BOC Packet for February 13, 2019.

**Motion:** Mr. Holder made a motion to approve the resolution as presented and Mr. Luck 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. Owens – yes; Mr. Roach – yes.

The resolution was approved by majority vote. Ms. Miser thanked the BOC members, Director Allbaugh, and Dr. Pitman as well as other staff for their support during her career. There was no further discussion.

5. Budget Updates Ashlee Clemmons, Director  
Business Services
- Monthly FY 2019 Oklahoma Department of Corrections Budget
  - Quarterly FY 2019 Canteen Operations Budget (October 1 – December 31, 2018)

Ms. Clemmons provided the agency’s FY 2019 budget update as of December 31, 2019, as well as the FY 2019 Canteen Operations budget for the second quarter. A copy of the budget updates was included in the BOC Packet for February 13, 2019. There was no further discussion.

6. Approval of Board of Corrections Policies and Procedures: 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-090100, Provisions of Programs

Ms. Lewis presented for BOC approval the policies noted on the agenda, noting that the policies only contained minor wording changes which did not affect the intent of the policy. Chair Henke stated the BOC had previously received a copy of the policies, including the recommended revisions, and he would entertain a motion to approve. A copy of the policies was included in the BOC Packet for February 13, 2019.

**Motion:** Mr. Holder made a motion to approve the policies as presented 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. Owens – yes; Mr. Roach – yes.

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

7. FY 2019 Internal Financial Audit Quarterly Update Patrick Donnelly, Auditor  
Auditing and Compliance
- July 1, 2019 – September 30, 2019
  - October 1, 2019 – December 31, 2019

Mr. Donnelly provided the Internal Financial Audit updates for the first and second quarter of FY 2019, explaining findings and corrective actions taken. A copy of the update was included in the BOC Packet for February 13, 2019. There was no further discussion.

Director Allbaugh left the meeting at 1:27 PM.

8. Public Safety Forum Update

Jessica Brown, Director  
Communications

Adam Luck, Member  
Board of Corrections

Ms. Brown provided an update on the outcome of the Public Safety Forum which the agency hosted on January 23, 2019. She noted the various topics discussed during the forum and Mr. Luck advised of his involvement as a topic presenter. Mr. Luck and Ms. Brown were in agreement that the forum be conducted annually as an information session for lawmakers prior to the legislative session. Both also noted the positive feedback received from other participants and attendees.

Ms. Brown also noted the ribbon cutting ceremony for The Last Mile Program at the Mabel Bassett Correctional Center was held on February 11, 2019. The program will teach computer coding skills to inmates for successful reentry and is entirely funded by The Last Mile, The Chan Zuckerberg Initiative, The George Kaiser Family Foundation and The Lobeck Taylor Family Foundation. Special guests at the ceremony included Stanley "MC Hammer" Burrell and Governor Kevin Stitt. She noted that there is already interest in expanding the program to other facilities with the ODOC.

There was no further discussion.

9. Legislative Update

Jessica Brown, Director  
Communications

Ms. Brown provided a legislative status update of ODOC initiatives as well as an update on other initiatives which the agency is monitoring. There was no further discussion.

10. Committee Reports

Committee Chairs

Standing Committees:

- Audit/Finance – Chair Todd Holder, Members Kevin Gross and Frazier Henke  
The committee met on February 12, 2019, to discuss the items presented for the meeting this date. There was no further discussion.
- Criminal Justice Reform – Chair Adam Luck, Members Gene Haynes and Dianne Owens  
The committee met on February 12, 2019, to discuss the items presented for the meeting this date. The committee also discussed the governor's public safety committee which is scheduled to meet monthly and to which Mr. Luck has been appointed. There was no further discussion.
- Population/Private Prisons – Chair Michael Roach, Members Todd Holder and Adam Luck  
The committee did not meet. There was no further discussion.
- Public Policy/Affairs – Chair Gene Haynes, Members Kevin Gross and Dianne Owens  
The committee met on February 12, 2019, to discuss the items presented for the meeting this date. Committee noted their concerns about one legislative

initiative which will shift transport of inmates by the county after sentencing to transport by the ODOC. There was no further discussion.

- Executive – Chair Frazier Henke, Members Todd Holder and Michael Roach  
The committee met on January 29, 2019, to review and set the agenda for the meeting this date. There was no further discussion

11. New Business Frank X. Henke, IV, Chair  
There was no new business to discuss.

12. Announcements Frank X. Henke, IV, Chair  
There were no announcements.

13. Approval to Enter into Executive Session David Cincotta, General Counsel  
*Pursuant to 25 O.S. § 307.B.4. for confidential communications between a public body and its attorney concerning the pending investigation and litigation of the items listed below if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to conduct a pending investigation, litigation, or proceeding in the public interest.*

- Homicide of inmate Anthony Palma #122394 at the Oklahoma State Penitentiary (case number IG 19-0011)

Mr. Cincotta advised the item listed on the agenda would require adjournment to Executive Session for engaging in confidential communications between the BOC and its attorney. He recommended Chair Henke entertain a motion to enter into executive session.

**Motion:** Mr. Roach made a motion to enter into 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. Owens – yes; Mr. Roach – yes.

By majority vote, the BOC entered into Executive Session at 1:47 PM.

14. Approval to Return from Executive Session David Cincotta, General Counsel  
The BOC returned to the meeting room at 2:14 PM and Mr. Cincotta advised the BOC of the approval needed to return from Executive Session.

**Motion:** Mr. Roach 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; Ms. Owens – yes; Mr. Roach – yes.

The return was approved by majority vote and the meeting resumed at 2:14 PM.

15. Approval to Adjourn Meeting Frank X. Henke, IV, Chair  
There being no further business to come before the BOC, Chair Henke requested a motion to adjourn the meeting.

**Motion:** Mr. Haynes made a motion to adjourn and Mr. Roach 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. Owens – yes; Mr. Roach – yes.

The adjournment was approved by majority vote and the meeting ended at 2:15 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 June 12, 2019, in which a quorum was present and voting.

**[signature on file]**

\_\_\_\_\_  
Board of Corrections Member Signature

\_\_\_\_\_  
Printed Name