

**OKLAHOMA BOARD OF CORRECTIONS
SPECIAL MEETING MINUTES**

July 15, 2020

1. Call to Order

Chairman Hastings Siegfried called the Special meeting of the Oklahoma Board of Corrections (BOC) to order at 1:03 p.m., on Wednesday, July 15, 2020, at Kate Barnard Correctional Center, Ted Logan Center, 3300 North Martin Luther King Avenue, Oklahoma City, Oklahoma 73111.

The meeting was preceded by advance notice of the date, time and place, filed with the Oklahoma Secretary of State on July, 1, 2020. An announcement was also given at least forty-eight (48) hours in advance by posting notice of the date, time, place and agenda of the meeting at 9:50 a.m., on Monday, July 13, 2020, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma and at Kate Barnard Correctional Center, Ted Logan Center, 3300 North Martin Luther King Avenue, Oklahoma City, Oklahoma 73111.

A. Pledge of Allegiance

Chairman Siegfried led the meeting attendees in reciting the pledge of allegiance to the United States Flag.

B. Roll Call

Chairman Siegfried asked the clerk to call roll:

Randy Chandler	Present	Stephan Moore	Absent – Present at 2:00 p.m.
Betty Gesell	Present	Calvin Prince	Present
Joseph Griffin	Absent	T. Hastings Siegfried	Present
Lynn Haueter	Present	Daryl Woodard	Absent – Present at 1:05 p.m.
Dr. Kathryn LaFortune	Present		

Calling of the roll reflected a quorum was present.

Daryl Woodard arrived to the meeting at 1:05 p.m.

2. Approval of Board of Corrections Regular Meeting Minutes

Chairman Siegfried requested approval of the meeting minutes as presented to members in the BOC packet for July 15, 2020.

A. June 24, 2020

Motion: Mr. Prince made motion to approve the minutes. Dr. LaFortune seconded the motion.

Randy Chandler	Approve	Stephan Moore	Absent
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn LaFortune	Approve		

Meeting minutes for June 24, 2020 were approved by majority vote. There was no further discussion.

3. Director's Comments

Director Crow welcomed everyone to the meeting and recognized staff for all their hard work and dedication during the COVID-19 pandemic.

A. COVID-19 Update

Director Crow indicated that the information he was about to provide was current as of yesterday, July 14, 2020. ODOC has a total of eleven (11) positive inmates out of the four thousand, two-hundred and forty (4,240) that have been tested. This is an increase of two (2) inmates since July 7, 2020. ODOC has a total of twenty-five (25) employees who have tested positive out of the two-hundred and twenty-nine (229) employees who have reported receiving a test. This is an increase of eight (8) since July 7, 2020. Up until recently ODOC was able to maintain 2 positive inmates and approximately 10 positive employees. As positive numbers rise in the public, ODOC is experiencing an increase as well. Fortunately for ODOC, all but two (2) of the inmates have been asymptomatic. Many of the inmate positive tests have been from discharging inmates. ODOC continues to test each discharging inmate.

Director Crow indicated inmates that test positive are placed in isolation, and the housing unit where they reside is placed on quarantine status. Testing of all inmates on the unit is initiated to ensure there is not an outbreak, and contact tracing is initiated. An interesting observation is test results from the other inmates housed on the unit typically come back negative.

As of to date, none of the inmates that have tested positive received visitation, therefore it does not appear that visitation is an issue at this time.

ODOC continues to look for ways to mitigate the issue and improve on the agency's response to the pandemic. ODOC continues to utilize the staff screening tool. Director Crow indicated he maintains communication with Governor Stitt and his team to ensure ODOC is doing what is necessary and to provide agency updates.

B. Operational Updates

Director Crow indicated as he mentioned previously, he created a COVID response team and he met with them yesterday, July 14, 2020 to review operations and statistics to ensure we are following best practices and to improve on practices where needed.

Visitation, internal transfers, and county jail transfers have resumed. All transfers have screening and quarantine protocols in place to prevent the spread of COVID. During visitation, social distancing is being adhered to as recommended by the CDC. Masks are mandatory during visitation.

The agency has placed a high importance on sanitation. Early on teams were established to provide quality control to ensure all screening and sanitation protocols are being adhered. Sanitation foggers have been purchased to aid in the sanitation efforts. The health department has assisted greatly with Personal Protective Equipment (PPE). The agency provides inmates and staff with masks every three days.

Director Crow indicated he was confident staff were adhering to the protocols and commended them on their dedication during this time.

Director Crow stated his updates were complete and asked if there were any comments.

Dr. LaFortune indicated that a family visiting their son in a facility complimented ODOC on their response to the pandemic.

Board Members requested information pertaining to Comanche County. Director Crow indicated that Comanche County was an extremely serious situation and he indicated that Chief of Operations (COO) Mike Carpenter and the response team stayed in through the course of mitigating that situation. One of the issues with Comanche County was their population numbers, relieving their population numbers was beneficial and increasing sanitation efforts was key to resolving the issue. ODOC provided Comanche County with resources and information to assist with future issues. Three (3) weeks ago the agency was able to remove the team and the county is back to normal operations.

Director Crow indicated as he has several times that ODOC success is due to staff and their dedication.

4. Approval of Appointments

A. Deon Clayton as Warden of Howard McLeod Correctional Center (HMCC)

Chief of Operations Mike Carpenter requested approval to appoint Deon Clayton as Warden of The HMCC. A copy of Mr. Clayton's Biography and resume was included in the BOC packet for July 15, 2020.

Chairman Siegfried spoke about his meeting with Mr. Clayton and provided his support for Mr. Clayton to be appointed Warden of HMCC.

Motion: Chairman Siegfried made motion to approve the appointment of Deon Clayton as Warden of HMCC. Mr. Woodard seconded the motion.

Randy Chandler	Approve	Stephan Moore	Absent
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn LaFortune	Approve		

Appointment of Deon Clayton as Warden of HMCC was approved by majority vote.

Deon Clayton thanked the Board Members and provided a short speech detailing his experience and goals moving forward.

There was no further discussion.

5. Inmate/ Offender Population Update

Classification and Population Coordinator Justin Hysmith provided an overview of the inmate/ offender population as of June 30, 2020. A copy of the overview was included in the BOC packet for July 15, 2020.

There was no further discussion.

Stephan Moore arrived to the meeting at 2:00 p.m.

6. Agency Budget Update

A. Board Reports July – May 2020 - Detailed

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the Board Reports July-April 2020-Detailed. A copy of the overview was included in the BOC packet for July 15, 2020.

B. FY 2022 Capital Outlay Request

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2022 Capital Outlay Request. A copy of the overview was included in the BOC packet for July 15, 2020.

Motion: Mr. Woodard made motion to approve the FY2022 Capital Outlay Request. Mr. Prince seconded the motion.

Randy Chandler	Approve	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn LaFortune	Approve		

The FY2022 Capital Outlay Request was approved by majority vote.

C. FY 2020 Statement – Appropriated Operating Budget

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2020 Statement – Appropriated Operating Budget. A copy of the overview was included in the BOC packet for July 15, 2020.

D. Statement of Revolving Funds July – May

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the Statement of Revolving Funds July – May. A copy of the overview was included in the BOC packet for July 15, 2020.

E. Statement of Federal Funds July – May

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the Statement of Federal Funds July – May. A copy of the overview was included in the BOC packet for July 15, 2020.

F. FY 2021 Budget Work Program

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2021 Budget Work Program. A copy of the overview was included in the BOC packet for July 15, 2020.

Motion: Chairman Siegfried made motion to approve the FY2021 Budget Work Program. Mr. Prince seconded the motion.

Randy Chandler	Approve	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn LaFortune	Approve		

The FY2021 Budget Work Program was approved by majority vote.

During the Budget update Board members requested information on the Construction and Maintenance Bond Summary. The summary was included in the BOC packet for July 15, 2020. CFO Clemmons provided an overview of the process, indicating the projects are on schedule and are being managed by the Construction and Maintenance Director. Bond projects must be complete and money spent by November 2021. The Construction and Maintenance Director has monthly meetings with CAP.

Director Crow provided examples of projects that were covered by the bond money.

CFO Clemmons stated her updates were complete and asked if there were

any comments.

There was no further discussion.

7. Committee Reports – Standing Committees:

G. Executive

Chairman Hastings Siegfried

Members Lynn Haueter and Dr. Kathryn LaFortune

Members in this committee discussed the proposed agenda for the board meeting. The committee also discussed the budget and how to process the budget to ensure the budget goal was met.

There was no further discussion.

H. Population/ Security/ Private Prisons

Chairman Hastings Siegfried

Members Dr. Kathryn LaFortune and Calvin Prince

Members in this committee discussed in detail the proposed private prison contract.

There was no further discussion.

I. Public Policy/ Affairs/ Criminal Justice

Chairwoman Betty Gesell

Members Joe Griffin, Dr. Kathryn LaFortune, Stephan Moore

No update.

J. Audit/ Finance/ Technology

Chairman Lynn Haueter

Members Randy Chandler and Daryl Woodard

Vice Chairman Haueter indicated he was interviewed by the state auditors, and that the interview went well. Vice Chairman Haueter indicated there was a lot of work going on in the technology unit. He indicated that Mike Carpenter is highly involved in the OMS project and is staying on schedule. Vice Chairman Haueter discussed the timekeeping project and discussed possibilities of OMES moving away from peoplesoft. Vice Chairman Haueter discussed sharepoint and the importance of developing a sharepoint site.

There was no further discussion.

8. Approval to Enter into Executive Session

Pursuant to 25 O.S. § 307(B)(10), discussing contract negotiations involving contracts requiring approval of the Board of Corrections, which shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No person who may profit directly or indirectly by a proposed transaction which is under consideration may be present or participate in the executive session.

A. Discussion of contract negotiations of Correctional Services Contract with Corrections Corporation of America (CoreCivic).

Chairman Siegfried requested a motion to enter into Executive Session.

Motion: Chairman Siegfried made motion to enter into Executive Session. Mr. Woodard seconded the motion.

Randy Chandler	Approve	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn LaFortune	Approve		

Entering into Executive Session was approved by majority vote at 2:40 p.m.

9. Approval to Return from Executive Session

Motion: Mr. Woodard made motion to return from Executive Session. Dr. LaFortune seconded the motion.

Randy Chandler	Approve	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn LaFortune	Approve		

Returning from Executive Session was approved by majority vote at 3:10 p.m.

10. Discussion and Approval of Correctional Services Contract with Corrections Corporation of America (Core Civic).

Motion: Chairman Siegfried made motion to approve Correctional Services Contract with Core Civic. Mr. Woodard Seconded the Motion.

Randy Chandler	Approve	Stephan Moore	Approve
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Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn LaFortune	Approve		

Correctional Services Contract with Core Civic was approved by majority vote.

There was no further discussion.

11. Adjournment

Motion: Mr. Woodard made motion to adjourn meeting. Chairman Siegfried seconded the motion.

Randy Chandler	Absent	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn LaFortune	Approve		

There being no further business to discuss, adjournment of the meeting was approved by majority vote at 3:16 p.m.

Submitted to the Board of Corrections By:

Signature on File

 Tasha Parker, Minutes Clerk

September 9, 2020

 Date

I hereby certify that these minutes were duly approved by the Board of Corrections on September 9, 2020, in which a quorum was present and voting.

	Signature on File
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Dr. Kathryn LaFortune, Secretary
 Board of Corrections