

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

September 9, 2020

1. Call to Order

Chairman Hastings Siegfried called the Regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:15 p.m., on Wednesday, September 9, 2020, at Howard McLeod Correctional Center, 19603 E. Whippoorwill Lane Atoka, OK 74525.

The meeting was preceded by advance notice of the date, time and place, filed with the Oklahoma Secretary of State on December 8, 2019. 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 11:00 a.m., on Thursday, September 3, 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 Howard McLeod Correctional Center, 19603 E. Whippoorwill Lane Atoka, OK 74525.

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	Present
Betty Gesell	Present	Calvin Prince	Absent – Present at 1:32 p.m.
Joseph Griffin	Absent	T. Hastings Siegfried	Present
Lynn Haueter	Present	Daryl Woodard	Absent
Dr. Kathryn LaFortune	Absent		

Calling of the roll reflected a quorum was present.

2. Approval of Board of Corrections Special Meeting Minutes

Chairman Siegfried requested approval of the meeting minutes as presented to members in the BOC packet for September 9, 2020.

A. July 15, 2020

Motion: Mr. Chandler made motion to approve the minutes. Ms. Gesell seconded the motion.

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

Meeting minutes for July 15, 2020 were approved by majority vote. There was no further discussion.

3. Director's Comments

On behalf of Director Crow, Chief of Staff Justin Farris provided the Director's Comments.

A. ODOC Response to County Operations

Oklahoma Department of Corrections was asked to assist Oklahoma County during County staffing shortage due to COVID-19. ODOC provide twenty-six (26) officers to work in various assignments throughout the jail. They arrived at the Oklahoma County Jail the evening of August 14, 2020 and assisted until August 28, 2020.

ODOC also devised a plan to move inmates out of the county jail and ensuring the inmates had adequate quarantine time. All available beds were used at MBARC and the males were divided up between J-Unit at the North Fork Correctional Center and G-Unit at the Oklahoma State Penitentiary.

County Jail back up as of September 3, 2020.

Male	1206
Female	<u>140</u>
Total	1346

B. Introduction of Inspector General Theodore Woodhead

Mr. Theodore (Ted) Woodhead began his career with the Oklahoma Department of Corrections in 2003 as a Correctional Officer at the Mack Alford Correctional Center. Mr. Woodhead worked his way through the ranks and served as Fugitive Apprehension Agent, and Assistant Director of Inspector General.

Mr. Woodhead is a veteran of the United States Air Force. He began his law enforcement career in 2000 at the Bryan County Sheriff's Office. During the last 20 years he held various positions including: Assistant Chief of Police at the Tishomingo Police Department, Chief of Police at Murray State College and Chief of Police for the City of Waynoka. Mr. Woodhead became certified in the state of Pennsylvania while employed as a detective for the drug task force and the Chief of Police for the Borough of Norther Cambria.

Inspector General Woodhead provided a brief introduction of himself. He thanked the BOC and other senior staff for the opportunity and indicated his goal was to make ODOC's Inspector General Unit the best in the state. Mr. Woodhead indicated his unit is working hard on the gang initiative with other agencies and ensuring ODOC has a good working relationship with outside entities.

Board members indicated they have received positive feedback from other entities on ODOC's willingness to assist.

C. Emergency Purchase

Pursuant to 61 O.S. § 130, 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.

In accordance with emergency declaration guidelines, Director Crow declared an emergency on July 20, 2020, in response to damage created by a storm that struck William S. Key Correctional Center (WKCC) in Fort Supply, Oklahoma on July 19, 2020. The storm caused loss of a lift station pump critical to the removal of waste from the facility. If not repaired, waste would have discharged into a nearby creek, violating DEQ standards and specifications. A pump was rented immediately to facilitate proper waste removal and the damaged lift station pump was sent for repairs. Surge protection was also installed around the facility to prevent a recurrence of this event. Total to Date \$39, 682.05

There was no further discussion.

4. COVID-19 Update

Offender Services Director Millicent Newton-Embry provided an update on the COVID-19 response. Ms. Embry indicated ODOC has collaborated with the Oklahoma Health Department throughout this response and thanked the health department along with all staff for their team work during this time.

As of Tuesday, September 8, 2020, there have been 1,617 positive inmates out of the 10,855 that have been tested. 8,959 inmates have tested negative and 279 inmate test results pending. Additionally, there have been 215 known and reported staff positive out of the known and reported 527 tested. Ms. Embry indicated the reason she stated known is because staff are not obligated to release test information.

County jail receptions were suspended on March 18, 2020 and resumed on June 8, 2020. Since resuming receptions ODOC has continued pandemic protocols. The assessment centers continue to provide 14 day quarantine placements for inmates received into the system. This also includes county jail receptions, Writs and GPS returns, and Extraditions.

Testing of inmates occur in the following instances:

- Any inmate that presents symptoms
- All pending discharges –
Ms. Embry noted that ODOC discharges approximately 120 a week. She also indicated that if a discharging inmate tests positive the agency coordinates with the health department to provide the inmate's desired release

location. ODOC also ensures the inmate is provided masks to guarantee precautionary measures are able to be taken. The inmate is also provided a booklet with guidelines on how to be safe and keep others safe and informed on how to obtain tests/results.

- Pending hospitalization
- Emergency care at a medical facility
- Intra-system transfers
- County Jail receptions

Protocol for testing positive inmates:

- Once there is a positive result in any facility it becomes a public health investigation through the county health department and our agency works in coordination with them.
- Coordinate with the county and state health departments.
- Immediately isolate and treat symptoms.
- Immediately identify contacts and place on quarantine/ and or test if presenting symptoms.
- Conduct daily symptoms checks on isolated and quarantined inmates.
- Test exposed contact inmates and isolate pending results.

In coordination and recommendations from the health department, testing may be expanded to include a particular pod or housing unit.

The recent increase in state testing capacity has provided results to us within 72 hours.

Calvin Prince arrived at 1:30 p.m.

Ms. Embry stated another protocol ODOC has initiated is identifying “Hot Spot” areas. “Hot Spots” are areas that possibly have an increased amount of positives test results. When identifying hot spots the following items are taken into consideration:

- The medical acuity level of the unit
- The known vulnerability of the population of the facility or unit
- The physical plant of the facility or unit.

To place the focus in ensuring added protocols that address the overall health and safety of the inmates and staff, the unit may be declared a “Hot Spot”. Once a unit is declared, the facility will move to the COVID-19 Phase -1 pandemic plan.

Currently ODOC has hotspots at Eddie Warrior Correctional Center and Joseph Harp Correctional Center.

The health department is immediately informed and continued coordination and collaboration continues. The agency COVID team also works to identify from input from the health department, reports from inmates or staff and with the facility leadership, any uniqueness of the facility, protocols or processes to decrease spread.

Ms. Embry indicated ODOC has also ensured the following:

- Mental health services available for frontline staff.
- Each facility has emergency and pandemic plans which guides the facility as needed.

- The agency Pandemic Planning Guide is available on the agency website along with the daily reported data
- The agency follows Center for Disease Control and Prevention (CDC) and Oklahoma Health Department guidelines in response to all COVID-19 efforts and response.

There was no further discussion.

5. Inmate/Offender Population Update

Classification and Population Director Jason Bryant provided an overview of the inmate/offender population as of August 30, 2020. A copy of the overview was included in the BOC packet for September 9, 2020.

Mr. Bryant indicated for various reasons whether it is from the prison reform or from the virus ODOC has constantly seen a decrease in incarcerates.

Mr. Bryant indicated as of August 31, 2020, Cimarron Correctional Facility (CCF) was depopulated. He also indicated that the population unit have been reviewing security levels of the inmates housed at CCF. Facilities can choose to override security levels and CCF chose to override many security levels, allowing the inmates to be placed in a lower security setting. Upon returning to a state facility, ODOC decided it was best to remove the override and place the inmates in the correct security setting.

There was no further discussion.

6. Legislative Update

Chief of Strategic Engagement Jessica Brown indicated interim studies are currently being conducted. So far, ODOC has been a part of one interim study. This study involves ODOC and Career Tech's ability to potentially provide Certified Nursing Assistant training to inmates.

Another study ODOC is slightly involved in is the study of mental health of first responders.

Several studies involve law enforcement that could possibly involve ODOC. There is also a telework study that could have an impact/benefit for ODOC.

This legislative session will be the first session of the 58th Legislature. ODOC is in the planning stages of the legislative initiatives for this year. Last year, most of ODOC bills were stopped due to COVID-19. ODOC plans to resurrect a few of the bills this session.

There was no further discussion.

7. Agency Budget Update

A. FY2021 budget Update

Chief Financial Officer Ashlee Clemmons provided updates on the FY2021 BOC Budget Reports, FY2021 July Statement Revolving Funds, FY 2021 July Statement Federal Funds, and FY 2021 Appropriated Operating Budget.

B. FY 2021 BOC Budget Reports

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2021 BOC Budget Reports. A copy of the overview was included in the BOC packet for September 9, 2020.

C. FY 2021 July Statement Revolving Funds

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2021 July Statement Revolving Funds. A copy of the overview was included in the BOC packet for September 9, 2020.

D. FY 2021 July Statement Federal Funds

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2021 July Statement Federal Funds. A copy of the overview was included in the BOC packet for September 9, 2020.

E. FY 2021 Appropriated Operating Budget

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2021 Appropriated Operating Budget. A copy of the overview was included in the BOC packet for September 9, 2020.

There was no further discussion.

8. Approval of Board of Corrections Policy:

Chief Compliance Officer Penny Lewis provided an overview of the following policy revisions and requested approval of the revisions. A copy of the policies and revisions were included in the BOC packet for September 9, 2020.

- P-010100 entitled "System of Manuals, Handbooks and Monitoring Procedures"
- P-020600 entitled "Legislative Initiative Process"
- -020700 entitled "Oklahoma Department of Corrections Data System Management"
- P-020800 entitled "Guidelines for Research and Research-Related Activities"
- P-030100 entitled "Provisions of Services/Inmate Rights and Responsibilities"
- P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"
- P-050100 entitled "Emergency Plans for the Oklahoma Department of Corrections"
- P-070100 entitled "Provisions of Food Service"
- P-080100 entitled "Mission and Management of Correctional Industries"

Motion: Chairman Siegfried made motion to approve all the above listed policy revisions. Mr. Chandler 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	Absent
Dr. Kathryn LaFortune	Absent		

P-010100, P-020600, P-020700, P-020800, P-030100, P-040100, P-050100, P-070100, P-080100 were approved by majority vote. There was no further discussion.

9. Internal Audit Summary Reports:

A. FY 2020 3rd Quarter Summary

Chief Compliance Officer Penny Lewis provided an overview of the FY 2020 3rd Quarter Summary. A copy of the FY 2020 3rd Quarter Summary was included in the BOC packet for September 9, 2020.

B. FY 2020 4th Quarter Summary

Chief Compliance Officer Penny Lewis provided an overview of the FY 2020 4th Quarter Summary. A copy of the FY 2020 4th Quarter Summary was included in the BOC packet for September 9, 2020.

10. Unit Spot Light:

A. Agri-Services Overview

Agri-Services Director Brad Bailey Penny provided an overview of the Agri-Services Unit.

I. Mission

The mission of the Agri-Services division is to produce, procure, and provide food items needed to meet master menu requirements, efficiently manage agency-owned land resources, and provide meaningful employment to inmate workers.

II. Staffing

- Currently have forty-eight (48) staff members
- Approximately two-hundred (250) inmate workers are employed and are trained to complete all phases of operations. The inmates are trained in a variety of positions, the most highly trained inmates operate complex agricultural and food processing machinery, monitor health of livestock, and are responsible for food safety and other protocols.

III. Agri-Services is Composed of the following:

- Eleven (11) agricultural units that encompass a total of 19,463 acres of land
- A meat processing center
- A dairy, complete with raw milk processing center to homogenize and pasteurize milk
- A multi-purpose food processing center
- Two (2) food warehouses dedicated to opportunity buy distribution

IV. Agricultural Units

- **16,669 acres of rangeland and timber is home to just under two thousand (2,000) heifers.**

- The cows are bred to Angus bulls to produce a quality calf. Calves are weaned, pre-conditioned for forty-five (45) days at their home units, and then sent to wheat pasture to reach the desired marketable weight.
 - Agri-Services retain approximately three hundred (300) heifers per year for replacements. They are synchronized and artificial inseminated to low birth weight bulls. Agri-Services recently began an extensive artificial insemination program; the first calf crop from this endeavor is weaning this month.
- **1,901 acres are cropland used to produce:**
 - Small grains consisting of winter wheat, milo, and oats are grown on a majority of the cropland acres. A portion of the grain crops are utilized at our feed mill to produce livestock feed, and the rest is sold to generate cash.
 - Corn silage and hay crops are grown to satisfy a portion of the needs of the dairy and beef cattle herds.
 - Fruits and vegetables are grown on a small portion of the acreage to provide fresh produce to the facilities during the growing season. Most production is shipped fresh to the facilities, but some is processed and frozen for later consumption. Excess production that cannot be distributed fresh or processed in a timely manner is sent to the Regional Food Bank.
 - Broccoli, cabbage, asparagus, onions, squash, cantaloupe, honeydew, and watermelons are an example of crops grown.
 - **Smaller enterprises include:**
 - Pecans Harvesting
 - Firewood,
 - Leather shop
 - Sawmill
 - Repair and maintenance garage.

V. **Meat Processing Center**

- Manufactures (nineteen) 19 different products for inmate consumption.
- Raw products are produced in both bulk and patty form. (Ground beef, chicken sausage patties, and meat loaf.)
- Fully cooked products. (Bologna, Salami, hot dog franks, and turkey ham.)
- Provides one hundred percent (100%) of the meat needs for the agency
- Annual production is over 3.1 million pounds

VI. **Dairy**

- Milk an average of (one hundred and sixty-five) 165 cows twice daily
- Provides 100% of the agencies milk needs
- Milk is pasteurized, homogenized, and packaged in five gallon containers.
- Production is over six hundred thousand (600,000) gallons annually.

VII. **Food Processing Center**

- Kosher/Halal meal packaging
- Re-packing of bulk opportunity food items (from totes to usable

- quantities for facilities)
- Vegetable processing
- Melon processing

VIII. **Opportunity Buy Food Program**

- Foods are purchased in truckload quantities at a significant savings when compared to the prime vendor contract.
- Food is stored in warehouses then distributed weekly to the facilities as needed.
- An examples of opportunity buy:
 1. Carrots missing target size
 2. A Restaurant's chili base has a recipe change and/or manufacturer already has a large supply.
 3. Breaded chicken patties manufactured for a particular restaurant are rejected for 2% breading voids.
 4. Most recently, a restaurant had a 4.4 ounce beef patty surplus because consumers quit buying due to the pandemic. Agri-Services bought eighty thousand (80,000) pounds and were able to deliver it to the facilities for \$1.91 per pound when raw ground beef was costing over \$3.00 per pound.
- Since inception of the program, the agency has saved over eight million (\$8,000,000) in food costs.

IX. **Delivery Fleet**

- Agri-Services maintains a tractor-trailer delivery fleet and delivers food to all facilities on a weekly basis. Food is delivered on a scheduled route and remains consistent from week to week.

X. **Breakdown of HMCC Agri-Services Unit:**

- 5291 acres, all pasture and timber except for 520 acres of cropland.
- 467 cows currently on the unit.
- HMCC has the largest Pecan production unit, producing 33,080 lbs. last year for an income of \$31,421.82.
- Firewood is produced as crews have available time.

BOC members asked about the difficulties experienced due to the pandemic.

Mr. Bailey indicated a major issue has been maintaining a workforce during the pandemic.

BOC members asked who was allowed to purchase from Agri-Services

Mr. Bailey indicated state agencies and employees were allowed to purchase from Agri-Services and there is also a statutory exception for certain items to be sold on the outside market with limitations.

Mr. Bailey also indicated that Agri-Services does not receive any appropriated funding and the unit is fully self-sufficient.

11. Committee Reports – Standing Committees:

F. 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 COVID-19 Updates, policies, and operational updates that were presented in today's meeting.

There was no further discussion.

G. Population/ Security/ Private Prisons

Chairman Hastings Siegfried

Members Dr. Kathryn LaFortune and Calvin Prince

Members in this committee discussed details pertaining to the agency's assistance to county jails, COVID-19 updates, the new count sheet that was presented in today's meeting, the status of closures and moves due to the budget cuts, and the county jail waiting list.

There was no further discussion.

H. Public Policy/ Affairs/ Criminal Justice

Chairwoman Betty Gesell

Members Joe Griffin, Dr. Kathryn LaFortune, Stephan Moore

Ms. Gesell mentioned the possible Career Tech program that would train inmates to become CMA's. Members in this committee discussed the impact COVID-19 had on programming. Many programs are being able to proceed with social distancing and distance learning. The volunteer programs are the most affected due to limiting entrance into the facilities. The CDL class had a graduation. Members also discussed highlighting programming during the next meeting.

There was no further discussion.

I. Audit/ Finance/ Technology

Chairman Lynn Haueter

Members Randy Chandler and Daryl Woodard

Members in this meeting discussed the FY2020 3rd and 4th Quarter Internal Financial Audits, consolidating Budget Reports, and OMS project. The OMS project does not seem to have any issues with funding. Vice Chair Haueter would like to have a full time OMES liaison, right now the agency just has a temporary employee. Vice Chair Haueter would like to have this person create a five year technology strategic budgeting plan. The agency's technology is behind. Obtaining office 365 is a huge step forward and Vice Chair Haueter would like to continue moving forward.

There was no further discussion.

12. Adjournment

Motion: Chairman Siegfried made motion to adjourn meeting. Mr. Chandler 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	Absent
Dr. Kathryn LaFortune	Absent		

There being no further business to discuss, adjournment of the meeting was approved by majority vote at 3:01 p.m.

Submitted to the Board of Corrections By:

Signature on File
Tasha Parker, Minutes Clerk

October 14, 2020
Date

I hereby certify that these minutes were duly approved by the Board of Corrections on October 14, 2020 in which a quorum was present and voting.

X Signature on File

Dr. Kathryn LaFortune, Secretary
Board of Corrections