

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

March 17, 2021

1. Call to Order

Chairman Hastings Siegfried called the Regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 PM, on Wednesday, March 17, 2021, at Dick Conner Correctional Center, 129 Conner Rd., Hominy, Oklahoma 74035.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on Wednesday, October 21, 2020. 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 2:50 PM, on Monday, March 15, 2021, 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 DCCC, 129 Conner Rd., Hominy, Oklahoma 74035.

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	Present
Joseph Griffin	Absent	T. Hastings Siegfried	Present
Lynn Haueter	Present	Daryl Woodard	Absent
Dr. Kathryn LaFortune	Present		

Calling of the roll reflected a quorum was present.

2. Approval of Board of Corrections Meeting Minutes

Chairman Siegfried requested approval of the meeting minutes as presented to members in the BOC packet for March 17, 2021.

A. January 20, 2021

Motion: Mr. Prince made the motion to approve the minutes. 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	Absent
Dr. Kathryn LaFortune	Approve		

Meeting minutes for January 20, 2021, were approved by majority vote. There was no further discussion.

3. Facility Warden Welcome

DCCC Warden Janet Dowling welcomed the Board Members, Director Crow and attendees then provided the following overview:

The facility was named after former Oklahoma State Penitentiary Warden and Osage County Sheriff R. B. "Dick" Conner. The facility opened in August of 1979. The facility was built at a cost of \$12.8 million and was designed to house four hundred (400) inmates. Today's count is one thousand one hundred and eighty-nine (1,189) inmates. The facility currently employs seventy-seven (77) officers, sixty (60) support staff with a payroll of approximately \$10.5 million. Additionally, the facility has forty-seven (47) staff members assigned to other departments such as health services, programs, and education. The facility has an operating budget of approximately \$1.7 million and food service expends approximately nine hundred ninety-eight thousand dollars (\$998,000).

The facility has benefited from several construction and maintenance bond projects to include resurfacing of the parking lot and perimeter road, two (2) generators, and the replacement of a water softener. Currently the facility is receiving roof repairs, electrical panel upgrades, mechanical room upgrades, domestic water line replacements, and HVAC upgrades. Anticipated projects include upgrades to the plumbing and wastewater plant, restrictive housing access control panels, and installation of LED lights. Once all projects are completed the total cost of bond monies received will be approximately \$16.2 million.

Board Members asked if all projects were replacement projects.

Warden Dowling stated yes, all projects were upgrades to existing infrastructure.

There was no further discussion.

4. Director's Comments

Director Crow welcomed everyone and provided the following updates:

A. COVID-19 Update

Currently, the agency has one hundred and seven (107) COVID-19 positive inmates with nine (9) COVID-19 related hospitalizations. Since July of 2020 there have been a total of forty (40) confirmed COVID-19 deaths. The Agency has one (1) COVID-19 hotspot. OSR was confirmed as a hotspot on March 13, 2021. Currently, the agency has fifty-five (55) known staff members positive for COVID-19.

B. COVID-19 Vaccination Status

The agency worked with the Oklahoma State Health Department (OSHD) to begin offering vaccinations to staff at the end of January 2021. Currently, 691 staff members have received both vaccines. An additional 431 staff members have received the first vaccine. Staff vaccinations are expected to be complete by the first week of April. Once all vaccines are received, the total number of staff vaccinated will be 1,088. This number does not include staff that were able to receive the vaccine through other avenues.

Approximately 12,000 inmates have shown interest in receiving the vaccination. The agency worked with OSHD to begin offering inmate vaccinations last week.

Health Services implemented a three-phase plan to vaccinate inmates. Phase 1 included facilities with infirmaries and high-risk inmates. The agency received 3,300 doses of Moderna last week and anticipates receiving another 5,500 doses of Moderna along with 4,400 doses of Johnson & Johnson next week. As of March 15th, approximately 1,500 inmates have received the first vaccine. The agency anticipates all vaccines will be administered by the end of April.

Director invited Acting Chief of Strategic Engagement (COSE) Millicent Newton-Embry up to the podium to provide acknowledgment to all staff involved in the vaccination initiative.

COSE Newton-Embry commended staff for all their efforts and indicated this initiative would not be possible without the teamwork.

Director Crow mentioned the efforts of the OSHD and thanked OSHD for their assistance.

C. Visitation Reinstatement

Director Crow stated the inmates, their families and supporters have been extremely understanding during the suspension of visitation. Director Crow went on to state he understood how valuable family support is to the inmates and is very pleased the agency is able to resume visitation throughout all facilities.

- Visitation will resume on Thursday, April 1, 2021 and will be open to all approved visitors.
- To prioritize the safety of inmates and staff, ODOC will continue to follow CDC and Oklahoma State Department of Health guidelines.
- Visitations will be offered multiple days a week by appointment and limited to two hours.
- Visitation will be structured to accommodate social distancing.
- Visitors will be required to wear a facemask provided by the facility while on facility grounds.
- Visitors will be required to complete a health-screening questionnaire and have their temperature measured before entering visitation rooms.
- Visitors presenting COVID-19 symptoms will be required to leave facility grounds

The Director mentioned the known risks of resuming visitation and indicated the process would be closely monitored. Director reiterated the importance of visitation for inmates and their families.

Board Members inquired about visitation approval.

Director indicated there is a formal approval process that has been in place for many years and is initiated at the facility level.

Board Members inquired about the status of programs.

Director indicated many programs and inmate jobs have been reopened and as the restrictions are lifted more programs will become available.

There was no further discussion.

5. Chief of Operations Update

Chief of Operations Mike Carpenter welcomed everyone and provided the following updates:

A. ICON Update (New OMS System)

Historical Review

- The current OMS system was implemented in the mid-1990's. The system was older technology then and has not aged well.
- The agency began discussions about a new system in the early 2000's, but budget constraints prevented a robust conversation. This also led to a lack of updates and upgrades for the system.
- In April of 2017, a Business Case for a new system was created in partnership with the Persimmon Group of Tulsa, Oklahoma. This then led to the creation of system requirements of which there were originally around one thousand five hundred and fifty (1550) requirements. This was rolled up to a final number of approximately five hundred and fifty (550) requirements.
- An RFP was conducted in partnership with OMES beginning in July 2019, and a notice to award was granted in January 2020. This is a remarkable time frame for a full RFP to be completed.
- A contract was signed with Marquis Software Development of Tallahassee, Florida for the application and system implementation. Additional contracts were signed with Arrowhead Consulting of Tulsa, Oklahoma for project management and organizational change management and with KPMG for Independent Verification and Validation. These partnerships have been instrumental in the success of the project.
- The total cost of software development was contracted at \$21,996,488 and the total project cost was estimated at \$30,000,000. The total project included internal project staff, the migration to Office 365, a Business Intelligence model, and a Document Management model. There is also a component of improving our computing power across the whole of the agency. All of these components together are necessary to move the agency out of the mid 1970's.
- The project is divided into five build years (which may not be tied to any specific calendar dates) the project is just now finishing year one with a "go-live" for Probation and Parole for May 2021.

Current Status

- The project is currently in Phase Two (of three phases) of User Acceptance Testing.
- The application will be hosted in the Azure Government Cloud and this environment has been built, stabilized, and is prepared for use.
- A forward and back bridge is being constructed so the new system and old system can remain in sync with each other and this is approximately 90% complete.
- All components for Probation and Parole are built and in some version of testing except for the Offender Time Calculation and this component will be under some form of construction for the full five years of project build. The P&P version of OTC will be complete and tested for go live.
- Many internal interfaces are complete. External interfaces are planned but not yet underway due, in large part, to the bridge not being complete. In phase two of the project, scheduled to begin in mid to late June of 2021, some

interface construction will begin. It is noted that many of these interface constructions will require interaction with and cooperation from outside entities and will have their own “mini project schedules” outlining completion expectations.

- The agency has migrated to Office 365 with large assistance from ISD and their efforts to move the state in that direction.
- The team has completed many steps necessary to the adoption of thin client technology and the team is working now on a computer refresh for P&P utilizing thin clients.
- Training plans are made for all P&P staff and will begin on April 19, 2021. This training is statewide and includes computer labs (using thin clients) so all P&P staff can see the new system and in the working environment they will use after go-live. This training is robust in nature and will continue long after the go-live date.
- The project has utilized approximately thirty (30) Subject Matter Experts (SME) from P&P staff. These SME’s will remain as power users and aid and assist all P&P staff with the conversion to the new system. The SME’s have also been instrumental in the development, testing, prioritizing, and construction of the system. These regular Probation and Parole Officers and Supervisors are the true heroes of the build, as they have dedicated a large portion of the last year to the success of the project.

Project Particulars

- The project budget was estimated at \$30M at the outset of the project. This allowed for the software development, additional components described above, and permanent project staff. These project staff will remain as ICON coordinators after the completion of the build. They will be instrumental in maintaining the system, training users, creating, and managing change to keep up with policy and law changes, and maintaining the system currency throughout its life.
- The legislature has graciously provided two annual appropriations for this project of \$4.8M for a total of \$9.6M. In the first fiscal year ('20) the agency expended a total of \$2,763,366 on the project including staff. To date (as of February 28, 2021) in fiscal year 21 the agency has expended \$6,990,177, again, including staff.
- The agency is asking the legislature to provide an appropriation this year of \$7M to continue the project into the future.
- The project has, at this time, twelve (12) permanently assigned agency staff who work in the project build daily.

The Future

- Planning will begin for Phase Two in coming weeks. The team has compiled a list of all components that fit into phase two and meetings will be held to definitively decide what components get built and implemented the next phase. This will likely include institutional offender time management and reception at a minimum.
- The team will also begin in depth talks with the Courts for some form of integration between their system and ICON. The team will also complete an integration with ACISS which is an investigative case management tool in use by many state entities and some federal law enforcement groups.

Board Members inquired about the migration process from the old system to the new system.

COO Carpenter indicated the team has not started the migration phase. There are companies that can transfer the data. This process will probably be solidified in year four of the project.

Board Members clarified the thin client refresh is part of the Microsoft 365. This means the cost is virtually nothing.

COO Carpenter confirmed and indicated the only cost incurred will be the build.

B. February's Severe Weather Update

The Winter Storm of 2021 was certainly a test for the agency. From Friday, February 12, 2021 to Sunday, February 21, 2021, the agency suffered continuous mechanical and maintenance breakdowns that required around the clock efforts by facility staff and the agency Construction and Maintenance Unit. To date, March 17, 2021, the agency has identified \$108,473 in costs and overtime related to the storm response.

The rolling blackouts caused the agency to rethink preparedness as concern grew that the sudden start/stop of equipment may cause additional issues. A total of eighty-two (82) serious maintenance issues impacting heat, drinking water, electricity, or some facility system were encountered during this week.

Facility staff, construction and maintenance staff, and officers, pressed into service becoming maintenance assistants, part and emergency equipment transporters, and issue monitors to keep up with the demand.

The temperature of all living areas became one of the most important data points in the agency. Even in places where we didn't have issues with mechanical breakdowns, there was still trouble with heating systems keeping up. The challenge often became keeping up with the availability of resources to direct staff and equipment to the most critical location on a moment's notice. Prioritizing became a buzzword very early on.

The inventory of emergency equipment was all but depleted several times. In some cases, the team was moving from an "issue fixed" location to an "issue broken" location continuously to keep up with the needs.

Four-wheel drive vehicles saved the week. Ten years ago, the agency had almost zero and the emergency response team would not have been able to support facilities as they did during this week. The agency has come a long way with their emergency response equipment; however, if a similar situation were to arise, the agency would benefit from additional emergency response equipment.

It is important to note individuals in the agency's care never went without their basic needs being met. Temperatures never went below fifty-five degrees and that was only for short periods of time; most units stayed at least sixty degrees. When water issues arose, drinking water through other means was provided. Generators were on site to assist with the electric demands.

COO Carpenter provided an overview of DCCC specific issues with heating and water and described facility staff's efforts on overcoming those issues.

Board Members inquired about lessons learned from this event.

COO Carpenter indicated the agency has come a long way in the past ten years and had many measures in place such as the emergency response team. He went on to state more equipment would always be beneficial.

Director indicated there are many failures out of the agency's control, for instance, water supplies that are supported from the city's water.

Board Members mentioned the importance of receiving the bond funds.

COO Carpenter stated the agency was very thankful for the bond funds because it could have been much worse.

No there was no further discussion.

6. Warden Appointments

Division of Institutions Director Jason Bryant welcomed everyone and provided the biography of the following interim wardens and requested approval for their appointments:

A. John Lilly Correctional Center (JLCC) Interim Warden Terry Tuggle

Mr. Terry Tuggle began his career with the Oklahoma Department of Corrections in 1985 as a Food Service Superintendent at the Oklahoma State Penitentiary in McAlester, Oklahoma. In 1996, he was promoted to Food Service Superintendent II at the Jess Dunn Correctional Center. Mr. Tuggle was detailed as Deputy Warden in 1996 at JDCC. He resumed the position of Food Service Superintendent II in 1996 and continued until 1997. Mr. Tuggle was promoted to Unit Manager in 1997 at JDCC. In 2001, Mr. Tuggle was again detailed as Deputy Warden. Six months later, he resumed his position as Unit Manager where he served until 2019. In 2019, Mr. Tuggle was promoted to the Deputy Warden position. In 2020, Mr. Tuggle was promoted to the Interim Warden at the John Lilley Correctional Center.

Board Members provided their support and words of encouragement.

Motion: Mr. Siegfried made the motion to approve the appointment of Terry Tuggle to Warden at JLCC. 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	Absent
Dr. Kathryn LaFortune	Approve		

Appointment of JLCC Warden Tuggle was approved by majority vote.

Warden Tuggle thanked God, the Board Members, Director Crow, COO Carpenter, and Chief of Staff (COS) Farris for having confidence in his ability. Warden Tuggle indicated he would serve the agency to the best of his ability.

There was no further discussion.

B. James Crabtree Correctional Center (JCCC) Interim Warden Scott Nunn

Scott Nunn began his career with the Oklahoma Department of Corrections in

1990 as a Correctional Officer at Joseph Harp Correctional Center. In July 1998, he was promoted to Case Manager, holding that position until December of 2013 when he became an Administrative Programs Officer II for Classification/Population. In December 2017, he was appointed to the Security and Facilities Operations Manager position for Region III. In December 2018, Scott was appointed to the position of Facility Director at Union City Community Corrections Center. In August 2020, Scott was named Interim Warden at James Crabtree Correctional Center.

Board Members provided their support and words of encouragement.

Motion: Mr. Siegfried made the motion to approve the appointment of Scott Nunn to Warden at JCCC. 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	Absent
Dr. Kathryn LaFortune	Approve		

Appointment of JCCC Warden Nunn was approved by majority vote.

Warden Nunn thanked the Board Members, Director Crow, COO Carpenter, and COS Farris for allowing him the opportunity to serve the agency. Warden Nunn indicated it was an honor to receive the position and indicated he has had the privilege of working for the agency for three decades and being named Warden of JCCC is the highlight of his career. Warden Nunn went on to state he read a quote recently that stated “If you work hard, do well, you get to walk through the door of opportunity. It is important not to slam it shut behind you, reach back and give others the same chance you received.” Warden Nunn thanked everyone for the chance and stated he would also leave the door open for others to succeed.

There was no further discussion.

C. Oklahoma State Penitentiary (OSP) Interim Warden Jim Farris

Warden Farris began his career with the Oklahoma Department of Corrections in 1991 as a correctional security officer at the Oklahoma State Penitentiary. In 1992, he transferred to Mack Alford Correctional Center where he served as a Correctional Officer, Case Manager, Correctional Counselor, Unit Manager and Warden’s Assistant. In 2011, he was promoted to Deputy Warden at the Howard McLeod Correctional Center. In 2013, he was appointed Warden of the Lexington Assessment and Reception Center where he served until assuming the leadership as Warden of the Jess Dunn Correctional Center in 2016. In July 2019, he was appointed Warden of the Howard McLeod Correctional Center until December 2019 when he assumed leadership as Warden of Mack Alford Correctional Center. In 2020, he was appointed as Interim Warden of Jackie Brannon Correctional Center and Oklahoma State Penitentiary. Warden Farris received his bachelor’s degree in Criminal Justice from Southeastern Oklahoma State University in 1990.

Motion: Mr. Siegfried made the motion to approve the appointment of Jim Farris

to Warden at OSP. 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	Absent
Dr. Kathryn LaFortune	Approve		

Appointment of OSP Warden Farris was approved by majority vote.

Warden Farris thanked the Board Members, Director Crow, COO Carpenter, and COS Farris for allowing him the opportunity to serve the agency. Warden Farris indicated he is very competitive and is ready to accept the challenge to make his facility the best in the state.

There was no further discussion.

7. Chief of Strategic Engagement Update

Justin Wolf welcomed everyone and provided the following updates:

A. Legislative Update

Mr. Wolf provided an overview of the legislative process and provided a status update on the agency's request bills. The agency had ten (10) request bills, two (2) of the bills failed. House Bill 1645 failed; this was the pay increase for probation and parole officers. House Bill 2332 failed; this bill was cleanup language pertaining to who appoints and affixes the salary of the director. House Bill 2332 language has been placed into another bill.

B. 2020 Criminal Justice Reclassification Coordination Council Report Overview

Mr. Wolf provided a brief overview of the history of the council which was implemented in 2018 with twenty-two (22) members.

The council has categorized felonies Y and A through D; they have been working on which crimes should go into each category along with ranges of punishment for each category. The goal is to reduce or maintain prison population. As they are closing in on a final version, they have asked ODOC to analyze projected cost and impact.

There was no further discussion.

8. Inmate/Offender Population Update

Acting Population Director Travis Gray provided an overview of the inmate/offender population as of February 26, 2021. A copy of the overview was included in the BOC packet for March 17, 2021.

There was no further discussion.

9. Agency Budget Update

Chief Financial Officer (CFO) Ashlee Clemmons welcomed everyone and provided

the following overview:

A. FY 2021 BOC Budget Overview

CFO Clemmons provided an overview of the FY 2021 BOC Budget. A copy of the overview was included in the BOC packet for March 17, 2021.

There was no further discussion.

Chairman Siegfried called a ten (10) minute recess at 2:49PM. Meeting resumed at 3:01PM

10. FY2021 – Second Quarter Internal Financial Audit

Chief Compliance Officer Penny Lewis welcomed everyone and provided an overview of the FY2021 Second Quarter Internal Financial Audit. A copy of the overview was included in the BOC packet for March 17, 2021.

There was no further discussion.

11. Approval of Board of Corrections Policy

Chief Compliance Officer Penny Lewis provided an overview and requested approval of the following polices:

- A. P-100100 “Training and Staff Development Standards”**
- B. P-110100 “Uniform Personnel Standards”**
- C. P-130100 “Annual Inspections and Monitoring”**
- D. P-140100 “Inmate Medical, Mental Health and Dental Care”**
- E. P-150100 “Physical Plant Standards and Long-Range Plant Development for Correctional Facilities”**
- F. P-150500 “Eight Year, System-wide Capital Improvement Program”**
- G. P-160100 “Purpose and Function of Probation and Parole”**
- H. P-090200 “Public Works Programs of the Oklahoma Department of Corrections”**

A copy of the overview was included in the BOC packet for March 17, 2021.

Motion: Mr. Siegfried made the motion to approve of all above listed policies 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	Absent
Dr. Kathryn LaFortune	Approve		

Approval of all above listed polices were approved by majority vote. There was no further discussion.

12. Unit Spotlight

A. Education Overview

Superintendent Jeana Ely thanked everyone for allowing her to attend and present an overview of education. Ms. Ely provided the following overview:

The ODOC Education Program currently has over one thousand five hundred

(1,500) inmates enrolled in Adult Basic Education classes at twenty-three (23) sites statewide, eighteen (18) correctional centers and five (5) community correction). In addition, fifteen (15) sites also host college classes for almost three hundred and fifty (350) inmates and work with seven (7) colleges and universities across the state. The Education program is also responsible for teaching Principal Life Skills for inmates who will soon reenter society and for administering the new arrival testing at each facility. Between all these programs we improve the lives and employability of over two thousand (2,000) inmates daily. These numbers are based on COVID protocols and allowable activities. As we continue to approach normal operations, these numbers continue to grow. In the past ten (10) years this Education program has been responsible for aiding eleven thousand two hundred and ninety-six (11,296) individuals in achieving their High School Equivalency (HSE) goals.

Staff:

The main administrative staff includes the superintendent, and two Senior Principals. The Superintendent's office is in Oklahoma City. Senior Principal, Jack Bowers, is based at James Crabtree Correctional Center and supervises the western side of the state. Senior Principal, Dan Hattaway, is based at Eddie Warrior Correctional Center and supervises the eastern side of the state.

The teaching staff at each site, consists of one Correctional Teacher II (CT II) or Principal and the teachers termed Correctional Teacher I (CT I). The number of CT I's at each site is dependent on the relative size of the program. This not only includes the number of inmates enrolled, but also the amount of program space available and the needs of the facility. The sizes of the programs at each site range from about fifty (50) to three hundred (300) enrolled inmates.

Currently, there are eighty-eight (88) filled Education positions. Three (3) administrative, fourteen (14) CTII, sixty-five (65) CT I and six (6) temporary part-time. The size of the education staff at each site ranges from 3 to 7. All educators must have a current teacher certification to be employed. Many have retired from public school with extensive teaching experience.

By law our teaching salaries are calculated beginning with the minimum state teaching salary schedule.

Funding:

Funding for education program's temporary teachers, classroom consumables, software, and IT equipment comes from three (3) federal grants. The grants include Adult Basic Education Grant governed by Oklahoma Department of Career and Technology, Neglected and Delinquent, Title I Grant governed by the State Department of Education, and the Special Education Grant also governed by the State Department of Education. The Education Unit reports the enrolled students and their progress through software that is reviewed by state and federal authorities. The ODOC Education Program was recognized in 2019 as the state's most outstanding Adult Basic Education program for our documented work with adult students.

Additionally, many of the agency's college enrolled students have benefitted from the Second Chance Pell Grant that allows qualified inmates to get funding as they

work towards a degree. Three facilities have the Second Chance Pell Grant. The following colleges participate in the Second Chance Pell Grant Tulsa Community College, Langston University, and Connors State College, Western Oklahoma State College, and Rose State College. The following facilities work with the colleges to offer the Second Chance Pell Grant: Dick Conner's Correctional Center, Eddie Warrior Correctional Center, and Jess Dunn Correctional Center.

In the last legislative session, the federal government opened the regular Pell to inmates who would qualify for Pell benefits if they were still out on the streets. As a result, many colleges in Oklahoma are beginning to try to open their doors to qualified inmates.

Board Members inquired about the additional colleges.

Ms. Ely indicated the additional colleges Eastern Oklahoma State University, Oklahoma City University, and South Western Oklahoma State University.

Education Program:

ODOC Education operates as the Lakeside School District and is accredited by the Oklahoma State Department of Education. The accreditation is approved annually. The main site for Lakeside Schools is OSR in Granite.

Much of what is done revolves around testing. When inmates come to a facility each is given a Test of Adult Basic Education (TABE) to determine if they have an educational need. They are also asked about their success in completing high school. The individuals who are enrolled in regular ABE classes are those who do not have a high school diploma or its equivalent.

The ABE program is broken down into three levels, Literacy, Pre-High School Equivalent (PHSE) and High School Equivalent (HSE). Before a student is placed into one of these levels, each is given a TABE 11/12 to determine their grade appropriate placement. Each quarter the student is reassessed to measure gains made. For students in Literacy and PHSE, if they achieve a high enough score on their quarterly test, the student can complete the class and is awarded completion credits for their efforts.

The students in the HSE program must also take quarterly tests. However, they can only complete the class if they pass the HiSET exam. By passing the HiSET exam, the student earns a high school diploma. This test is offered for free to any inmate that is enrolled in the education program and has demonstrated mastery of skills at a level that makes the passing of the HiSET exam a real possibility. In FY20 there were eight hundred and thirty-one (831) completions.

Instruction:

Education courses are designed to be conducted in a blended learning style. This happens two ways, face-to-face and using self-paced computer software. There are experienced teaching staff at each site who can teach the skills their students need to advance academically. Also, there are several software programs to address the needs of students at all levels, including those with learning disabilities such as dyslexia. These programs are self-paced and focus on the skills needed to advance in our education program and ultimately pass the HiSET exam.

Completions:

As students work through the education program, the college program or through the Principal Life Skills class, there is a reward for doing well. For class completions, students are awarded credits.

Principal Life Skills	30 credits
Literacy completion	30 credits
PHSE completion	30 credits
HSE completion	90 credits
Complete 6 college hours	30 credits
Associate degree	100 credits
Bachelor degree	200 credits

In FY20, four hundred and twenty-eight (428) students completed Literacy, seven hundred seventy-six (776) completed PHSE, eight hundred and thirty-one (831) completed HSE, one thousand eight hundred and sixty-four (1864) completed Life Skills and thirty-four (34) completed college. The total number of credits awarded for completions last fiscal year was approximately one hundred sixty-three thousand (163,000).

Ms. Ely indicated the Education program is a benefit not only to inmates but also to society by providing inmates with the ability and skills to successfully re-enter society and becoming productive citizens. Education also assists with the reduction of recidivism.

Board Members asked if good behavior could be related to level of education.

MS. Ely indicated that she would like to think yes. Keeping an inmate’s mind busy provides less time for the inmate to focus on negative initiatives.

Director Crow indicated education also provides inmates a self-esteem boost.

Ms. Ely indicated she has been very thankful for her staff during the pandemic.

Board Members asked about the differences between females interested in education and males interested in education.

Ms. Ely indicated that females seem to learn early how important education is for their future. She also went on to state that it takes a little more counseling for the male population to get them interested in trying education again. This is because many of them have had a bad experience or an undiagnosed learning disability which hindered them in the past.

Board Members asked if education receives any high school records.

Ms. Ely indicated they do for the special education population, but by the time they come to the adult facility they are usually way out of date.

Board Members asked about what type of testing is conducted.

Ms. Ely Indicated each facility has a special education teacher on site and while they do not do the official testing these teachers are able to recognize the signs of learning disability.

Board Members asked about what grade level must be met to be considered for the literacy program.

Ms. Ely indicated sixth grade.

Board Members asked if Lexington Assessment and Reception Center (LARC) intake response.

Ms. Ely They are required to test them during the reception process but since the inmates are going through so much during their stay at LARC, it is not the best environment to test the inmates there. The inmates are instead tested at their

first facility after leaving LARC.

There was no further discussion.

13. Committee Reports – Standing Committees:

B. Executive

Chairman Hastings Siegfried

Members Lynn Haueter and Dr. Kathryn LaFortune

Members in this committee discussed the proposed agenda for the board meeting, logistics of the warden interviews, and COVID updates.

There was no further discussion.

C. Population/ Security/ Private Prisons

Chairman Calvin Prince

Members Hastings Siegfried and Lynn Haueter

Members in this committee discussed BOC routine updates, the private prison contract (the contract has been submitted to OMES for approval), medical transports and what the protocols are for sending them to Lindsay or OU versus another hospital, and the electronic monitoring program.

There was no further discussion.

D. Public Policy/ Affairs/ Criminal Justice

Chairwoman Betty Gesell

Members Joe Griffin, Dr. Kathryn LaFortune, and Stephan Moore

Members in this committee discussed the legislative update, commutation process, and resources available to inmates through reentry, and the ID process.

There was no further discussion.

E. Audit and Finance

Chairman Randy Chandler

Members Hastings Siegfried, Lynn Haueter, and Daryl Woodard

Members in this meeting discussed the budget, the current surplus and what areas could use funds that have been previously neglected, the hepatitis C process (currently, the agency is treating the most severe), payroll continuing to be the biggest expenditure, county jail back up costs and possible roll over funds, and the construction bonds.

There was no further discussion.

14. New Business

There was no new business.

15. Approval to Enter into Executive Session

Pursuant to 25 O.S. § 307(B)(9), the Board of Corrections may discuss in Executive

Session matters involving safety and security at state penal institutions or correctional facilities used to house state inmates.

A. North Fork Correctional Center (NFCC) Security Briefing

Motion: Chairman Siegfried made a motion to enter Executive Session. 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	Absent
Dr. Kathryn LaFortune	Approve		

Approval to enter Executive Session was approved by majority vote at 3:36 PM

16. Approval to Return from Executive Session

Motion: Chairman Siegfried made a motion to return from Executive Session. 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	Absent
Dr. Kathryn LaFortune	Approve		

Approval to return from Executive Session was approved by majority vote at 4:11 PM

17. Adjournment

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

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

There being no further business to discuss, adjournment of the meeting was approved by majority vote at 4:13PM.

Submitted to the Board of Corrections By:

Signature on File

Tasha Parker, Minutes Clerk

May 19, 2021

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on May 19, 2021 in which a quorum was present and voting.

X Signature on File

Dr. Kathryn LaFortune, Secretary
Board of Corrections