

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES  
May 19, 2021**

**1. Call to Order**

Secretary Kathryn LaFortune called the Regular meeting of the Oklahoma Board of Corrections (BOC) to order at 12:59 PM, on Wednesday, May 19, 2021, Lexington Assessment and Reception Center (LARC), 15151 State Highway 39, Lexington, Oklahoma 73051.

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 4:00 PM, on Monday, May 17, 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 LARC, 15151 State Highway 39, Lexington, Oklahoma 73051.

**A. Pledge of Allegiance**

Secretary LaFortune led the meeting attendees in reciting the pledge of allegiance to the United States Flag.

**B. Roll Call**

Secretary LaFortune asked the clerk to call roll:

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

Calling of the roll reflected a quorum was present.

**2. Approval of Board of Corrections Meeting Minutes**

Secretary LaFortune requested approval of the meeting minutes as presented to members in the BOC packet for May 19, 2021.

**A. March 17, 2021**

**Motion:** Mr. Prince made the motion to approve the minutes. Mr. Chandler seconded the motion.

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

Meeting minutes for March 17, 2021, were approved by majority vote.

There was no further discussion.

### **3. Facility Warden Welcome**

LARC Acting Warden Kameron Harvanek welcomed everyone to the meeting and provided the following overview:

Acting Warden Harvanek indicated he has been at LARC since the first of March. He went on to state LARC's capacity is 1,462 and has a variety of programs to include: Career Tech, Trailer Factory, Oklahoma Correctional Industries, Agri-Services livestock operations with 100 head of cattle. Acting Warden Harvanek recognized his staff and their dedication.

Acting Warden Harvanek then introduced Dr. Perkins to provide an overview of the Prison Divinity Program.

Dr. Perkins indicated it was a blessing to stand up before the Board and say they are on the ground and running. Dr. Perkins stated the program has been on the hearts of many Oklahomans; it has taken a lot of prayer, fundraising, and organizing. The program orientation began two months ago, and they are in their next to last week of school. The students are extremely busy right now finishing up assignments. The Prison Divinity Program is sponsored by the Oklahoma Baptist University and full 128 credit hour, four-year, Bachelor Liberal Arts Degree. The students will not only be taking course specific classes, but they will also be taking core curriculum classes such as mathematics, psychology, English, etc. All classes are in-person instructor led classes. Another part of the program is an internship with the LARC Chaplin. Upon the completion of the program the students will have a Bachelor of Arts degree, two years of internship, and will be equipped academically and spiritually. Dr. Perkins indicated he is grateful for the partnership with the agency and for LARC for hosting the program. Dr. Perkins also thanked Director Crow for the signed memorandum of understanding, allowing graduates to be sent to other facilities across the state to mentor others. Dr. Perkins indicated the class currently has 40 students and hopes to have another 40 in the near future. Dr. Perkins went on to state they had an E-newsletter to keep individuals informed about their progress and if anyone had any interest in receiving the newsletter to reach out to him.

There was no further discussion.

### **4. Director's Comments**

Director Crow welcomed everyone and provided the following updates:

#### **A. Emergency Purchase**

- I. On March 8, 2021, Director Crow indicated he declared an emergency at Jim E. Hamilton Correctional Center due to the State Fire Marshal requiring electrical repairs and upgrades in two of the housing units. The State Fire Marshal authorized the agency to temporarily house inmates in the gymnasium for 48 hours while repairs were made. The work was completed, and inmates were returned to their housing units.

Costs incurred as a result of the emergency totaled \$35,750.00 as follows:

- \$29,250.00 - replaced light fixtures and receptacles, added switches, changed junction boxes, secured conduits, and troubleshot circuits that were tripping.
- \$6,500.00 – cleaned return air ducts to remove dust and debris.

- II. On March 19, 2021, Director Crow indicated he declared an emergency at Lexington Assessment Reception Center due to a gas leak at the facility. The gas leak was located underneath the front entry driveway; due to the leak being in the open and not around buildings, ONG did not shut down the facility. Contractors began work immediately and, during the course of the repairs, a 200 pair phone cable was inadvertently cut. The emergency purchase consisted of repairs to the gas line and phone cable.

Costs incurred as a result of the emergency totaled \$119,678.87 as follows:

- \$115,430.00 - repair of gas line
- \$ 4,248.87 - repair of phone cable

- III. On May 4, 2021, Director Crow indicated he declared an emergency at Mack Alford Correctional Center. On May 3, 2021, severe weather caused extensive damage to the education building roof. A temporary roof was installed, and the facility is working with Risk Management for permanent repairs.

Costs incurred as a result of the emergency totaled \$59,295.03 as follows:

- \$59,295.03 - temporary roof

#### **B. Transition to COVID-19 Phase IV**

On May 3, 2021, the agency transitioned to COVID-19 Phase IV protocols. The protocols maintained social distancing and mask wearing while allowing:

- Facilities to utilize the dining halls, by unit, during mealtimes.
- Volunteers to return to facilities.
- Programs and church services to resume at normal operations.
- Community Corrections inmates to return to work assignments and approved escorted activities.

Phase IV is in addition to the Phase III protocols which allowed:

- Unit access including daily access to the outside unit yard.
- Scheduled access to other areas outside of the unit.
- Jobs, programs, and Education to resume with limited operations.
- Visitation to resume with restrictions.

#### **C. COVID-19 Vaccine Status**

Director Crow provided the following update on COVID-19 Vaccine Status. Director Crow also mentioned the agency was reviewing the mask mandate and masks could become voluntary beginning June 1, 2021.

##### **I. Inmate Numbers**

- 3,998 inmates have received the Johnson and Johnson vaccine.

- 7,263 inmates have received the first and second dose of Moderna or Pfizer Vaccine.
- 476 inmates are awaiting their second dose, and all should receive their second dose by June 7, 2021.
- 11,737 inmates will be fully vaccinated by the end of June.

The agency is providing the Johnson and Johnson vaccine to all new arrivals who have not received the vaccination and request it.

II. Staff Numbers

- The agency worked with the Oklahoma State Department of Health (OSDH) to provide all staff who wanted the vaccine an opportunity to receive it. The agency and OSDH was able to provide 1,085 staff members with the vaccine.

**D. Introduction of Chief Medical Officer and Administrator of Programs**

Director Crow introduced and welcomed the new Chief Medical Officer and Administrator of Programs.

I. Chief Medical Officer – Dr. Ross Fisher

Dr. Fisher began his career with the Oklahoma Department of Corrections (ODOC) in 2007 at Lexington Correctional Center where he served as the chronic care clinic physician.

During his career with ODOC, he has been the lead physician at Lexington Correctional Center, regional supervising physician, and has served on multiple committees for Medical Services. Dr. Fisher has also provided clinical consultation and guidance to ODOC providers across the state.

From 2014-2015, he worked with SSM Health as an outpatient geriatric internal medicine physician and served as a liaison between the medical staff and administration staff.

Dr. Fisher comes from an extensive medical background, including local private practice from 1988-2006. He served as chair of the Department of Medicine and chief of medical staff at Edmond Regional Hospital where he was involved in many hospital committees during his tenure.

Dr. Fisher is a graduate of the University of Oklahoma College of Medicine with residency training in Internal Medicine at the University of Oklahoma Medical Center. He is board certified in Internal Medicine and has been a member of the American College of Physicians since 1998.

II. Administrator of Programs – Clint Castleberry

Mr. Castleberry began his career with the Oklahoma Department of Corrections (ODOC) in November 1999 as a psychological clinician at Lexington Assessment and Reception Center. During his career, Mr. Castleberry served in many positions such as clinical services coordinator, administrator of programs, administrator of intervention/re-entry, chief

administrator and division manager over programs and education, director of health services, and chief of staff. As chief of staff, he was instrumental in developing strategic long-term and short-term. In addition, he played a critical role in planning and executing the nation's largest single-day commutation.

In 2020, Mr. Castleberry was recruited by Oklahomans for Criminal Justice Reform, a coalition of diverse business and community leaders, law enforcement experts, service providers, and advocates committed to research, education, and advocacy for criminal justice reforms that improve public safety.

Mr. Castleberry earned a Bachelor of Science degree in Psychology and a Master of Science degree in Applied Psychology from Southwestern Oklahoma State University in Weatherford.

Director Crow stated both staff members hit the ground running and congratulated both on their positions.

Board Members welcomed both individuals and wished them the best.

#### **E. Organizational Changes**

Director Crow indicated the first Phase of ICON was going live in days. As the agency continues to move forward with this initiative it has become apparent that in order to manage the progress of ICON efficiently a lot of time must focus solely on ICON. Director Crow indicated that not too long ago he learned that Chief of Operations (COO) Mike Carpenter was focusing his daytime hours on operational responsibilities and then spending his evening hours working on ICON. COO Carpenter was working long hours therefore, on Monday, Mike Carpenter assumed the role of Chief Technical Operation Services. This position oversees the following units:

- Systems Quality Management
- Application Management
- Information Technology

At this time the Chief of Operations pin will not be filled, and Chief of Staff Justin Farris will assume the role of Chief of Operations. The following units have been added to his current responsibilities:

- Division of Institutions
- Community Corrections
- Construction and Maintenance
- Fleet Management
- Quartermaster

The Canine Unit will report to the Inspector General.

The Chief Administrator of Training will now oversee the Cadet Training Academy.

There was no further discussion.

#### **5. Legislative Update**

Justin Wolf welcomed everyone and provided the following update:

The agency had a very successful year. The agency had three bills that failed to move forward. House Bill 1645 failed; this was the pay increase for probation and parole officers. House Bill 2332 failed; this was the peace officer status to allow the agency to retain the commission of commissioned staff when they transfer to other positions within the agency and the new positions no longer require commission status, the language was amended and placed into another bill; that bill also failed. House Bill 2332 failed; this bill was cleanup language pertaining to who appoints and affixes the salary of the director. The agency will request for this language to be reheard next year.

All other agency request bills were approved by legislature and signed into law by the Governor. The big wins are as follows:

- Eliminated post-incarceration supervision; the recent Attorney General Opinion indicated the post-incarceration supervision process was unconstitutional and the agency requested the statute governing this process be eliminated.
- Eliminated the notice of Judgement and Sentence Document; this document was an informal document that was redundant and unnecessary.
- Increased the age range for the RID program. Previously the age range was 18-21 years and was extended to 25 years of age. State Question 780 reduced the population eligible to take advantage of the RID program. The program is a successful program and the agency is hopeful that increasing the age range will increase the number of inmates eligible to take part and benefit from the program.
- Streamlined the agency take-home vehicle process.
- Cleaned up medical reimbursement standards.
- Obtained forfeiture authority over seized contraband.
- Cleaned up community sentencing language to eliminate confusion on who was responsible for reporting to the District Court when sentencing was successful.

Other Bills that significantly affect the agency that were approved by legislature and signed into law by the Governor are as follows:

- Increased GPS monitoring eligibility. This increased the years remaining from two years to three years.
- More definitions on medical parole. This clearly defined near death or dying. This assists the agency by providing better guidelines and statutory backing for our policy and procedures.
- Merit Protection Changes. Staff is currently reviewing to determine the specific affect it will have on the agency.
- Sarah Stitt Act – This act requires the agency to ensure all inmates discharging receive an identification card. The agency had previously been working with the Department of Public Safety (DPS) to provide identification cards to assist with successful reentry. This will become a more robust process and the agency has been meeting with DPS to ensure this process is successful.
- Community Sentencing reporting requirements are becoming more robust to assist with successful reentry.
- State employee leave limits will be increased for health emergencies similar to the COVID-19 pandemic. Currently, the increase amount is unknown.

There was no further discussion.

#### **6. Inmate/Offender Population Update**

Administrator of Classification and Population Travis Gray provided an overview of the inmate/offender population as of April 30, 2021. A copy of the overview was included in the BOC packet for May 19, 2021.

There was no further discussion.

#### **7. 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 May 19, 2021.

CFO Clemmons brought attention to the digital signage board on display in the meeting room and indicated the boards have been implemented statewide to provide communication to staff and inmates. The boards were purchased using CARES funding.

CFO Clemmons indicated the agency had a conservative budget this year; the agency was amidst the pandemic and were uncertain of what they year would bring. CFO Clemmons indicated the agency ended with a surplus, not necessarily as savings, within the budget. The surplus allowed the agency to complete a few requests from the previous budget request. These funds allowed the agency to purchase new vehicles, replace dental chairs, replace kitchen equipment, and currently have a purchase request moving through the approval process for security cameras and radios.

CFO Clemmons indicated she believes there will be enough of the county jail transport appropriations to support next fiscal year's expenditures.

CFO Clemmons indicated the agency is still on target with the Offender Management System. The proposed legislation this year that came from the appropriations chair is to create a revolving fund for the allocations of the Offender Management System. This assists the agency and legislatures with identifying expenditures.

CFO Clemmons indicated the Construction and Maintenance team has done an outstanding job with this process. The Bond was for \$116.5 million and as of March 2021 there is only approximately \$1.3 million that has not been encumbered or expended. The agency has until November 8, 2021 to encumber the remaining bond funds. CFO Clemmons is not aware of any obstacles that will prevent the agency from meeting the November deadline.

CFO Clemmons indicated overall the state's appropriations increased. Most state agencies received an increase in their allocations. The agency received a 2.48% increase.

CFO Clemmons indicated next month (June) the budget work program would be submitted to the Board Members as a voting item.

There was no further discussion.

**8. Unit Spotlight**

**A. Hepatitis C Overview**

Physician Assistant Bethany Wagner thanked everyone and provided an overview of Hepatitis C. A copy of the overview was included in the BOC packet for May 19, 2021.

*PA Wagner indicated on page 34 it states as of March 30, 2021, approximately 2000 inmates were identified as having chronic hepatitis C virus infection, indicating an approximate 15% prevalence rate. This is inaccurate, it is 7% due to the treatment funds.*

Board Members asked general questions pertaining to the Hepatitis C overview and PA Wagner responded.

There was no further discussion.

**9. Approval of Contracts**

General Counsel Gary Elliott requested approval of the following contracts as presented to members in the BOC packet for May 19, 2021.

**A. North Fork Correctional Center (NFCC) Lease Contract**

**Motion:** Mr. Prince made the motion to approve the NFCC Lease Contract. Mr. Chandler seconded the motion.

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

NFCC Lease Contract was approved by majority vote.

**B. Davis Correctional Facility (DCF) Contract**

**Motion:** Mr. Prince made the motion to approve the DCF Contract. Mr. Chandler seconded the motion.

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

DCF Contract was approved by majority vote.



There was no further discussion.

**10. Approval of Board of Corrections Committee**

Board Member Chandler requested approval to implement a FY22 Focus Committee. The committee would focus on identifying fiscal year goals and assisting with solutions to ensure the goals were achieved.

**A. FY22 Focus Committee**

**Motion:** Mr. Prince made the motion to approve the FY22 Focus Committee. Mr. Chandler seconded the motion.

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

FY22 Focus Committee was approved by majority vote.

**11. 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, moving the BOC meetings to the last week of the month, and organizational changes. There was no further discussion.

**C. Population/ Security/ Private Prisons**

**Chairman** Calvin Prince

**Members** Hastings Siegfried and Lynn Haueter

Members in this committee discussed population updates, the private prison contracts, OIG statistics, and McGirt updates. 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 updates, Organizational Changes and the vision for Programs, and COVID-19's impact on programs and medical. 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 overview, NFCC and DCF Contract, and organizational changes. There was no further discussion.

**12. New Business**

There was no new business.

**13. Adjournment**

**Motion:** Mr. Prince made a motion to adjourn the meeting. Mr. Chandler seconded the motion.

Randy Chandler	Approve	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Absent
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 2:56PM.

Submitted to the Board of Corrections By:

Signature on File

Tasha Parker, Minutes Clerk

June 30, 2021

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on June 30, 2021 in which a quorum was present and voting.

**X** Signature on File

Dr. Kathryn LaFortune, Secretary  
Board of Corrections