

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES
October 25, 2023

1. Call to Order

Chairman Hastings Siegfried called the meeting of the Oklahoma Board of Corrections (BOC) to order at 1:11 p.m., on Wednesday, October 25, 2023, 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 Tuesday, November 29, 2022. An announcement was also given at least twenty-four (24) hours in advance by posting notice of the date, time, place, and agenda of the meeting at 9:00 a.m., on Tuesday, October 24, 2023, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in 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:

Rhonda Bear	Absent	Stephan Moore	Present
Joseph Brantley	Present	T. Hastings Siegfried	Present
Randy Chandler	Present	Daniel Snead	Present
Alex Gerszewski	Absent	Daryl Woodard	Absent
Erick Harris	Absent		

The roll reflected a quorum.

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 October 25, 2023.

A. September 27, 2023, Meeting Minutes

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

Rhonda Bear	Absent	Stephan Moore	Approved
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Approved	Daniel Snead	Approved
Alex Gerszewski	Absent	Daryl Woodard	Absent
Erick Harris	Absent		

The meeting minutes from September 27, 2023, were approved by majority vote.

3. Chairman's Update

Chairman Siegfried welcomed everyone to the Board of Corrections meeting.

4. Facility Warden Update

Warden Kameron Harvanek welcomed BOC members, Director Harpe and staff to Howard McLeod Correctional Center and gave an overview of the operations of the facility. Howard McLeod Correctional Center has a population capacity of 691 minimum security inmates and offers educational programs such as principal life skills, prison fellowship programs, basic education, literacy, associate’s degree opportunities through Rose State College and a Goodwill Industries career ready program.

5. Director’s Update

Director Steven Harpe gave updates on a variety of topics including the decline of attrition of staffing, Fleet vehicle updates, food service position raises and the availability for the captain positions to receive over time pay. Director Harpe discussed mid-year calibration efforts that have started for the whole agency.

6. Unit Spotlight

A. Information Technology

Chief Technology Officer James Juarez highlighted projects the IT Unit has been focused on including an agency-wide computer refresh, development of a CCTV standard and the Securus tablets deployment process. Currently, 17,442 inmates have tablets.

7. Warden Appointments

A. JDCC Interim Warden Kelli Davis

Chief Administrator of the Division of Institutions Jim Farris welcomed everyone and provided the biography of Interim Warden Kelli Davis and requested approval for her appointment to Warden at Jess Dunn Correctional Center. A copy of the biography was included in the BOC packet for October 25, 2023.

Board members provided their support and words of encouragement.

Motion: Chairman Siegfried made a motion to approve the appointment of Kelli Davis to Warden at Jess Dunn Correctional Center. Mr. Chandler seconded the motion.

Rhonda Bear	Absent	Stephan Moore	Approved
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Approved	Daniel Snead	Approved
Alex Gerszewski	Absent	Daryl Woodard	Absent
Erick Harris	Absent		

The appointment of Kelli Davis as JDCC Warden was approved by a majority vote.

B. AGCC Interim Warden Michael Miller

Chief Administrator of the Division of Institutions Jim Farris provided the biography of Interim Warden Michael Miller and requested approval for his appointment to Warden at Allen Gamble Correctional Center. A copy of the biography was included in the BOC packet for October 25, 2023.

Board members provided their support and words of encouragement.

Motion: Chairman Siegfried made a motion to approve the appointment of Michael Miller to Warden at Allen Gamble Correctional Center. Mr. Chandler seconded the motion.

Rhonda Bear	Absent	Stephan Moore	Approved
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Approved	Daniel Snead	Approved
Alex Gerszewski	Absent	Daryl Woodard	Absent
Erick Harris	Absent		

The appointment of Michael Miller as AGCC warden was approved by a majority vote.

8. Agency Budget Update

A. Monthly Budget Report

Chief Financial Officer Ashlee Clemmons welcomed everyone and provided an update on the year-to-date financials as of September 30, 2023, including updates on HEP-C, Jail Back-up and ICON funding.

B. State Auditor’s Annual Audit Report for ODOC

Chief Clemmons presented to State Auditor’s annual audit report to the board members.

9. Inmate/Offender Population Update

A. Chief Administrator of Classification & Programs Clint Castleberry provided an overview of the inmate/offender population report as of September 30, 2023. A copy of the overview was included in the BOC packet for October 25, 2023.

10. Committee Reports – Standing Committees:

A. Executive

Chairman Hastings Siegfried

Members Randy Chandler and Rhonda Bear

Members in this committee discussed the proposed BOC agenda and current litigation.

B. Public Policy/Affairs/Criminal Justice

Chairman Erick Harris

Members Rhonda Bear, Alex Gerszewski and Hastings Siegfried

Members in this committee discussed the Legislative initiative processes, Public Relations initiatives and Reentry programs including Birth Certificate and ID disbursements.

C. Population/Security/Private Prisons

Chairman Hastings Siegfried

Members Daniel Snead, Alex Gerszewski and Stephan Moore

Members in this meeting discussed population, Oklahoma Inspector General statistical updates, Office of Threats and Intelligence updates, Private Prisons security updates and ICON offender management system updates.

D. Audit and Finance

Chairman Randy Chandler

Members Joseph Brantley, Hastings Siegfried and Daryl Woodard
 Members in this meeting discussed the BOC Budget Reports and the State Auditor’s
 Annual Audit Report for ODOC.

11. Approval to enter Executive Session

Motion: Mr. Moore made a motion to enter Executive Session at 2:28 p.m. Mr. Snead seconded the motion.

Rhonda Bear	Absent	Stephan Moore	Approved
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Approved	Daniel Snead	Approved
Alex Gerszewski	Absent	Daryl Woodard	Absent
Erick Harris	Absent		

The motion to enter Executive Session was approved by a majority vote.

12. Approval to exit from Executive Session

Motion: Mr. Brantley made a motion to return from Executive Session at 3:07 p.m. Mr. Snead seconded the motion.

Rhonda Bear	Absent	Stephan Moore	Approved
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Approved	Daniel Snead	Approved
Alex Gerszewski	Absent	Daryl Woodard	Absent
Erick Harris	Absent		

The motion to exit from Executive Session was approved by a majority vote.

13. New Business

There was no new business.

14. Adjournment

Motion: Mr. Brantley made a motion to adjourn the meeting. Mr. Snead seconded the motion.

Rhonda Bear	Absent	Stephan Moore	Approved
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Approved	Daniel Snead	Approved
Alex Gerszewski	Absent	Daryl Woodard	Absent
Erick Harris	Absent		

There being no further business to discuss, the adjournment of the meeting was approved by a majority vote at 3:08 p.m.

Submitted to the Board of Corrections By:

Signature on file

11/29/2023

Toni Lee, Minutes Clerk

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on November 29, 2023, in which a quorum was present and voting.

Signature on file

Rhonda Bear, Secretary
Board of Corrections