

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES**

May 22, 2024

**1. Call to Order**

Chairman Hastings Siegfried called the meeting of the Oklahoma Board of Corrections (BOC) to order at 1:19 p.m., on Wednesday, May 22, 2024, at the Autry Technology Center, 1201 W. Willow Road, Enid, OK.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on Monday, December 11, 2023. 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 10:00 a.m., on Tuesday, May 21, 2024, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 4345 N. Lincoln Blvd, Oklahoma City, OK 73105.

**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	Present	Stephan Moore	Present
Joseph Brantley	Present	T. Hastings Siegfried	Present
Randy Chandler	Present	Daniel Snead	Present
Alex Gerszewski	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 May 22, 2024.

**A. March 27, 2024 Meeting Minutes**

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

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

The meeting minutes from March 27, 2024, were approved by majority vote.

**3. Chairman’s Update**

Chairman Siegfried welcomed everyone to the Board of Corrections meeting and thanked Enid Community Corrections Center staff for the tour and for hosting.

**4. Director’s Update**

Director Steven Harpe gave agency updates including leasing the 3<sup>rd</sup> floor of the Lincoln Admin building for additional staff, potential legislative changes to per diem at county jails, Probation and Parole OKC County offices moves and continued facility operations statistics improvements.

**5. Facility Administrator Welcome Enid Community Corrections Center (ECCC)**

Administrator of ECCC Kyla Canchola gave an overview of ECCC. ECCC opened in 1974 as a treatment center and has 86 current offenders. Programs offered include education, reentry, career tech and criminal thinking. In addition, 42 offenders are full-time work release employees for the 9 available employers.

**6. Unit Spotlight**

**A. Community Sentencing**

Administrator of Community Sentencing Melinda Guilfoyle gave a brief history and overview of the community sentencing program.

**7. Legislative Initiatives**

Chief of Staff Justin Farris gave an update on the spring session legislative initiatives.

**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 April 30, 2024. A copy of the report was included in the BOC packet for May 22, 2024.

**9. Inmate/Offender Population Update**

**A. Population Analysis Report**

Chief Administrator of Classification & Programs Clint Castleberry provided an overview of the inmate/offender population report as of April 30, 2024. A copy of the overview was included in the BOC packet for May 22, 2024.

**10. P-100100 Training and Staff Development Policy**

Chief of Administrator of Quality Assurance reported reviewed updates of policy P-100100 for approval. A copy of the policy with marked-up changes was included in the BOC packet for May 22, 2024.

**Motion:** Chairman Siegfried made the motion to approve the updated P-100100 Training and Staff Development Policy. Mr. Moore seconded the motion.

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

The Training and Staff Development Policy P-100100 was approved by majority vote.

**11. 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** Rhonda Bear

**Members** Alex Gerszewski, Dan Snead and Hastings Siegfried

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

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

**Chairman** Hastings Siegfried

**Members** Alex Gerszewski, Daniel Snead 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.

**12. Approval to Enter into Executive Session**

**Motion:** Chairman Siegfried made a motion to enter Executive Session at 2:30 p.m. Ms. Bear seconded the motion.

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

**13. Approval to exit from Executive Session**

**Motion:** Chairman Siegfried made a motion to return from Executive Session at 3:18 p.m. 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		

**14. New Business**

There was no new business.

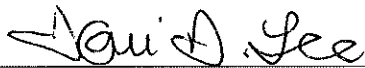
15. **Adjournment**

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

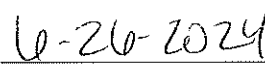
Rhonda Bear	Absent	Stephan Moore	Approved
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Approved	Daniel Snead	Approved
Alex Gerszewski	Absent		

There being no further business to discuss, the adjournment of the meeting was approved by a majority vote at 3:19 p.m.

Submitted to the Board of Corrections By:

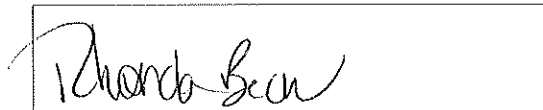


Toni Lee, Minutes Clerk



Date

I hereby certify that these minutes were duly approved by the Board of Corrections on June 26, 2024, in which a quorum was present and voting.



Rhonda Bear, Secretary  
Board of Corrections