



Oklahoma Board of Corrections

REGULAR MEETING

January 16, 2019

Lexington Assessment and Reception Center
Lexington, Oklahoma

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING AGENDA
Lexington Assessment and Reception Center
15151 State Highway 39
Lexington, Oklahoma 73051
1:00 p.m., January 16, 2019

Members of the Board of Corrections will be dining together before the Board meeting.
No business will be conducted during this time period.

- | ITEM | PRESENTER |
|--|--|
| 1. Call to Order
Pledge of Allegiance
Roll Call | John T. Holder, Vice Chair |
| 2. Introduction of Jeorld Braggs Jr, Warden, Lexington Assessment and Reception Center | William Monday, Director
Region II |
| 3. Welcome | Jeorld Braggs Jr, Warden,
Lexington Assessment and Reception Center |
| 4. Approval of Board of Corrections Regular Meeting Minutes for November 29, 2018 | John T. Holder, Vice Chair |
| 5. Approval of Appointments | |
| ▪ Mike Bolt as Warden of the Mack Alford Correctional Center | Millicent Newton-Embry, Director
Region I |
| ▪ Debbie Aldridge as Warden of the John H. Lilley Correctional Center | William Monday, Director
Region II |
| ▪ Aboutanaa El Habti as Warden of the Mabel Bassett Correctional Center | |
| ▪ Jeffrey P. Dunkin as Warden of the Kate Barnard Correctional Center | |
| 6. Director's Comments | Joe M. Allbaugh, Director |
| ▪ Emergency Purchases in accordance with 61 O.S. § 130 | |
| ○ To repair a steam tunnel at the Jess Dunn Correctional Center, \$25,000 | |
| ○ To repair a heat compressor at the Lawton Community Corrections Center, \$8,255 | |

"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." 61 OS § 130

7. Inmate/Offender Population Update

Laura Pitman, Ph.D., Director
Population, Programs, and Strategic Planning

8. Business Services

Ashlee Clemmons, Director
Business Services

- FY 2019 ODOC Budget Monthly Update
- Approval of Average Daily Cost Per Inmate by Facility Category for FY 2018 in accordance with 57 OS § 561.1 ¶E.

"At the beginning of each fiscal year, the Department of Corrections shall determine the budgeted average daily cost per inmate. There shall be a separate computation of budgeted average daily cost for maximum security, medium security, minimum security, and community facilities. This information shall be presented to the State Board of Corrections for informational purposes only. After the close of each fiscal year, the Department shall determine the actual average daily cost per inmate for the operational costs at each major category of correctional facility. There shall be a separate computation of the average daily rate for maximum security, medium security, minimum security, and community facilities. The Department shall present to the Board of Corrections at its January meeting comparative data on budgeted daily cost versus actual daily cost, and, after appropriate review and analysis, the Board shall adopt as a final action of the Board an average daily cost per inmate by facility category for the immediately preceding fiscal year." 57 OS § 561.1 ¶E.

9. Committee Reports

Committee Chairs

Standing Committees:

- Audit/Finance – Chair Todd Holder, Members Kevin Gross and Frazier Henke
- Criminal Justice Reform – Chair Adam Luck, Members Gene Haynes and Dianne Owens
- Population/Private Prisons – Chair Michael Roach, Members Todd Holder and Adam Luck
- Public Policy/Affairs – Chair Gene Haynes, Members Kevin Gross and Dianne Owens
- Executive – Chair Frazier Henke, Members Todd Holder and Michael Roach

10. New Business

John T. Holder, Vice Chair

11. Announcements

John T. Holder, Vice Chair

12. Approval to Enter into Executive Session

David Cincotta, General Counsel

Pursuant to 25 O.S. § 307.B.4. for confidential communications between a public body and its attorney concerning the pending investigation and litigation of the items listed below if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to conduct a pending investigation, litigation, or proceeding in the public interest.

- Suicide of inmate Enrique Dominguez #669613 at the Oklahoma State Penitentiary (case number IG 18-0220)
- Death of Larry Sivits #127966 at the Dick Conner Correctional Center (IG 18-0238)
- Whitlock v. ODOC (case number CJ-2018-3939, District Court of Oklahoma County)

13. Approval to Return from Executive Session

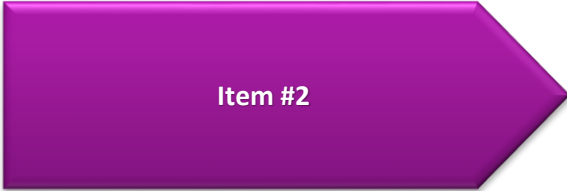
David Cincotta, General Counsel

14. Approval to Adjourn Meeting

John T. Holder, Vice Chair

The next regular meeting of the Board of Corrections will be held at 1:00 PM on Wednesday, February 13, 2019, at the Oklahoma Department of Corrections in Oklahoma City, Oklahoma.

Updated on 1/15/2019 8:51 AM



Item #2

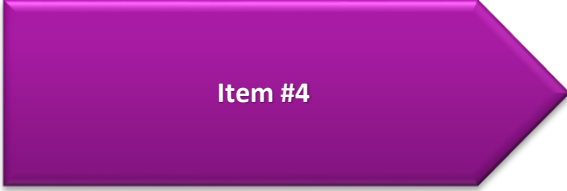
JEORLD BRAGGS JR., WARDEN

Lexington Assessment and Reception Center

Jeorld Braggs Jr., began his career in Corrections with the Texas Department of Criminal Justice (TDCJ) in 1982 as a correctional officer at Ellis I in Huntsville, Texas.

During his twenty-eight plus years of service, he held several positions within TDCJ until his retirement in 2010 as an assistant warden. After a brief retirement, he returned to corrections as a probation officer with Fort Bend County in Richmond, Texas, for four and one-half years. In 2014, Jeorld began his career in Oklahoma as the assistant warden over Treatment and Operations at Cimarron Correctional Facility. In October 2016, he was appointed as warden of the Lexington Assessment and Reception Center.

Jeorld received a Bachelor of Science in Public Affairs with a minor in Business Administration from Texas Southern University.



Item #4

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES
Mack Alford Correctional Center
1151 N Highway 69
Stringtown, Oklahoma
1:00 PM, November 29, 2018

- | ITEM | PRESENTER |
|------------------|---------------------------|
| 1. Call to Order | Frank X. Henke, IV, Chair |
- Chair Henke called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 PM on Thursday, November 29, 2018, at the Mack Alford Correctional Center (MACC) in McAlester, Oklahoma.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on November 14, 2017. 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 Tuesday, November 27, 2018, at the principal office of the Oklahoma Department of Corrections, located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma. An amended agenda was posted at 12:01 PM on Wednesday, November 28, 2018, at the principal office of the Oklahoma Department of Corrections, located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma.

- | | |
|-------------------------|--------------------------|
| 2. Pledge of Allegiance | Michael W. Roach, Member |
|-------------------------|--------------------------|
- Mr. Roach led the meeting attendees in reciting the pledge of allegiance to the United States Flag.

- | | |
|--------------|---------------------------|
| 3. Roll Call | Frank X. Henke, IV, Chair |
|--------------|---------------------------|
- Chair Henke asked the clerk to call the roll:

Kevin J. Gross	Present	Adam Luck	Present
Gene Haynes	Absent	Dianne Owens	Absent
Frank X. Henke, IV	Present	Michael W. Roach	Present
John T. Holder	Present		

Calling of the roll reflected a quorum was present.

- | | |
|---|--|
| 4. Introduction of Tommy Sharp, Acting Warden,
Mack Alford Correctional Center | Millicent Newton-Embry, Director
Region I |
|---|--|
- Ms. Newton-Embry introduced Warden Sharp to the BOC members and Director Allbaugh, providing his biographical information to the meeting attendees. A copy of his biography was included in the BOC Packet for November 29, 2018. There was no further discussion.
- | | |
|------------|----------------------------|
| 5. Welcome | Tommy Sharp, Acting Warden |
|------------|----------------------------|

Mack Alford Correctional Center

6. Approval of Board of Corrections Regular Meeting Minutes for October 30, 2018 Frank X. Henke, IV, Chair

Chair Henke stated the BOC had previously received the regular meeting minutes from October 30, 2018, for review and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for November 29, 2018.

Motion: Mr. Gross made a motion to approve the minutes and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – abstain.

The minutes were approved by majority vote. There was no further discussion.

7. Approval of Michael D. Carpenter as Warden of the Oklahoma State Penitentiary Millicent Newton-Embry, Director
Region II

Chair Henke stated the BOC had previously received the regular meeting minutes from October 30, 2018, and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for November 29, 2018.

Motion: Mr. Gross made a motion to approve the minutes and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – abstain.

The minutes were approved by majority vote. There was no further discussion.

8. Operations Update Scott Crow, Chief of Operations

- Mack Alford Correctional Center
 - Water Treatment Plant
 - Stringtown Waterline
- FY2019 Bond Report

Mr. Crow provided a project update on the water treatment plant which was possible through capital outlay funding. The waterline project is scheduled for completion in December 2018. Mr. Crow also updated the BOC on the FY 2019 bond projects, discussing the three phases for the various projects. Mr. Crow also noted the director had signed paperwork on November 28, 2018, to purchase the warehouse for the Oklahoma Correctional Industries and Agri-Services. There was no further discussion.

9. Inmate/Offender Population Update Laura Pitman, Ph.D., Director
Population, Programs, and Strategic Planning

Dr. Pitman provided the agency's population update as of October 31, 2018. A copy of the update was included in the BOC Packet for November 29, 2018. There was no further discussion.

10. Budget Update Ashlee Clemmons, Director
Business Services
- FY 2019 ODOC Budget Monthly Update

- FY 2019 Canteen Operations Quarterly Update
(July 1, 2018 – September 30, 2018)

Ms. Clemmons provided the agency's FY 2019 budget update as of September 30, 2018. The FY 2019 Budget Work Program was also discussed with the BOC members. Ms. Clemmons also provided the quarterly canteen budget. A copy of the budget updates was included in the BOC Packet for November 29, 2018. There was no further discussion.

11. Approval of Board of Corrections Policies and Procedures:

Penny Lewis, Director
Auditing and Compliance

- P-010300, Mission and Organization of the Oklahoma Department of Corrections
- P-030100, Provisions of Services /Inmate Rights and Responsibilities
- P-030200, Inmate Housing, Job and Program Integration
- P-070100, Provision of Food Services

Ms. Lewis presented for BOC approval the policies noted on the agenda. Chair Henke stated the BOC had previously received a copy of the policies and he would entertain a motion to approve. A copy of the policies was included in the BOC Packet for November 29, 2018.

Motion: Mr. Holder made a motion to approve the policies as presented and Mr. Gross seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The policies were approved by majority vote. There was no further discussion.

12. Legislative Updates and Approval of Initiatives

Jessica Brown, Director
Communications

Ms. Brown presented and requested approval from the BOC for an addition to the CY 2019 legislative initiatives. Chair Henke stated the BOC had previously received the recommended initiative for review and he would entertain a motion to approve. A copy of the proposed initiative was included in the BOC Packet for November 29, 2018.

Motion: Mr. Holder made a motion to approve the additional initiative and Mr. Gross seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The initiative was approved by majority vote. Ms. Brown noted that authors for the bills previously approved had been identified. Deadlines for filing bills is January 17, 2019, and the session opens on February 4. There was no further discussion.

13. Committee Reports
Standing Committees:

Committee Chairs

- Audit/Finance – Chair Todd Holder, Members Kevin Gross and Frazier Henke

The committee met on November 19, 2018, to discuss the items presented for the meeting this date. There was no further discussion.

- Criminal Justice Reform – Chair Adam Luck, Members Gene Haynes and Dianne Owens
The committee met on November 28, 2018, and discussed recommendations for the committee to pursue with criminal justice reform. There was nothing further to discuss.
- Public Policy/Affairs – Chair Gene Haynes, Members Kevin Gross and Dianne Owens
The committee met on November 28, 2018 to discuss the additional initiative for CY 2019. There was no further discussion.
- Population/Private Prisons – Chair Michael Roach, Members Todd Holder and Adam Luck
The committee met on November 19, 2018, to discuss the items presented for the meeting this date. There was no further discussion.
- Executive – Chair Frazier Henke, Members Todd Holder and Michael Roach
The committee met on November 19, 2018, to review and set the agenda for the meeting this date. There was nothing further to report.

14. New Business Frank X. Henke, IV, Chair
There was no new business.
15. Announcements Frank X. Henke, IV, Chair
There were no announcements.
16. Approval to Adjourn Meeting Frank X. Henke, IV, Chair
There being no further business to come before the BOC, Chair Henke requested a motion to adjourn the meeting.

Motion: Mr. Gross made a motion to adjourn and Mr. Roach seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The adjournment was approved by majority vote and the meeting ended at 1:27 PM.

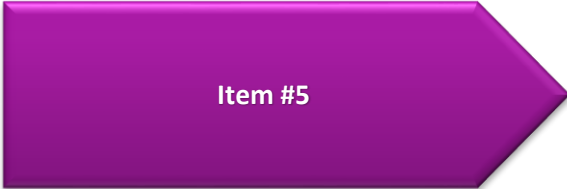
Submitted to the Board of Corrections by:

Kimberley Owen, Minutes Clerk

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on January 16, 2019, in which a quorum was present and voting.

Adam Luck, Secretary
Board of Corrections



CAREER OBJECTIVE

I seek the opportunity to represent the Oklahoma Department of Corrections as the Warden at the Mack Alford Correctional Center. I wish to provide effective supervision of the operational and administrative duties at Mack Alford Correctional Center. To motivate and assist employees and offenders through the use of knowledge, skills and abilities gained through over 26 years of correctional experience and 17 years of management and supervision.

WORK EXPERIENCE

John H. Lilley Correctional Center –Boley, OK
Warden

2016-Current

Implemented practices for long-term effectiveness of operational and/or administrative aspects of a multi-faceted facility to include developing plans to improve the operation of the security and custodial care of inmates. Set goals for increased staff development through the application of consistent leadership and the implementation of sound correctional practices. Maintain the needs of the facility, through the establishment of efficient fiscal strategies and the proper use of resources. Reinforced strong team dynamics in security and support staff. Lead staff and inmates by example in the creation of a positive and safe correctional environment.

Howard McLeod Correctional Center – Atoka, OK
Deputy Warden

2015 – 2016

Provided support to Warden regarding the interpretation, applications of laws, rules and regulations pertaining to overall operation of the facility; assisted Warden in the application of departmental policies and procedures for compliance with statutory and applicable regulatory entities. Continued to serve as a public relations contact for the facility as needed/required.

R.B. Dick Conner Correctional Center-Hominy, OK
Business Manager IV
Records Supervisor/Case Manager Coordinator
Unit Manager
Warden’s Assistant

2000 – 2015

Consulted and worked with administration, security personnel, and interagency staff for the evaluation and classification of the offender population. Researched and developed facility’s annual budget. Coordinated and provided supervision to facility staff. Directed and supervised facility disciplinary and grievance operations as directed by the warden. Advanced skill level as warden’s assistant to include the preparation of special reports and all associated responsibilities of the facility public information officer. Scheduled and coordinated facility and agency events.

EDUCATION

Mid-American Christian University
Oklahoma City OK

December 2012
Bachelors of Science Degree
Public Administration & Ethics

ORGANIZATIONAL

Southern States Correctional Association
Oklahoma Correctional Association

Debbie A. Aldridge

EDUCATION

COLLEGE

Southeastern Oklahoma State University
Durant, Oklahoma 74701
Bachelor of Arts Degree, December 2005
Major: Criminal Justice

PROFESSIONAL EXPERIENCE: Mabel Bassett Correctional Center

Warden

May 2015 - Present

Responsible for the operation and administration of a 1,400-bed female facility which houses death row, maximum, medium, and minimum security inmates, as well as the assessment and reception center for all females entering the department of corrections.

Direct involvement in the recruitment and retention of 280 authorized staff positions, with a personnel budget of \$9,696,936. Manage an operating budget of \$1.8 million.

Oversight of special construction projects, private enterprise operations conducted within the facility, and inmate vocational and rehabilitative programs. Responsible for ensuring Mabel Bassett Correctional Center operates within Oklahoma Department of Corrections policy and procedure, and ensuring American Correctional Association accreditation.

PROFESSIONAL EXPERIENCE: Howard McLeod Correctional Center

Deputy Warden/Acting Warden

November 2013 – May 2015

I began November 2013 as Deputy Warden with duties as secondary command for overall facility operations and administrative duties. Supervision of department heads included food service, all Unit Managers, Chief of Security, laundry, Chaplain, classification coordinator, canteen and secretary. Coordinated work assignments/tasks, created/composes special projects and daily tasks, ensured tasks were performed and completed according to policy by monitoring and supervising. Also, any necessary disciplinary actions taken to ensure compliance.

The Warden left on extended leave as of February 10, 2014; I assumed his duties and supervision as well as my own then was detailed as Warden effective March 1, 2014 and assumed as Warden until February 16, 2015. All duties and aspects of the facility decisions, processes and procedures were conducted. Also, continued the duties as the Deputy Warden as Acting Warden. I also assumed the administrative duties as the Chaplain for approximately a year since HMCC does not have a Chaplain.

PROFESSIONAL EXPERIENCE: Oklahoma State Penitentiary

Unit Manager

July 2003 – November 2013

At OSP worked as unit manager on all units which included A, C & F Units (maximum General Population), D & E Units (Mental Health units); G & I (medium security), THMU (minimum security) and H Unit (death row, SHU and administrative segregation units) and Medical. Was responsible for the overall security, classification, unit staff and day and evening shift officers on those units and all the inmates. Determined cell assignments, recommendations of movements/transfers, disciplinary, sanitation, security decisions. Composed reports including but not limited to staff progressive discipline, serious incident reports, unit scheduling and correspondences etc.

Procedures Officer

September 1997 – July 2003

Ensure all FMs were in compliance with OP's and reviewed annually and updated when needed. Ensured OSP was in compliance with ACA standards and was documented as the ACA Compliance Coordinator. Was utilized extensively on internal audits at numerous facilities within the state. Trained staff in ACA and FMs compliancy. Conducted quarterly audits at OSP to ensure compliance of ACA. Was extremely knowledgeable of policies and procedures.

Secretary I, Typist Clerk III & II

May 1993 – September 1997

In these positions I worked in the following areas conducting clerical duties: Warden and Deputy Warden's office, personnel, maintenance, inmate housing unit secretary, Chief of Security office, procedures office, records/classification office, and assisted training officer.

SPECIAL TRAINING, KNOWLEDGE, ACCOMPLISHMENTS

- Warden's Peer Interaction Training (Sam Houston State University)
- Correctional Leadership Development II, III, & IV
- NIC Media Relations Training
- ACA/OCA and SSCA Member

Aboutanaa El Habti

Professional Experience

Oklahoma Department of Corrections
Oklahoma City Community Corrections Center
Correctional Security Officer I and II (Officer)
September 12, 2005-November 1, 2008

Providing security for the facility through key and equipment inventories; perimeter security checks; hospital transports; conduct inmate counts; supervise and monitor inmate daily movement and activities; conduct facility searches; visitation officer; prepare and submit visitors applications for background checks; supervise inmate visitations; provide Spanish to English translation for inmate parole board.

Oklahoma Department of Corrections
Clara Waters Community Corrections Center
Correctional Security Manager I (Lieutenant)
November 1, 2008-March 1, 2012

Acting Chief of Security:

Assist in planning, directing and administering the overall security operations of the correctional facility. Supervises and directs the work of subordinate staff, issues directives and memoranda to subordinate personnel. Maintain cooperative working relationships with other law enforcement agencies. Conducts interviews with offenders regarding work assignment, personal issues and other problems. Counsels staff members on corrective discipline procedures. Participates and directs shakedowns in search of contraband and other unauthorized materials.

Shift Supervisor:

Coordinate and direct security functions and activities for effective shift productivity. Conduct special misconduct investigations for incidents occurring during or outside assigned shift. Conduct daily paperwork. Train new staff members of facility security and standards. Assign correctional staff duties during scheduled shift. Coordinate and supervise security and escape procedures, conduct offenders count, facility search and drug sweeps. Supervise and monitor offender's movements and activities. Acting relief shift supervisor. Assign and supervise offender's jobs.

Oklahoma Department of Corrections
Clara Waters Community Corrections
Administrative Programs Officer
March 1, 2012 -December 18, 2012

Plans, organizes and/or directs a component of an agency or institutional program or a major division, program, or function established to accomplish a basic goal or mission of the agency. Interprets and advises agency personnel and the general public on departmental rules, regulations and laws governing the operation of the agency, division or department program. Prepares administrative, statistical and/or fiscal documents pertaining to departmental activities. Advises on future resource requirements, priorities for programs and activities; estimates timetables for accomplishing assigned activities; develops policies, rules, and regulations consistent with state and federal laws pertaining to the administration of programs. Plans, develops and conducts training, seminars, meetings, or clinics as required; represents the agency at meetings, seminars, and conferences. Drafts policies and procedures, and develops contract or grant proposals. Reviews proposed legislation and recommends changes; may act as legislative liaison.

Oklahoma Department of Corrections
Clara Waters Community Corrections
Correctional Chief of Security
December 18, 2012 – November 1, 2014

Plans, directs and administers the overall security operations of a correctional facility or institution; supervises and directs the work of subordinate staff. Issues directives, periodic memoranda, and other information to subordinate personnel; makes frequent inspections of all units to evaluate efficiency and operations; conducts regular staff meetings to review security operations, explain policies and procedures or discuss security matters. Maintains cooperative working relationships with other law enforcement agencies; insures compliance by contractual agencies with departmental rules and regulations. Serves as a member of the institution management staff and participates in the formulation of institutional policies and procedures; serves as a duty officer on a rotating basis with responsibilities for the management of the institution. Conducts interviews with inmates regarding work assignments, personnel problems and other issues; counsels staff members on corrective discipline procedures. Establishes policies and procedures and directs shakedowns in search of contraband and other materials; directs riot control activities, correctional emergency response operations and manhunts for escapees. Acts in the capacity of warden or deputy warden in their absence; may be in charge of facility after normal business hours.

Oklahoma Department of Corrections
Clara Waters Community Corrections
Assistant District Supervisor
November 1, 2014 –December 30, 2015

Assists the District Supervisor in directing the operational and administrative functions of an assigned geographical district which may include community corrections; responsibilities may include custodial care and/or field supervision of offenders, medical services, building and equipment maintenance, religious and recreational programs; may also be responsible for coordinating and monitoring additional programs such as halfway houses and program contract providers. Conduct staff meetings concerning policies, methods and procedures of operating units; determines workflow, lines of supervision, assignment of duties, responsible for the immediate supervision of assigned staff. Secondary responsibility for the administrative and operational activities of a district in accordance with department guidelines; inspects operational, administrative, and correctional activities to ensure adherence to policies, procedures, and practices. Assists the District Supervisor in managing the budget, staff, and resources for the assigned district; serves as a public relations contact for the district as needed/required; act in the capacity of the District Supervisor when needed. Ensures that information systems in the assigned areas provide accurate and current data to support management information decisions for the district, as well as ensuring compliance with a variety of reporting and auditing requirements.

Oklahoma Department of Corrections
Mabel Bassett Correctional Center
Deputy Warden
December 30, 2015 – June 1, 2017

Responsible for secondary accountability of the operational and/or administrative aspects of a correctional facility which may include, but are not limited to: security and custodial care, classification, food service, health services, physical plant maintenance, inmate programmatic activities, religious activities, education, laundry, mail, canteen, correctional industries, and agri-services. Assists the warden in preparing the facility's budget and a variety of correspondence, reports, and recommendations concerning the facility's programs to department officials. Serves as the primary assistant to the warden in managing the facility budget, staff and other resources. Provides guidance and information as approved by the warden relating to the interpretation, applications of laws, rules and regulations pertaining to operation of a correctional institution; and, assists the warden in developing, implementing, and applying department policies and procedures to ensure compliance with statutory and applicable regulatory agencies. Provides oversight to contract service providers as appropriate; and, serves on special project committees on various department related operational activities. Serves as a public relations contact for the facility as needed/required.

Oklahoma Department of Corrections
Kate Barnard Community Corrections Center
Facility District Supervisor
June 1, 2017-June 27, 2017

Directs the operational and administrative functions of community corrections center. Responsible for the custodial care and/or field supervision of offenders, medical services, classification and security, vocational and treatment programs, food services, building and equipment maintenance, religious and recreational programs. Additionally responsible for coordinating and monitoring program contract providers. Responsible for insuring activities of the district are in accordance with department guidelines; inspects operational, administrative, and correctional activities to ensure adherence to policies, procedures, and practices. Manages the budget, staff, and resources for the assigned district. Develops and maintains working relationships with the local community, news media, civic groups, elected officials, and others as needed. Ensures that information systems in the assigned area provides accurate and current data to support management information decisions for the district, as well as ensuring compliance with a variety of reporting and auditing requirements.

Oklahoma Department of Corrections
Kate Barnard Correctional Center
Warden
June 27, 2017- Present

Responsible for the overall operational and administrative functions of a correctional Facility, which includes security and custodial care, classification, food service, health services, physical plant maintenance, inmate programmatic activities, religious activities, education, laundry, mail, canteen, correctional industries, and agri-services. Ensures facility compliance with department policies and procedures; and, participates in the development, implementation and application of department policies and procedures to ensure compliance with statutory and applicable regulatory agencies. Responsible for interpretation and application of laws, rules and regulations pertaining to the operation of a correctional facility. Provides facility operational oversight to ensure all security, administrative, and programmatic functions are being carried out effectively, efficiently, and in accordance with department guidelines. Manages the budget, staff, and physical resources for the assigned facility. Provides oversight to contract service providers as appropriate; serves on special project committees regarding a variety of department related operations. Serves as a public relations contact for the facility as needed/required.

University of Phoenix
Oklahoma City Oklahoma
Master of Science in criminal Justice- law enforcement organizations management

December 10, 2013- Present

University of Phoenix
Oklahoma City, Oklahoma
Masters of Business Administration
September 1, 2010-November 21, 2011

Master of Business Administration, concentration in project management

University of Central Oklahoma
Edmond, Oklahoma
Master of Biology
January 2000-June 2002

University IBN Tofail
Kenitra, Morocco
Bachelors of Science in Biology
September 1995- September, 2000
Minor in Immunology

Skills:

Correctional Officer Academy Training: 240 hours
Self Defense
Law enforcement firearms qualification
Typing
Microsoft Office Word
Microsoft Office Excel
Microsoft Office PowerPoint
Management Experience
Bilingual: English, French, Spanish, Arabic

Interests

Martial arts: Ju ji tsu Black belt third degree
Jogging

JEFFREY P. DUNKIN

EDUCATION

Bachelor of Science in Legal Studies
East Central University, Ada, Oklahoma
May 2012

RELEVANT COURSEWORK AND SKILLS

- Completed legal coursework such as Legal Research and Writing; Family Law; Civil Procedure and Litigation; Real Estate Law; Administrative Law; Contracts; Wills, Estates, Trusts, and Probate; Torts; Native American Law; Legal Systems Applications; Ethics; etc.
- Researched legal topics using WestLaw, Lexis Nexis, and OSCN.net.
- Prepared legal documents for a variety of legal proceedings (Motion for Summary Judgment, Case Briefs, Petition for Negligence, Subpoenas, Interrogatories, etc.).
- Ability to write complete and detailed reports.
- Ability to focus and achieve a specific goal while managing several projects simultaneously.

WORK EXPERIENCE

Oklahoma Department of Corrections June 1998 to current

- Mabel Bassett Correctional Center
- Legal Division/Administrative Review Authority
- Lexington Assessment and Reception Center
- Joseph Harp Correctional Center

12/23/2015 to current – Deputy Warden at Mabel Bassett Correctional Center in McLoud, Oklahoma

Responsibilities

- Responsible for secondary accountability of the operational aspects of the correctional facility, which include, but are not limited to: security and custodial care, classification, and inmate programmatic activities.
- Assist the warden in preparing the facility's budget and a variety of correspondence, reports, and recommendations concerning the facility's programs to departmental officials.
- Serve as the primary assistant to the warden in managing the facility budget, staff and other resources.
- Provide guidance and information as approved by the warden relating to the interpretation and application of laws, rules, and regulations pertaining to the operation of the facility, and assist the warden in developing, implementing and applying departmental policies and procedures to ensure compliance with statutory and applicable regulatory agencies.

03/04/13 to 12/22/2015 current – Administrative Review Specialist at Legal Division/Administrative Review Authority in Oklahoma City, Oklahoma

JEFFREY P. DUNKIN

Responsibilities

- Interpret and advise agency personnel and the general public on departmental rules, regulations, and laws governing the operation of the agency.
- Conduct training for agency personnel in disciplinary procedures.
- Review policies and procedures and recommend changes.
- Provide direction to agency personnel in accordance with agency policies and goals.
- Perform highly specialized executive level administrative support functions and activities.
- Review all inmate misconduct appeals to ensure due process has been observed in accordance with the U.S. Supreme Court ruling in *Wolff v. McDonnell*, 418 U.S. 539 (1974).

2002 to 03/04/13 – Case Manager at Lexington Assessment and Reception Center

Responsibilities

- Review inmate criminal backgrounds to ensure appropriate security level placement.
- Liaison with inmate's family members to ensure support upon release from incarceration.
- Provide reviews of inmates regarding their particular needs, security and/or level assignment changes, and enter the required data and other pertinent information into the Offender Management System.
- Teach agency-approved programs such as *Thinking For a Change* in an effort to support inmate re-entry and reduce inmate recidivism.
- Counsel and assist inmates in areas of need such as social skill development, crisis intervention, or any other personal difficulties.
- Primary contact point between the inmate, facility administration, and the community.

2001 to 2002 – Correctional Counselor at Lexington Assessment and Reception Center

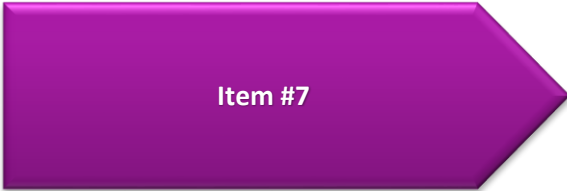
Responsibilities

- Conducted investigations into alleged misconduct and/or law violations of the inmate population.
- Inspected yards, grounds, cell houses, corridors, dormitories and work areas to ensure proper sanitation, and compliance with agency and ACA guidelines.
- Prepared written documentation and reports concerning inmate behavior, status and movement.

1998 to 2001 – Correctional Officer at Joseph Harp Correctional Center

Responsibilities

- Provided security and supervision to inmates in a variety of situations and activities; maintained security of an assigned area or post.
- Supervised activities and movements of inmates.
- Conducted inmate counts; performed searches of inmates and living area for contraband; enforced institutional rules and regulations.



Item #7

Population Update
Population Information as of 12/31/2018
Compared to 12/29/2017

Incarcerated Inmate Grand Total	Females	Males	Total
Current Population	3,086	23,857	26,943
Population Last Year	3,114	23,877	26,991
Change from last year	(28)	(20)	(48)

State Facilities	Females	Males	Total
Current Population	2,862	16,819	19,681
Population Last Year	2,844	16,787	19,631
Change	18	32	50

Private Prisons	Females	Males	Total
Current Population	0	5,876	5,876
Population Last Year	0	5,894	5,894
Change	0	(18)	(18)

County Jail Contracts	Females	Males	Total
Current Population	0	13	13
Population Last Year	0	13	13
Change	0	0	0

Halfway Houses	Females	Males	Total
Current Population	195	871	1,066
Population Last Year	233	915	1,148
Change	(38)	(44)	(82)

Out Count	Females	Males	Total
Current Population	29	278	307
Population Last Year	37	268	305
Change	(8)	10	2

Community Supervision Offender Population Grand Total	Females	Males	Total
Current Population	8,034	25,074	33,108
Population Last Year	8,461	25,690	34,151
Change from last year	(427)	(616)	(1,043)

Probation Supervision	Females	Males	Total
Current Population	6,486	20,219	26,705
Population Last Year	6,873	20,767	27,640
Change	(387)	(548)	(935)

Parole Supervision	Females	Males	Total
Current Population	412	2,010	2,422
Population Last Year	380	2,005	2,385
Change	403	5	37

GPS	Females	Males	Total
Current Population	247	506	753
Population Last Year	214	357	571
Change	33	149	182

Community Sentencing	Females	Males	Total
Current Population	886	2,325	3,211
Population Last Year	993	2,548	3,541
Change	(107)	(223)	(330)

EMP	Females	Males	Total
Current Population	0	2	2
Population Last Year	0	8	8
Change	0	(6)	(6)

PPCS	Females	Males	Total
Current Population	0	1	1
Population Last Year	0	1	1
Change	0	0	0

CSP	Females	Males	Total
Current Population	1	4	5
Population Last Year	0	0	0
Change	1	4	5

Community Program Failures	Females	Males	Total
Current Population	2	7	9
Population Last Year	1	4	5
Change	1	3	4

Total System Population	Females	Males	Total
Current System Population	11,120	48,931	60,051
Population Last Year	11,575	49,567	61,142
Change	(455)	(636)	(1,091)

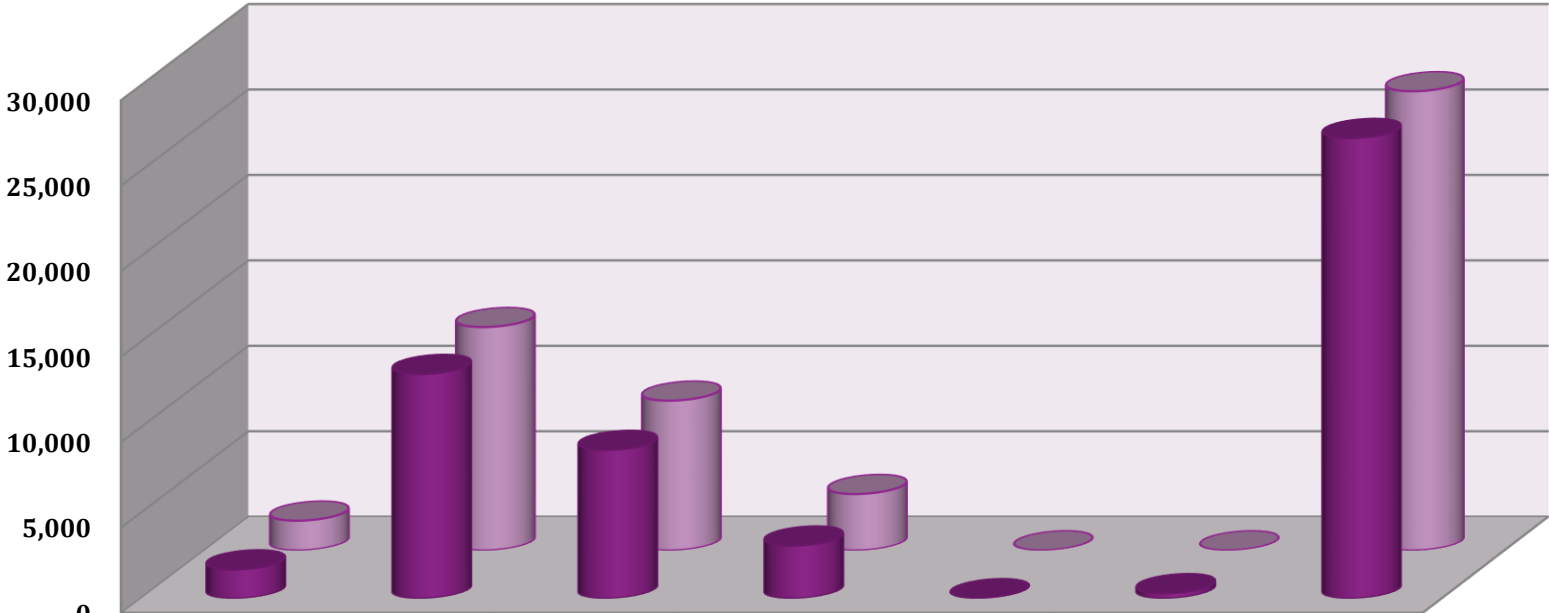
County Jail Transfers Pending	Females	Males	Total
December 31, 2018	60	693	753
Population Last Year	76	1,086	1,162
Change	(16)	(393)	(409)

Facility Type	Rated Operating Capacity	Inside Total Incarcerated Inmate Population	Inside Total as a Percent of Rated Operating Capacity
Assessment & Reception Centers	620	603	97%
In Transit	N/A	12	N/A
Institutions	14,967	17,037	114%
Community Corrections Centers	1,962	2,029	103%
TOTAL STATE	17,549	19,681	112%
Private Prisons	5,950	5,876	99%
Contracted County Jails	18	13	72%
Halfway Houses	1,281	1,066	83%
TOTAL CONTRACT	7,249	6,955	96%
SYSTEM TOTAL	24,798	26,636	107%

Pardon & Parole Board Results	Females	Males	Total
December 2018			
Considered	19	188	207
Denied	11	132	143
Recommended	8	56	64
Percentage Recommended	42.11%	29.79%	30.92%

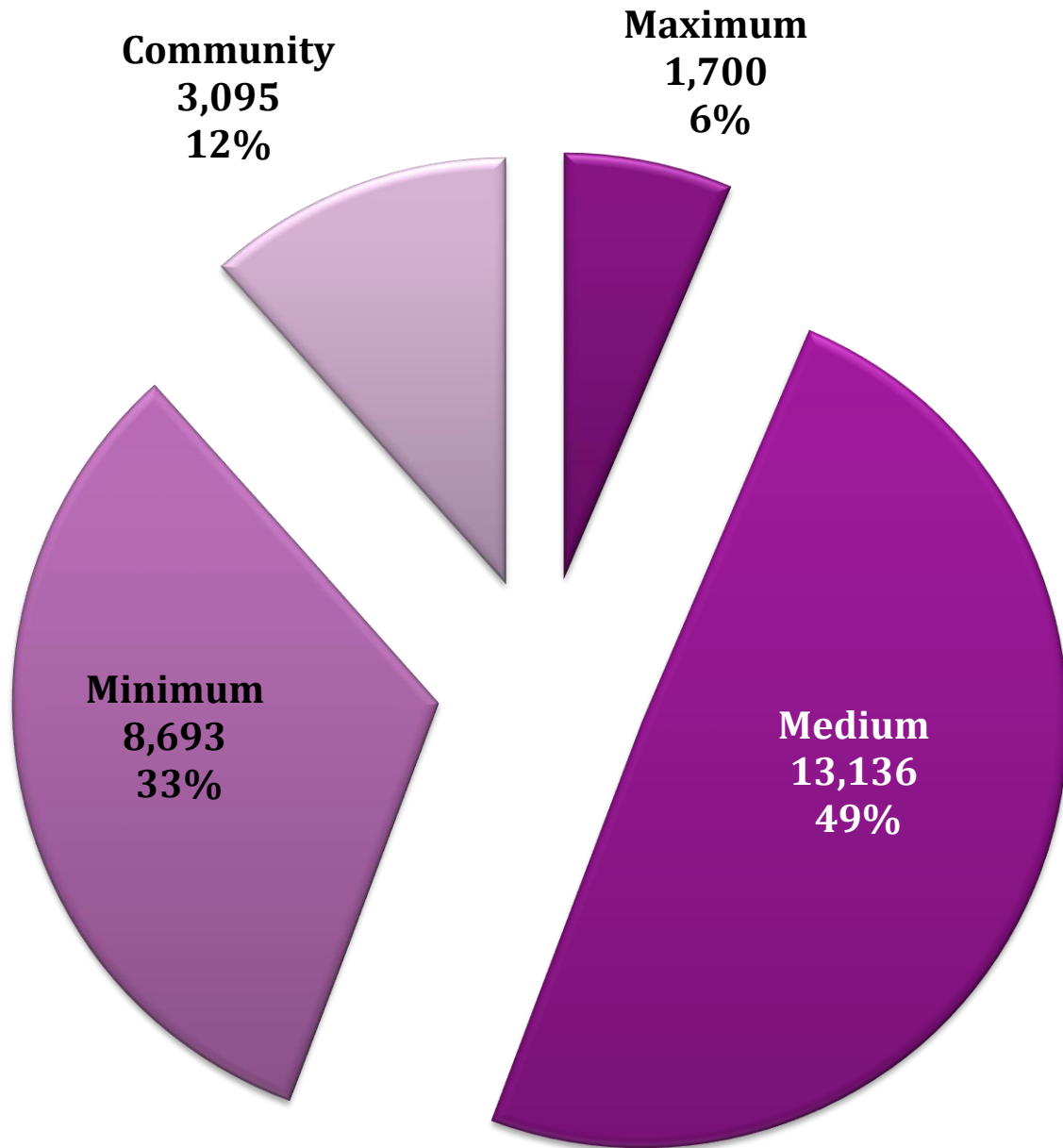
Governor's Actions	Females	Males	Total
December 2018			
Reviewed	0	7	7
Approved	0	6	6
Denied	0	1	1
Percentage Approved	0.00%	85.71%	85.71%

Inmate and Bed Distribution December 31, 2018

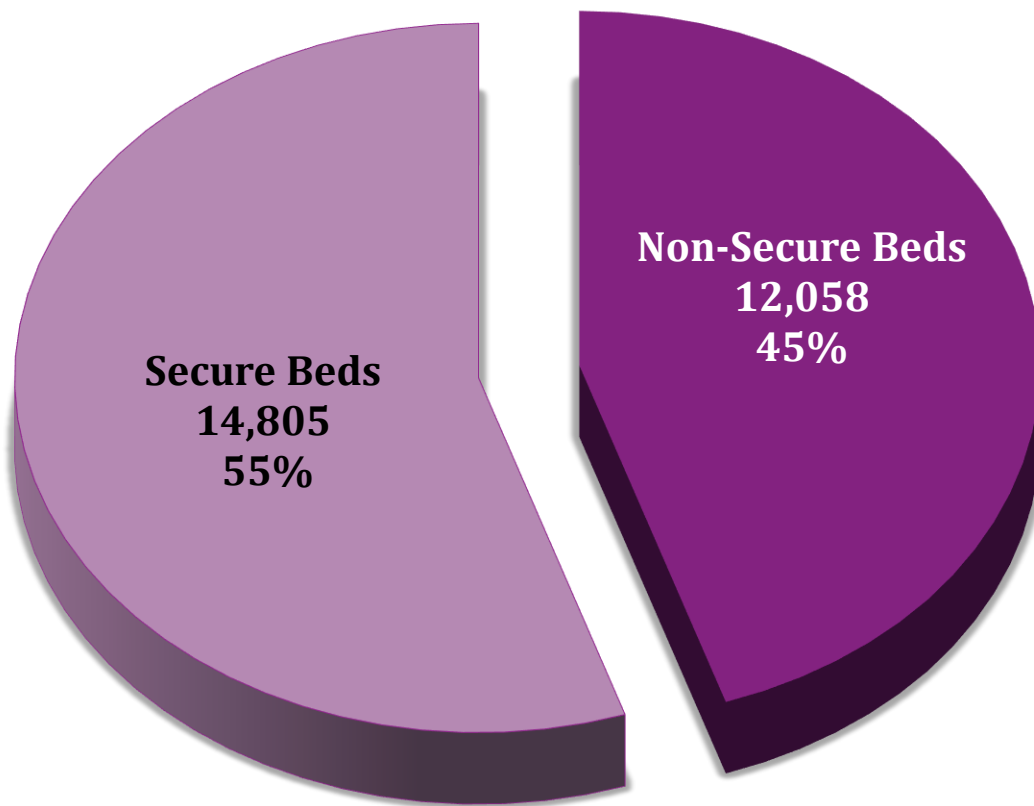


	Maximum	Medium	Minimum	Community	In-Transit	Outside Total	Total
Inmates	1,700	13,136	8,693	3,095	12	307	26,943
Rated + Temporary Beds	1,738	13,067	8,761	3,297	0	0	26,863

Inmate Distribution by Security Level December 31, 2018



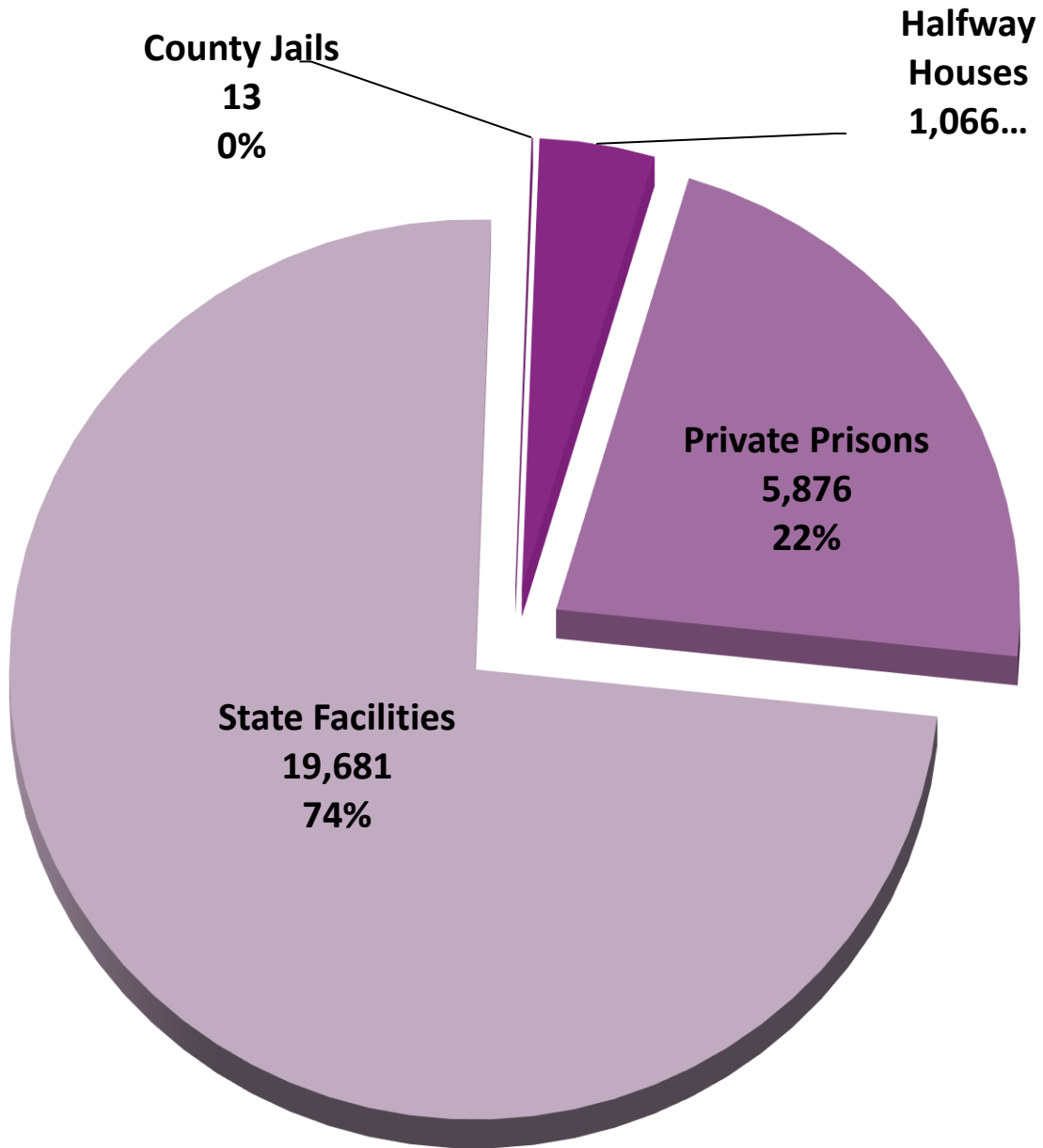
Percentage of Inmates in Secure and Non-Secure Beds December 31, 2018

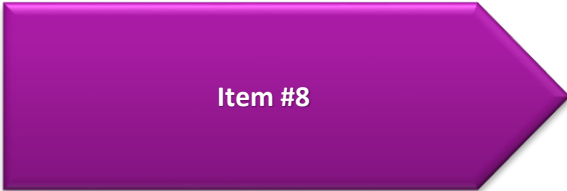


Secure beds include beds in maximum and medium state and contract facilities.

Non-Secure beds include beds in minimum state and contract facilities, community corrections centers and halfway houses.

Inmates in State Facilities vs. Contract Facilities December 31, 2018





Item #8

Three Year Expenditure Comparison

	FY 19 July-November	% Change from FY 18	FY 18 July-November	% Change from FY 17	FY 17 July-November
Salaries and Benefits	\$ 118,008,069	4.74%	\$ 112,671,787	-2.89%	\$ 116,021,813
Contract Beds	39,949,882	-1.89%	40,719,815	5.12%	38,736,020
Medical Services	13,517,576	3.38%	13,075,926	19.97%	10,899,123
Institutions	10,438,192	4.46%	9,992,420	11.13%	8,991,764
Probation and Parole	531,273	-8.00%	577,483	11.44%	518,188
Community Corrections	1,047,556	-4.16%	1,093,076	6.92%	1,022,335
Inmate Programs	1,548,409	40.55%	1,101,701	48.93%	739,746
Community Sentencing	778,562	-27.59%	1,075,196	8.37%	992,161
General Operations	6,338,175	68.61%	3,759,019	-0.26%	3,768,869
Central Office Operations	501,579	14.51%	438,031	10.54%	396,259
Divisional Operations	5,424,932	8.94%	4,979,612	2.94%	4,837,165
IT	1,942,492	-19.10%	2,400,968	21.02%	1,984,012
OCI and Agri-Services	5,452,799	-13.79%	6,324,802	13.71%	5,562,413
	<u>\$ 205,479,496</u>		<u>\$ 198,209,836</u>		<u>\$ 194,469,868</u>

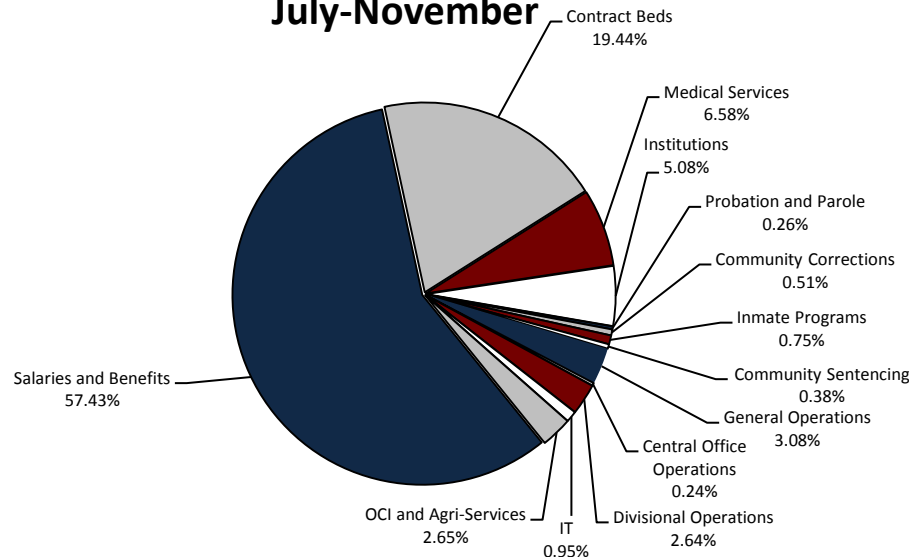
Average FTE July-November

4,209

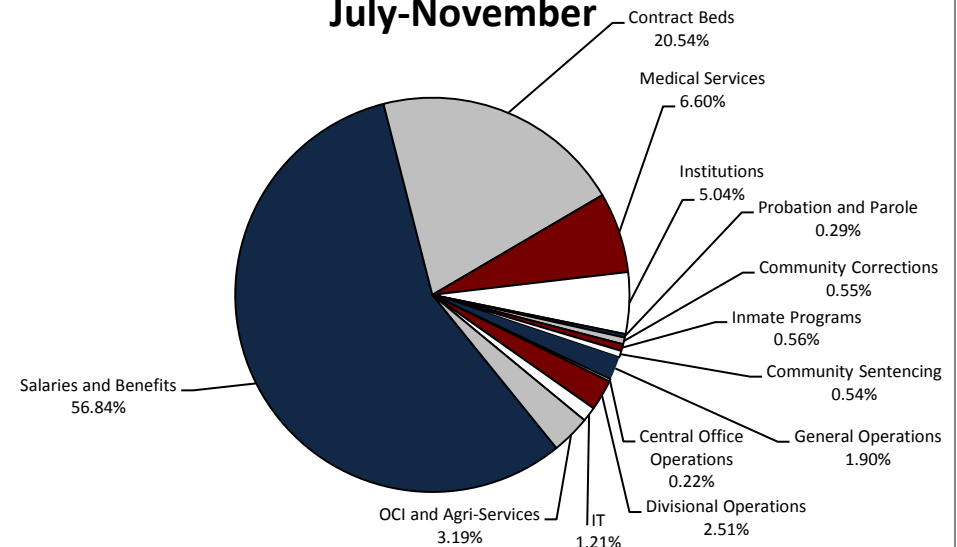
4,245

3,993

FY 19 Expenditures July-November



FY 18 Expenditures July-November



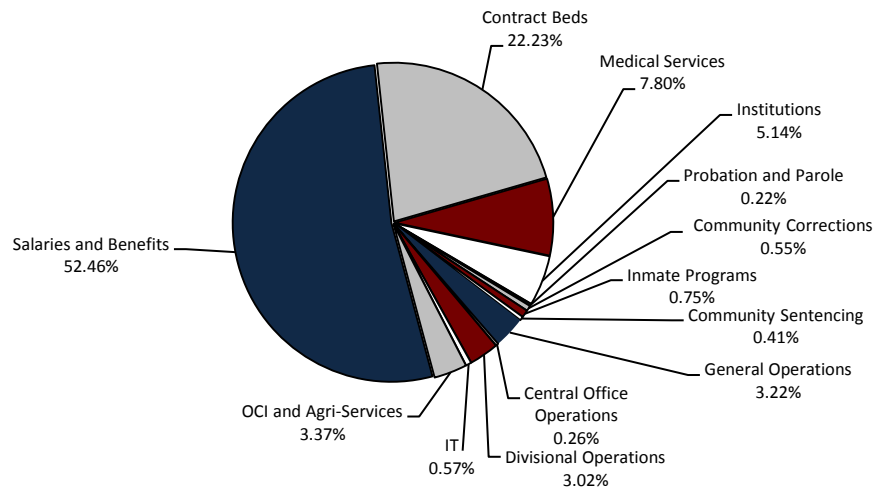
November/October Expenditure Comparison

	FY 19 November	FY 19 October	\$ Net Change
Salaries and Benefits	\$ 23,771,053	\$ 24,516,229	\$ (745,176)
Contract Beds	10,072,313	9,786,077	286,236
Medical Services	3,536,083	3,304,479	231,604
Institutions	2,327,743	2,361,157	(33,414)
Probation and Parole	98,962	89,768	9,194
Community Corrections	249,592	238,906	10,686
Inmate Programs	340,924	382,579	(41,655)
Community Sentencing	184,897	208,136	(23,239)
General Operations	1,457,460	1,243,971	213,489
Central Office Operations	119,880	112,716	7,164
Divisional Operations	1,366,423	1,436,340	(69,917)
IT	257,571	500,907	(243,336)
OCI and Agri-Services	1,526,402	1,239,343	287,059
	<u>\$ 45,309,303</u>	<u>\$ 45,420,608</u>	<u>\$ (111,305)</u>

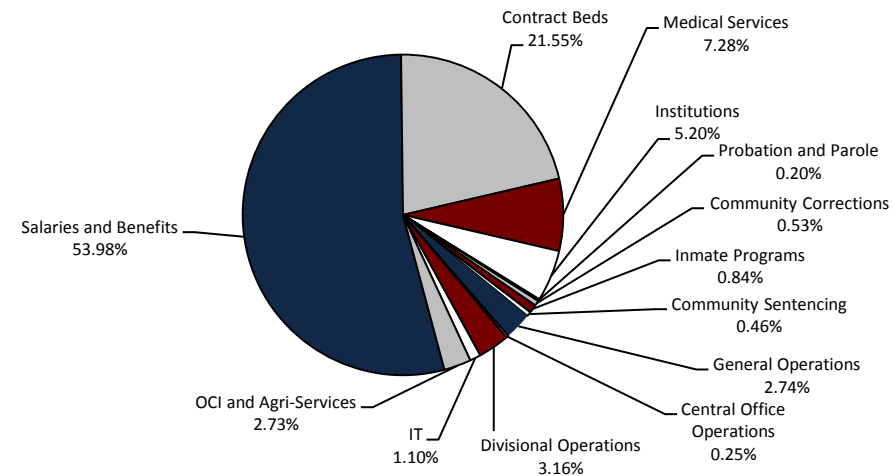
FTE 4,230

4,225

November Expenditures

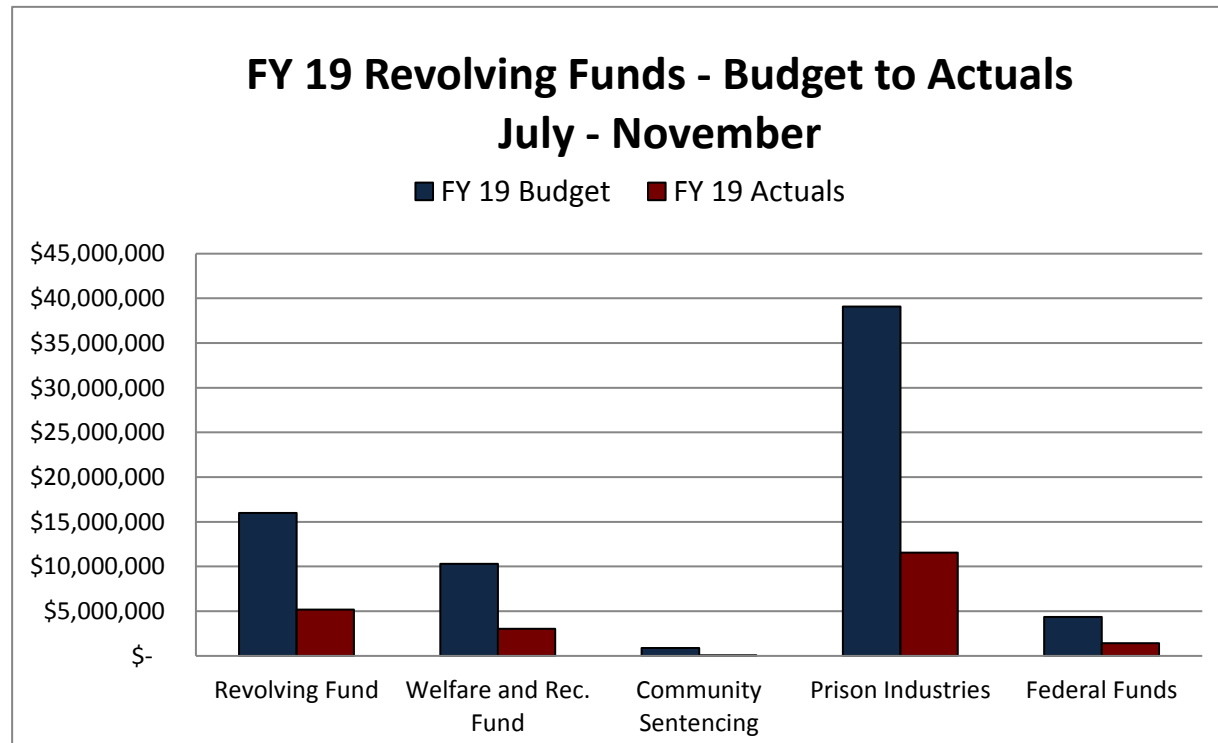


October Expenditures



Three Year Revolving Fund Comparison

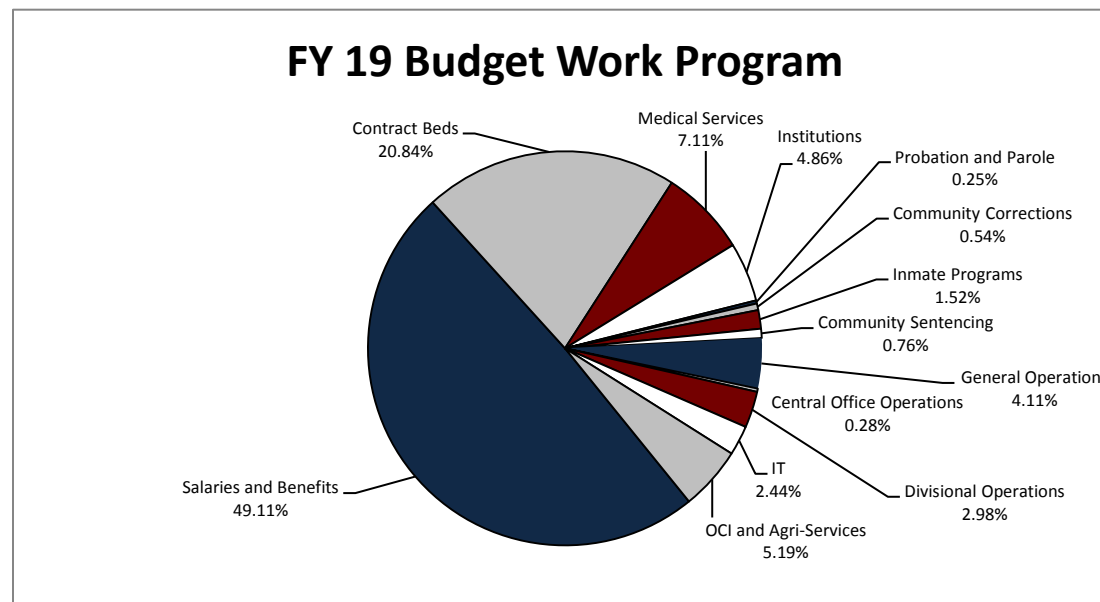
	FY 2019 Budget	FY 19 July-November	% Change from FY 18	FY 18 July-November	% Change from FY 17	FY 17 July-November
200 Revolving Fund	\$ 16,000,000	\$ 5,176,167	-5.77%	\$ 5,492,981	11.47%	\$ 4,927,783
205 Welfare and Rec. Fund	10,283,327	3,048,240	2.80%	2,965,168	122.84%	1,330,649
210 Community Sentencing	890,628	76,909	57.72%	48,762	-24.52%	64,602
280 Prison Industries	39,077,150	11,539,378	3.35%	11,164,945	-3.49%	11,569,159
410 & 430 Federal Funds	4,362,130	1,429,917	123.99%	638,371	-6.87%	685,452
	\$ 70,613,235	\$ 21,270,611		\$ 20,310,227		\$ 18,577,645



FY 19 Budget Work Program

	Current Budget	Expenditures	Forecasted Expenditures	Balance
Salaries and Benefits	\$ 288,857,402	\$ 118,008,069	\$ 171,639,333	\$ (790,000)
Contract Beds	122,565,065	39,949,882	82,206,942	408,241
Medical Services	41,824,733	13,517,576	29,851,931	(1,544,774)
Institutions	28,609,244	10,438,192	18,096,384	74,668
Probation and Parole	1,494,293	531,273	962,546	474
Community Corrections	3,183,565	1,047,556	2,095,112	40,897
Inmate Programs	8,965,229	1,548,409	4,339,048	3,077,772
Community Sentencing	4,448,786	778,562	1,557,124	2,113,100
General Operations	24,171,817	6,338,175	12,676,350	5,157,292
Central Office Operations	1,626,819	501,579	1,003,158	122,082
Divisional Operations	17,524,094	5,424,932	10,849,864	1,249,298
IT	14,338,412	1,942,492	3,884,984	8,510,936
OCI and Agri-Services	30,554,149	5,452,799	18,649,414	6,451,936
Grand Total	\$ 588,163,608	\$ 205,479,496	\$ 357,812,190	\$ 24,871,922

*FY 19 BWP Includes all funding sources



Oklahoma Department of Corrections
 FY 2019 Appropriated Operating Budget through November 2018

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Total Balance
11,12,13 Payroll, Insurance, FICA and Retirement	\$ 280,969,449.00	\$ 114,880,255.00	\$ 2,221,387.00	\$ -	\$ 117,101,642.00	\$ 163,867,807.00
15 Professional Services	126,202,730.00	42,159,348.00	81,563,401.00	100,000.00	123,822,749.00	2,379,981.00
17 Moving Expenses	3,000.00	-	-	-	-	3,000.00
19 Flexible Benefits	270,000.00	114,711.00	155,289.00	-	270,000.00	-
21, 22 Travel	446,880.00	159,336.00	64,531.00	-	223,867.00	223,013.00
31 Miscellaneous Administrative Expenses	15,216,530.00	4,461,635.00	10,541,480.00	-	15,003,115.00	213,415.00
32 Rent Expense	13,755,519.00	5,365,806.00	7,337,416.00	24,926.00	12,728,148.00	1,027,371.00
33 Maintenance & Repair Expense	9,509,495.00	2,082,414.00	1,322,805.00	518.00	3,405,737.00	6,103,758.00
34 Specialized Supplies and Materials	36,634,123.00	13,044,073.00	20,874,699.00	-	33,918,772.00	2,715,351.00
35 Production, Safety and Security	1,329,263.00	383,267.00	682,032.00	-	1,065,299.00	263,964.00
36 General Operating Expenses	549,001.00	158,114.00	47,130.00	-	205,244.00	343,757.00
37 Shop Supplies	1,739,873.00	630,970.00	888,487.00	-	1,519,457.00	220,416.00
41 Property Furniture and Equipment	1,596,457.00	229,113.00	31,081.00	-	260,194.00	1,336,263.00
42 Library Equipment and Resources	1,650.00	1,083.00	-	-	1,083.00	567.00
43 Lease Purchase - OCIA bond payments	697,789.00	289,478.00	384,422.00	-	673,900.00	23,889.00
44 Live Stock - Poultry	-	-	-	-	-	-
45,46,47 Building Construction and Renovation	8,609.00	106,602.00	(56.00)	-	106,546.00	(97,937.00)
48 Bond Payment - ODFA Bonds	8,717,011.00	1,230,274.00	1,744,884.00	-	2,975,158.00	5,741,853.00
49 Inter-Agency Payments	-	-	-	-	-	-
51 Inmate Pay and Health Services	701,799.00	180,993.00	446,955.00	-	627,948.00	73,851.00
52 Scholarships, Tuition and other incentives	5,600.00	-	-	-	-	5,600.00
53 Refunds, Indemnities, and Restitution	204,155.00	108,947.00	-	-	108,947.00	95,208.00
54 Jail Back Up and others	8,721,213.00	2,573,365.00	5,833,635.00	-	8,407,000.00	314,213.00
55,59 Assistance Payments to Agencies	-	-	-	-	-	-
60 Authority Orders	-	-	5,249,127.00	-	5,249,127.00	(5,249,127.00)
61 Loans, Taxes, and other Disbursements	8,938.00	1,492.00	-	-	1,492.00	7,446.00
62 Transfers - Inmate Medical Payments	9,966,419.00	3,485,949.00	5,514,051.00	-	9,000,000.00	966,419.00
64 Merchandise for Resale	-	-	-	-	-	-
	\$ 517,255,503.00	\$ 191,647,225.00	\$ 144,902,756.00	\$ 125,444.00	\$ 336,675,425.00	\$ 180,580,078.00

Funding	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Total Balance
19901 GRF - Duties	512,875,542.00	187,267,264.00	144,902,756.00	125,444.00	332,295,464.00	180,580,078.00
19802 Duties	4,379,961.00	4,379,961.00	-	-	4,379,961.00	-
TOTAL	\$ 517,255,503.00	\$ 191,647,225.00	\$ 144,902,756.00	\$ 125,444.00	\$ 336,675,425.00	\$ 180,580,078.00
					Remaining Payroll	163,876,501.89
						\$ 16,703,576.11

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non-Appropriated Funds
July 1, 2018 through November 30, 2018

Revenue Code	Revenues	200 Fund	205 Fund	280 Fund	Funds
331	Other Fines, Forfeits, Penalties	\$ 166,975.33	\$ -	\$ -	\$166,975.33
431	Rent from Land	23,830.87	-	-	23,830.87
511	Insurance and Other Reimbursement for Damages	-	-	-	-
520	Reimbursement for Administrative Expense	198,593.51	-	-	198,593.51
521	Reimbursement for Data Processing Expense	-	-	-	-
522	Reimbursement for Telecommunication Exp.	-	-	-	-
530	Reimbursement for Travel Expense	842.96	-	-	842.96
541	Reimbursement of Funds Spent	-	-	-	-
552	Reimbursement of Federal Funds	-	-	-	-
556	Federal Funds from Other State Agency	-	-	-	-
581	Reimbursement for Funds Expended	535,850.43	-	-	535,850.43
591	Other Grants, Refunds and Reimbursements	352,495.00	-	-	352,495.00
711	Farm Products General	-	-	4,866,541.96	4,866,541.96
731	Laboratory and Medical Services	112,537.55	-	-	112,537.55
741	Canteen and Concession Income	8,267.18	3,048,240.12	6,635,729.02	9,692,236.32
791	Other Sales and Services	5,211.19	-	-	5,211.19
811	Inmate Medical Co-pays and Judgments	1,374,012.19	-	-	1,374,012.19
821	Deposits by Patients and Offenders	2,374,503.94	-	37,106.63	2,411,610.57
836	Sale of Salvage	23,046.92	-	-	23,046.92
881	Purchase Card Payments	-	-	-	-
	Total Revenues	5,176,167.07	3,048,240.12	11,539,377.61	19,763,784.80
Account Code	Expenditures				
11,12,13	Payroll	5,592.18	-	2,965,493.49	2,971,085.67
15	Professional Services	3,568,071.06	1,157,273.84	223,784.26	4,949,129.16
21, 22	Travel	87,437.69	5,484.15	48,319.00	141,240.84
31	Misc. Admin. Expenses	388,416.51	179,814.05	339,301.11	907,531.67
32	Rent	32,390.53	47,097.35	14,530.86	94,018.74
33	Maintenance and Repair	560,736.96	383,828.69	429,222.94	1,373,788.59
34	Specialized Supplies and Materials	100,301.24	73,352.55	248,245.47	421,899.26
35	Production, Safety and Security	123,940.92	11,907.32	538,665.56	674,513.80
36	General Operating Expenses	4,365.37	87,396.82	28,595.50	120,357.69
37	Shop Expense	50,581.63	15,825.07	500,785.40	567,192.10
41	Furniture and Equipment	447,866.68	256,249.62	203,799.39	907,915.69
42	Library Equipment and Resources	-	13,714.90	-	13,714.90
43	Lease Purchases	-	-	-	-
44	Livestock and Poultry	-	-	-	-
45	Land and Right-of-way	10,154.35	-	-	10,154.35
46, 47	Building, Construction and Renovation	43,430.31	6,890.00	4,068.92	54,389.23
48	Debt Service	-	-	-	-
51	Inmate Pay and Health Services	6,137.64	1,194,700.44	885,325.43	2,086,163.51
52	Tuitions, Awards and Incentives	0.01	149.40	-	149.41
53	Refunds and Restitutions	6,805.20	193.03	21,768.41	28,766.64
54	Jail Backup, County Jails and Other	98,784.86	-	-	98,784.86
55	Payment to Gov. Sub-Division	-	-	-	-
59	Assistance Payments to Agencies	-	-	-	-
61	Loans, Taxes and other Disbursements	-	-	-	-
62	Transfers - Out Sourced Health Care	38,915.69	411,607.54	-	450,523.23
64	Merchandise for Resale	1,136.06	-	4,545,584.84	4,546,720.90
	Total Expenditures	5,575,064.89	3,845,484.77	10,997,490.58	20,418,040.24
	<i>Excess of Revenues Over (Under) Expenditures</i>	(398,897.82)	(797,244.65)	541,887.03	(654,255.44)
	Special and Extraordinary Items				
	Carried Over Cash	-	-	-	-
	Total Special and Extraordinary Items	-	-	-	-
	Net Change in Fund Balances	(398,897.82)	(797,244.65)	541,887.03	(654,255.44)
	Cash				
	Beginning Cash Balance	7,248,949.51	1,219,052.91	9,726,221.87	18,194,224.29
	Revenue Received this Year	5,176,167.07	3,048,240.12	11,539,377.61	19,763,784.80
	Expenditures made this Year	(5,575,064.89)	(3,845,484.77)	(10,997,490.58)	(20,418,040.24)
	Beginning Change in Liabilities	(94.75)	31,822.70	-	31,727.95
	Transfers	-	-	-	-
	Adjustments	-	-	-	-
	Ending Cash Balance	\$ 6,849,956.94	\$ 453,630.96	\$ 10,268,108.90	\$ 17,571,696.80

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non-Appropriated Funds
For the Month of November 2018

	200 Fund	205 Fund	280 Fund	Funds
Revenue Revenues				
<u>Code</u> Current:				
331 Other Fines, Forfeits, Penalties	\$ 29,376.50	\$ -	\$ -	\$ 29,376.50
431 Rent from Land	4,354.44	-	-	4,354.44
511 Insurance and Other Reimbursement for Damages	-	-	-	-
520 Reimbursement for Administrative Expense	28,326.48	-	-	28,326.48
521 Reimbursement for Data Processing Expense	-	-	-	-
522 Reimbursement for Telecommunication Exp.	-	-	-	-
530 Reimbursement for Travel Expense	-	-	-	-
541 Reimbursement of Funds Spent	-	-	-	-
552 Reimbursement of Federal Funds	-	-	-	-
556 Federal Funds from Other State Agency	-	-	-	-
581 Reimbursement for Funds Expended	220,877.19	-	-	220,877.19
591 Other Grants, Refunds and Reimbursements	245.00	-	-	245.00
711 Farm Products General	-	-	1,152,866.74	1,152,866.74
731 Laboratory and Medical Services	20,171.99	-	-	20,171.99
741 Canteen and Concession Income	1,207.65	298,622.70	1,151,638.58	1,451,468.93
791 Other Sales and Services	747.90	-	-	747.90
811 Inmate Medical Co-pays and Judgments	284,644.26	-	-	284,644.26
821 Deposits by Patients and Offenders	443,527.34	-	1,936.79	445,464.13
836 Sale of Salvage	6,062.98	-	-	6,062.98
881 Purchase Card Payments	-	-	-	-
Total Revenues	1,039,541.73	298,622.70	2,306,442.11	3,644,606.54
Account Expenditures				
<u>Code</u> Current:				
11,12,13 Payroll	-	-	597,502.83	597,502.83
15 Professional Services	320,057.10	48,840.00	42,040.43	410,937.53
21, 22 Travel	15,733.46	1,616.60	5,565.92	22,915.98
31 Misc. Admin. Expenses	2,846.45	21,552.14	50,333.08	74,731.67
32 Rent	1,657.50	8,284.99	812.09	10,754.58
33 Maintenance and Repair	211,903.54	24,098.75	76,678.62	312,680.91
34 Specialized Supplies and Materials	30,622.45	23,354.48	(67,145.46)	(13,168.53)
35 Production, Safety and Security	18,307.26	2,206.53	125,188.83	145,702.62
36 General Operating Expenses	1,128.77	10,575.30	8,901.51	20,605.58
37 Shop Expense	3,041.36	793.76	107,977.28	111,812.40
41 Furniture and Equipment	145,490.25	111,692.23	138,589.93	395,772.41
42 Library Equipment and Resources	-	2,181.90	-	2,181.90
43 Lease Purchases	-	-	-	-
44 Livestock and Poultry	-	-	-	-
45 Land and Right-of-way	-	-	-	-
46, 47 Building, Construction and Renovation	43,430.31	-	-	43,430.31
48 Debt Service	-	-	-	-
51 Inmate Pay and Health Services	1,890.00	239,830.90	180,733.67	422,454.57
52 Tuitions, Awards and Incentives	-	-	-	-
53 Refunds and Restitutions	-	-	359.50	359.50
54 Jail Backup, County Jails and Other	39,181.43	-	-	39,181.43
55 Payment to Gov. Sub-Division	-	-	-	-
59 Assistance Payments to Agencies	-	-	-	-
61 Loans, Taxes and other Disbursements	-	-	-	-
62 Transfers - Out Sourced Health Care	-	99,359.05	-	99,359.05
64 Merchandise for Resale	-	-	943,788.50	943,788.50
Total Expenditures	835,289.88	594,386.63	2,211,326.73	3,641,003.24
Excess of Revenues Over (Under) Expenditures	204,251.85	(295,763.93)	95,115.38	3,603.30
Special and Extraordinary Items				
Carried Over Cash	-	-	-	-
Total Special and Extraordinary Items	-	-	-	-
Net Change in Fund Balances	204,251.85	(295,763.93)	95,115.38	3,603.30
Cash				
Beginning Cash Balance	6,714,934.42	772,766.27	10,312,872.99	17,800,573.68
Revenue Received this Year	1,039,541.73	298,622.70	2,306,442.11	3,644,606.54
Expenditures made this Year	(835,289.88)	(594,386.63)	(2,211,326.73)	(3,641,003.24)
Beginning Change in Liabilities	(69,229.33)	(23,371.38)	(139,879.47)	(232,480.18)
Transfers	-	-	-	-
Adjustments	-	-	-	-
Ending Cash Balance	\$ 6,849,956.94	\$ 453,630.96	\$ 10,268,108.90	\$ 17,571,696.80

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
July 1, 2018 through November 30, 2018

		410 Fund	430 Fund	Funds
Revenue Revenues				
Code	Current:			
556	Federal Funds Rec'd from Non-Gov. Ag.	\$ -	\$ -	\$ -
561	Private Grants and Donations for Opns.	729,072.96	700,843.69	1,429,916.65
581	Reimbursements	-	-	-
<i>Total Revenues</i>		<u>729,072.96</u>	<u>700,843.69</u>	<u>1,429,916.65</u>
Account Expenditures				
Code	Current:			
11,12,13	Payroll	102,455.96	95,480.64	197,936.60
15	Professional Services	1,500.00	695,643.12	697,143.12
21, 22	Travel	28,404.69	8,469.10	36,873.79
31	Misc. Admin. Expenses	-	-	-
32	Rent	8,837.31	-	8,837.31
33	Maintenance and Repair	10,827.73	-	10,827.73
34	Specialized Supplies and Materials	-	-	-
35	Production, Safety and Security	-	-	-
36	General Operating Expenses	42,990.24	-	42,990.24
37	Shop Expense	-	14,539.00	14,539.00
41	Furniture and Equipment	370,698.57	8,497.14	379,195.71
42	Library Equipment and Resources	-	-	-
43	Lease Purchases	-	-	-
44	Livestock and Poultry	-	-	-
45	Land and Right-of-way	-	-	-
46	Building, Construction and Renovation	-	-	-
48	Debt Service	-	-	-
51	Inmate Pay and Health Services	-	-	-
52	Tuitions, Awards and Incentives	-	-	-
53	Refunds and Restitutions	-	-	-
54	Jail Backup, County Jails and Other	-	-	-
55	Payment to Gov. Sub-Division	-	-	-
59	Assistance Payments to Agencies	-	-	-
61	Loans, Taxes and Other Disbursements	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-
64	Merchandise for Resale	-	-	-
<i>Total Expenditures</i>		<u>565,714.50</u>	<u>822,629.00</u>	<u>1,388,343.50</u>
<i>Excess of Revenues Over (Under) Expenditures</i>		<u>163,358.46</u>	<u>(121,785.31)</u>	<u>41,573.15</u>
Special and Extraordinary Items				
Carried Over Cash		-	-	-
<i>Total Special and Extraordinary Items</i>		<u>-</u>	<u>-</u>	<u>-</u>
<i>Net Change in Fund Balances</i>		163,358.46	(121,785.31)	41,573.15
Cash				
Beginning Cash Balance		124,233.68	140,670.18	264,903.86
Revenue Received this Year		729,072.96	700,843.69	1,429,916.65
Expenditures made this Year		(565,714.50)	(822,629.00)	(1,388,343.50)
Beginning Change in Liabilities		-	-	-
Transfers		-	-	-
Adjustments		-	-	-
<i>Ending Cash Balance</i>		<u>\$ 287,592.14</u>	<u>\$ 18,884.87</u>	<u>\$ 306,477.01</u>

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
For the Month of November, 2018

		410 Fund	430 Fund	Funds
Revenue Revenues				
<u>Code</u>	<u>Current:</u>			
556	Federal Funds Rec'd from Non-Gov. Ag.	\$ -	\$ -	\$ -
561	Private Grants and Donations for Opns.	-	118,771.93	118,771.93
581	Reimbursements	-	-	-
	<i>Total Revenues</i>	<u>-</u>	<u>118,771.93</u>	<u>118,771.93</u>
Account Expenditures				
<u>Code</u>	<u>Current:</u>			
11,12,13	Payroll	21,485.97	17,065.15	38,551.12
15	Professional Services	1,500.00	168,382.04	169,882.04
21, 22	Travel	3,633.70	1,264.06	4,897.76
31	Misc. Admin. Expenses	-	-	-
32	Rent	3,353.33	-	3,353.33
33	Maintenance and Repair	4,092.43	-	4,092.43
34	Specialized Supplies and Materials	-	-	-
35	Production, Safety and Security	-	-	-
36	General Operating Expenses	-	-	-
37	Shop Expense	-	7,110.00	7,110.00
41	Furniture and Equipment	-	-	-
42	Library Equipment and Resources	-	-	-
43	Lease Purchases	-	-	-
44	Livestock and Poultry	-	-	-
45	Land and Right-of-way	-	-	-
46	Building, Construction and Renovation	-	-	-
48	Debt Service	-	-	-
51	Inmate Pay and Health Services	-	-	-
52	Tuitions, Awards and Incentives	-	-	-
53	Refunds and Restitutions	-	-	-
54	Jail Backup, County Jails and Other	-	-	-
55	Payment to Gov. Sub-Division	-	-	-
59	Assistance Payments to Agencies	-	-	-
61	Loans, Taxes and Other Disbursements	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-
64	Merchandise for Resale	-	-	-
	<i>Total Expenditures</i>	<u>34,065.43</u>	<u>193,821.25</u>	<u>227,886.68</u>
	<i>Excess of Revenues Over (Under) Expenditures</i>	<u>(34,065.43)</u>	<u>(75,049.32)</u>	<u>(109,114.75)</u>
Special and Extraordinary Items				
	Carried Over Cash	-	-	-
	<i>Total Special and Extraordinary Items</i>	<u>-</u>	<u>-</u>	<u>-</u>
	<i>Net Change in Fund Balances</i>	<u>(34,065.43)</u>	<u>(75,049.32)</u>	<u>(109,114.75)</u>
Cash				
	Beginning Cash Balance	321,657.57	93,934.19	415,591.76
	Revenue Received this Month	-	118,771.93	118,771.93
	Expenditures made this Month	(34,065.43)	(193,821.25)	(227,886.68)
	Beginning Change in Liabilities	-	-	-
	Transfers	-	-	-
	Adjustments	-	-	-
	<i>Ending Cash Balance</i>	<u>\$ 287,592.14</u>	<u>\$ 18,884.87</u>	<u>\$ 306,477.01</u>

Budgeted Average Daily Cost

Statutory Requirement

Title 57 § 561.1 ¶ E.

“At the beginning of each fiscal year, the Department of Corrections shall determine the budgeted average daily cost per inmate. The budgeted average daily cost per inmate shall include all direct and indirect costs incurred by the Department. There shall be a separate computation of budgeted average daily cost for maximum security, medium security, minimum security, and community facilities. This information shall be presented to the State Board of Corrections for informational purposes only. After the close of each fiscal year, the Department shall determine the actual average daily cost per inmate for the operational costs at each major category of correctional facility. The actual average daily cost per inmate shall include all direct and indirect costs incurred by the Department. There shall be a separate computation of the average daily rate for maximum security, medium security, minimum security, and community facilities. The Department shall present to the Board of Corrections at its January meeting comparative data on budgeted daily cost versus actual daily cost, and, after appropriate review and analysis, the Board shall adopt as a final action of the Board an average daily cost per inmate by facility category for the immediately preceding fiscal year.”

Public Only			
Facility Type	FY 2018 Budgeted	FY 2018 Actual	FY 2019 Budgeted
Maximum Security	\$94.37	\$98.19	\$81.58
Medium Security – Combined Average	\$44.45	\$46.73	\$50.53
Minimum Security – Combined Average	\$45.13	\$46.45	\$48.15
Community Correction Centers - Average	\$40.87	\$42.94	\$44.81

Submitted to the Board of Corrections January 16, 2019