



Oklahoma Board of Corrections

REGULAR MEETING

February 13, 2019

Oklahoma Department of Corrections
Oklahoma City, Oklahoma

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING AGENDA
Oklahoma Department of Corrections
3400 N Martin Luther King Ave
Oklahoma City, OK 73111
1:00 PM, February 13, 2019

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

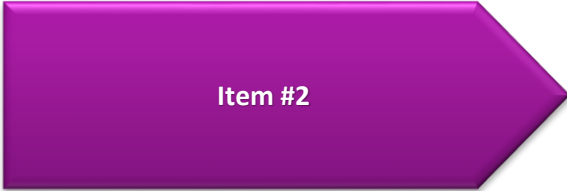
- | ITEM | PRESENTER |
|--|--|
| 1. Call to Order | Frank X. Henke, IV, Chair |
| Pledge of Allegiance | |
| Roll Call | |
| 2. Approval of Board of Corrections Regular Meeting Minutes for January 16, 2019 | Frank X. Henke, IV, Chair |
| 3. Operations Update | Scott Crow, Chief of Operations |
| ▪ Construction/Maintenance Bond Projects Update | |
| ▪ Offender Management System Project Update | |
| Emergency Purchases in accordance with 61 O.S. § 130 | |
| ▪ To repair a leak in a hot water line at the Oklahoma City Community Corrections Center | |
| <i>"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</i> | |
| 4. Inmate/Offender Population Update | Laura Pitman, Ph.D., Director
Population, Programs, and Strategic
Planning |
| Approval of Resolution Recognizing Retirement of Lesia Miser, Director of Classification and Population | |

5. Budget Updates Ashlee Clemmons, Director
Business Services
- Monthly FY 2019 Oklahoma Department of Corrections Budget
 - Quarterly FY 2019 Canteen Operations Budget (October 1 – December 31, 2018)
6. Approval of Board of Corrections Policies and Procedures: Penny Lewis, Director
Auditing and Compliance
- P-010100, System of Manuals, Handbooks and Monitoring Procedures
 - P-060100, Classification and Case Management of Inmates/Offenders
 - P-090100, Provisions of Programs
7. FY 2019 Internal Financial Audit Quarterly Update Patrick Donnelly, Auditor
Auditing and Compliance
- July 1, 2019 – September 30, 2019
 - October 1, 2019 – December 31, 2019
8. Public Safety Forum Update Jessica Brown, Director
Communications
- Adam Luck, Member
Board of Corrections
9. Legislative Update Jessica Brown, Director
Communications
10. 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

11. New Business Frank X. Henke, IV, Chair
12. Announcements Frank X. Henke, IV, Chair
13. 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.
- Homicide of inmate Anthony Palma #122394 at the Oklahoma State Penitentiary (case number IG 19-0011)
14. Approval to Return from Executive Session David Cincotta, General Counsel
15. Approval to Adjourn Meeting Frank X. Henke, IV, Chair

The next regular meeting of the Board of Corrections will be held at 1:00 PM on Wednesday, March 13, 2019, at the Jess Dunn Correctional Center in Taft, Oklahoma.

Updated on 2/11/2019 9:40 AM



Item #2

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

- | ITEM | PRESENTER |
|---|----------------------------|
| 1. Call to Order
Pledge of Allegiance
Roll Call | John T. Holder, Vice Chair |

Vice Chair Holder called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 PM on Wednesday, January 16, 2019, at the Lexington Assessment and Reception Center in Lexington, Oklahoma.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on October 31, 2018. 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 9:30 AM on Tuesday, January 15, 2019, at the principal office of the Oklahoma Department of Corrections, located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma.

Vice Chair Holder then led the meeting attendees in reciting the pledge of allegiance to the United States Flag. After the pledge, he asked the clerk to call the roll:

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

Calling of the roll reflected a quorum was present.

- | | | |
|--|---|--|
| 2. | Introduction of Jeorld Braggs Jr, Warden, Lexington Assessment and Reception Center | William Monday, Director
Region II |
| Mr. Monday introduced Warden Braggs to the BOC members and Director Allbaugh, providing the warden’s career and education information to the meeting attendees. A copy of his biography was included in the BOC Packet for January 16, 2019. There was no further discussion. | | |
| 3. | Welcome | Jeorld Braggs Jr, Warden,
Lexington Assessment and Reception Center |
| Warden Braggs greeted and welcomed the BOC members as well as other meeting attendees to the facility. He provided historical information on the facility and statistical data on the inmate population. In addition, he noted the work crews and programs available to the inmate population. Vice Chair Holder thanked Warden Braggs and his staff for hosting the meeting and for the facility tour. There was no further discussion. | | |

4. Approval of Board of Corrections Regular Meeting Minutes for November 29, 2018 John T. Holder, Vice Chair

Vice Chair Holder stated the BOC had previously received the regular meeting minutes from November 29, 2018, for review and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for January 16, 2019.

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

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

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

Ms. Newton-Embry presented and requested approval from the BOC for appointment of Mike Bolt as warden of the Mack Alford Correctional Center (MACC). A copy of Mr. Bolt's résumé was included in the BOC Packet for January 16, 2019.

Motion: Mr. Haynes made a motion to approve Mike Bolt as warden of the MACC and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – Yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes; Mr. Roach – yes.

The appointment was approved by majority vote and Warden Bolt was permitted to say a few words. He thanked the BOC for their approval of his appointment.

Mr. Monday then presented and requested approval from the BOC for appointment of Debbie Aldridge as warden of the John H. Lilley Correctional Center (JLCC). A copy of Ms. Aldridge's résumé was included in the BOC Packet for January 16, 2019.

Motion: Mr. Haynes made a motion to approve Debbie Aldridge as warden of the JLCC and Mr. Roach seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – Yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes; Mr. Roach – yes.

The appointment was approved by majority vote and Warden Aldridge was permitted to say a few words. Warden Aldridge thanked the BOC for the appointment and expressed her appreciation to her family for their support.

Mr. Monday presented and requested approval from the BOC for appointment of Aboutanaa El Habti as warden of the Mabel Bassett Correctional Center (MBCC). A copy of Mr. El Habti's résumé was included in the BOC Packet for January 16, 2019.

Motion: Mr. Haynes made a motion to approve Aboutanaa El Habti as warden of the MBCC and Mr. Gross seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – Yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes; Mr. Roach – yes.

The appointment was approved by majority vote and Warden El Habti was permitted to say a few words. Warden El Habti thanked the BOC for the appointment and thanked his family for their support.

Mr. Monday presented and requested approval from the BOC for appointment of Jeffery Dunkin as warden of the Kate Barnard Correctional Center (KBCC). A copy of Mr. Dunkin's résumé was included in the BOC Packet for January 16, 2019.

Motion: Mr. Roach made a motion to approve Jeffery Dunkin as warden of the KBCC and Mr. Haynes seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – Yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes; Mr. Roach – yes.

The appointment was approved by majority vote and Warden Dunkin was permitted to say a few words. Warden Dunkin thanked the members of the BOC and Director Allbaugh for their approval of his appointment. He acknowledged and thanked several staff for their support and mentorship throughout his career. He also thanked his wife for her support during his career.

There was no further discussion.

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

Director Allbaugh notified the BOC of an emergency purchase authorization to repair a steam tunnel at the Jess Dunn Correctional Center. Approximately thirty (30) feet of the side wall had collapsed and fell into the tunnel. The collapse appeared to be caused by the amount of moisture in the tunnel and the age of the concrete as well as a lack of steel used in the wall and sidewalk. Repairs are ongoing but initial cost estimates were approximately \$25,000.

Director Allbaugh also notified the BOC of an emergency purchase authorization to repair a compressor which was supplying heat to the inmate housing and failed. Repairs cost \$8,255.00 and were completed by Gober Heat & Air.

Director Allbaugh then provided a project update to the bond funding. He stated several HVAC systems are in the process of being replaced. He noted that those HVAC units failing now must be replaced by appropriated funds as opposed to the bond project funds. Director Allbaugh also noted that the members would receive regular updates on the bond projects.

Director Allbaugh stated the agency is seeking to rename the Southern Oklahoma Resource Center (SORC) to the Washita Valley Center. He also updated on fleet management, speaking of aggressive replacement of all vehicles throughout the agency. In addition to replacing vehicles, the ODOC also implemented use of a fleet management program to track vehicle usage.

There was no further discussion.

7. Inmate/Offender Population Update

Laura Pitman, Ph.D., Director

Population, Programs, and Strategic Planning

Dr. Pitman provided the agency's population update as of December 31, 2018. A copy of the update was included in the BOC Packet for January 16, 2019. There was no further discussion.

8. Business Services

Ashlee Clemmons,

- FY 2019 ODOC Budget Monthly Update

Director

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

Business Services

"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.

Ms. Clemmons provided the agency's FY 2019 budget update as of November 30, 2018. A copy of the budget updates was included in the BOC Packet for January 16, 2019.

Ms. Clemmons then presented for BOC approval the average daily cost per inmate by facility category for FY 2018. Vice Chair Holder stated the BOC had previously received a copy of the FY 2018 Average Daily Cost Per Inmate by Facility Category and he would entertain a motion to approve. A copy of the average daily cost per inmate by facility category was included in the BOC Packet for January 16, 2019.

Motion: Mr. Gross made a motion to approve the FY 2018 Average Daily Cost Per Inmate by Facility Category as presented and Mr. Roach seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – Yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes; Mr. Roach – yes.

The average daily cost for FY 2018 was approved by majority vote. There was no further discussion.

9. Committee Reports Committee Chairs

Standing Committees:

- Audit/Finance – Chair Todd Holder, Members Kevin Gross and Frazier Henke
The committee met on January 8, 2019, 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 did not meet. Mr. Luck noted the Criminal Justice Forum is scheduled for January 23, 2019. There was nothing further to discuss.
- Public Policy/Affairs – Chair Gene Haynes, Members Kevin Gross and Dianne Owens
The committee did not meet. There was no further discussion.
- Population/Private Prisons – Chair Michael Roach, Members Todd Holder and Adam Luck
The committee met on January 15, 2019, 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 January 8, 2019, to review and set the agenda for the meeting this date. There was nothing further to report.

10. New Business John T. Holder, Vice Chair
There was no new business.

11. Announcements John T. Holder, Vice Chair
Director Allbaugh introduced Bobby Cleveland as the director of the Oklahoma Corrections Professionals. Oklahoma Corrections Professionals is a statewide association for employees of the ODOC, and the Pardon and Parole Board. They are dedicated to improving the image, benefits, compensation, working conditions and retirement for all corrections and criminal justice professionals. There was no further discussion.

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)

Mr. Cincotta advised the items listed on the agenda would require adjournment to Executive Session for engaging in confidential communications between the BOC and its attorney. He recommended Vice Chair Holder entertain a motion to enter into executive session.

Motion: Mr. Roach made a motion to enter into Executive Session and Mr. Haynes seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – Yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes; Mr. Roach – yes.

By majority vote, the BOC entered into Executive Session at 1:35 PM.

13. Approval to Return from Executive Session David Cincotta, General Counsel

The BOC returned to the meeting room at 2:07 PM and Mr. Cincotta advised the BOC of the approval needed to return from Executive Session.

Motion: Mr. Gross made a motion to return from Executive Session and Ms. Owens seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – Yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes; Mr. Roach – yes.

The return from Executive Session was approved by majority vote and the meeting resumed at 2:08 PM.

14. Approval to Adjourn Meeting John T. Holder, Vice Chair
There being no further business to come before the BOC, Vice Chair Holder requested a motion to adjourn the meeting.

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

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

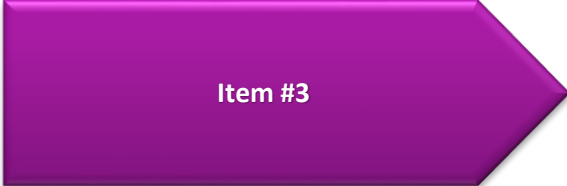
Submitted to the Board of Corrections by:

Kimberley Owen, Minutes Clerk

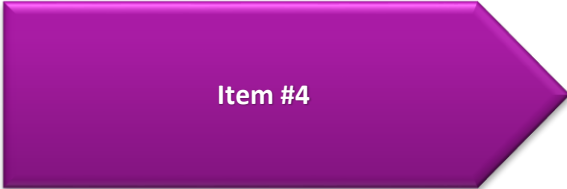
Date

I hereby certify that these minutes were duly approved by the Board of Corrections on February 13, 2019, in which a quorum was present and voting.

Adam Luck, Secretary
Board of Corrections



Item #3



Item #4

Population Update
 Population Information as of 01/31/2019
 Compared to 01/31/2018

Incarcerated Inmate Grand Total	Females	Males	Total
Current Population	3,055	23,848	26,903
Population Last Year	3,156	23,980	27,136
Change from last year	(101)	(132)	(233)

State Facilities	Females	Males	Total
Current Population	2,828	16,777	19,605
Population Last Year	2,884	16,886	19,770
Change	(56)	(109)	(165)

Private Prisons	Females	Males	Total
Current Population	0	5,894	5,894
Population Last Year	0	5,875	5,875
Change	0	19	19

County Jail Contracts	Females	Males	Total
Current Population	0	11	11
Population Last Year	0	14	14
Change	0	(3)	(3)

Halfway Houses	Females	Males	Total
Current Population	173	871	1,044
Population Last Year	227	931	1,158
Change	(54)	(60)	(114)

Out Count	Females	Males	Total
Current Population	54	295	349
Population Last Year	45	274	319
Change	9	21	30

Community Supervision Offender Population Grand Total	Females	Males	Total
Current Population	7,971	24,889	32,860
Population Last Year	8,542	25,934	34,476
Change from last year	(571)	(1,045)	(1,616)

Probation Supervision	Females	Males	Total
Current Population	6,390	20,010	26,400
Population Last Year	6,941	20,979	27,920
Change	(551)	(969)	(1,520)

Parole Supervision	Females	Males	Total
Current Population	413	2,002	2,415
Population Last Year	378	2,014	2,392
Change	403	(12)	23

GPS	Females	Males	Total
Current Population	267	521	788
Population Last Year	225	350	575
Change	42	171	213

Community Sentencing	Females	Males	Total
Current Population	898	2,347	3,245
Population Last Year	998	2,576	3,574
Change	(100)	(229)	(329)

EMP	Females	Males	Total
Current Population	0	1	1
Population Last Year	0	8	8
Change	0	(7)	(7)

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	1	2
Population Last Year	0	0	0
Change	1	1	2

Community Program Failures	Females	Males	Total
Current Population	2	6	8
Population Last Year	0	6	6
Change	2	0	2

Total System Population	Females	Males	Total
Current System Population	11,028	48,743	59,771
Population Last Year	11,698	49,914	61,612
Change	(670)	(1,171)	(1,841)

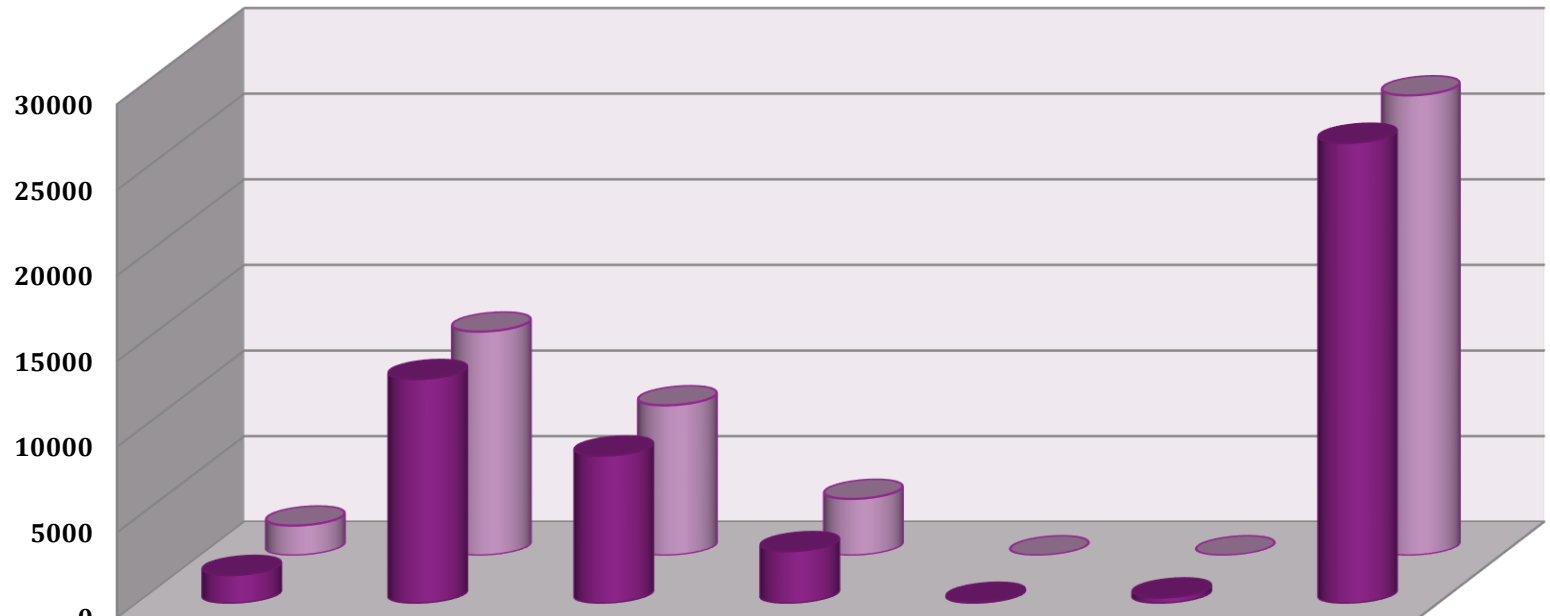
County Jail Transfers Pending	Females	Males	Total
January 31, 2019	45	616	661
Population Last Year	53	925	978
Change	(8)	(309)	(317)

Facility Type	Rated Operating Capacity	Inside Total Incarcerated Inmate Population	Inside Total as a Percent of Rated Operating Capacity
Assessment & Reception Centers	620	558	90%
In Transit	N/A	94	N/A
Institutions	14,967	16,943	113%
Community Corrections Centers	1,962	2,010	102%
TOTAL STATE	17,549	19,605	112%
Private Prisons	5,950	5,894	99%
Contracted County Jails	18	11	61%
Halfway Houses	1,281	1,044	81%
TOTAL CONTRACT	7,249	6,949	96%
SYSTEM TOTAL	24,798	26,554	107%

Pardon & Parole Board Results	Females	Males	Total
January 2019			
Considered	18	186	204
Denied	10143	132	10275
Recommended	8	43	51
Percentage Recommended	44.44%	23.12%	25.00%

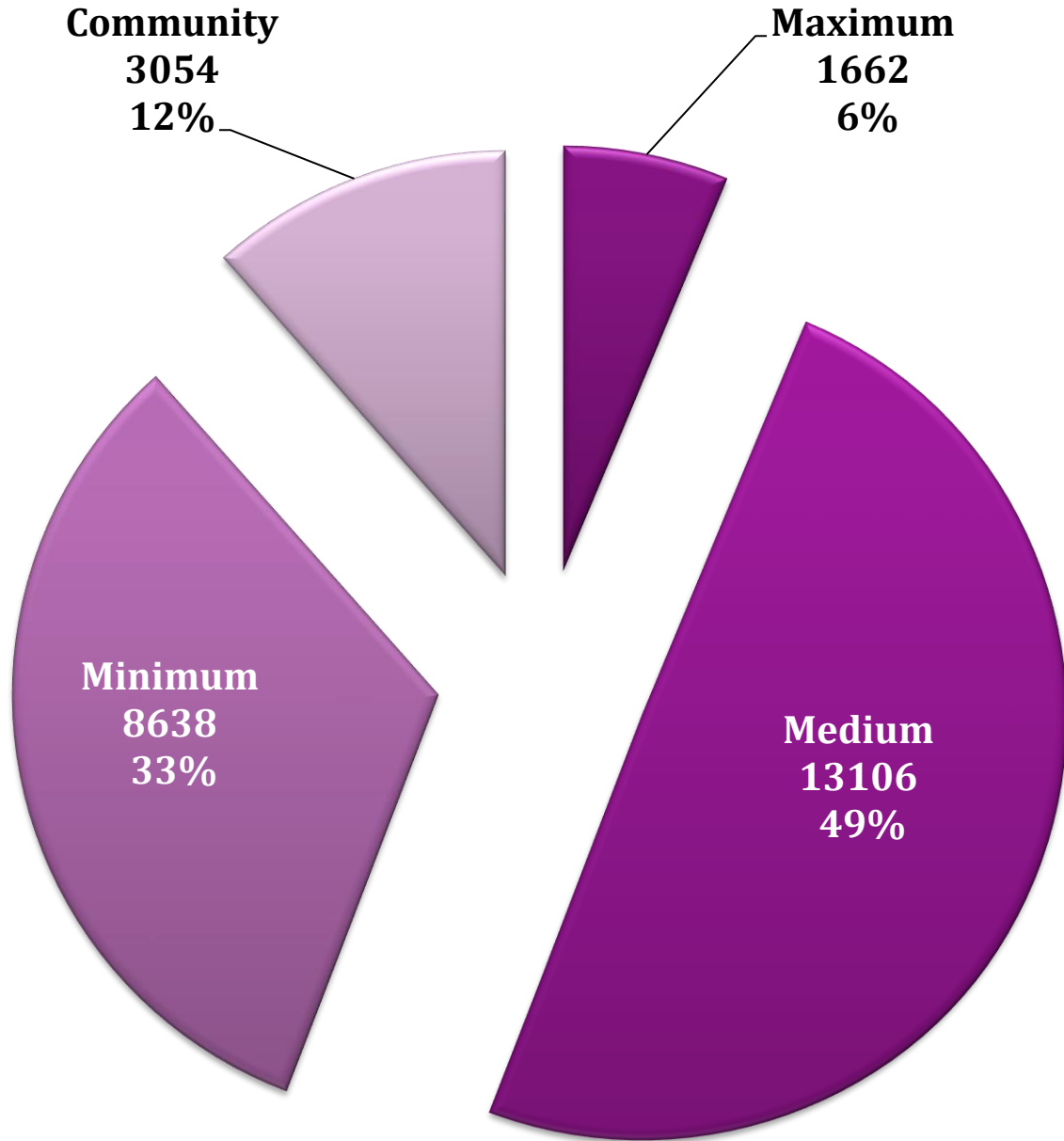
Governor's Actions	Females	Males	Total
January 2019			
Reviewed	1	3	4
Approved	1	3	4
Denied	0	0	0
Percentage Approved	100.00%	100.00%	100.00%

Inmate and Bed Distribution January 31, 2019

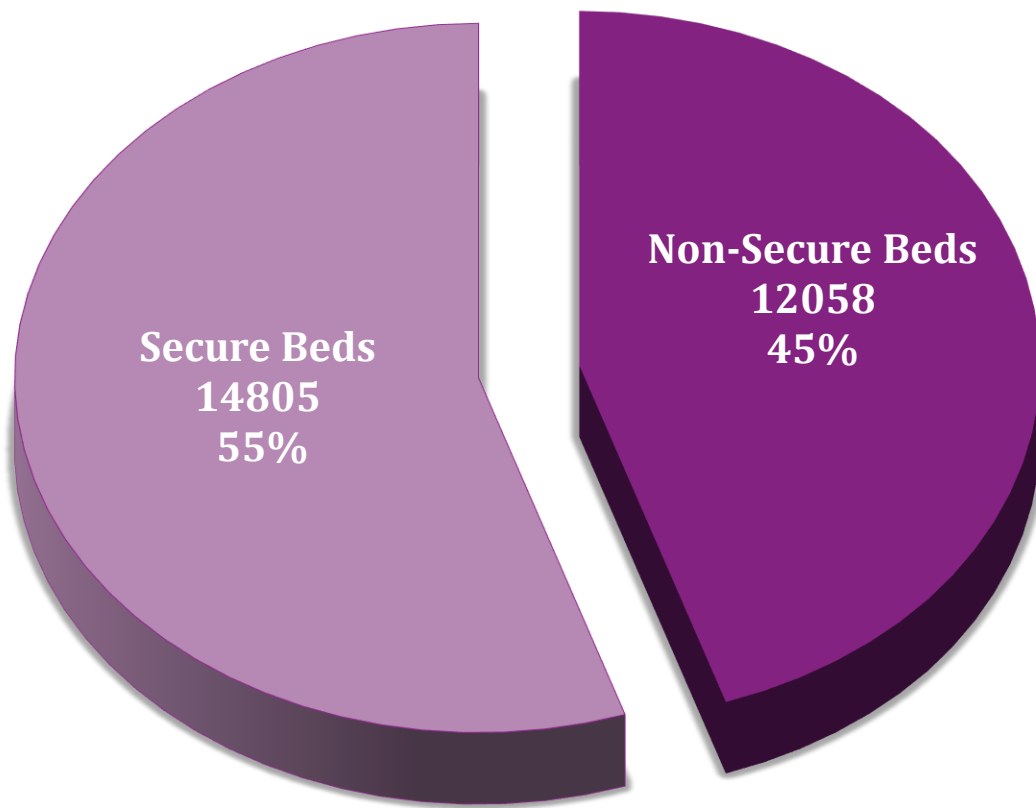


	Maximum	Medium	Minimum	Community	In-Transit	Outside Total	Total
Inmates	1662	13106	8638	3054	94	349	26903
Rated + Temporary Beds	1738	13067	8761	3297	0	0	26863

Inmate Distribution by Security Level January 31, 2019



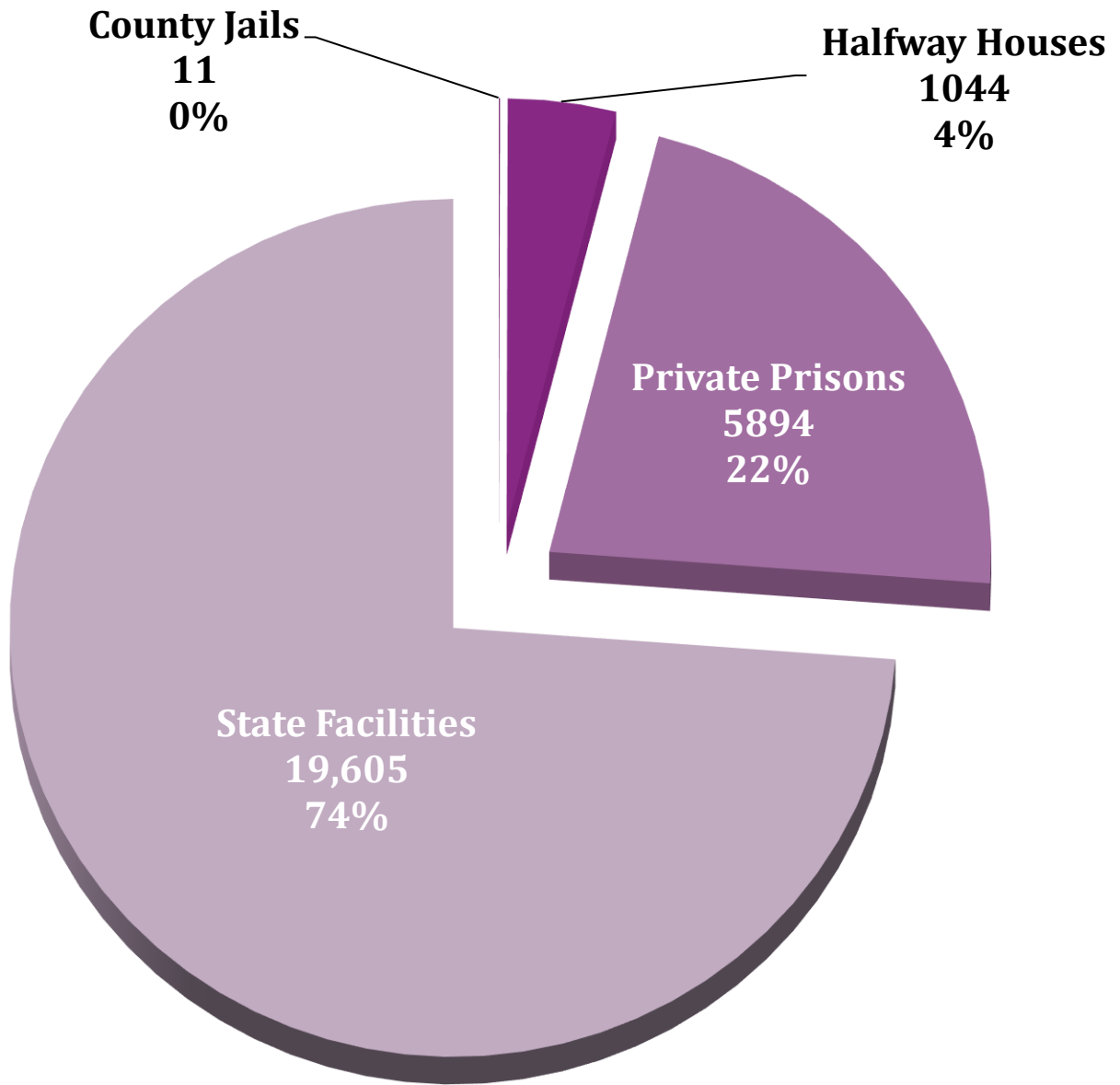
**Percentage of Inmates in Secure
and Non-Secure Beds
January 31, 2019**



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
January 31, 2019**



Oklahoma Board of Corrections

Resolution

WHEREAS, the Oklahoma Board of Corrections received with deep regret the news of the well-deserved retirement of **Lesia Miser**; and

WHEREAS, Lesia Miser has served the Oklahoma Department of Corrections for thirty-nine years beginning in 1980 as a cadet; promoting through the ranks to positions with an ever increasing impact on agency operations, including administrative officer, coordinator of Facility Classification, administrator of Classification and Population, chief administrator of Program Services, director of Program Services; and director of Classification and Population; and

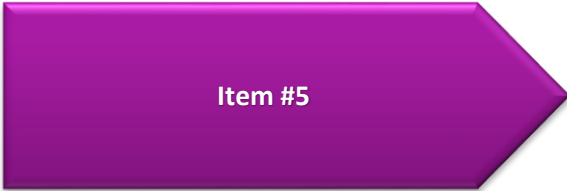
WHEREAS, under Lesia Miser’s leadership the population office has successfully populated, depopulated, and re-populated numerous facilities; processed hundreds of thousands of transfer packets; transported hundreds of thousands of inmates; and driven millions of miles. In fact, in just the last five years, the Central Transportation Unit alone has traveled over one-third of the distance to the moon. During her career, we are certain her unit has been to the moon and back; and

WHEREAS, the Oklahoma Department of Corrections has benefitted greatly from the leadership of Lesia Miser and her commitment to excellence. Her consistent “can do” attitude, her work ethic and high standards and her habit of tackling the most difficult tasks has earned her the respect and gratitude of all those she so faithfully served, as well as those who were privileged to have worked with her and under her authority. She has been a leader in this agency and has effectively led her team through many difficult years of shrinking resources and increasing inmate growth; therefore, be it

RESOLVED, that the Oklahoma Board of Corrections does hereby acknowledge the outstanding leadership and many contributions of Lesia Miser and extends to her sincere appreciation for her service and best wishes for her future endeavors.

ADOPTED this thirteenth day of February in the year 2019.

_____ Frank X. Henke, IV, Chair	_____ John T. Holder, Vice-Chair
_____ Adam Luck, Secretary	_____ Kevin J. Gross, Member
_____ Gene Haynes, Member	_____ Dianne B. Owens, Member
_____ Michael W. Roach, Member	



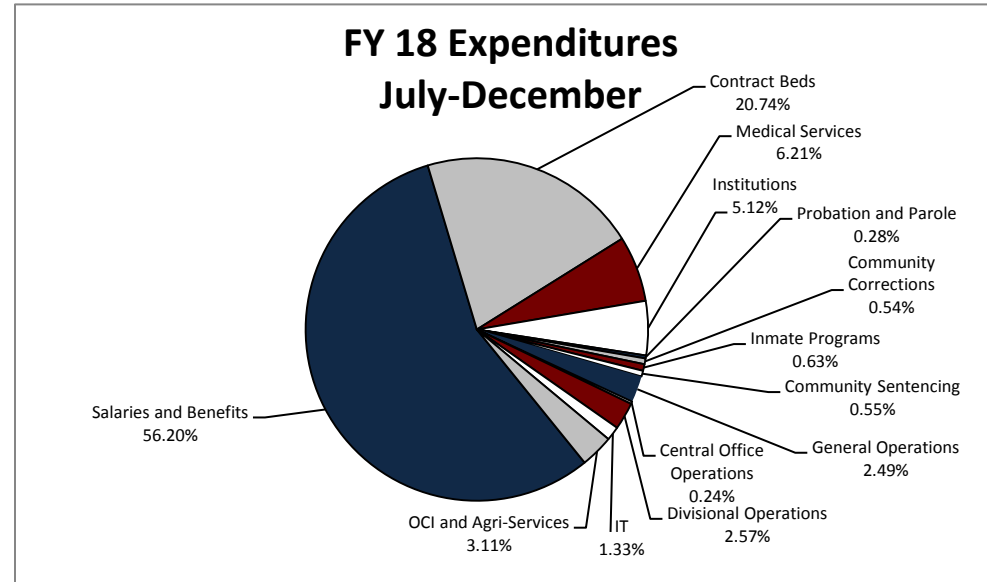
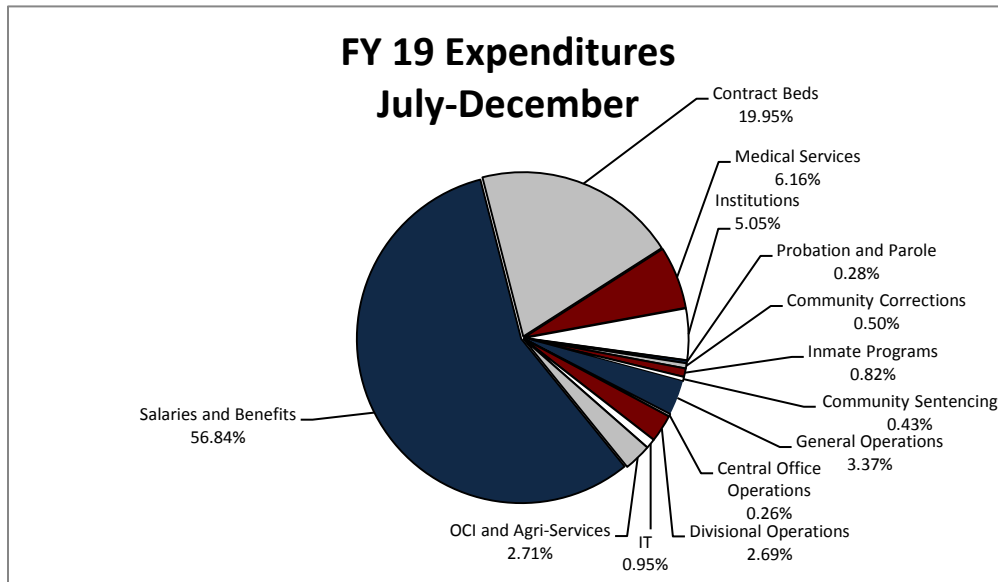
Item #5

Three Year Expenditure Comparison

	FY 19 July-December	% Change from FY 18	FY 18 July-December	% Change from FY 17	FY 17 July-December
Salaries and Benefits	\$ 141,772,972	3.78%	\$ 136,603,231	-0.84%	\$ 137,754,014
Contract Beds	49,753,734	-1.30%	50,407,900	-3.40%	52,181,758
Medical Services	15,361,525	1.79%	15,091,625	-1.90%	15,384,092
Institutions	12,601,344	1.36%	12,432,810	14.09%	10,897,263
Probation and Parole	694,334	0.86%	688,427	9.24%	630,198
Community Corrections	1,250,151	-5.25%	1,319,377	3.08%	1,279,910
Inmate Programs	2,055,260	35.19%	1,520,284	73.63%	875,568
Community Sentencing	1,074,819	-18.88%	1,325,004	-3.61%	1,374,588
General Operations	8,408,131	38.85%	6,055,765	45.60%	4,159,229
Central Office Operations	638,857	8.70%	587,735	34.68%	436,378
Divisional Operations	6,708,966	7.28%	6,253,937	-9.13%	6,882,365
IT	2,369,656	-26.53%	3,225,209	21.37%	2,657,419
OCI and Agri-Services	6,749,531	-10.65%	7,553,702	-1.30%	7,653,276
	<u>\$ 249,439,280</u>		<u>\$ 243,065,006</u>		<u>\$ 242,166,058</u>

Average FTE July-December 4,214

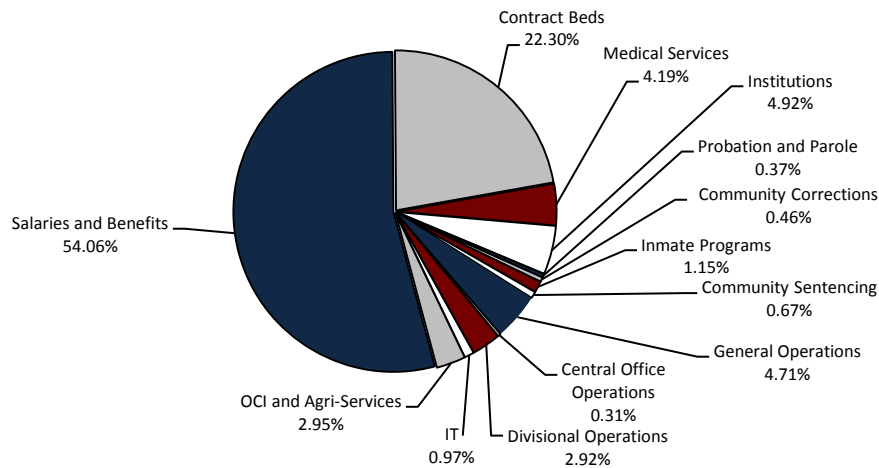
4,256 4,009



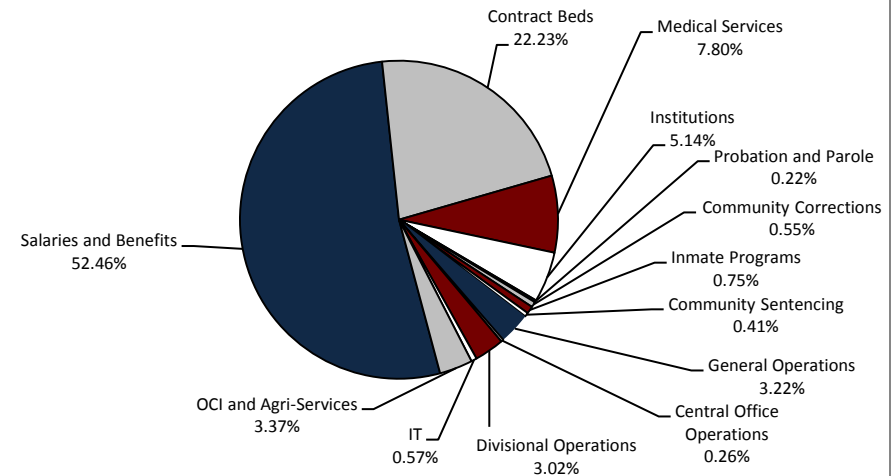
December/November Expenditure Comparison

	FY 19 December	FY 19 November	\$ Net Change
Salaries and Benefits	\$ 23,764,903	\$ 23,771,053	\$ (6,150)
Contract Beds	9,803,852	10,072,313	(268,461)
Medical Services	1,843,949	3,536,083	(1,692,134)
Institutions	2,163,152	2,327,743	(164,591)
Probation and Parole	163,061	98,962	64,099
Community Corrections	202,595	249,592	(46,997)
Inmate Programs	506,851	340,924	165,927
Community Sentencing	296,257	184,897	111,360
General Operations	2,069,956	1,457,460	612,496
Central Office Operations	137,278	119,880	17,398
Divisional Operations	1,284,034	1,366,423	(82,389)
IT	427,164	257,571	169,593
OCI and Agri-Services	1,296,732	1,526,402	(229,670)
	\$ 43,959,784	\$ 45,309,303	\$ (1,349,519)
FTE	4,240	4,230	

December Expenditures

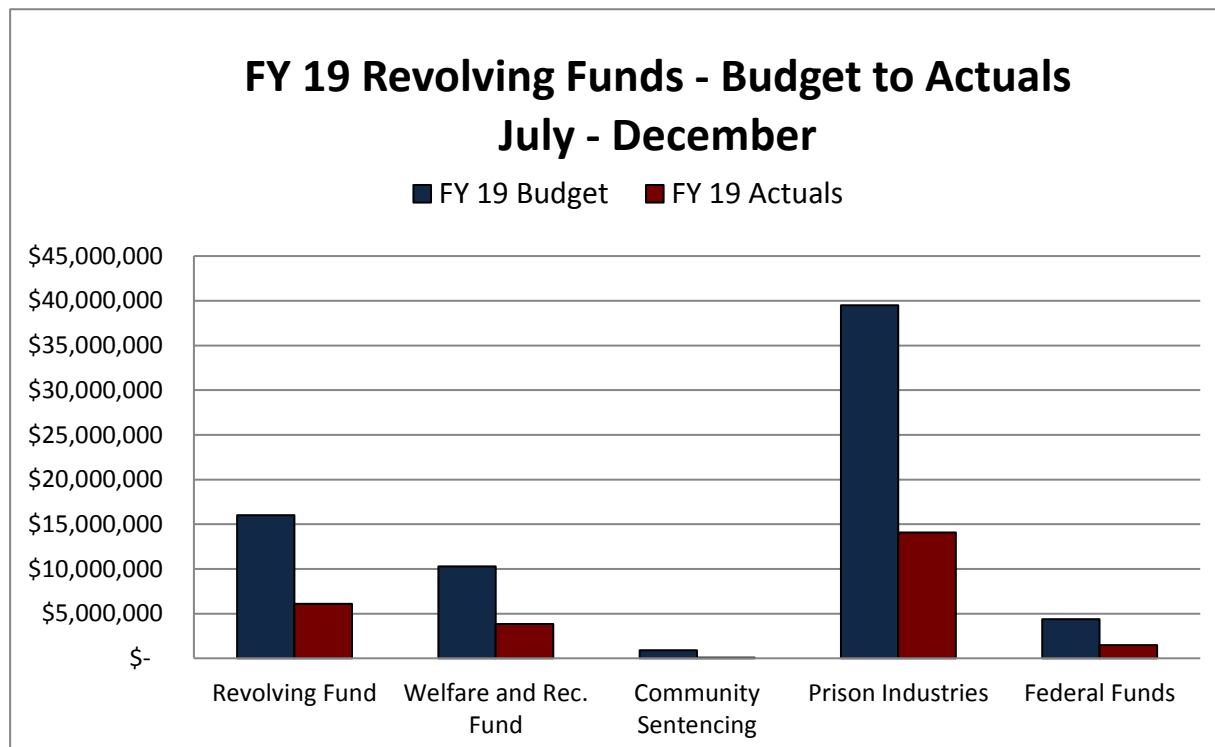


November Expenditures



Three Year Revolving Fund Comparison

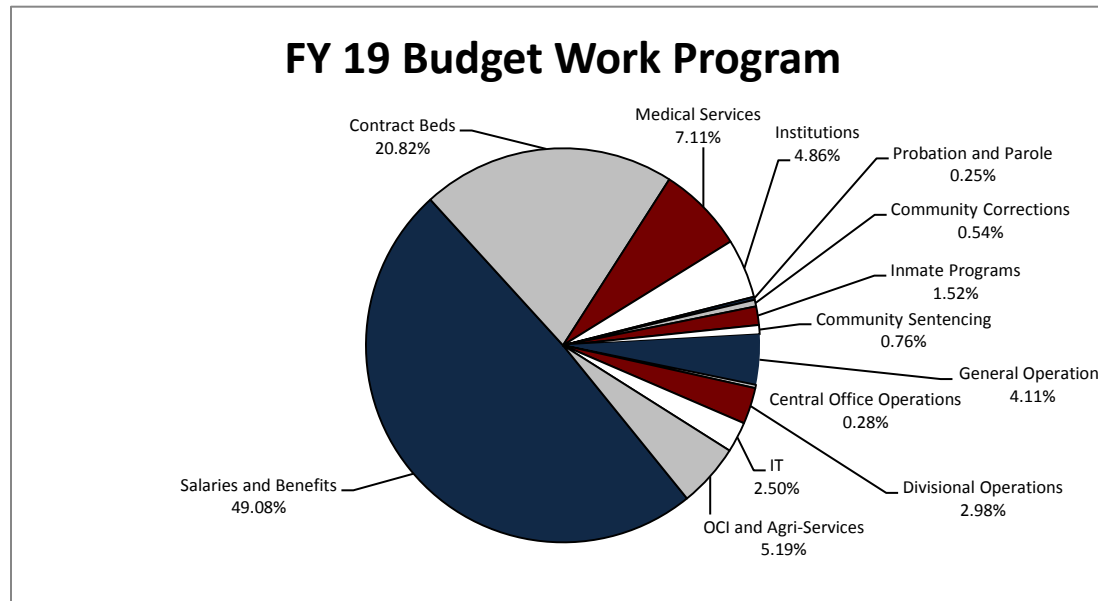
	FY 2019 Budget	FY 19 July-December	% Change from FY 18	FY 18 July-December	% Change from FY 17	FY 17 July-December
200 Revolving Fund	\$ 16,000,000	\$ 6,075,951	-0.45%	\$ 6,103,134	-3.02%	\$ 6,293,145
205 Welfare and Rec. Fund	10,283,327	3,843,130	18.62%	3,239,884	103.76%	1,590,044
210 Community Sentencing	895,628	89,835	59.20%	56,429	-27.59%	77,930
280 Prison Industries	39,477,150	14,074,295	1.91%	13,810,300	1.08%	13,662,925
410 & 430 Federal Funds	4,362,130	1,462,079	91.45%	763,701	3.82%	735,585
	<u>\$ 71,018,235</u>	<u>\$ 25,545,290</u>		<u>\$ 23,973,448</u>		<u>\$ 22,359,629</u>



FY 19 Budget Work Program

	Current Budget	Expenditures	Forecasted Expenditures	Balance
Salaries and Benefits	\$ 288,857,402	\$ 141,772,972	\$ 147,884,430	\$ (800,000)
Contract Beds	122,565,065	49,753,734	72,337,202	474,129
Medical Services	41,824,733	15,361,525	28,043,725	(1,580,517)
Institutions	28,609,244	12,601,344	15,941,882	66,018
Probation and Parole	1,494,293	694,334	797,068	2,891
Community Corrections	3,183,565	1,250,151	1,750,211	183,203
Inmate Programs	8,965,229	2,055,260	3,790,808	3,119,161
Community Sentencing	4,448,786	1,074,819	1,504,747	1,869,220
General Operations	24,171,817	8,408,131	11,771,383	3,992,303
Central Office Operations	1,626,819	638,857	894,400	93,562
Divisional Operations	17,524,094	6,708,966	9,392,552	1,422,576
IT	14,743,411	2,369,656	3,317,518	9,056,237
OCI and Agri-Services	30,554,149	6,749,531	18,589,296	5,215,322
Grand Total	\$ 588,568,607	\$ 249,439,280	\$ 316,015,222	\$ 23,114,105

FY19 BWP includes all funding sources



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

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Total Balance
11,12,13 Payroll, Insurance, FICA and Retirement	\$ 280,969,449.00	\$ 138,002,389.81	\$ 2,221,386.56		\$ 140,223,776.37	\$ 140,745,672.63
15 Professional Services	126,202,730.00	52,419,984.13	71,315,420.39	20,000.00	123,755,404.52	2,447,325.48
17 Moving Expenses	3,000.00				-	3,000.00
19 Flexible Benefits	270,000.00	114,711.04	155,288.96		270,000.00	-
21, 22 Travel	446,880.00	182,795.87	58,995.58		241,791.45	205,088.55
31 Miscellaneous Administrative Expenses	15,216,530.00	6,324,224.29	8,880,297.08		15,204,521.37	12,008.63
32 Rent Expense	13,755,519.00	6,577,540.35	6,251,886.84	1,300.05	12,830,727.24	924,791.76
33 Maintenance & Repair Expense	9,509,495.00	2,519,368.19	1,315,475.67		3,834,843.86	5,674,651.14
34 Specialized Supplies and Materials	36,634,123.00	14,766,932.68	19,246,317.14		34,013,249.82	2,620,873.18
35 Production, Safety and Security	1,329,263.00	453,238.41	630,979.70		1,084,218.11	245,044.89
36 General Operating Expenses	549,001.00	202,328.15	26,374.79		228,702.94	320,298.06
37 Shop Supplies	1,739,873.00	691,304.27	866,199.75		1,557,504.02	182,368.98
41 Property Furniture and Equipment	1,596,457.00	268,908.50	47,703.19	66,320.00	382,931.69	1,213,525.31
42 Library Equipment and Resources	1,650.00	1,083.56			1,083.56	566.44
43 Lease Purchase - OCIA bond payments	697,789.00	347,808.67	326,091.77		673,900.44	23,888.56
44 Live Stock - Poultry	-				-	-
45,46,47 Building Construction and Renovation	303,478.58	106,903.10			106,903.10	196,575.48
48 Bond Payment - ODFA Bonds	8,717,011.00	1,476,328.80	1,498,828.68		2,975,157.48	5,741,853.52
49 Inter-Agency Payments	-				-	-
51 Inmate Pay and Health Services	701,799.00	185,607.51	446,954.52		632,562.03	69,236.97
52 Scholarships, Tuition and other incentives	5,600.00	477.00			477.00	5,123.00
53 Refunds, Indemnities, and Restitution	204,155.00	36,035.50			36,035.50	168,119.50
54 Jail Back Up and others	8,721,213.00	3,326,197.01	5,154,277.98		8,480,474.99	240,738.01
55,59 Assistance Payments to Agencies	-				-	-
60 Authority Orders	-		4,690,040.14		4,690,040.14	(4,690,040.14)
61 Loans, Taxes, and other Disbursements	8,938.00	1,790.65			1,790.65	7,147.35
62 Transfers - Inmate Medical Payments	9,966,419.00	4,166,506.07	4,581,745.10		8,748,251.17	1,218,167.83
64 Merchandise for Resale	-				-	-
	\$ 517,550,372.58	\$ 232,172,463.56	\$ 127,714,263.84	\$ 87,620.05	\$ 359,974,347.45	\$ 157,576,025.13

Funding	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Total Balance
19901 GRF - Duties	512,875,542.00	227,784,844.47	127,609,720.26	21,300.05	355,415,864.78	157,459,677.22
19802 Duties	4,379,961.00	4,379,961.00			4,379,961.00	-
19831 FY 18 Carryover	294,869.58	7,658.09	104,543.58	66,320.00	178,521.67	116,347.91
TOTAL	\$ 517,550,372.58	\$ 232,172,463.56	\$ 127,714,263.84	\$ 87,620.05	\$ 359,974,347.45	\$ 157,576,025.13
					Remaining Payroll	140,762,157.69
						\$ 16,813,867.44

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non- Appropriated Funds
July 1, 2018 through December 31, 2018

Revenue	200 Fund	205 Fund	280 Fund	Funds
Revenues				
Code Current:				
331 Other Fines, Forfeits, Penalties	\$ 187,872.12	\$ -	\$ -	\$ 187,872.12
431 Rent from Land	27,862.29	-	-	27,862.29
511 Insurance and Other Reimbursement for Damages	-	-	-	-
520 Reimbursement for Administrative Expense	211,358.66	-	-	211,358.66
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	559,381.40	-	-	559,381.40
591 Other Grants, Refunds and Reimbursements	352,913.84	-	-	352,913.84
711 Farm Products General	-	-	5,778,008.33	5,778,008.33
731 Laboratory and Medical Services	119,048.86	-	-	119,048.86
741 Canteen and Concession Income	9,177.59	3,843,130.37	8,256,395.97	12,108,703.93
791 Other Sales and Services	5,211.19	-	-	5,211.19
811 Inmate Medical Co-pays and Judgments	1,643,775.35	-	-	1,643,775.35
821 Deposits by Patients and Offenders	2,933,182.20	-	39,890.46	2,973,072.66
836 Sale of Salvage	25,324.28	-	-	25,324.28
881 Purchase Card Payments	-	-	-	-
Total Revenues	6,075,950.74	3,843,130.37	14,074,294.76	\$23,993,375.87
Account Expenditures				
Code Current:				
11,12,13 Payroll	5,592.18	-	3,571,136.23	3,576,728.41
15 Professional Services	3,989,950.56	1,531,083.84	259,900.50	5,780,934.90
21, 22 Travel	102,050.10	10,293.65	54,009.10	166,352.85
31 Misc. Admin. Expenses	388,977.89	207,660.20	394,389.93	991,028.02
32 Rent	44,731.75	54,410.35	18,917.16	118,059.26
33 Maintenance and Repair	601,788.83	406,394.60	494,302.81	1,502,486.24
34 Specialized Supplies and Materials	115,191.02	88,389.73	278,137.76	481,718.51
35 Production, Safety and Security	183,724.74	11,907.32	663,534.83	859,166.89
36 General Operating Expenses	8,073.36	97,312.17	36,342.33	141,727.86
37 Shop Expense	60,332.43	15,965.60	721,315.38	797,613.41
41 Furniture and Equipment	485,218.82	267,624.57	285,521.16	1,038,364.55
42 Library Equipment and Resources	-	23,379.12	-	23,379.12
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	120,468.92	170,789.23
48 Debt Service	-	-	-	-
51 Inmate Pay and Health Services	7,398.00	1,424,722.89	1,095,168.08	2,527,288.97
52 Tuitions, Awards and Incentives	0.01	149.40	-	149.41
53 Refunds and Restitutions	6,805.20	193.03	33,138.41	40,136.64
54 Jail Backup, County Jails and Other	111,100.98	-	-	111,100.98
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	454,648.64	-	493,564.33
64 Merchandise for Resale	1,136.06	-	5,144,483.46	5,145,619.52
Total Expenditures	6,204,572.28	4,601,025.11	13,170,766.06	23,976,363.45
Excess of Revenues Over (Under) Expenditures	(128,621.54)	(757,894.74)	903,528.70	17,012.42
Special and Extraordinary Items				
Carried Over Cash	-	-	-	-
Total Special and Extraordinary Items	-	-	-	-
Net Change in Fund Balances	(128,621.54)	(757,894.74)	903,528.70	17,012.42
Cash				
Beginning Cash Balance	7,248,949.51	1,219,052.91	9,726,221.87	18,194,224.29
Revenue Received this Year	6,075,950.74	3,843,130.37	14,074,294.76	23,993,375.87
Expenditures made this Year	(6,204,572.28)	(4,601,025.11)	(13,170,766.06)	(23,976,363.45)
Beginning Change in Liabilities	(94.75)	31,822.70	-	31,727.95
Transfers	-	-	-	-
Adjustments	-	-	-	-
Ending Cash Balance	\$ 7,120,233.22	\$ 492,980.87	\$ 10,629,750.57	\$ 18,242,964.66

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

	200 Fund	205 Fund	280 Fund	Funds
Revenue Revenues				
<u>Code</u> Current:				
331 Other Fines, Forfeits, Penalties	\$ 20,896.79	\$ -	\$ -	\$ 20,896.79
431 Rent from Land	4,031.42	-	-	4,031.42
511 Insurance and Other Reimbursement for Damages	-	-	-	-
520 Reimbursement for Administrative Expense	12,765.15	-	-	12,765.15
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	23,530.97	-	-	23,530.97
591 Other Grants, Refunds and Reimbursements	418.84	-	-	418.84
711 Farm Products General	-	-	911,466.37	911,466.37
731 Laboratory and Medical Services	6,511.31	-	-	6,511.31
741 Canteen and Concession Income	910.41	794,890.25	1,620,666.95	2,416,467.61
791 Other Sales and Services	-	-	-	-
811 Inmate Medical Co-pays and Judgments	269,763.16	-	-	269,763.16
821 Deposits by Patients and Offenders	558,678.26	-	2,783.83	561,462.09
836 Sale of Salvage	2,277.36	-	-	2,277.36
881 Purchase Card Payments	-	-	-	-
<i>Total Revenues</i>	<u>899,783.67</u>	<u>794,890.25</u>	<u>2,534,917.15</u>	<u>4,229,591.07</u>
Account Expenditures				
<u>Code</u> Current:				
11,12,13 Payroll	-	-	605,642.74	605,642.74
15 Professional Services	421,879.50	373,810.00	36,116.24	831,805.74
21, 22 Travel	14,612.41	4,809.50	5,690.10	25,112.01
31 Misc. Admin. Expenses	561.38	27,846.15	55,088.82	83,496.35
32 Rent	12,341.22	7,313.00	4,386.30	24,040.52
33 Maintenance and Repair	41,051.87	22,565.91	65,079.87	128,697.65
34 Specialized Supplies and Materials	14,889.78	15,037.18	29,892.29	59,819.25
35 Production, Safety and Security	59,783.82	-	124,869.27	184,653.09
36 General Operating Expenses	3,707.99	9,915.35	7,746.83	21,370.17
37 Shop Expense	9,750.80	140.53	220,529.98	230,421.31
41 Furniture and Equipment	37,352.14	11,374.95	81,721.77	130,448.86
42 Library Equipment and Resources	-	9,664.22	-	9,664.22
43 Lease Purchases	-	-	-	-
44 Livestock and Poultry	-	-	-	-
45 Land and Right-of-way	-	-	-	-
46, 47 Building, Construction and Renovation	-	-	116,400.00	116,400.00
48 Debt Service	-	-	-	-
51 Inmate Pay and Health Services	1,260.36	230,022.45	209,842.65	441,125.46
52 Tuitions, Awards and Incentives	-	-	-	-
53 Refunds and Restitutions	-	-	11,370.00	11,370.00
54 Jail Backup, County Jails and Other	12,316.12	-	-	12,316.12
55 Payment to Gov. Sub-Division	-	-	-	-
59 Assistance Payments to Agencies	-	-	-	-
61 Loans, Taxes and other Disbursements	-	-	-	-
62 Transfers - Out Sourced Health Care	-	43,041.10	-	43,041.10
64 Merchandise for Resale	-	-	598,898.62	598,898.62
<i>Total Expenditures</i>	<u>629,507.39</u>	<u>755,540.34</u>	<u>2,173,275.48</u>	<u>3,558,323.21</u>
<i>Excess of Revenues Over (Under) Expenditures</i>	<u>270,276.28</u>	<u>39,349.91</u>	<u>361,641.67</u>	<u>671,267.86</u>
Special and Extraordinary Items				
Carried Over Cash	-	-	-	-
<i>Total Special and Extraordinary Items</i>	-	-	-	-
<i>Net Change in Fund Balances</i>	270,276.28	39,349.91	361,641.67	671,267.86
Cash				
Beginning Cash Balance	6,892,461.67	470,375.83	10,655,137.02	18,017,974.52
Revenue Received this Year	899,783.67	794,890.25	2,534,917.15	4,229,591.07
Expenditures made this Year	(629,507.39)	(755,540.34)	(2,173,275.48)	(3,558,323.21)
Beginning Change in Liabilities	(42,504.73)	(16,744.87)	(387,028.12)	(446,277.72)
Transfers	-	-	-	-
Adjustments	-	-	-	-
<i>Ending Cash Balance</i>	<u>\$ 7,120,233.22</u>	<u>\$ 492,980.87</u>	<u>\$ 10,629,750.57</u>	<u>\$ 18,242,964.66</u>

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
July 1, 2018 through December 31, 2018

Revenue	Revenues	410 Fund	430 Fund	Funds
Code	Current:			
556	Federal Funds Rec'd from Non-Gov. Ag.	\$ -	\$ -	\$ -
561	Private Grants and Donations for Opns.	729,072.96	733,006.46	1,462,079.42
581	Reimbursements	-	-	-
	<i>Total Revenues</i>	<u>729,072.96</u>	<u>733,006.46</u>	<u>1,462,079.42</u>
Account	Expenditures			
Code	Current:			
11,12,13	Payroll	122,057.67	113,000.95	235,058.62
15	Professional Services	1,500.00	713,243.12	714,743.12
21, 22	Travel	30,360.64	8,558.35	38,918.99
31	Misc. Admin. Expenses	-	-	-
32	Rent	8,837.31	-	8,837.31
33	Maintenance and Repair	10,933.01	-	10,933.01
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>587,377.44</u>	<u>857,838.56</u>	<u>1,445,216.00</u>
	<i>Excess of Revenues Over</i>			
	<i>(Under) Expenditures</i>	<u>141,695.52</u>	<u>(124,832.10)</u>	<u>16,863.42</u>
	Special and Extraordinary Items			
	Carried Over Cash	-	-	-
	<i>Total Special and Extraordinary Items</i>	-	-	-
	<i>Net Change in Fund Balances</i>	141,695.52	(124,832.10)	16,863.42
	Cash			
	Beginning Cash Balance	124,233.68	140,670.18	264,903.86
	Revenue Received this Year	729,072.96	733,006.46	1,462,079.42
	Expenditures made this Year	(587,377.44)	(857,838.56)	(1,445,216.00)
	Beginning Change in Liabilities	-	-	-
	Transfers	-	-	-
	Adjustments	-	-	-
	<i>Ending Cash Balance</i>	<u>\$ 265,929.20</u>	<u>\$ 15,838.08</u>	<u>\$ 281,767.28</u>

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

Revenue	410 Fund	430 Fund	Funds
Revenues			
<u>Code</u> Current:			
556 Federal Funds Rec'd from Non-Gov. Ag.	\$ -	\$ -	\$ -
561 Private Grants and Donations for Opns.	-	32,162.77	32,162.77
581 Reimbursements	-	-	-
<i>Total Revenues</i>	<u>-</u>	<u>32,162.77</u>	<u>32,162.77</u>
Account Expenditures			
<u>Code</u> Current:			
11,12,13 Payroll	19,601.71	17,520.31	37,122.02
15 Professional Services	-	17,600.00	17,600.00
21, 22 Travel	1,955.95	89.25	2,045.20
31 Misc. Admin. Expenses	-	-	-
32 Rent	-	-	-
33 Maintenance and Repair	105.28	-	105.28
34 Specialized Supplies and Materials	-	-	-
35 Production, Safety and Security	-	-	-
36 General Operating Expenses	-	-	-
37 Shop Expense	-	-	-
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>21,662.94</u>	<u>35,209.56</u>	<u>56,872.50</u>
<i>Excess of Revenues Over (Under) Expenditures</i>	<u>(21,662.94)</u>	<u>(3,046.79)</u>	<u>(24,709.73)</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>	(21,662.94)	(3,046.79)	(24,709.73)
Cash			
Beginning Cash Balance	289,092.14	18,884.87	307,977.01
Revenue Received this Month	-	32,162.77	32,162.77
Expenditures made this Month	(21,662.94)	(35,209.56)	(56,872.50)
Beginning Change in Liabilities	-	-	-
Transfers	-	-	-
Adjustments	(1,500.00)	-	(1,500.00)
<i>Ending Cash Balance</i>	<u>\$ 265,929.20</u>	<u>\$ 15,838.08</u>	<u>\$ 281,767.28</u>

ODOC
Canteen Balance Sheet

Month: December		Year: 2018			
Account	Account Name	Current Balance	Totals	Grand Totals	
Assets					
Cash					
140000	CASH - CANTEEN	\$8,290,650.21 DR			
140001	INVENTORY	\$280,112.46 DR			
	Total Cash		\$8,570,762. DR		
			67		
Accounts Receivable					
140002	ACCOUNTS RECEIVABLE - CANTEEN	\$83,579.61 DR			
	Total Accounts Receivable		\$83,579.61 DR		
	Total Assets			\$8,654,342.28 DR	
Liabilities					
Accounts Payable					
202021	ACCOUNTS PAYABLE - INVENTORY	\$631,378.20 CR			
202029	ACCOUNTS PAYABLE - SALES TAXES	\$98,801.61 CR			
	Total Accounts Payable		\$730,179.81 CR		
	Total Liabilities			\$730,179.81 CR	
Equity					
	Canteen Equity			\$7,924,162.47	

Statement of Canteen Operating Income

For the Period 7/1/2018 to 12/31/2018

Sales Revenue		\$8,932,556.73
Canteen Operating Expenses		
Cost of Goods Sold	\$6,094,457.17	
Inventory Adjustments		
DISPOSABLE ITEMS	\$13,156.92	
INVENTORY ERROR CORRECTION	\$3,555.35	
SHRINKAGE	\$29,393.54	
SPOILAGE	\$10,340.99	
TRANSFER BETWEEN PRISONS	\$0.00	
VENDER RETURN	\$19,285.28	
Total Inventory Adjustments	<u>\$75,732.07</u>	
Total Operating Expenses		<u>\$6,170,189.24</u>
Gross Income from Canteen Operations - Before Sales Tax		\$2,762,367.49
Plus Vendor Discount		\$18,989.63
Less Freight		\$4,118.43
Less Sales Taxes Expense (net of discount)		<u>\$651,184.99</u>
Net Income		\$2,126,053.70

Oklahoma Department of Corrections

Canteen Sales Tax Report

FY 2019 July through December

Facility	Sales Tax Total	Taxable Sales	State Sales Tax - 4.5%	County Sales Tax		City Sales Tax			
17 - Bill Johnson C C	10,977.74	219,554.79	9,879.96	Woods	0.50%	1,097.78	Alva	0.00%	-
08 - Dick Conner C C	55,466.77	599,622.77	26,984.66	Osage	1.25%	7,495.29	Hominy	3.50%	20,986.82
16 - Eddie Warrior C C	51,876.82	566,882.77	25,516.76	Muskogee	0.65%	3,684.76	Taft	4.00%	22,675.30
04 - Howard McLeod C C	18,817.57	301,080.91	13,548.65	Atoka	1.75%	5,268.92	N/A	0.00%	-
13 - Jackie Brannon C C	29,966.46	312,519.48	14,063.37	Pittsburg	1.50%	4,687.81	McAlester	3.50%	11,215.28
11 - James Crabtree C C	49,960.18	525,897.13	23,665.38	Alfalfa	2.00%	10,517.92	Helena	3.00%	15,776.88
01 - Jess Dunn C C	41,373.20	452,165.70	20,347.47	Muskogee	0.65%	2,939.07	Taft	4.00%	18,086.66
02 - Jim E Hamilton C C	19,612.36	301,728.32	13,577.78	Leflore	2.00%	6,034.58	N/A	0.00%	-
07 - Joseph Harp C C	26,546.42	558,871.92	25,149.24	Cleveland	0.25%	1,397.18	N/A	0.00%	-
12 - John Lilley C C	41,060.35	357,045.56	16,067.11	Okfuskee	2.00%	7,140.92	Boley	3.00%	17,852.32
19 - Kate Barnard C C	11,204.92	129,911.90	5,846.04	Oklahoma	0.00%	-	Oklahoma City	3.88%	5,358.88
06 - Lexington A&R Center	21,131.74	444,878.32	20,019.53	Cleveland	0.25%	1,112.21	N/A	0.00%	-
03 - Mack Alford C C	22,440.43	359,046.73	16,157.10	Atoka	1.75%	6,283.33	N/A	0.00%	-
09 - Mabel Bassett C C	69,484.63	695,193.56	31,283.71	Pottawatomie	1.50%	10,393.16	McLoud	4.00%	27,807.76
15 - Northeastern Ok C C	13,390.21	206,002.78	9,270.13	Craig	2.00%	4,120.08	Vinita	0.00%	-
18 - North Fork C C	73,870.47	844,233.70	37,990.52	Beckham	0.25%	2,110.59	Sayre	4.00%	33,769.36
05 - Oklahoma State Penitentiary	32,954.21	343,885.46	15,474.85	Pittsburg	1.50%	5,158.29	McAlester	3.50%	12,321.07
10 - Oklahoma State Reformatory	35,838.56	377,247.99	16,976.16	Greer	2.00%	7,544.96	Granite	3.00%	11,317.44
14 - William S. Key C C	25,224.70	467,124.17	21,020.59	Woodward	0.90%	4,204.11	N/A	0.00%	-
Total	651,197.73	8,062,893.96	362,839.00			91,190.96			197,167.77

Oklahoma Department of Corrections

Canteen Sales Tax Report

For the Month of October 2018

Facility	Sales Tax Total	Taxable Sales	State Sales Tax - 4.5%	County Sales Tax		City Sales Tax			
17 - Bill Johnson C C	1,893.42	37,868.39	1,704.08	Woods	0.50%	189.34	Alva	0.00%	-
08 - Dick Conner C C	9,454.76	102,195.90	4,600.45	Osage	1.25%	1,277.45	Hominy	3.50%	3,576.86
16 - Eddie Warrior C C	10,431.04	113,923.57	5,133.59	Muskogee	0.65%	740.51	Taft	4.00%	4,556.94
04 - Howard McLeod C C	3,514.14	56,226.17	2,530.18	Atoka	1.75%	983.96	N/A	0.00%	-
13 - Jackie Brannon C C	5,011.64	52,753.98	2,373.93	Pittsburg	1.50%	791.32	McAlester	3.50%	1,846.39
11 - James Crabtree C C	8,690.71	91,481.27	4,116.66	Alfalfa	2.00%	1,829.62	Helena	3.00%	2,744.43
01 - Jess Dunn C C	7,249.12	79,225.32	3,565.14	Muskogee	0.65%	514.96	Taft	4.00%	3,169.02
02 - Jim E Hamilton C C	3,420.87	52,628.60	2,368.29	Leflore	2.00%	1,052.58	N/A	0.00%	-
07 - Joseph Harp C C	5,052.81	106,374.97	4,786.87	Cleveland	0.25%	265.94	N/A	0.00%	-
12 - John Lilley C C	7,024.55	61,083.14	2,748.74	Okfuskee	2.00%	1,221.66	Boley	5.00%	3,054.15
19 - Kate Barnard C C	2,009.71	23,300.89	1,048.54	Oklahoma	0.00%	-	Oklahoma City	4.125%	961.17
06 - Lexington A&R Center	3,575.61	75,275.93	3,387.42	Cleveland	0.25%	188.19	N/A	0.00%	-
03 - Mack Alford C C	4,290.44	68,647.14	3,089.12	Atoka	1.75%	1,201.32	N/A	0.00%	-
09 - Mabel Bassett C C	13,267.74	132,743.56	5,973.46	Pottawatomie	1.495%	1,984.52	McLoud	4.00%	5,309.76
15 - Northeastern Ok C C	2,570.86	39,551.60	1,779.82	Craig	2.00%	791.04	Vinita	0.00%	-
18 - North Fork C C	13,094.46	149,650.81	6,734.29	Beckham	0.25%	374.13	Sayre	4.00%	5,986.04
05 - Oklahoma State Penitentiary	6,113.71	64,354.76	2,895.96	Pittsburg	1.50%	965.32	McAlester	3.50%	2,252.43
10 - Oklahoma State Reformatory	6,618.38	69,667.23	3,135.03	Greer	2.00%	1,393.34	Granite	3.00%	2,090.01
14 - William S. Key C C	4,427.35	81,987.91	3,689.46	Woodward	0.90%	737.89	N/A	0.00%	-
Total	117,711.30	1,458,941.14	65,661.01			16,503.09			35,547.20

Oklahoma Department of Corrections

Canteen Sales Tax Report

For the Month of November 2018

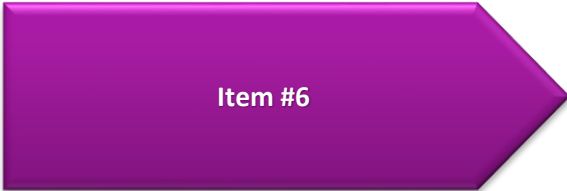
Facility	Sales Tax Total	Taxable Sales	State Sales Tax - 4.5%	County Sales Tax			City Sales Tax		
17 - Bill Johnson C C	1,933.69	38,673.71	1,740.32	Woods	0.50%	193.37	Alva	0.00%	-
08 - Dick Conner C C	8,940.41	96,653.03	4,349.39	Osage	1.25%	1,208.16	Hominy	3.50%	3,382.86
16 - Eddie Warrior C C	8,834.40	96,550.76	4,344.78	Muskogee	0.65%	627.59	Taft	4.00%	3,862.03
04 - Howard McLeod C C	2,923.64	46,778.16	2,105.02	Atoka	1.75%	818.62	N/A	0.00%	-
13 - Jackie Brannon C C	5,451.03	55,908.03	2,515.86	Pittsburg	1.50%	838.62	McAlester	3.75%	2,096.55
11 - James Crabtree C C	8,135.25	85,634.46	3,853.55	Alfalfa	2.00%	1,712.68	Helena	3.00%	2,569.02
01 - Jess Dunn C C	7,213.79	78,839.17	3,547.77	Muskogee	0.65%	512.45	Taft	4.00%	3,153.57
02 - Jim E Hamilton C C	3,362.46	51,730.30	2,327.86	Leflore	2.00%	1,034.60	N/A	0.00%	-
07 - Joseph Harp C C	4,095.14	86,213.51	3,879.61	Cleveland	0.25%	215.53	N/A	0.00%	-
12 - John Lilley C C	7,189.34	62,516.02	2,813.22	Okfuskee	2.00%	1,250.32	Boley	5.00%	3,125.80
19 - Kate Barnard C C	1,649.33	19,122.54	860.51	Oklahoma	0.00%	-	Oklahoma City	4.125%	788.82
06 - Lexington A&R Center	3,622.40	76,260.80	3,431.74	Cleveland	0.25%	190.66	N/A	0.00%	-
03 - Mack Alford C C	3,303.76	52,860.19	2,378.71	Atoka	1.75%	925.05	N/A	0.00%	-
09 - Mabel Bassett C C	10,750.61	107,559.86	4,840.19	Pottawatomie	1.495%	1,608.02	McLoud	4.00%	4,302.40
15 - Northeastern Ok C C	1,928.23	29,665.10	1,334.93	Craig	2.00%	593.30	Vinita	0.00%	-
18 - North Fork C C	11,248.38	128,552.81	5,784.88	Beckham	0.25%	321.38	Sayre	4.00%	5,142.12
05 - Oklahoma State Penitentiary	5,123.54	52,549.05	2,364.71	Pittsburg	1.50%	788.24	McAlester	3.75%	1,970.59
10 - Oklahoma State Reformatory	5,565.87	58,588.18	2,636.47	Greer	2.00%	1,171.76	Granite	3.00%	1,757.64
14 - William S. Key C C	4,490.65	83,160.14	3,742.21	Woodward	0.90%	748.44	N/A	0.00%	-
Total	105,761.91	1,307,815.82	58,851.72			14,758.79			32,151.40

Oklahoma Department of Corrections

Canteen Sales Tax Report

For the Month of December 2018

Facility	Sales Tax Total	Taxable Sales	State Sales Tax - 4.5%	County Sales Tax			City Sales Tax		
17 - Bill Johnson C C	1,674.80	33,496.08	1,507.32	Woods	0.50%	167.48	Alva	0.00%	-
08 - Dick Conner C C	9,100.15	98,379.89	4,427.10	Osage	1.25%	1,229.75	Hominy	3.50%	3,443.30
16 - Eddie Warrior C C	8,140.80	88,970.43	4,003.67	Muskogee	0.65%	578.31	Taft	4.00%	3,558.82
04 - Howard McLeod C C	3,068.92	49,102.63	2,209.62	Atoka	1.75%	859.30	N/A	0.00%	-
13 - Jackie Brannon C C	5,355.54	54,928.63	2,471.79	Pittsburg	1.50%	823.93	McAlester	3.75%	2,059.82
11 - James Crabtree C C	7,756.86	81,651.44	3,674.31	Alfalfa	2.00%	1,633.02	Helena	3.00%	2,449.53
01 - Jess Dunn C C	6,413.28	70,090.54	3,154.07	Muskogee	0.65%	455.59	Taft	4.00%	2,803.62
02 - Jim E Hamilton C C	3,448.50	53,053.80	2,387.42	Leflore	2.00%	1,061.08	N/A	0.00%	-
07 - Joseph Harp C C	4,570.21	96,214.81	4,329.67	Cleveland	0.25%	240.54	N/A	0.00%	-
12 - John Lilley C C	7,019.23	61,036.55	2,746.64	Okfuskee	2.00%	1,220.74	Boley	5.00%	3,051.85
19 - Kate Barnard C C	2,053.02	23,803.25	1,071.15	Oklahoma	0.00%	-	Oklahoma City	4.125%	981.87
06 - Lexington A&R Center	3,579.74	75,362.89	3,391.33	Cleveland	0.25%	188.41	N/A	0.00%	-
03 - Mack Alford C C	3,679.19	58,866.93	2,649.01	Atoka	1.75%	1,030.18	N/A	0.00%	-
09 - Mabel Bassett C C	11,750.15	117,560.45	5,290.22	Pottawatomie	1.495%	1,757.53	McLoud	4.00%	4,702.40
15 - Northeastern Ok C C	2,248.16	34,587.04	1,556.42	Craig	2.00%	691.74	Vinita	0.00%	-
18 - North Fork C C	11,948.83	136,558.10	6,145.11	Beckham	0.25%	341.40	Sayre	4.00%	5,462.32
05 - Oklahoma State Penitentiary	5,993.97	61,476.76	2,766.45	Pittsburg	1.50%	922.15	McAlester	3.75%	2,305.37
10 - Oklahoma State Reformatory	6,340.48	66,741.73	3,003.38	Greer	2.00%	1,334.84	Granite	3.00%	2,002.26
14 - William S. Key C C	4,153.57	76,917.92	3,461.31	Woodward	0.90%	692.26	N/A	0.00%	-
Total	108,295.40	1,338,799.87	60,245.99			15,228.25			32,821.16



Item #6

Section-01 Organization	P-010100	Page: 1	Effective Date: 02/22/2019
System of Manuals, Handbooks and Monitoring Procedures	ACA Standards: 2-CO-1A-05, 2-CO-1A-16, 2-CO-1A-17, 2-CO-1A-21, 4-4012, 4-4014, 4-4174, 4-ACRS-7B-07, 4-ACRS-7B-08, 4-APPFS-3D-05		
Frank X. Henke, IV, Chair Oklahoma Board of Corrections			

System of Manuals, Handbooks and Monitoring Procedures

The Oklahoma Board of Corrections (BOC) will maintain a system of coordinated manuals of policies, procedures, and administrative rules that govern the agency, and are made available to all employees and, as applicable, the inmates/offenders the public. (2-CO-1A-16, 4-4012, 4-4174, 4-ACRS-7B-07) In accordance with the Oklahoma Open Records Act, this information, except for confidential and security related information, will be made available to the public upon written request at a cost of 25 cents per page and from the Oklahoma Department of Corrections (ODOC) website at <http://doc.ok.gov>. (2-CO-1A-16)

I. Manuals and Handbooks

Procedures will govern the process for creation, approval, annual review and issuance of policies, procedures, administrative rules, management manuals, handbooks and forms used by the agency. (2-CO-1A-17, 4-4012, 4-ACRS-7B-08, 4-APPFS-3D-05)

A. Organization

A uniform system will ensure that topics are grouped by management category or like topics and duplication is eliminated.

B. Forms

A process for the development, authorization, annual review, issuance, and control of agency forms will be established to ensure updates are available.

C. Compliance Monitoring

A system to monitor compliance with policies, procedures, administrative rules, applicable statutes and standards will be outlined to ensure monitoring instruments are available. (2-CO-1A-21)

II. Responsibility for Adoption of Policies and Procedures (2-CO-1A-05)

Adoption of policies and procedures will occur in the following manner:

A. Board Policy

The Board of Corrections will be responsible for the adoption of policy statements during regularly scheduled open meetings. Upon the approval of the Board and the signature of the chairperson, the agency will ensure policies are distributed and are made accessible. (4-4014, 4-ACRS-7B-08)

B. Agency Policy and Procedure

The director will be responsible for the adoption of operational policy and procedures. Upon approval and signature of the director, policy and procedures will be made accessible through the agency internet website, distributed to manual holders and available upon request (4-ACRS-7B-08). Guidelines for distribution and access of confidential and security related procedures will be established. (4-4174)

III. References

51 O.S. § 24 A.5

57 O.S. § 504(b) (1)

57 O.S. § 507(b)

IV. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for annual review and revisions if needed.

Any exceptions to this policy statement will require prior written approval from the Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-010100 entitled "System of Manuals, Handbooks and Monitoring Procedures" dated November 8, 2017

Distribution: Policy and Operations Manual
Agency Website

Section-06 Classification and Case Management	P-060100	Page: 1	Effective Date: 02/22/2019
Classification and Case Management of Inmates/Offenders	ACA Standards: 2-CO-1E-01, 2-CO-1E-02, 2-CO-1E-05, 2-CO-1E-06, 2-CO-1E-07, 2-CO-1E-08, 2-CO-1E-09, 2-CO-4B-01, 2-CO-4B-02, 4-4095, 4-4097, 4-4098, 4-4099, 4-4295, 4-4304, 4-4444, 4-ACRS-5A-01, 4-ACRS-5A-07, 4-ACRS-7D-08, 4-ACRS-7D-11, 4-APPFS-2A-03, 4-APPFS-2A-07, 4-APPFS-2A-16, 4-APPFS-2C-01, 4-APPFS-3D-28		
Frank X. Henke, IV, Chair Oklahoma Board of Corrections			

Classification and Case Management of Inmates/Offenders

The Oklahoma Department of Corrections (ODOC) properly classifies inmates/offenders, administers sentences and provides clemency consideration in accordance with the order of the courts and statutory requirements.

I. Classification

A. Classification Standards (2-CO-4B-01, 4-4295, 4-ACRS-5A-01, 4-APPFS-2A-03)

1. The Oklahoma Department of Corrections (ODOC) has established a comprehensive and uniform classification system, based on security and programmatic needs, for the supervision of incarcerated inmates and supervised offenders.
2. Established procedures ensure the classification system of the agency is an objective/descriptive system.

B. Parole Procedures

ODOC will comply with the procedures established by the Pardon and Parole Board to provide equitable clemency consideration for inmates. The agency has established procedures to ensure:

1. Information necessary to determine an appropriate docket date is provided to the staff members of the Pardon and Parole Board;
2. Information regarding an inmate's incarceration, which is required in determining clemency, is provided to the Pardon and Parole Board; (4-4304)
3. The preparation of parole programs; and (4-APPFS-2A-07)
4. The release of eligible inmates to parole supervision.

C. Transfers (4-4296, 4-4444, 4-ACRS-5A-06, 4-APPFS-2A-11)

In order to provide adequate security, supervision and programmatic opportunity compatible with each inmate's individualized needs, the agency has established uniform procedures for inmate transfers, including

emergency transfers.

II. Case Management (4-4299, 4-4435, 4-ACRS-5A-07)

A. The Department of Corrections case management responsibilities include:

1. Appropriate and timely classification of all inmates and offenders;
2. Providing crisis intervention;
3. Work assignments;
4. Programmatic activities;
5. Managing behavior;
6. Developing open communication between staff and inmates;
7. Appropriate assistance with reentry; and
8. Assisting with facility operations and inmate development.

B. Other functions include documenting and communicating any behavior that may present a risk to the facility, staff, other inmates or the public in order to ensure appropriate action is taken to fulfill the agency's mission.

III. Sentence Administration (4-4097)

The Oklahoma Department of Corrections (ODOC) ensures the length of confinement or supervision is calculated accurately, recorded and implemented in accordance with the order of the court and statutory requirements.

1. Standards for sentence administration are established to ensure inmates/offenders under the jurisdiction of the agency are incarcerated/supervised according to the order of the sentencing court.
2. Standards for sentence administration are established consistent with Gubernatorial Memorandum 2015-01.
3. Procedures for the foreign and domestic extradition process, the Interstate Agreement on Detainers, the application of statutory time credits and sentence sequencing are developed. (2-CO-4B-02, 4-APPFS-2A-16)

IV. Inmate/Offender Records (2-CO-1E-01, 2-CO-1E-02, 4-4095, 4-ACRS-7D-08, 4-APPFS-3D-28)

Procedures are established for:

1. The creation, organization, transfer, closure, review and preservation of inmate/offender records; (2-CO-1E-02, 2-CO-1E-09, 4-4096)
2. Inmate/offender access to records; (2-CO-1E-06, 4-4098, 4-ACRS-7D-11)
3. Assignment of a unique register number to all inmates/offenders; and
4. The appropriate release of inmate/offender information. (2-CO-1E-07, 2-CO-1E-08, 4-4099)

V. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

Any exceptions to this policy statement will require written approval of the Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-060100 entitled "Classification and Case Management of Inmates/Offenders" dated November 8, 2017

Distribution: Policy and Operations Manual
Agency Website

Section-09 Programs	P-090100	Page: 1	Effective Date: 02/22/2019
Provisions of Programs	ACA Standards: 2-CO-4F-01, 2-CO-5B-01, 4-4277, 4-ACRS-5A-02, 4-ACRS-6B-01		
Frank X. Henke, IV, Chair Oklahoma Board of Corrections			

Provisions of Programs

The Oklahoma Department of Corrections (ODOC) has established a system of inmate programs that delivers services incorporating the best correctional practices and current correctional theory and technology. The goal of inmate programs is to reduce criminal risk through methods that demonstrate measurable change in inmate behavior, which may in turn reduce recidivism. The provision of programs ensures gender parity and a standardized continuum of treatment based upon assessed needs and risk assessment. (4-4277, 4-ACRS-6B-01)

I. Inmate Programs (2-CO-4F-01)

Core inmate programs consist of education, substance abuse treatment, cognitive behavioral programming, career and technical training and reentry. Inmates are to be placed in appropriate programs based upon assessed level of need, time to projected release and available resources. (4-ACRS-5A-02)

II. Objective Criteria for Programs (2-CO-5B-01)

A. Education

ODOC will adhere to Title 57 § 510.7 which requires that inmates are given the opportunity to receive at least a high school equivalency education based upon available resources and in accordance with eligibility requirements. Priority will be given to inmates lacking basic literacy skills.

B. Substance Abuse Treatment (SAT)

Inmates are assessed for substance abuse treatment needs at reception. Priority will be given to inmates having a moderate to high need for substance abuse treatment who have sufficient time to complete a program and who are projected to release upon or shortly after program completion.

C. Cognitive Behavioral

Cognitive behavioral programs address criminogenic factors that increase risk for re-incarceration. These programs are designed to promote positive changes in thinking and behavior. Inmates are assessed at reception. Placement of inmates into these programs is based upon available resources and sufficient time to complete the program.

D. Career Technical Programs

In partnership with the Oklahoma Department of Career and Technology Education, ODOC will provide inmates the opportunities to learn a skill before returning to society and to the extent resources are available.

E. Reentry

Every inmate will have the opportunity to receive assistance with reentry resources prior to being released from custody.

III. References

57 O.S. § 504(2) and 510.6

57 § 510.7

IV. Action

The agency director is responsible for compliance with this policy.

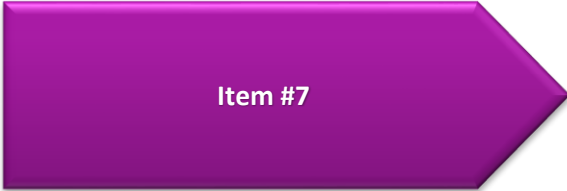
The agency director is responsible for the annual review and revisions.

Any exceptions to this policy statement will require prior written approval from the Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-090100 entitled "Provisions of Programs" dated August 22, 2017

Distribution: Policy and Operations Manual
Agency Website



Item #7

**Oklahoma Department of Corrections
Internal Audit Summary Report
First Quarter FY19**

The Fiscal Management compliance and Internal Controls over the following financial activities were examined, to include Accounts Payables, Accounts Receivables (Prisoners Public Works Project, and OCI Partnership Contractors and Factory Sales), Purchasing, Receiving, Purchase Cards, Express Checks, Debit Cards, Canteen (OBS and Inventory), Trust Fund, Warehouse Inventory, Oklahoma Correctional Industries Factory Inventory (Raw Materials, Work in Process and Finished Goods) and Fixed Assets Management System.

In this reporting period, the financial internal audit unit closed and submitted compliance audit reports to the Board of Corrections and to the State Auditor and Inspector's Office.

Audited Facilities/Units –	Date of Audit
1. OCI Administration *	08/09/2018
2. Agri Srvcs Administration	08/16/2018
3. James Crabtree Correctional Center	08/16/2018
4. Bill Johnson Correctional Center	08/27/2018
5. Northeast Oklahoma Correctional Center	09/19/2018
6. Howard McLeod Correctional Center	09/25/2018
7. Mack Alford Correctional Center *	09/25/2018
8. Headquarters Administration *	09/26/2018
9. Dick Conner Correctional Center	09/28/2018

Of the 9 facilities/units audited in the 1st quarter of FY19, 3 had no reportable noncompliance or internal control findings (identified above (*)).

Summary of Noncompliance Findings in accordance with Fiscal Management Policy

PPWP

- Dick Conner Correctional Center
- Howard McLeod Correctional Center

Summary of Findings:

- PPW Crew was not billed monthly. ODOC administration accounting was not notified and billing was not initiated.

- Administrative fees were added by the facility, which not authorized by the contract, creating overbilling.

Summary of Actions Taken:

- ODOC administration accounting will be notified of all existing PPWP crews to ensure invoices are sent, received, and paid timely.
- Reimburse the City of Antlers the over billed amount; as the PPWP crew is no longer being used.

PURCHASE CARDS

- Agri Services Administration

Summary of Findings:

- P-Card transactions and supporting documentation were not received by the agency purchase card accountant by the final working day of the following month.

Summary of Action Taken

- Follow-up procedures put into place to ensure compliance.

CANTEEN

- Bill Johnson Correctional Center
- Northeast Oklahoma Correctional Center

Summary of Findings:

- Sampled items on hand in the canteen were not in agreement with the closing inventory balance.

Summary of Action Taken:

- The supervisor has been instructed to ensure deliveries are verified and inventories conducted on a timely basis.

WAREHOUSE INVENTORY

- James Crabtree Correctional Center

- Northeast Oklahoma Correctional Center

Summary of Findings:

- Unable to audit as a result of the warehouse supervisor not performing inventory counts as required.
- Warehouse supervisor relying on the inmate clerk to handle inventory control.

Summary of Action Taken:

- A 100% inventory will be conducted and a detailed spread sheet put in place to insure compliance. An inmate clerk will be hired to help with the documentation.
- The inmate will no longer handle the inventory control.

**Oklahoma Department of Corrections
Internal Audit Summary Report
Second Quarter FY19**

The Fiscal Management compliance and Internal Controls over the following financial activities were examined, to include Accounts Payables, Accounts Receivables (Prisoners Public Works Project, and OCI Partnership Contractors and Factory Sales), Purchasing, Receiving, Purchase Cards, Express Checks, Debit Cards, Canteen (OBS and Inventory), Trust Fund, Warehouse Inventory, Oklahoma Correctional Industries Factory Inventory (Raw Materials, Work in Process and Finished Goods) and Fixed Assets Management System.

In this reporting period, the financial internal audit unit closed and submitted 17 compliance audit reports to the Board of Corrections and to the State Auditor and Inspector's Office.

Audited Facilities/Units –	Date of Audit
1. Jim E. Hamilton Correctional Center *	10/08/2018
2. Eddie Warrior Correctional Center *	10/18/2018
3. Jess Dunn Correctional Center	10/22/2018
4. William S. Key Correctional Center	10/22/2018
5. Agri Srvs at Jess Dunn Correctional Center *	10/30/2018
6. Agri Srvs at John Lilley and LARC *	11/05/2018
7. Agri Srvs at James Crabtree Correctional Center *	11/05/2018
8. Agri Srvs at Northeast Oklahoma Correctional Center *	11/05/2018
9. Agri Srvs at William S. Key Correctional Center *	11/05/2018
10. Oklahoma State Penitentiary	11/08/2018
11. Jackie Brannon Correctional Center	11/14/2018
12. Agri Srvs at Howard McLeod Correctional Center	11/30/2018
13. Agri Srvs at Oklahoma State Reformatory	11/30/2018
14. Agri Srvs/Meat Plant at Jackie Brannon Correctional Center	12/04/2018
15. Agri Srvs at Jackie Brannon Correctional Center	12/04/2018
16. Programs *	12/18/2018
17. Health Services *	12/18/2018

Of the 17 facilities/units audited in the 2nd quarter of FY19, nine had no reportable noncompliance or internal control findings (identified above (*)).

Summary of Noncompliance Findings in accordance with Fiscal Management Policy

PPWP

- William S. Key Correctional Center

Summary of Findings:

- PPW Crew not billed monthly.

Summary of Actions Taken:

- Trust fund officer will include the trust fund supervisor on the e-mail transactions to insure a proper and timely billing process is in place.

PURCHASE CARDS

- Agri Services at Meat Plant Jackie Brannon Correctional Center
- Agri Services at Jackie Brannon Correctional Center
- Agri Services at Howard McLeod Correctional Center
- Agri Services at Oklahoma State Reformatory

Summary of Findings:

- P-Card transactions and supporting documentation were not received by the agency purchase card accountant by the final working day of the following month.

Summary of Action Taken

- Follow-up procedures put into place to insure compliance, such as scanning the documentation to the P-Card accountant, followed by the mailing.

CANTEEN

- William S. Key Correctional Center
- Oklahoma State Penitentiary
- Jackie Brannon Correctional Center
- Jess Dunn Correctional Center

Summary of Findings:

- Sampled items on hand in the canteen were not in agreement with the closing inventory balance.
- Canteen has several items purchased and then returned to the canteen inventory.
- Bank deposits were not being deposited in a timely manner.

Summary of Action Taken:

- The supervisor has been instructed to ensure deliveries are verified and inventories conducted on a timely basis.
- Hire a full time staff and implement procedures to insure compliance
- Canteen no longer accepts returns unless they are spoiled, damaged or electronic.
- A canteen supervisor has been designated to monitor the daily deposits and verify that the deposit has been made and entered into the system.

WAREHOUSE INVENTORY

- Jackie Brannon Correctional Center

Summary of Findings:

- Unable to audit as a result of the warehouse supervisor not performing weekly or monthly inventory counts.
- Warehouse supervisor relying on the inmate clerk to handle inventory control.
- Sampled inventory not in agreement with closing inventory balance

Summary of Action Taken:

- A 100% inventory will be conducted and a detailed spread sheet put in place to insure compliance. An inmate clerk will be hired to help with the documentation.
- Inmate is no longer will handle the inventory control

FOOD SERVICE

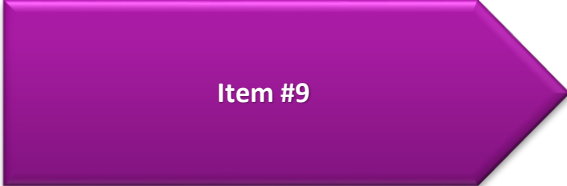
- William S. Key Correctional Center

Summary of Findings:

- Unable to verify the inventory count with actual on hand inventory. The food service personnel did not have access to any count sheets

Summary of Action Taken:

- A 100% audit of the food inventory,
- Kitchen supervisor will create a spread sheet for inventory control and the other personnel will have access to that spread sheet for any reason.



Item #9

OKLAHOMA BOARD OF CORRECTIONS

ODOC Request Bill List

HB 1181 by Rep. Denise Hader – Changes location of DOC mental health unit.
Rules – to be moved to Public Safety

HB 1212 by Rep. Carl Newton – Allowing DOC peace officers to receive possession of their firearm and badge upon retirement. Also allows upon retirement for peace officers to purchase the rifle or shotgun or both the officer was issued.
Public Safety

HB 1291 by Rep. Nicole Miller – Provides the Director of ODOC the ability to report violations of the act mandating under certain circumstances agencies purchase office furniture from the Oklahoma Correctional Industries.
Public Safety

HB 1393 by Rep. Sheila Dills – Provides peace officer status to fugitive apprehension investigators.
Public Safety

HB 1394 by Rep. Sheila Dills – Ceases GPS monitoring by ODOC Probation and Parole of individuals on bond.
Public Safety

HB 2519 by Rep. Tammy West – Narcan for private prisons.
Public Safety

SB 0007 by Sen. Greg McCourtney – Changes name of SORC.
Public Safety

SB 0186 by Sen. Wayne Shaw – Presentence investigations.
Judiciary

SB 0187 by Sen. Wayne Shaw – Ends City of Taft patrols by COs.
Public Safety, to be heard 2/11

SB 0933 by Sen. George Young – Community sentencing cleanup.
Not yet assigned to a committee