

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING**

North Fork Correctional Center  
1605 E Main Street  
Sayre, Oklahoma  
July 7, 2016

**1. Call to Order and Roll Call**

**Kevin Gross, Chair**

Chair Gross called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:05 p.m. on Thursday, July 7, 2016, at the North Fork Correctional Center (NFCC) in Sayre, Oklahoma. The final agenda was posted at 1:17 p.m. on Tuesday, July 5, 2016, at the Oklahoma Department of Corrections (ODOC), which is at least twenty-four hours prior to the commencement of the meeting.

Chair Gross asked the clerk to call the roll:

Kevin Gross, Chair	Present	Adam Luck, Member	Present
Gene Haynes, Member	Absent	Irma Newburn, Member	Present
Frazier Henke, Secretary	Present	Michael Roach, Vice Chair	Present
Todd Holder, Member	Present		

Calling of the roll reflected a quorum was present.

**2. Welcome/Remarks**

**Tracy McCollum, Warden  
North Fork Correctional Center**

Warden McCollum greeted and welcomed the BOC to the facility. Warden McCollum introduced and thanked Senator Darcy Jech, Senator Wayne Shaw, Representative Todd Russ and City of Sayre leaders, Gene Moses, Billie Cook, Jay Laxton, Mike Howard and Mayor Eddie Tom Lakey for attending the meeting. He provided information on staffing at the facility and introduction of inmates to the facility.

Chair Gross opened the floor to Mayor Lakey for remarks. Mayor Lakey expressed his appreciation to the BOC as well as the agency for selecting the NFCC for housing of inmates.

**3. Old Business**

**Kevin Gross, Chair**

There was no old business to discuss.

**4. Approval of Board of Corrections Meeting Minutes from Regular Meeting on June 2, 2016**

**Kevin Gross, Chair**

Chair Gross stated the BOC had previously received the meeting minutes from June 2, 2016, for review and he would entertain a motion to approve. A copy of the meeting minutes is included in the BOC Packet for July 7, 2016.

**Motion:** Mr. Roach 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; Ms. Newburn – abstain; Mr. Roach – yes.

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

**5. Approval of Board of Corrections Policies: Kevin Gross, Chair**

- **P-020800, Guidelines for Research and Research-Related Activities**
- **P-160100, Purpose and Function of Probation and Parole**

Chair Gross stated the BOC had previously received the policies for review and he would entertain a motion to approve. A copy of the policies are included in the BOC Packet for July 7, 2016.

**Motion:** Mr. Henke made a motion to approve the policies 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; Ms. Newburn – yes; Mr. Roach – yes.

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

**6. Notification to Board of Corrections of Emergency Purchase Under \$75,000 Joe M. Allbaugh, Interim Director**

- **Purchase of Chiller for Oklahoma City Community Corrections Center**

Interim Director Allbaugh notified the BOC of his authorization to purchase a new chiller in the amount of \$10,089 for the Oklahoma City Community Corrections Center in accordance with 61 O.S. § 130.B, which states “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.”

There was no further discussion of this matter.

**7. Notification to Board of Corrections of Emergency Purchase Under \$100,000 Joe M. Allbaugh, Interim Director**

- **Repair of Two Electrical Transformers at Lexington Assessment and Reception Center**
- **Drinking Water, Cooling Water, Ice, Paper Plates, Paper Cups During Water Outage at Dick Conner Correctional Center**

Interim Director Allbaugh notified the BOC of his authorization to repair two electrical transformers in the amount of \$16,018.56 at the Lexington Assessment and Reception Center after a lightning storm caused damage to them.

Interim Director also notified the BOC of his authorization to purchase drinking water, cooling water, ice, and eating utensils in the amount of \$49,656.70 at the Dick Conner Correctional Center after the facility experienced a water shortage due to a broken waterline which shut down all water flow into the prison.

These purchases were in accordance with 74 O.S. § 85.7.A.4. "Emergency acquisitions are defined by 580:16-1-2 as an acquisition made by the State Purchasing Director or a state agency without seeking competitive bids to relieve an unforeseen condition believed to place human life or safety in imminent danger or to threaten significant property interests with imminent destruction; or a condition certified by the governor as a serious environmental situation."

There was no further discussion of this matter.

**8. Approval of Appointment of Tracy McCollum as Warden of the North Fork Correctional Center** **Greg Williams, Division Manager West Institutions**

Mr. Williams presented career and background information on Warden McCollum before requesting approval from the BOC to appoint him as the first warden of the NFCC.

***Motion:*** Mr. Roach made a motion to approve the appointment of McCollum as warden and Ms. Newburn seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – yes; Mr. Roach – yes.

The appointment was approved by majority vote. Interim Director Allbaugh noted that Warden McCollum had been instrumental in preparing his team and the facility for the move of inmates into the NFCC. He commended Warden McCollum and his staff for their hard work during the transition.

**9. Monthly Update of FY 2016 Agency Budget** **Ashlee Clemmons, Chief Administrator Business Services**

Ms. Clemmons provided the agency's budget update as of May 31, 2016. A copy of the update is included in the BOC Packet for July 7, 2016.

**10. Approval of FY 2017 Budget Work Program** **Ashlee Clemmons, Chief Administrator Business Services**

Ms. Clemmons requested the approval of the FY 2017 Budget Work Program as presented to the BOC. A copy of the FY 2017 Budget Work Program is included in the BOC Packet for July 7, 2016. Mr. Henke noted the Audit/Finance Committee had met and endorsed the FY 2017 Budget Work Program to be presented to the full BOC for approval.

***Motion:*** Mr. Henke made a motion to approve the FY 2017 Budget Work Program as presented 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; Ms. Newburn – yes; Mr. Roach – yes.

The FY 2017 Budget Work Program was approved by majority vote.

**11. Approval of Resolution for National Pretrial, Probation and Parole Supervision Week (July 17-23, 2016)** **Laura Pitman, Ph.D., Division Manager Field Services**

Dr. Pitman requested the approval of the resolution as presented this date to the BOC. Chair Gross stated the BOC had previously received a copy of the resolution for review and he would

entertain a motion to approve. A copy of the resolution is included in the BOC Packet for July 7, 2016.

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

The resolution was approved by majority vote.

**12. Monthly Update of Offender Population**

**Laura Pitman, Ph.D., Division Manager  
Field Support**

Dr. Pitman provided the agency's population update as of May 31, 2016. A copy of the update is included in the BOC Packet for July 7, 2016. Mr. Roach noted the Population/Private Prisons Committee met on July 6, 2016 to discuss the current inmate population as well as the transition of inmates to the North Fork Correctional Center.

**13. Approval to Amend and Renew Current Private Prison Contract**

**David Cincotta, General Counsel**

- **Corrections Corporation of America (CCA) – Annual renewal of five-year contract**

Mr. Cincotta presented an amendment and annual renewal of the CCA contract for the approval of the BOC. A copy of the contract is included in the BOC Packet for July 7, 2016.

**Motion:** Mr. Holder made a motion to approve the contract amendment and renewal as presented 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; Ms. Newburn – yes; Mr. Roach – yes.

The contract was approved by majority vote.

**14. Update on North Fork Correctional Center Transition**

**Edward L. Evans, Associate Director  
Field Operations**

Mr. Evans provided the BOC with information regarding the transition of inmates to the NFCC and the Oklahoma State Reformatory. Beginning July 5, 2016, inmates began transferring from the Oklahoma State Reformatory (OSR) to the NFCC. By July 10, all inmates currently housed at the OSR will be moved to the NFCC. In addition, work centers are being closed and the inmates housed there will be moved to the OSR. Mr. Evans commended Warden McCollum and Mr. Williams for their hard work and commitment during the transition.

**15. Committee Reports**

**Committee Chairs**

Chair Gross asked the committee chairs for their reports.

- **Audit/Finance Committee**  
There was nothing further to report from this meeting.
- **Female Offender Committee**  
The committee did not meet this month.
- **Public Policy/Public Affairs Committee**

The committee did not meet this month.

- **Population/Private Prisons Committee**

There was nothing further to report from this meeting.

- **Executive Committee**

The committee met on June 22, 2016 to set the agenda for the meeting this date. There was nothing further to report from this meeting.

**16. Election of Officers**

**Kevin Gross, Chair**

Chair Gross stated the Executive Committee met and makes the following recommendations for FY2016 Officers: Michael Roach, Chair; Frazier Henke, Vice Chair; and Todd Holder, Secretary. Chair Gross asked for other nominations from the BOC members. Hearing none, he asked for a motion to approve the officers as noted.

**Motion:** Mr. Luck made a motion to approve the officers as recommended and Ms. Newburn seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – yes; Mr. Roach – yes.

Michael Roach, Frazier Henke and Todd Holder were approved by majority vote as Chair, Vice Chair and Secretary, respectively.

**17. New Business**

**Kevin Gross, Chair**

There was no new business to discuss.

**18. Announcements**

**Kevin Gross, Chair**

The BOC meeting location for September 1, 2016 will be at Jess Dunn Correctional Center.

**19. Approval to Adjourn for Executive Session for:**

**David Cincotta, General Counsel**

- **Discussion of Pending Litigation**

- ***Koch et al v. Juber et al*, US District Court for the Western District of Oklahoma, case number 13-cv-00750-HE**

- **Discussion of Director of Corrections**

- **Appointment and Salary of Director of Corrections**

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 Chair Gross entertain a motion to adjourn.

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

The adjournment to Executive Session was approved by majority vote and the BOC adjourned at 1:41 p.m.

**20. Approval to Return from Executive Session**

**David Cincotta, General Counsel**

The BOC returned to the meeting room at 2:57 p.m. Mr. Cincotta advised the BOC of the approval needed to return from Executive Session.

**Motion:** Ms. Newburn made a motion to return from Executive Session 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; Ms. Newburn – yes; Mr. Roach – yes.

The return was approved by majority vote and the BOC resumed the meeting at 2:58 p.m.

**21. Approval of Appointment and Salary of Director of Corrections** **David Cincotta, General Counsel**

Chair Gross noted that Joe M. Allbaugh had been appointed as Interim Director in January 2016 and the BOC is in support of appointing him as the Director of Corrections effective immediately at a salary of \$185,000 annually. Chair Gross asked for a motion to appoint Joe M. Allbaugh as the Director of Corrections.

**Motion:** Mr. Holder made a motion to appoint Joe M. Allbaugh as the Director of Corrections at a salary of \$185,000 annually and Mr. Henke seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – yes; Mr. Roach – yes.

The appointment was approved by majority vote. Director Allbaugh thanked the BOC for their support during his tenure as the interim director and affirmation of his appointment as the director.

**22. Adjournment** **Kevin Gross, Chair**

There being no further business to come before the BOC, Chair Gross requested a motion to adjourn the meeting.

**Motion:** Mr. Roach made a motion to adjourn the meeting 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; Ms. Newburn – yes; Mr. Roach – yes.

The adjournment was approved by majority vote and the meeting ended at 3:03 p.m.

Submitted to the Board of Corrections by:

**[signature on file]**

\_\_\_\_\_  
Kimberley Owen, Minutes Clerk

\_\_\_\_\_  
Date

I hereby certify that these minutes were duly approved by the Board of Corrections on the thirteenth day of September 2016, in which a quorum was present and voting.

Approved by:

**[signature on file]**

\_\_\_\_\_  
John T. Holder, Secretary  
Board of Corrections

\_\_\_\_\_  
Date