

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES**

Bill Johnson Correctional Center  
1856 E Flynn St  
Alva, Oklahoma  
March 28, 2017

- | <b>ITEM</b>  | <b>PRESENTER</b>   |
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| 1. Call to Order<br>Chair Roach called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 p.m. on Tuesday, March 28, 2017, at the Bill Johnson Correctional Center in Alva, Oklahoma. The final agenda was posted at 8:05 a.m. on March 27, 2017, at the Oklahoma Department of Corrections (ODOC), 3400 N Martin Luther King Avenue, in Oklahoma City, which is at least twenty-four hours prior to the commencement of the meeting. | Michael W. Roach, Chair  |
| 2. Pledge of Allegiance<br>Mr. Henke led the BOC members, Director Allbaugh and meeting attendees in reciting the Pledge of Allegiance to the United States Flag.  | Frazier Henke, Vice Chair                                      |
| 3. Call to Order<br>Chair Roach asked the clerk to call the roll:  | Michael W. Roach, Chair  |
| Kevin Gross, Member      Present      Adam Luck, Member      Present   |  |
| Gene Haynes, Member      Present      Irma Newburn, Member      Present  |  |
| Frazier Henke, Vice-Chair      Present      Michael Roach, Chair      Present  |  |
| Todd Holder, Secretary      Present  |  |
| Calling of the roll reflected a quorum was present.  |  |
| 4. Welcome/Opening Remarks<br>Ms. Guffy welcomed the BOC members, Director Allbaugh and other attendees to the meeting. She then recognized Representative Jeff Hickman and members of the Citizen’s Advisory Council who were in attendance at the meeting. Ms. Guffy expressed her appreciation to the members of the Citizen’s Advisory Council for their continued support of the facility and its programs.   | Becky Guffy, Acting Warden<br>Bill Johnson Correctional Center |
| 5. Recognition of Agency, Facility and District Employee Award Recipients<br>▪ Renae Stewart, Administrative Programs Officer<br>○ Bill Johnson Correctional Center (BJCC) Employee of the Year<br>○ West Institutions Employee of the Year<br>▪ Greg Schwerdtfeger, Correctional Security Officer I<br>○ BJCC Correctional Officer of the Year<br>▪ Dennis Kilmer, Correctional Security Manager I  | Tina Hicks, Director<br>Administration                         |

- BJCC Correctional Officer Supervisor of the Year
- Derrick Yazel, Probation and Parole Officer II
  - Northwest District Probation and Parole Services Employee of the Year
- Ruth Nightengale, Secretary III
  - Enid Community Corrections Center (ECCC) Employee of the Year
- Malayna Scaling, Correctional Security Officer III
  - ECCC Correctional Officer of the Year
- Lacy Wade, Correctional Security Manager I
  - ECCC Correctional Officer Supervisor of the Year
- Kory Conley, Correctional Security Officer IV
  - William S. Key Correctional Center Correctional Officer of the Year

Ms. Hicks recognized each of the listed individuals as employee award recipients for CY 2016 and expressed the agency's appreciation to these individuals for their hard work.

6. Introduction of Region I Wardens Millicent Newton-Embry, Director  
Region I
- Janet Dowling, Dick Conner Correctional Center
- Ms. Newton-Embry introduced Warden Janet Dowling to the BOC members and Director Allbaugh, providing a brief summary of her background. A copy of Warden Dowling's biography was included in the BOC Packet for March 28, 2017.

7. Introduction of Region II Wardens David Parker, Director  
Region II
- Carl Bear, Joseph Harp Correctional Center
  - Jason Bryant, James Crabtree Correctional Center
  - William Monday, William Key Correctional Center
- Mr. Parker introduced Wardens Carl Bear, Jason Bryant and William Monday to the BOC members and Director Allbaugh, providing a brief summary of their backgrounds. A copy of each warden's biography was included in the BOC Packet for March 28, 2017.

8. Approval of Board of Corrections Meeting Minutes from Regular Meeting on February 28, 2017 Michael W. Roach, Chair
- Chair Roach stated the BOC had previously received the meeting minutes from February 28, 2017 for review and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for March 28, 2017.

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

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

9. Approval of Resolution Recognizing Retirement of Janice Melton, Warden, Bill Johnson Correctional Center Joe M. Allbaugh, Director  
Director Allbaugh recognized Warden Janice Melton and requested approval from the BOC for a resolution honoring her retirement. A copy of the resolution was included in the BOC Packet for March 28, 2017.

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

The resolution was approved by majority vote and Warden Melton was invited to make comments. Warden Melton thanked the BOC members and Director Allbaugh as well as her staff and the Citizen’s Advisory Council for their support throughout her tenure at BJCC.

10. Approval of Appointment of Becky Guffy as Warden of the Bill Johnson Correctional Center David Parker, Director  
Region II  
Mr. Parker introduced Ms. Guffy, providing a brief summary of her background with the ODOC. He requested approval from the BOC to appoint her as the warden of the Bill Johnson Correctional Center. A copy of Ms. Guffy’s résumé was included in the BOC Packet for March 28, 2017.

Motion: Mr. Luck made a motion to approve Becky Guffy’s appointment as the warden of the BJCC and Mr. Henke seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – yes; Mr. Roach – yes.

The appointment was approved by majority vote and Ms. Guffy was invited to make comments. She expressed her appreciation to the BOC members and Director Allbaugh for their approval of her appointment.

11. Approval of Resolution for Administrative Professionals Week (April 24-28, 2017) Tina Hicks, Director  
Administration  
Ms. Hicks requested approval from the BOC members on a resolution recognizing Administrative Professionals Week. A copy of the resolution was included in the BOC Packet for March 28, 2017.

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

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

12. Approval of Resolution for National Volunteer Appreciation Week (April 23-29, 2017) and Recognition of Dr. Chuck Gasaway Leo Brown, Agency  
Chaplain/Volunteer Coordinator

- BJCC Volunteer of the Year Religious and Volunteer Services
- ODOC Volunteer of the Year

Mr. Brown requested approval from the BOC members on a resolution recognizing National Volunteer Appreciation Week. He also recognized Dr. Chuck Gasaway as the BJCC Volunteer of the Year as well as the ODOC Volunteer of the Year award recipient. A copy of the resolution was included in the BOC Packet for March 28, 2017.

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

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

13. Monthly Update of FY 2017 Agency Budget Ashlee Clemmons, Chief Administrator  
Business Services

Ms. Clemmons provided the agency’s FY 2017 budget update, explaining increases and decreases over the fiscal year, as of January 2017. A copy of the update was included in the BOC Packet for March 28, 2017.

There was no further discussion.

14. Monthly Update of Population Laura Pitman, Ph.D., Division Manager  
Population, Programs, and Strategic Planning

Dr. Pitman provided the agency’s population update as of February 28, 2017. A copy of the update was included in the BOC Packet for March 28, 2017. Dr. Pitman also introduced Mr. Dale Brewer as the manager of Classification and Population.

There was no further discussion.

15. CY 2017 Legislative Initiatives Update Marilyn Davidson, Legislative Liaison

Ms. Davidson provided an update to the BOC members on legislative actions. Information on the various bills being tracked was included in the BOC Packet for March 28, 2017.

There was no further discussion.

16. Committee Reports Committee Chairs

Chair Roach asked the committee chairs for their reports.

- Audit/Finance Committee  
The committee met on March 27, 2017, to discuss items presented this date but there was nothing further to report.
- Corrections/Criminal Justice Reform Committee  
The committee did not meet.

- Public Policy/Public Affairs Committee  
The committee did not meet.
- Population/Private Prisons Committee  
The committee met on March 22, 2017, to discuss items presented this date but there was nothing further to report.
- Executive Committee  
The committee met on March 22, 2017 to set the agenda for the meeting this date but there was nothing further to report.

17. Old Business Michael W. Roach, Chair  
There was no old business to discuss.

18. New Business Michael W. Roach, Chair  
There was no new business to discuss.

19. Announcements Michael W. Roach, Chair  
Chair Roach opened the floor to Director Allbaugh for comments. Director Allbaugh recognized and thanked Representative Hickman for his support of the agency during his tenure as Speaker of the House.

Chair Roach opened the floor to BOC member Todd Holder. Mr. Holder recognized Warden Melton and thanked her for the outstanding work she had done while warden at the BJCC. Mr. Holder requested and the floor was opened to Mr. Freelin Roberts with the Citizen’s Advisory Council. Mr. Roberts commented and provided background on the council’s history with the facility. Chair Roach thanked Mr. Roberts as well as the other council members present in the meeting for their support and involvement with the BJCC.

There was nothing further added.

20. Adjournment Michael W. Roach, Chair  
There being no further business to come before the BOC, Chair Roach requested a motion to adjourn the meeting.

Motion: Mr. Holder made a motion to adjourn the meeting and Mr. Gross seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – 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 2:06 p.m.

Submitted to the Board of Corrections by:

[signature on file] \_\_\_\_\_

BOC Regular Meeting Minutes  
March 28, 2017

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

\_\_\_\_\_  
Date

I hereby certify that these minutes were duly approved by the Board of Corrections on the twenty-fifth day of April 2017, in which a quorum was present and voting.

Approved by:

**[signature on file]**

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

\_\_\_\_\_  
Date