

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

Dick Conner Correctional Center
129 Conner Road
Hominy, Oklahoma
April 25, 2017

- | ITEM | PRESENTER |
|--|--|
| 1. Call to Order
Chair Roach called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:07 p.m. on Tuesday, April 25, 2017, at the Dick Conner Correctional Center (DCCC) in Hominy, Oklahoma. The final agenda was posted at 1:13 p.m. on April 21, 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
Mr. Holder led the BOC members, Director Allbaugh and meeting attendees in reciting the Pledge of Allegiance to the United States Flag. | Todd Holder, Secretary |
| 3. Roll Call
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
Warden Dowling greeted and welcomed the BOC members and meeting attendees to the facility. She provided historical information on the facility, current statistics on staffing as well as data on the current inmate population.

There was no further discussion. | Janet Dowling, Warden
Dick Conner Correctional Center |
| 5. Recognition of Agency, Facility and District Employee Award Recipients
▪ John Nichols, Correctional Security Officer IV
○ Dick Conner Correctional Center (DCCC) Correctional Officer of the Year
○ East Institutions Correctional Officer of the Year
○ ODOC Correctional Officer of the Year | Tina Hicks, Director
Administration |

- Kelly Potter, Administrative Assistant II
 - DCCC Employee of the Year
- Danyal Weaver, Correctional Training Officer II
 - DCCC Meritorious Service
- Sarah West, Correctional Case Manager II
 - DCCC Meritorious Service
- Richard Guerrera, Correctional Case Manager I
 - DCCC Meritorious Service
- Sharla McDaniel, Business Manager
 - Northeast District Probation and Parole (NEDPP) Employee of the Year
- Chelsey Hale, Probation and Parole Officer (PPO) II
 - NEDPP PPO of the Year
- Shellye Gandy-Sourie, Administrative Programs Officer I
 - NEDPP Support Staff of the Year
- Sara Shelton, PPO I
 - NEDPP Rookie of the Year
- Adrean King, Administrative Programs Officer I
 - Tulsa County District Probation and Parole (TCDPP) Employee of the Year
 - Field Services Employee of the Year
- Jay Colcord, PPO III
 - TCDPP PPO of the Year

Ms. Hicks provided information on the unit, facility and agency employee award recipients from DCCC, NEDPP, and TCDPP. The employees were in attendance and received recognition from the BOC members and audience.

There was no further discussion.

6. Introduction of Region I Wardens Millicent Newton-Embry, Director
Region I
- Jim Farris, Jess Dunn Correctional Center
 - Sharon McCoy, Eddie Warrior Correctional Center

Ms. Newton-Embry introduced Wardens Farris and McCoy 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 April 25, 2017.

There was no further discussion.

7. Introduction of Region II Wardens William Monday, Acting Director
Region II
- Lonnie Lawson, William Key Correctional Center (acting)
 - Becky Guffy, Bill Johnson Correctional Center

Mr. Monday introduced Wardens Lawson and Guffy 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 April 25, 2017.

There was no further discussion.

8. Introduction of Probation and Parole Services District Supervisor James Reed, Acting Director
Probation and Parole Services
- Kathryn King, Tulsa County District Probation and Parole
 - Teresa McCain, Northeast District Probation and Parole

Mr. Reed introduced District Supervisors King and McCain to the BOC members and Director Allbaugh, providing a brief summary of their backgrounds. A copy of each district supervisor's biography was included in the BOC Packet for April 25, 2017.

There was no further discussion.

9. Approval of Board of Corrections Meeting Minutes from Regular Meeting on March 28, 2017 Michael W. Roach, Chair
- Chair Roach stated the BOC had previously received the meeting minutes from March 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 April 25, 2017.

Motion: Mr. Gross made a motion to approve the minutes 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 minutes were approved by majority vote. There was no further discussion.

10. Director's Comments Joe M. Allbaugh, Director
- Director Allbaugh provided the following comments to the BOC Members:
- The FY2019 Capital Outlay Request will be presented in May for approval by the BOC. Topping the list is a request for the water treatment plant at Mack Alford Correctional Center and an offender management system.
 - Approximately 191 expired vests are being replaced throughout the agency.
 - Requests for Information (RFI) on an offender management system has been sent and it is under final review with the Office of Management and Enterprise Services.
 - A centralized hiring unit for correctional officer cadets has been created and is currently being staffed. This will allow a streamlined process for hiring officers throughout the state.
 - The second cadet class is currently in training at the Wilson Training Academy.

- A fleet management unit was created in the last year to better control maintenance and monitoring of the agency's vehicles.
- A video-visitation pilot project is being tested at the Union City Community Correctional Center and the North Fork Correctional Center.
- G Unit at Joseph Harp Correctional Center (JHCC) is being converted to a mental health unit. Once the conversion is completed, approximately 80 inmates housed in the mental health unit at the Oklahoma State Penitentiary (OSP) will be moved to JHCC.
- A new chapel project at the John Lilley Correctional Center has been initiated and is pending building permit approval from the State Fire Marshal.
- The boiler and chiller project at the OSP is almost completed and the OSP perimeter lighting project is ongoing.
- On December 9, 2016, the ODOC reached a total of 61,000 inmates/offenders under our supervision which includes those in county jail backup. On this date, the total reached 62,000 inmates/offenders within our system and in county jail backup. County jail backup will continue to grow as more offenders are sentenced to incarceration and housing options become less.

In closing, Director Allbaugh introduced and welcomed Mr. Mark Myers as the director of Communications. Chair Roach welcomed Mr. Myers to the ODOC and extended his congratulations on his new position.

There was no further discussion.

11. Approval of Resolution for National Correctional Officers Week (May 1-7, 2017) Janet Dowling, Warden
Dick Conner Correctional Center
Warden Dowling presented and requested approval from the BOC for a resolution in recognition of National Correctional Officers Week. A copy of the resolution was included in the BOC Packet for April 25, 2017.

Motion: Ms. Newburn made a motion to approve the resolution as presented and Mr. Haynes 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. There was no further discussion.

12. Approval of Resolution for National Teacher Appreciation Week (May 1-7, 2017) Jeana Ely, Acting Superintendent
Education
Ms. Ely presented and requested approval from the BOC for a resolution in recognition of National Teacher Appreciation Week. A copy of the resolution was included in the BOC Packet for April 25, 2017.

Motion: Mr. Haynes 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. There was no further discussion.

13. Approval of Resolution for National Public Service Recognition Week (May 7-13, 2017) Tina Hicks, Director
Administration
Ms. Hicks presented and requested approval from the BOC for a resolution in recognition of National Public Service Recognition Week. A copy of the resolution was included in the BOC Packet for April 25, 2017.

Motion: Mr. Henke 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. There was no further discussion.

12. Approval of Resolution for National Nurses Week (May 6-12, 2017) Clint Castleberry, Director
Health Services
Mr. Castleberry presented and requested approval from the BOC for a resolution in recognition of National Nurses Week. A copy of the resolution was included in the BOC Packet for April 25, 2017.

Motion: Mr. Gross made a motion to approve the resolution as presented 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 resolution was approved by majority vote. There was no further discussion.

15. Program Services Lesia Miser, Director
Program Services
Ms. Miser provided information on the accomplishments of the Program Services unit from FY 2016 through March 31, 2017, including statistics from programs for education, substance abuse treatment, cognitive behavioral treatment, reentry services, and career and technology education. She also provided information on the Religious and Volunteer Services unit as well as the addition of a 1,500-hour cosmetology program at the Mabel Bassett Correctional Center.

Director Allbaugh commended Ms. Miser and her staff for their hard work and accomplishments. Mr. Gross thanked Ms. Miser for her information and inquired about monitoring the similar programs at private prison facilities. Ms. Miser replied that the private prisons have only recently begun providing that information and she will have more data to provide in another year about their progress.

There was no further discussion.

16. 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 March 2017. A copy of the update was included in the BOC Packet for April 25, 2017.

There was no further discussion.

17. 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 March 31, 2017. A copy of the update was included in the BOC Packet for April 25, 2017.

There was no further discussion.

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

Ms. Davidson provided an update to the BOC members on legislative actions since the last BOC Meeting on March 28, 2017. Information on the various bills being tracked was included in the BOC Packet for April 25, 2017.

There was no further discussion.

19. Committee Reports Committee Chairs

Chair Roach asked the committee chairs for their reports.

- Audit/Finance Committee
The committee met on April 25, 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 met on April 24, 2017 to review and discuss items presented this date but there was nothing further to report.
- Population/Private Prisons Committee
The committee met on April 24, 2017, to discuss items presented this date but there was nothing further to report.
- Executive Committee

The committee met on April 19, 2017 to set the agenda for the meeting this date but there was nothing further to report.

20. Old Business Michael W. Roach, Chair
There was no old business to discuss.
21. New Business Michael W. Roach, Chair
There was no new business to discuss.
22. Announcements Michael W. Roach, Chair
Director Allbaugh recognized and introduced Johnny Blevins, Inspector General, and Brad Bailey, Director of Agri-Services, in attendance at the meeting.

There was no further discussion.

23. Approval to Adjourn for Executive Session for: David Cincotta, General Counsel
- Discussion of Investigations:
 - Homicide of Stephen Maxwell #166491 at the North Fork Correctional Center (*case number IG 17-0058*)
 - Suicide of Jared Jones #506040 at the Oklahoma State Penitentiary (*case number IG 17-0056*)
 - Discussion of Lawsuit:
 - Board of County Commissioners of the County of Tulsa et al v. The State ex rel Oklahoma Department of Corrections, et al. (*Oklahoma County District Court, case number CF-2017-684*)
 - Estate of Clayton Lockett v. Fallin, et al. (*Oklahoma Western District Court, case number CIV-14-1119-HE; 10th Circuit, case number 15-6134; US Supreme Court, case number 16A744*)

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 Roach entertain a motion to adjourn.

Motion: Mr. Gross made a motion to adjourn to Executive Session 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 adjournment to Executive Session was approved by majority vote and the BOC adjourned at 2:18 p.m.

24. Approval to Return from Executive Session Michael W. Roach, Chair
The BOC returned to the meeting room at 2:56 p.m. and 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. 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 return was approved by majority vote and the BOC resumed the meeting at 2:57 p.m.

25. 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. Gross made a motion to adjourn the meeting 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 adjournment was approved by majority vote and the meeting ended at 2:57 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 twenty-third day of May 2017, in which a quorum was present and voting.

Approved by:

[signature on file] _____ _____
John T. Holder, Secretary Date
Board of Corrections