

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

Oklahoma Department of Corrections
3400 N Martin Luther King Avenue
Oklahoma City, Oklahoma
February 28, 2017

1. Call to Order and Roll Call

Michael W. Roach, Chair

Chair Roach called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 p.m. on Tuesday, February 28, 2017, at the Oklahoma Department of Corrections in Oklahoma City, Oklahoma. The final agenda was posted at 11:23 a.m. on February 27, 2017, at the Oklahoma Department of Corrections (ODOC), which is at least twenty-four hours prior to the commencement of the meeting.

Chair Roach asked the clerk to call the roll:

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

Calling of the roll reflected a quorum was present.

**Note: Ms. Newburn was absent during roll call but arrived to the meeting at 1:07 p.m.*

2. Pledge of Allegiance

Michael W. Roach, Chair

Mr. Roach led the BOC members, Director Allbaugh and meeting attendees in reciting the Pledge of Allegiance to the United States Flag.

3. Recognition of Employee Award Recipients

**Tina Hicks, Director
Administration**

Ms. Hicks presented information on the following employee award recipients: Susie Barnes from the Jeffery M. McCoy Central District (JMMCD) for receiving the JMMCD Probation and Parole Officer of the Year, Field Services Probation and Parole Officer of the Year, and the ODOC Probation and Parole Officer of the Year; Janet Bolton from Health Services for receiving the Health Services Employee of the Year and the Administrative Operations Employee of the Year; and Tamika Ross from the Office of the Inspector General (OIG) for receiving the OIG Employee of the Year and ODOC Employee of the Year.

4. Introduction of Wardens

**David Parker, Regional Director
Region II**

- **Debbie Aldridge, Mabel Bassett Correctional Center**
- **Carl Bear, Joseph Harp Correctional Center**
- **Jason Bryant, James Crabtree Correctional Center**

Mr. Parker introduced three wardens from Region II who were in attendance at the meeting. A copy of each warden's biography is included in the BOC Packet for February 28, 2017.

- 5. Introduction of Community Corrections Center Directors** **Greg Williams, Regional Director**
Sharon Harrison, Kate Barnard Community Corrections Center **Region III**
Steve Kiss, Enid Community Corrections Center

Mr. Williams introduced two community corrections center (CCC) directors who were in attendance at the meeting. A copy of each CCC director's biography is included in the BOC Packet for February 28, 2017.

- 6. Introduction of Probation and Parole Services District Supervisors** **Kevin Duckworth, Director**
James Reed, Jeffery M. McCoy Central District **Probation and Parole Services**

Mr. Duckworth introduced the district supervisor for the Jeffery M. McCoy Central District Probation and Parole Services. A copy of the district supervisor's biography is included in the BOC Packet for February 28, 2017.

- 7. Old Business** **Michael W. Roach, Chair**
There was no old business to discuss.

- 8. Approval of Board of Corrections Meeting Minutes from Regular Meeting on January 24, 2017** **Michael W. Roach, Chair**

Chair Roach stated the BOC had previously received the meeting minutes from January 24, 2017 for review and he would entertain a motion to approve. A copy of the meeting minutes is included in the BOC Packet for February 28, 2017.

Motion: Mr. Henke 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 Board of Corrections Policy** **Penny Lewis, Director**
P-010700, ODOC Victim Justice Advisory Council **Auditing and Compliance**
P-090200, Public Works Program of the Oklahoma Department of Corrections
P-100100, Employee Development Standards
P-130100, Department of Corrections Annual Inspections and Monitoring
P-140100, Inmate Medical, Mental Health and Dental Care

- **P-150100, Physical Plant Standards and Long-Range Plant Development for Correctional Facilities**

Ms. Lewis stated there were minor wording changes to each of the policies which did not change the intent of the policies. Chair Roach 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 February 28, 2017.

Motion: Mr. Henke made a motion to approve the policies 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 policies were approved by majority vote and there was no further discussion.

10. Quarterly Update of Financial Internal Audits (July 1 – September 30, 2016) **Patrick Donnelly, Auditor Auditing and Compliance**

Mr. Donnelly provided the quarterly update of the Financial Internal Audits for the first quarter of FY 2017. A copy of the update is included in the BOC Packet for February 28, 2017.

There was no further discussion.

11. 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 December 2016. A copy of the update is included in the BOC Packet for February 28, 2017.

There was no further discussion.

12. 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 December 30, 2016. A copy of the update is included in the BOC Packet for February 28, 2017.

There was no further discussion.

13. 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 is included in the BOC Packet for February 28, 2017.

There was no further discussion.

14. Committee Reports **Committee Chairs**

Chair Roach asked the committee chairs for their reports.

- **Audit/Finance Committee**
The committee met on January 18, 2017 but there was nothing further to report.
- **Corrections/Criminal Justice Reform Committee**
The committee met this date but there was nothing further to report.
- **Public Policy/Public Affairs Committee**
The committee met this date but there was nothing further to report.
- **Population/Private Prisons Committee**
The committee met this date but there was nothing further to report.
- **Executive Committee**
The committee met on February 13, 2017 to set the agenda for the meeting this date.
There was nothing further to report from this meeting.

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

16. Announcements **Michael W. Roach, Chair**
There were no announcements.

17. Approval to Adjourn for Executive Session for: **David Cincotta, General Counsel**

- **Discussion of Pending Investigations:**
 - *Suicide of Inmate Delwin Haney #592451 at the Davis Correctional Facility (case number IG 17-0007)*
 - *Suicide of Inmate Carlton Saunders #644996 at the Cimarron Correctional Facility (case number IG 17-0011)*
 - *Homicide of Erick Kitchell #214776 at the Lexington Assessment and Reception Center (case number IG 17-0001)*

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. Holder 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 1:35 p.m.

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

The BOC returned to the meeting room at 2:10 p.m. and Mr. Cincotta advised the BOC of the approval needed to return from Executive Session.

Motion: Mr. Henke made a motion to return from Executive Session 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 return was approved by majority vote and the BOC resumed the meeting at 2:11 p.m.

19. 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. 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 adjournment was approved by majority vote and the meeting ended at 2:11 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-eighth day of March 2017, in which a quorum was present and voting.

Approved by:

[signature on file]

John T. Holder, Secretary
Board of Corrections

Date