

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES**

Oklahoma Department of Corrections  
3400 N Martin Luther King Ave  
Oklahoma City, Oklahoma  
July 25, 2017

- |                  |  |                         |
|------------------|--|-------------------------|
| <b>ITEM</b>      |  | <b>PRESENTER</b>        |
| 1. Call to Order |  | Michael W. Roach, Chair |
- Chair Roach called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 PM on Tuesday, July 25, 2017, at the Oklahoma Department of Corrections (ODOC) in Oklahoma City, Oklahoma.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on November 30, 2016. An amendment to the location of the meeting was filed with the Oklahoma Secretary of State on April 12, 2017.

Notice of this meeting 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 10:59 AM on July 24, 2017 at the principal office of the Oklahoma Department of Corrections, located at 3400 North Martin Luther King Avenue in Oklahoma City.

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| 2. Pledge of Allegiance |  | Adam Luck, BOC Member |
|-------------------------|--|-----------------------|
- Mr. Luck led the BOC members, Director Allbaugh and meeting attendees in reciting the Pledge of Allegiance to the United States Flag.

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| 3. Roll Call |  | Michael W. Roach, Chair |
|--------------|--|-------------------------|
- Chair Roach asked the clerk to call the roll:

Kevin Gross, Member	Present	Adam Luck, Member	Present
Gene Haynes, Member	Absent	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.

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| 4. Introduction of Region I Wardens |  | Millicent Newton-Embry, Director |
|-------------------------------------|--|----------------------------------|
- Sharon McCoy, Eddie Warrior Correctional Center Region I
- Director Newton-Embry introduced Warden McCoy to the BOC members. A copy of her biography was included in the BOC Packet for July 25, 2017. There was no further discussion.

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| 5. Introduction of Region II Wardens |  | William Monday, Director |
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- Carl Bear, Joseph Harp Correctional Center Region II

- Aboutanaa Elhabti, Kate Barnard Correctional Center

Director Monday introduced Warden Carl Bear and Warden Elhabti to the BOC members. A copy of their biographies was included in the BOC Packet for July 25, 2017. There was no further discussion.

6. Introduction of Region III Community Corrections Center Directors Greg Williams, Director Region III

- Angela Hearrell, Lawton Community Corrections Center

Acting Regional Director James Rudek introduced Ms. Hearrell to the BOC members. A copy of her biography was included in the BOC Packet for July 25, 2017. There was no further discussion.

7. Approval of Board of Corrections Meeting Minutes from Regular Meeting on June 27, 2017 Michael W. Roach, Chair

Chair Roach stated the BOC had previously received the meeting minutes from June 27, 2017 for review and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for July 25, 2017.

Motion: Ms. Newburn 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 – abstain; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – yes; Mr. Roach – yes.

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

8. Director's Comments Joe M. Allbaugh, Director  
Director Allbaugh provided the following comments to the BOC Members:

- The OSP Boiler/Chiller Replacement Project on Units A and C has been completed.
- ODOC Administration is undergoing renovations including a recent upgrade to the access door control system for the building.
- Closed records scanning project was recently moved to the Oklahoma Correctional Industries.
- The Joseph Harp Correctional Center (JHCC) conversion of G Unit to a Mental Health unit is nearing completion. The project will allow inmates with serious mental health issues to be moved from OSP to JHCC so they may be housed in one location. To accommodate these changes, 120 general population inmates were moved from JHCC to the North Fork Correctional Center in July 2017. The target date to move inmates into the renovated G Unit is set for September 1, 2017.
- Kate Barnard Correctional Center is undergoing renovations in preparation for minimum-security female inmates. The target date to move inmates into the facility is set for September 1, 2017.

There was no further discussion.

9. Approval of Board of Corrections Policies:

Penny Lewis, Director  
Auditing and Compliance

- P-020600 Legislative Initiative Process
- P-020700 Oklahoma Department of Corrections Information System
- P-020800 Guidelines for Research and Research-Related Activities
- P-090100 Provisions of Programs
- P-110300 Drug Free Workplace Program
- P-160100 Purpose and Function of Probation and Parole
- P-170100 Community Sentencing

Ms. Lewis presented and requested approval from the BOC to approve the policies as presented this date. Chair Roach stated the BOC had previously received the recommended policy revisions for review and he would entertain a motion to approve. A copy of the final version of the policies was included in the BOC Packet for July 25, 2017.

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

10. Quarterly Update of FY 2017 Financial Internal Audit Reports

Patrick Donnelly, Auditor  
Auditing and Compliance

Mr. Donnelly provided a summary of the third quarter FY 2017 financial internal audit reports, noting the findings and corrective action taken. A copy of this summary was included in the BOC Packet for July 25, 2017. There was no further discussion.

11. Monthly Update of FY 2017 Agency Budget

Ashlee Clemmons, Director  
Business Services

Ms. Clemmons provided the agency's FY 2017 budget update as of June 2017, explaining increases and decreases over the fiscal year. A copy of the update was included in the BOC Packet for July 25, 2017. There was no further discussion.

12. Approval of FY 2018 Budget Work Program

Ashlee Clemmons, Director  
Business Services

Ms. Clemmons presented the agency's FY 2018 Budget Work Program for approval by the BOC. Mr. Henke noted the Audit/Finance Committee had met earlier this date to review and approve this request. Chair Roach stated the BOC had previously received the recommended FY 2018 Budget Work Program for review and he would entertain a motion to approve. A copy of the proposed FY 2018 Budget Work Program was included in the BOC Packet for July 25, 2017.

Motion: Mr. Henke made a motion to approve the FY 2018 Budget Work Program 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 2018 Budget Work Program was approved by majority vote. There was no further discussion.

13. Quarterly Update of FY 2017 Agri-Services Budget (January 1 – March 31, 2017) Brad Bailey, Director  
Agri-Services

Mr. Bailey provided the third quarter FY 2017 Agri-Services Budget update, explaining increases and decreases over the fiscal year. A copy of the update was included in the BOC Packet for July 25, 2017. There was no further discussion.
  
14. Monthly Update on Inmate Population Laura Pitman, Ph.D., Director  
Population, Programs, and Strategic Planning

Dr. Pitman provided the agency's population update as of June 30, 2017. A copy of the update was included in the BOC Packet for July 25, 2017. Dr. Pitman also shared that the ODOC will be preparing a proposal for approval by the BOC to amend policies and procedures that would assist with assigning more inmates to electronic monitoring in the community. Director Allbaugh noted that the proposed policy changes should be ready for approval by the BOC Meeting in September. There was no further discussion.
  
15. Committee Reports Committee Chairs

Chair Roach asked the committee chairs for their reports.

  - Audit/Finance Committee  
The committee met this date to discuss items presented 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 this date to discuss items presented but there was nothing further to report.
  - Executive Committee  
The committee met on July 14, 2017 to set the agenda for the meeting this date but there was nothing further to report.

16. Election of Officers Michael W. Roach, Chair  
Chair Roach requested nominations for the positions of chair, vice chair and secretary for the BOC. Mr. Gross proposed the current slate of officers retain their positions for the fiscal year, nominating Michael Roach as chair, Frazier Henke as vice chair, and Todd Holder as secretary. Hearing no objection, Chair Roach called for a motion to approve.

**Motion:** Mr. Gross made a motion to approve the election of Mr. Roach as chair, Mr. Henke as vice chair and Mr. Holder as secretary. 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 appointment was approved by majority vote. There was no further discussion.

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  
There were no announcements.

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

- 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 CV-2017-684*)

- Performance Evaluation of Director Joe M. Allbaugh

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. Henke 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 1:29 PM.

21. Approval to Return from Executive Session David Cincotta, General Counsel  
The BOC returned to the meeting room at 3:14 PM 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. 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 3:16 PM.

22. 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. 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 adjournment was approved by majority vote and the meeting ended at 3:16 PM.

Submitted to the Board of Corrections by:

**[signature on file]**

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Kimberley Owen, Minutes Clerk

\_\_\_\_\_  
Date

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

Approved by:

**[signature on file]**

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John T. Holder, Secretary  
Board of Corrections

\_\_\_\_\_  
Date