

**OKLAHOMA BOARD OF CORRECTIONS**  
**REGULAR MEETING MINUTES**  
Mack Alford Correctional Center  
1151 N Highway 69  
Stringtown, Oklahoma  
1:00 PM, November 29, 2018

- |                  |  |                           |
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| <b>ITEM</b>      |  | <b>PRESENTER</b>          |
| 1. Call to Order |  | Frank X. Henke, IV, Chair |
- Chair Henke called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 PM on Thursday, November 29, 2018, at the Mack Alford Correctional Center (MACC) in McAlester, Oklahoma.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on November 14, 2017. An announcement 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 4:00 PM on Tuesday, November 27, 2018, at the principal office of the Oklahoma Department of Corrections, located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma. An amended agenda was posted at 12:01 PM on Wednesday, November 28, 2018, at the principal office of the Oklahoma Department of Corrections, located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma.

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| 2. Pledge of Allegiance |  | Michael W. Roach, Member |
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- Mr. Roach led the meeting attendees in reciting the pledge of allegiance to the United States Flag.

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| 3. Roll Call |  | Frank X. Henke, IV, Chair |
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- Chair Henke asked the clerk to call the roll:

Kevin J. Gross	Present		Adam Luck	Present
Gene Haynes	Absent		Dianne Owens	Absent
Frank X. Henke, IV	Present		Michael W. Roach	Present
John T. Holder	Present			

Calling of the roll reflected a quorum was present.

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| 4. Introduction of Tommy Sharp, Acting Warden,<br>Mack Alford Correctional Center |  | Millicent Newton-Embry, Director<br>Region I |
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- Ms. Newton-Embry introduced Warden Sharp to the BOC members and Director Allbaugh, providing his biographical information to the meeting attendees. A copy of his biography was included in the BOC Packet for November 29, 2018. There was no further discussion.
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| 5. Welcome |  | Tommy Sharp, Acting Warden |
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6. Approval of Board of Corrections Regular Meeting Minutes for October 30, 2018 Frank X. Henke, IV, Chair

Chair Henke stated the BOC had previously received the regular meeting minutes from October 30, 2018, for review and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for November 29, 2018.

**Motion:** Mr. Gross 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; Mr. Roach – abstain.

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

7. Approval of Michael D. Carpenter as Warden of the Oklahoma State Penitentiary Millicent Newton-Embry, Director  
Region II

Chair Henke stated the BOC had previously received the regular meeting minutes from October 30, 2018, and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for November 29, 2018.

**Motion:** Mr. Gross 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; Mr. Roach – abstain.

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

8. Operations Update Scott Crow, Chief of Operations

- Mack Alford Correctional Center
  - Water Treatment Plant
  - Stringtown Waterline
- FY2019 Bond Report

Mr. Crow provided a project update on the water treatment plant which was possible through capital outlay funding. The waterline project is scheduled for completion in December 2018. Mr. Crow also updated the BOC on the FY 2019 bond projects, discussing the three phases for the various projects. Mr. Crow also noted the director had signed paperwork on November 28, 2018, to purchase the warehouse for the Oklahoma Correctional Industries and Agri-Services. There was no further discussion.

9. Inmate/Offender Population Update Laura Pitman, Ph.D., Director  
Population, Programs, and Strategic Planning

Dr. Pitman provided the agency's population update as of October 31, 2018. A copy of the update was included in the BOC Packet for November 29, 2018. There was no further discussion.

10. Budget Update Ashlee Clemmons, Director  
Business Services
- FY 2019 ODOC Budget Monthly Update

- FY 2019 Canteen Operations Quarterly Update (July 1, 2018 – September 30, 2018)

Ms. Clemmons provided the agency's FY 2019 budget update as of September 30, 2018. The FY 2019 Budget Work Program was also discussed with the BOC members. Ms. Clemmons also provided the quarterly canteen budget. A copy of the budget updates was included in the BOC Packet for November 29, 2018. There was no further discussion.

11. Approval of Board of Corrections Policies and Procedures:

Penny Lewis, Director  
Auditing and Compliance

- P-010300, Mission and Organization of the Oklahoma Department of Corrections
- P-030100, Provisions of Services /Inmate Rights and Responsibilities
- P-030200, Inmate Housing, Job and Program Integration
- P-070100, Provision of Food Services

Ms. Lewis presented for BOC approval the policies noted on the agenda. Chair Henke stated the BOC had previously received a copy of the policies and he would entertain a motion to approve. A copy of the policies was included in the BOC Packet for November 29, 2018.

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

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

12. Legislative Updates and Approval of Initiatives

Jessica Brown, Director  
Communications

Ms. Brown presented and requested approval from the BOC for an addition to the CY 2019 legislative initiatives. Chair Henke stated the BOC had previously received the recommended initiative for review and he would entertain a motion to approve. A copy of the proposed initiative was included in the BOC Packet for November 29, 2018.

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

The initiative was approved by majority vote. Ms. Brown noted that authors for the bills previously approved had been identified. Deadlines for filing bills is January 17, 2019, and the session opens on February 4. There was no further discussion.

13. Committee Reports  
Standing Committees:

Committee Chairs

- Audit/Finance – Chair Todd Holder, Members Kevin Gross and Frazier Henke

The committee met on November 19, 2018, to discuss the items presented for the meeting this date. There was no further discussion.

- Criminal Justice Reform – Chair Adam Luck, Members Gene Haynes and Dianne Owens  
The committee met on November 28, 2018, and discussed recommendations for the committee to pursue with criminal justice reform. There was nothing further to discuss.
- Public Policy/Affairs – Chair Gene Haynes, Members Kevin Gross and Dianne Owens  
The committee met on November 28, 2018 to discuss the additional initiative for CY 2019. There was no further discussion.
- Population/Private Prisons – Chair Michael Roach, Members Todd Holder and Adam Luck  
The committee met on November 19, 2018, to discuss the items presented for the meeting this date. There was no further discussion.
- Executive – Chair Frazier Henke, Members Todd Holder and Michael Roach  
The committee met on November 19, 2018, to review and set the agenda for the meeting this date. There was nothing further to report.

14. New Business Frank X. Henke, IV, Chair  
There was no new business.
15. Announcements Frank X. Henke, IV, Chair  
There were no announcements.
16. Approval to Adjourn Meeting Frank X. Henke, IV, Chair  
There being no further business to come before the BOC, Chair Henke requested a motion to adjourn the meeting.

**Motion:** Mr. Gross made a motion to adjourn 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; Mr. Roach – yes.

The adjournment was approved by majority vote and the meeting ended at 1:27 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 January 16, 2019, in which a quorum was present and voting.

**[signature on file]**

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Adam Luck, Secretary  
Board of Corrections