

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES**

- |                  |  |                         |
|------------------|--|-------------------------|
| <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 1:08 PM on Tuesday, April 24, 2018, at the John Lilley Correctional Center in Boley, 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 1:12 PM on April 20, 2018, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City.

- |                         |  |                        |
|-------------------------|--|------------------------|
| 2. Pledge of Allegiance |  | Kevin J. Gross, Member |
|-------------------------|--|------------------------|
- Chair Roach led all meeting attendees in reciting the Pledge of Allegiance to the United States Flag.

- |              |  |                         |
|--------------|--|-------------------------|
| 3. Roll Call |  | Michael W. Roach, Chair |
|--------------|--|-------------------------|
- Prior to calling roll, Chair Roach introduced newly appointed BOC member, Ms. Dianne Owens, to meeting attendees. He then asked the clerk to call the roll:

Kevin Gross, Member	Present		Adam Luck, Member	Present
Gene Haynes, Member	Present		Dianne Owens, 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. Introduction of Mike Bolt, Warden, John Lilley Correctional Center |  | William Monday, Director<br>Region II |
|---|--|---------------------------------------|
- Mr. Monday introduced Warden Bolt and provided the warden’s biographical information to the BOC members and other meeting attendees. A copy of his biography was included in the BOC Packet for April 24, 2018. There was no further discussion.

- |            |  |  |
|------------|--|--|
| 5. Welcome |  | Mike Bolt, Warden<br>John Lilley Correctional Center |
|------------|--|--|
- Welcome to facility given by Warden Bolt on behalf of his facility staff. Warden Bolt shared historical data about the community around JLCC including information on Okemah, Prague, and Boley. The namesake of the facility, John Lilley, was the superintendent of the boys’ school, remaining there until his death and is buried at the entrance of facility grounds. In 1983, the school was closed and passed over to ODOC (the 35-year anniversary is July 1, 2018). In 1985, two more housing units were added to the facility. In March 1989, a new kitchen and visiting room was added. The old kitchen was converted into a housing unit after the new kitchen

opened. Facility is fully staffed and Warden Bolt believes it is attributed to all of the staff employed there. Warden Bolt thanked the director for appointing him as warden at JLCC. The JLCC Medical department is critical at the facility and provides care for chronic care, dental, pharmacy and elder care. Programs available for inmates include education, substance abuse treatment, and cognitive behavioral. The facility has internal work assignments available as well as PPWP crews in local communities. JLCC also has a cow/calf operation. Warden Bolt expressed appreciation for hosting the BOC meeting and thanked BOC members and guests for attending the meeting. There was no further discussion.

6. Introduction of Region I Wardens Millicent Newton-Embry, Director  
Region I
- Janet Dowling, Dick Conner Correctional Center
  - Sharon McCoy, Eddie Warrior Correctional Center
  - Tommy Sharp, Howard McLeod Correctional Center
  - Jim Farris, Jess Dunn Correctional Center

Mr. Monday, on behalf of Ms. Newton-Embry, introduced the listed wardens to the BOC members, providing a brief summary of their backgrounds during each introduction. A copy of their biographies was included in the BOC Packet for April 24, 2018. There was no further discussion.

7. Approval of Board of Corrections Regular Meeting Minutes from Michael W. Roach, Chair  
March 27, 2018

Chair Roach stated the BOC had previously received the meeting minutes from March 27, 2018, for review and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for April 24, 2018.

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

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

8. Director's Comments Joe M. Allbaugh, Director
- Emergency purchase to repair high-mast light at the  
Oklahoma State Reformatory

Director Allbaugh notified the BOC members that he had authorized an emergency purchase to repair a high mast light at the Oklahoma State Reformatory. A 100-foot tall high mast light had become unsteady with two cables already becoming unhinged from the base. This caused a safety hazard at the facility unless it was either laid flat or was anchored steady by other means. OSR obtained a quote for \$5,800.00 for a vendor to come out to relieve the current issue while seeing what additional parts were needed for a permanent solution. There may be additional costs as well. Due to this issue, all other high mast lights at facilities are being inspected. There was no further discussion.

9. Introduction of Jessica Brown, Director of Communications Joe M. Allbaugh, Director  
Director Allbaugh introduced Ms. Brown, noting she was appointed as the director of Communications as of April 16, 2019. Mr. Elliot will remain with the agency as the public information officer. There was no further discussion.
10. Inmate Population Update Laura Pitman, Ph.D., Director  
Population, Programs, and Strategic Planning  
Dr. Pitman provided the agency's population update as of March 30, 2018. A copy of the update was included in the BOC Packet for April 24, 2018. Dr. Pitman also updated the BOC members of the Population/Private Prison Committee Meeting. During the committee meeting, BOC members and staff discussed the ratios of officers to inmates and method of calculations to arrive at 1:84, if all posts are filled and nobody is dealing with a serious incident, hospital run, etc. Dr. Pitman noted the committee compared staffing ratios of the ODOC with the South Carolina DOC as well as the North Carolina DOC. The committee also discussed the riots in South Carolina and the escape incident in North Carolina. There was no further discussion.
11. Health Services Update Clint Castleberry, Director  
Health Services  
Mr. Castleberry provided an update on the Health Services provided to inmates, including numbers of visits with medical, dental and mental health services. Medical staff numbers was also discussed as well as medical costs for aging population and costs for Hepatitis C treatment which is extremely high. There was no further discussion.
12. FY 2018 ODOC Budget Update Ashlee Clemmons, Director  
Business Services  
Ms. Clemmons provided the agency's FY 2018 budget update as of February 28, 2018, explaining increases and decreases over the fiscal year. A copy of the update was included in the BOC Packet for April 24, 2018. There was no further discussion.
13. Legislative Update Marilyn Davidson, Legislative Liaison  
On behalf of Ms. Davidson, Director Allbaugh provided the following update on the legislative session:
  - SB 898, regarding executive session topics for the BOC in the Open Meeting Act, passed both chambers and is pending approval by the governor.
  - SB 905, clean up language for community sentencing funding, passed both chambers and is pending approval by the governor.
  - HB 2630, regarding GPS requirements, passed both chambers but was amended in the senate. It will now return to the House for review and approval of the amendments.
  - SB 900, prohibiting inmates with violent offense as a juvenile from entering the drug treatment program, is on the house agenda for this date.
  - SB 905, patrol of Taft by ODOC staff, is on the house agenda for this date.
  - Criminal Justice Reform is scheduled for a vote in both chambers this date.

- HB 2767, changes to the merit system at the detriment of ODOC staff, was killed in senate committee.
- HB 3209, regarding state boards, is still active. The author has indicated that he will potentially make changes.
- HB 3393, restraints for pregnant inmates, passed the senate yesterday. The title was left off and ODOC was promised changes would be made in conference committee.
- SB 1442, regarding the county jail bill, is on the house agenda but not sure when it will be heard. ODOC is vehemently objecting to passage of this bill.
- Recognition of ODOC staff in both chambers is scheduled for April 30, 2018.

BOC members inquired if criminal justice reform bills are expected to pass and the response was in the affirmative. Director Allbaugh noted that none of the bills have an emergency clause and if approved by the governor, would not be effective until November 1, 2018. There was no further discussion.

14. Approval of a Corrections Industries Contract between Oklahoma Correctional Industries and Case Energy Partners, LLC., for a telemarketing service operation at James Crabtree Correctional Center in Helena, Oklahoma
- Justin Farris, Director  
Oklahoma Correctional Industries
- David Cincotta, General Counsel
- Mr. Farris presented the contract for BOC approval, noting that Case Energy is a private energy company and would employ inmates at the James Crabtree Correctional Center in a call service center. Chair Roach stated the BOC had previously received a copy of the contract for review and he would entertain a motion to approve. A copy of the contract was included in the BOC Packet for April 24, 2018.

Motion: Mr. Henke made a motion to approve the contract 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. Owens – yes; Mr. Roach – yes.

The contract was approved by majority vote. There was no further discussion.

15. Approval of an Interagency Agreement with the Oklahoma Management and Enterprise Services (OMES) for the purchase and transfer of ownership of the Southern Oklahoma Resource Center (SORC) in Pauls Valley, Oklahoma, from OMES to ODOC
- Tina Hicks, Director  
Administration
- David Cincotta, General Counsel
- Ms. Hicks presented the agreement for BOC approval, noting that the agreement is for purchase and transfer of SORC property to the ODOC. The purchase price of \$12,000 includes all buildings and approximately 500 acres. Chair Roach stated the BOC had previously received a copy of the agreement for review and he would entertain a motion to approve. A copy of the agreement was included in the BOC Packet for April 24, 2018.

Motion: Mr. Holder made a motion to approve the agreement 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. Owens – yes; Mr. Roach – yes.

The agreement was approved by majority vote. There was no further discussion.

16. Approval of Board of Corrections Policies: Penny Lewis, Director  
Auditing and Compliance
- P-010200, Operating Procedures and Policies for the Oklahoma Board of Corrections
  - P-090200, Public Works Programs of the Oklahoma Department of Corrections

Ms. Lewis presented and requested approval from the BOC of 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 April 24, 2018.

Motion: Mr. Gross 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. Owens – yes; Mr. Roach – yes.

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

17. Approval of Board of Corrections Resolution Clint Castleberry, Director  
Health Services
- National Nurses Week (May 6 – 12, 2018)

Mr. Castleberry presented and requested approval from the BOC, reading the resolution honoring nurses employed by the ODOC. Chair Roach stated the BOC had previously received a copy of the resolution for review and he would entertain a motion to approve. A copy of the resolution was included in the BOC Packet for April 24, 2018.

Motion: Mr. Gross made a motion to approve the resolution 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. Owens – yes; Mr. Roach – yes.

The resolution was approved by majority vote. There was no further discussion.

18. Approval of Board of Corrections Resolution Nate Brown, Director  
Program Services
- National Teacher Appreciation Week

Mr. Brown presented and requested approval from the BOC, reading the resolution honoring teachers employed by the ODOC. Chair Roach stated the BOC had previously received a copy of the resolution for review and he would entertain a motion to approve. A copy of the resolution was included in the BOC Packet for April 24, 2018.

Motion: Mr. Haynes made a motion to approve the resolution 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. Owens – yes; Mr. Roach – yes.

The resolution was approved by majority vote. There was no further discussion.

19. Approval of Board of Corrections Resolution Tina Hicks, Director  
Administration  
    ▪ National Correctional Officers and Employees Week  
      (May 6 – 12, 2018)

Ms. Hicks presented and requested approval from the BOC, reading the resolution honoring correctional officers and employees of the ODOC. Chair Roach stated the BOC had previously received a copy of the resolution for review and he would entertain a motion to approve. A copy of the resolution was included in the BOC Packet for April 24, 2018.

Motion: Mr. Henke made a motion to approve the resolution 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. Owens – yes; Mr. Roach – yes.

The resolution was approved by majority vote. There was no further discussion.

20. Committee Reports Committee Chairs  
Chair Roach asked the committee chairs for their reports.

- Audit/Finance Committee  
The committee met on April 17, 2018 by teleconference to discuss the items on the agenda presented this date. There was nothing further to report.
- Criminal Justice Reform Committee  
The committee met on April 23, 2018, but there was nothing further to report.
- Public Policy/Public Affairs Committee  
The committee met on April 23, 2018, to discuss the legislative session. The committee expressed its appreciation of Ms. Davidson and Director Allbaugh for their efforts during the session. There was nothing further to report.
- Population/Private Prisons Committee  
The committee met on April 17, 2018, but there was nothing to report.
- Executive Committee  
The committee met on April 17, 2018, to set the agenda for the meeting this date. There was nothing further to report.

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

22. Announcements Michael W. Roach, Chair  
There were no announcements.

23. Approval to Enter into Executive Session David Cincotta, General Counsel  
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. Owens – yes; Mr. Roach – yes.

The motion was approved by majority vote and the BOC entered Executive Session at 2:24 PM.

24. Approval to Return from Executive Session David Cincotta, General Counsel  
The BOC returned to the meeting room at 3:24 PM 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 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. Owens – yes; Mr. Roach – yes.

The return from Executive Session was approved by majority vote and the meeting resumed at 3:25 PM.

25. Approval to Adjourn Meeting 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. Owens – yes; Mr. Roach – yes.

The adjournment was approved by majority vote and the meeting ended at 3:26 PM.

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-sixth day of June 2018, in which a quorum was present and voting.

Approved by:

**[signature on file]**

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

\_\_\_\_\_  
Date