

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

- | ITEM | PRESENTER |
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| 1. Call to Order
Pledge of Allegiance
Roll Call | John T. Holder, Vice Chair |

Vice Chair Holder called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 PM on Wednesday, January 16, 2019, at the Lexington Assessment and Reception Center in Lexington, Oklahoma.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on October 31, 2018. 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 9:30 AM on Tuesday, January 15, 2019, at the principal office of the Oklahoma Department of Corrections, located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma.

Vice Chair Holder then led the meeting attendees in reciting the pledge of allegiance to the United States Flag. After the pledge, he asked the clerk to call the roll:

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

Calling of the roll reflected a quorum was present.

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| 2. | Introduction of Jeorld Braggs Jr, Warden, Lexington Assessment and Reception Center | William Monday, Director
Region II |
| Mr. Monday introduced Warden Braggs to the BOC members and Director Allbaugh, providing the warden’s career and education information to the meeting attendees. A copy of his biography was included in the BOC Packet for January 16, 2019. There was no further discussion. | | |
| 3. | Welcome | Jeorld Braggs Jr, Warden,
Lexington Assessment and Reception Center |
| Warden Braggs greeted and welcomed the BOC members as well as other meeting attendees to the facility. He provided historical information on the facility and statistical data on the inmate population. In addition, he noted the work crews and programs available to the inmate population. Vice Chair Holder thanked Warden Braggs and his staff for hosting the meeting and for the facility tour. There was no further discussion. | | |

4. Approval of Board of Corrections Regular Meeting Minutes for November 29, 2018 John T. Holder, Vice Chair

Vice Chair Holder stated the BOC had previously received the regular meeting minutes from November 29, 2018, for review and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for January 16, 2019.

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

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

5. Approval of Appointments

- Mike Bolt as Warden of the Mack Alford Correctional Center Millicent Newton-Embry, Director
Region I
- Debbie Aldridge as Warden of the John H. Lilley Correctional Center William Monday, Director
Region II
- Aboutanaa El Habti as Warden of the Mabel Bassett Correctional Center
- Jeffrey P. Dunkin as Warden of the Kate Barnard Correctional Center

Ms. Newton-Embry presented and requested approval from the BOC for appointment of Mike Bolt as warden of the Mack Alford Correctional Center (MACC). A copy of Mr. Bolt's résumé was included in the BOC Packet for January 16, 2019.

Motion: Mr. Haynes made a motion to approve Mike Bolt as warden of the MACC and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – Yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes; Mr. Roach – yes.

The appointment was approved by majority vote and Warden Bolt was permitted to say a few words. He thanked the BOC for their approval of his appointment.

Mr. Monday then presented and requested approval from the BOC for appointment of Debbie Aldridge as warden of the John H. Lilley Correctional Center (JLCC). A copy of Ms. Aldridge's résumé was included in the BOC Packet for January 16, 2019.

Motion: Mr. Haynes made a motion to approve Debbie Aldridge as warden of the JLCC and Mr. Roach seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – Yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes; Mr. Roach – yes.

The appointment was approved by majority vote and Warden Aldridge was permitted to say a few words. Warden Aldridge thanked the BOC for the appointment and expressed her appreciation to her family for their support.

Mr. Monday presented and requested approval from the BOC for appointment of Aboutanaa El Habti as warden of the Mabel Bassett Correctional Center (MBCC). A copy of Mr. El Habti's résumé was included in the BOC Packet for January 16, 2019.

Motion: Mr. Haynes made a motion to approve Aboutanaa El Habti as warden of the MBCC and Mr. Gross seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – Yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes; Mr. Roach – yes.

The appointment was approved by majority vote and Warden El Habti was permitted to say a few words. Warden El Habti thanked the BOC for the appointment and thanked his family for their support.

Mr. Monday presented and requested approval from the BOC for appointment of Jeffery Dunkin as warden of the Kate Barnard Correctional Center (KBCC). A copy of Mr. Dunkin's résumé was included in the BOC Packet for January 16, 2019.

Motion: Mr. Roach made a motion to approve Jeffery Dunkin as warden of the KBCC and Mr. Haynes seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – Yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes; Mr. Roach – yes.

The appointment was approved by majority vote and Warden Dunkin was permitted to say a few words. Warden Dunkin thanked the members of the BOC and Director Allbaugh for their approval of his appointment. He acknowledged and thanked several staff for their support and mentorship throughout his career. He also thanked his wife for her support during his career.

There was no further discussion.

6. Director's Comments

Joe M. Allbaugh, Director

- Emergency Purchases in accordance with 61 O.S. § 130
 - To repair a steam tunnel at the Jess Dunn Correctional Center, \$25,000
 - To repair a heat compressor at the Lawton Community Corrections Center, \$8,255

"The chief administrative officer of a public agency with a governing body shall notify the governing body within ten (10) days of the declaration of an emergency if the governing body did not approve the emergency. The notification shall contain a statement of the reasons for the action, and shall be recorded in the official minutes of the governing body." 61 OS § 130

Director Allbaugh notified the BOC of an emergency purchase authorization to repair a steam tunnel at the Jess Dunn Correctional Center. Approximately thirty (30) feet of the side wall had collapsed and fell into the tunnel. The collapse appeared to be caused by the amount of moisture in the tunnel and the age of the concrete as well as a lack of steel used in the wall and sidewalk. Repairs are ongoing but initial cost estimates were approximately \$25,000.

Director Allbaugh also notified the BOC of an emergency purchase authorization to repair a compressor which was supplying heat to the inmate housing and failed. Repairs cost \$8,255.00 and were completed by Gober Heat & Air.

Director Allbaugh then provided a project update to the bond funding. He stated several HVAC systems are in the process of being replaced. He noted that those HVAC units failing now must be replaced by appropriated funds as opposed to the bond project funds. Director Allbaugh also noted that the members would receive regular updates on the bond projects.

Director Allbaugh stated the agency is seeking to rename the Southern Oklahoma Resource Center (SORC) to the Washita Valley Center. He also updated on fleet management, speaking of aggressive replacement of all vehicles throughout the agency. In addition to replacing vehicles, the ODOC also implemented use of a fleet management program to track vehicle usage.

There was no further discussion.

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

Dr. Pitman provided the agency's population update as of December 31, 2018. A copy of the update was included in the BOC Packet for January 16, 2019. There was no further discussion.

8. Business Services Ashlee Clemmons,
Director
Business Services
- FY 2019 ODOC Budget Monthly Update
 - Approval of Average Daily Cost Per Inmate by Facility Category for FY 2018 in accordance with 57 OS § 561.1 ¶E.

"At the beginning of each fiscal year, the Department of Corrections shall determine the budgeted average daily cost per inmate. There shall be a separate computation of budgeted average daily cost for maximum security, medium security, minimum security, and community facilities. This information shall be presented to the State Board of Corrections for informational purposes only. After the close of each fiscal year, the Department shall determine the actual average daily cost per inmate for the operational costs at each major category of correctional facility. There shall be a separate computation of the average daily rate for maximum security, medium security, minimum security, and community facilities. The Department shall present to the Board of Corrections at its January meeting comparative data on budgeted daily cost versus actual daily cost, and, after appropriate review and analysis, the Board shall adopt as a final action of the Board an average daily cost per inmate by facility category for the immediately preceding fiscal year." 57 OS § 561.1 ¶E.

Ms. Clemmons provided the agency's FY 2019 budget update as of November 30, 2018. A copy of the budget updates was included in the BOC Packet for January 16, 2019.

Ms. Clemmons then presented for BOC approval the average daily cost per inmate by facility category for FY 2018. Vice Chair Holder stated the BOC had previously received a copy of the FY 2018 Average Daily Cost Per Inmate by Facility Category and he would entertain a motion to approve. A copy of the average daily cost per inmate by facility category was included in the BOC Packet for January 16, 2019.

Motion: Mr. Gross made a motion to approve the FY 2018 Average Daily Cost Per Inmate by Facility Category as presented and Mr. Roach seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – Yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes; Mr. Roach – yes.

The average daily cost for FY 2018 was approved by majority vote. There was no further discussion.

9. Committee Reports Committee Chairs

Standing Committees:

- Audit/Finance – Chair Todd Holder, Members Kevin Gross and Frazier Henke
The committee met on January 8, 2019, 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 did not meet. Mr. Luck noted the Criminal Justice Forum is scheduled for January 23, 2019. There was nothing further to discuss.
- Public Policy/Affairs – Chair Gene Haynes, Members Kevin Gross and Dianne Owens
The committee did not meet. There was no further discussion.
- Population/Private Prisons – Chair Michael Roach, Members Todd Holder and Adam Luck
The committee met on January 15, 2019, 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 January 8, 2019, to review and set the agenda for the meeting this date. There was nothing further to report.

10. New Business John T. Holder, Vice Chair
There was no new business.

11. Announcements John T. Holder, Vice Chair
Director Allbaugh introduced Bobby Cleveland as the director of the Oklahoma Corrections Professionals. Oklahoma Corrections Professionals is a statewide association for employees of the ODOC, and the Pardon and Parole Board. They are dedicated to improving the image, benefits, compensation, working conditions and retirement for all corrections and criminal justice professionals. There was no further discussion.

12. Approval to Enter into Executive Session David Cincotta, General Counsel

Pursuant to 25 O.S. § 307.B.4. for confidential communications between a public body and its attorney concerning the pending investigation and litigation of the items listed below if

the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to conduct a pending investigation, litigation, or proceeding in the public interest.

- Suicide of inmate Enrique Dominguez #669613 at the Oklahoma State Penitentiary (case number IG 18-0220)
- Death of Larry Sivits #127966 at the Dick Conner Correctional Center (IG 18-0238)
- Whitlock v. ODOC (case number CJ-2018-3939, District Court of Oklahoma County)

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 Vice Chair Holder entertain a motion to enter into executive session.

Motion: Mr. Roach made a motion to enter into Executive Session and Mr. Haynes seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – Yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes; Mr. Roach – yes.

By majority vote, the BOC entered into Executive Session at 1:35 PM.

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

The BOC returned to the meeting room at 2:07 PM and Mr. Cincotta advised the BOC of the approval needed to return from Executive Session.

Motion: Mr. Gross made a motion to return from Executive Session and Ms. Owens seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – 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 2:08 PM.

14. Approval to Adjourn Meeting John T. Holder, Vice Chair
There being no further business to come before the BOC, Vice Chair Holder requested a motion to adjourn the meeting.

Motion: Mr. Haynes made a motion to adjourn and Mr. Roach seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – 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 1:27 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 February 13, 2019, in which a quorum was present and voting.

[signature on file]

Adam Luck, Secretary

Board of Corrections