

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

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| ITEM | | PRESENTER |
| 1. Call to Order | | Joe M. Allbaugh, Director |
| Pledge of Allegiance | | |
| Roll Call | | |

Director Allbaugh called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 9:00 AM on Wednesday, May 15, 2019, at the Oklahoma Department of Corrections (ODOC), 3400 North Martin Luther King Avenue, 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 October 31, 2018. An amended meeting notice changing the time was posted with the Oklahoma Secretary of State on May 1, 2019. 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 3:40 PM on Monday, May 13, 2019, at the principal office of the ODOC, located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma.

Director Allbaugh 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:

Betty Gesell	Present		Michael W. Roach	Present
Joseph Griffin	Present		T. Hastings Siegfried	Present
Steven Harpe	Present		Rodney Thornton	Present
Reginald Hines	Present		Daryl Woodward	Present
Dr. Kathryn LaFortune	Present			

Calling of the roll reflected a quorum was present. Director Allbaugh addressed the members, welcoming and thanking them for serving on the BOC. He noted his length of time with the ODOC as well as his observations during his tenure of the agency's issues with staffing, inmate/offender population, infrastructure and maintenance. Director Allbaugh advised the members that the BOC meetings for the remainder of the year would be held at this location but would begin rotating to the various facilities in January 2020.

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| 2. | Introduction of Board of Corrections Members | All Members |
| | Director Allbaugh asked that all members introduce themselves, detailing their professional backgrounds. | |
| 3. | Oklahoma Board of Corrections | David Cincotta, General Counsel |
| | A. Discussion and review of P-010200, Operating Procedures ⁴¹ and Policies for the Oklahoma Board of Corrections | |

B. Summary of Open Meeting Act
Requirements for the Oklahoma Board of
Corrections

Mr. Cincotta introduced himself to the members, providing an overview of his unit and responsibilities. An organization chart was included in the BOC Packet for May 15, 2019.

- A. Mr. Cincotta discussed P-010200 which is the policy outlining the responsibilities of the BOC. A copy of the policy was included in the BOC Packet for May 15, 2019. He noted policy amendments which will include the recent passage of HB 2480, increasing the BOC from seven (7) members to nine (9) and removing their appointment of the director of Corrections. Mr. Cincotta noted a list was provided to the BOC of statutes which outline the powers and duties of the BOC. A copy of the list was included in the BOC Packet for May 15, 2019. There was no further discussion on this item.
- B. Mr. Cincotta discussed the Open Meeting Act requirements in accordance with O.S. 25 §§ 301-314. BOC members had questions regarding liability for members with Mr. Cincotta responding accordingly. There was no further discussion on this item.

Director Allbaugh requested a 10-minute recess at 10:05 AM. The meeting resumed at 10:15 AM with Director Allbaugh introducing and welcoming Mr. Chip Keating, Cabinet Secretary of Public Safety. Secretary Keating greeted the BOC members and other attendees, noting he was attending on behalf of Governor J. Kevin Stitt. Secretary Keating discussed the goals of Governor Stitt for the agency and how they hope to address the various needs of ODOC such as infrastructure, pay raises, etc. He noted several upcoming meetings scheduled with staff to address the various goals of the governor. Secretary Keating also spoke of the recently-created partnership with the Oklahoma Pardon and Parole Board for ODOC to assist with parole investigations.

There was no further discussion on this item.

- 4. Operations Update Scott Crow, Chief of
Operations
 - A. Bond Projects
 - B. Offender Management System

Before providing information on his area, Mr. Crow acknowledged several staff present in the audience: Millicent Newton-Embry, director of Region I; Ryan Kinsey, acting director of Region II; James Rudek, interim director of Region III; Kevin Duckworth, director of Probation and Parole Services; Greg Williams, deputy chief of Operations; Johnny Blevins, director of Fugitive Apprehensions and Investigations; Jeff Dunkin, warden of Kate Barnard Correctional Center; Aboutanaa El Habti, warden of Mabel Bassett Correctional Center; David Stenhouse, director of Security Threats Intelligence; and Ashlee Clemmons, director of Business Services.

Mr. Crow introduced himself, stating that the chief of Operations has functional oversight of many facets of the agency, as well as reviewer and advisor to the director. He also provided an overview of his area of responsibilities; an organization chart for his area was included in the BOC Packet for May 15, 2019.

Mr. Crow then discussed the following agenda items with the BOC members:

- A. Governor Stitt approved SB 1590 on May 10, 2018, which authorized the Oklahoma Capitol Improvement Authority to issue \$116.5 million in bonds for the ODOC to finance maintenance, repairs, equipment, and improvements of existing correctional facilities. Mr. Crow noted there are 102 projects addressed by the bond and they will be completed within three different phases. Projects range from HVAC systems, to building upgrades, to electrical upgrades. He identified several projects which have been completed and several that are ongoing. Mr. Crow stated the next project beginning soon is the roofing project at the Mabel Bassett Correctional Center. BOC members had several questions about the bond with staff responding to their inquiries. There was no further discussion on this item.

- B. The Offender Management System (OMS) contains the digital record of all information related to the inmate's incarceration or supervision. Mr. Crow noted the current OMS is over thirty years old and the program is quickly losing compatibility with modern technology. OMES Information Technology staff and ODOC are working together to replace the system. In addition, the agency is also faced with replacing outdated computers throughout the agency which affects security needs such as video cameras and fencing. BOC members recommended creation of a standing BOC committee for technology and systems oversight. There was nothing further to discuss on this item.

Director Allbaugh requested a 2-hour recess at 11:03 AM to allow the BOC members to tour the Kate Barnard Correctional Center and have lunch; however, no business would be conducted during the tour or lunch. The meeting resumed at 1:00 PM.

5. Inmate/Offender Population Update

Laura Pitman, Ph.D., Director

Population, Programs and Strategic Planning

Dr. Pitman introduced herself to the BOC members, and provided an overview of her area of responsibility. An organization chart for her area was included in the BOC Packet for May 15, 2019.

- A. Dr. Pitman provided the population update as of April 30, 2019. A copy of the update was included in the BOC Packet for May 15, 2019. Dr. Pitman noted the decrease in the incarcerated grand total being attributed to the increase of the number of inmates moving to the Global Positions Satellite System (GPS) program as well as from the passage of SQ 780. BOC members inquired about several aspects of the inmate/offender population update with Dr. Pitman responding to their inquiries. There was nothing further to discuss on this item.

6. Budget Update

Ashlee Clemmons, Director

- A. Monthly FY 2019 Oklahoma Department of
Corrections Budget

Business Services

Ms. Clemmons introduced herself and provided an overview of her areas of responsibility. An organization chart for her area was included in the BOC Packet for May 15, 2019.

A. Ms. Clemmons discussed the FY2019 Budget Work Program (BWP), explaining each funding source. A copy of the BWP was included in the BOC Packet for May 15, 2019. BOC members inquired about the products sold through the Oklahoma Correctional Industries, the lease for the North Fork Correctional Center, and overtime expenditures with Ms. Clemmons responding to their questions. There was no further discussion on this item.

7. Health Services Update Clint Castleberry, Director
Health Services
A. Hepatitis C Treatment
Mr. Castleberry provided an overview of Health Services; an organization chart for his area was included in the BOC Packet for May 15, 2019.

A. Mr. Castleberry noted that as of September 2018, ODOC has identified 3,107 inmates with the Hepatitis C antibody and the costs associated with treatment. BOC members asked about the identification of inmates who require treatment, federal requirements of treatment, and ramifications of the treatment on the inmate population with Mr. Castleberry providing responses. There was no further discussion on this item.

8. Probation and Parole Services Update Kevin Duckworth, Director
Probation and Parole Services
A. Community Sentencing
Mr. Duckworth provided information on his areas of responsibility for Probation and Parole Services which includes Community Sentencing and interstate compact for probation supervision. An organization chart for his area was included in the BOC Packet for May 15, 2019.

A. Mr. Duckworth spoke briefly about Community Sentencing. BOC members had several questions about other aspects of probation and parole with Mr. Duckworth responding to each question. There was no further discussion on this item.

9. Legislative Update Jessica Brown, Director
Communications
Ms. Brown introduced herself to the BOC, providing background of her career prior to and since joining the agency. She then provided information about her areas of responsibility within the agency. An organization chart was included in the BOC Packet for May 15, 2019.

Ms. Brown provided an update on the agency's legislative initiatives and their status at the end of session. She also noted the passage of several initiatives which will impact the agency. There was no further discussion.

10. New Business Joe M. Allbaugh, Director
There was no new business.

11. Announcements Joe M. Allbaugh, Director
There were no announcements

14. Approval to Adjourn Meeting
No vote was taken; the meeting was adjourned at 2:52 PM.

Joe M. Allbaugh, Director

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 June 12, 2019, in which a quorum was present and voting.

[signature on file]

Board of Corrections Member Signature

Printed Name