

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES**

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| <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, November 28, 2017, at the Eddie Warrior Correctional Center in Taft, 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 amended notice of the date, time, and place was filed with the Oklahoma Secretary of State on October 31, 2017 at 12:04 PM.

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 11:57 AM on November 27, 2017 at the principal office of the ODOC, located at 3400 North Martin Luther King Avenue in Oklahoma City.

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| 2. Pledge of Allegiance  |  | Todd Holder, Secretary |
| Mr. Holder led all 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 |  | Todd Holder, Secretary | Present |
| Gene Haynes, Member       | Present |  | Adam Luck, Member      | Present |
| Frazier Henke, Vice-Chair | Present |  | Michael Roach, Chair   | Present |

Calling of the roll reflected a quorum was present.

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| 4. Welcome/Opening Remarks |  | Sharon McCoy, Warden<br>Eddie Warrior Correctional Center |
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Warden McCoy welcomed BOC members, Director Allbaugh and meeting attendees to the facility. She provided historical data about original usage of land and buildings as well as the namesake of the facility, Dr. Eddie Warrior. Programs provided to the inmate population were noted, specifically Helping Women Recover which is funded by the George Kaiser Family Foundation, and the Regimented Treatment Program. The facility also has a partnership with Connors State College to provide college classes to inmates. In addition, CareerTech, ProCom and the Oklahoma Correctional Industries are available for work crew crews. There was no further discussion.

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| 5. Introduction of Region I Wardens         |  | Millicent Newton-Embry, Director<br>Region I |
| ▪ Terry Royal, Oklahoma State Penitentiary  |  |  |
| ▪ Jim Farris, Jess Dunn Correctional Center |  |  |

- Janet Dowling, Dick Conner Correctional Center
- Mike Wade, Jim E. Hamilton Correctional Center

Off agenda, Ms. Newton-Embry first introduced and recognized Brian Cox, who was selected as the 2017 Correctional Supervisor of the Year. She then introduced the listed wardens to the BOC members and Director Allbaugh, providing a brief summary of their backgrounds during each introduction. A copy of their biographies was included in the BOC Packet for November 28, 2017. There was no further discussion.

6. Introduction of Probation and Parole Services District Supervisors Kevin Duckworth, Director  
Probation and Parole Services

- Camille Porter, Community Sentencing

Mr. Duckworth introduced Ms. Porter to the BOC members and Director Allbaugh, providing a brief summary of her background. A copy of her biography was included in the BOC Packet for November 28, 2017. There was no further discussion.

7. Approval of Board of Corrections Meeting Minutes from Regular Meeting on October 24, 2017 Michael W. Roach, Chair

Chair Roach stated the BOC had previously received the meeting minutes from October 24, 2017 for review and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for November 28, 2017.

*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. Haynes – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

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

8. Director's Comments Joe M. Allbaugh, Director

- Health Services
- Emergency Purchases:
  - To repair gas leak, \$5,597.72, at Oklahoma City Community Corrections Center
  - To replace boiler, \$24,773.07, at Oklahoma State Penitentiary

Director Allbaugh thanked the BOC members for attending the meeting this date and expressed appreciation to Warden McCoy for the hospitality. He then provided the following information:

- A gas leak was suspected on Saturday, October 28, 2017, at the Oklahoma City Community Corrections Center. ONG crews arrived promptly and confirmed there was a gas leak and the gas was immediately turned off. A licensed contractor assessed the situation and determined the leak was between the facility's main shut off valve and the ONG's meter. In accordance with Title 61, Director Allbaugh declared an emergency purchase and work was completed by Mullins Plumbing for \$5,597.72.

- In accordance with Title 74, Director Allbaugh authorized an emergency purchase on Wednesday November 15, 2017, due to a boiler failure that occurred at the Oklahoma State Penitentiary (OSP) H-Unit. As a result of the failure, two of the four quads on the housing unit were without hot water. The boiler was replaced at a cost of \$24,773.07.
- Efforts continue with reconfiguring and building new sidewalks in the housing unit areas at the North Fork Correctional Center to accommodate safety and programmatic needs for protective custody inmates housed in Juliette Unit. Director Allbaugh also approved a plan to add additional fencing inside the perimeter of the facility, which allows for the ability to section off units from the main yard. Total cost of the project is estimated at approximately \$220,000, which will be funded by Core Civic and reimbursed by DOC through monthly payments in accordance with the lease agreement.
- The agency has contracted with a structural engineer to assess the damage and provide a remedial action plan, with costs, to move forward with repairs at the Oklahoma State Reformatory. This project continues as a work in progress because the cost analysis requires a comprehensive assessment.
- Lighting around the south main parking lot of the ODOC Administration Building was recently replaced and upgraded with new LED light fixtures.
- Training academies have graduated 476 cadets since implementing the Wilson Training Academy on January 23, 2017.

Director Allbaugh then invited Mr. Clint Castleberry, director of Health Services, to provide an update on his unit. Mr. Castleberry provided information on statewide hiring and retention issues for medical staff. He noted that due to the reduced number of psychiatrists in Mental Health Services, tele-psychiatry is used extensively.

Director Allbaugh also invited Ms. Newton-Embry to provide an update, off agenda, on the Prison Rape Elimination Act (PREA) audits. Ms. Newton-Embry stated audits began in October 2017 and four facilities audited had passed with several having “exceeds standards” on federal mandates.

Members inquired about legislative action in reference to the budget and Director Allbaugh provided an update. Director Allbaugh also reported information on staffing turnover rates due to retirements. There was no further discussion.

9. Approval to Purchase Real Property at 2005 East Broadway, Joe M. Allbaugh, Director  
Enid, Oklahoma (*Lot 6, Block 14 sd-E57 UNIVERSITY PLACE  
ADDITION S/2 9-22-6 YOUTH BUILDING Garfield County*)  
adjacent to, and to become a part of, the Enid Community  
Corrections Center

Director Allbaugh requested consideration by the BOC to purchase land and buildings adjacent to the Enid Community Corrections Center (CCC). Buildings on the property will be converted to program space and maintenance equipment storage. Chair Roach stated the BOC had previously

received the contract for purchase of real estate and he would entertain a motion to approve. A copy of the contract was included in the BOC Packet for November 28, 2017.

Motion: Mr. Holder made a motion to approve the purchase of land and buildings adjacent to the Enid CCC 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; Mr. Roach – yes.

The land and buildings purchase was approved by majority vote. There was no further discussion.

10. Update on Operations Scott Crow, Chief of Operations
- Centralization of Facility Maintenance
  - Inventory Control

Mr. Crow provided the following updates:

- Centralization of facility maintenance continues around the state and ensures maintenance repairs are accomplished. Mr. Faron Bryant was appointed as the statewide maintenance supervisor and has visited every facility to identify all maintenance issues to provide a centralized list of needs.
- Inventory control was implemented to identify all assets being housed throughout the state. A program to assist with inventory tracking was recently purchased to assist with this endeavor.
- Off agenda, the Security Threats Intelligence Unit is now gathering and providing data on the various security threat groups within the ODOC facilities.

BOC members inquired about the number of licensed maintenance staff and the ideal staffing number needed. Mr. Crow responded the ODOC hopes to have a least one licensed supervisor at each facility so inmates with journeyman or apprenticeship licenses can be appropriately supervised. There was no further discussion.

11. 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 October 31, 2017. A copy of the update was included in the BOC Packet for November 28, 2017. There was no further discussion.

12. Approval of Board of Corrections Policies: Penny Lewis, Director  
Auditing and Compliance
- P-030100, Provisions of Services/Inmates Rights and Responsibilities
  - P-030200, Inmate Housing, Job and Program Integration

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 November 28, 2017.

Motion: Mr. Henke 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; Mr. Roach – yes.

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

13. Monthly Update of FY 2018 Agency Budget Ashlee Clemmons, Director  
Business Services  
Ms. Clemmons provided the agency’s FY 2018 budget update as of October 2017, explaining increases and decreases over the fiscal year. A copy of the update was included in the BOC Packet for November 28, 2017. There was no further discussion.
14. Quarterly Update of FY 2018 Canteen Operations (July 1, 2017 – September 30, 2017) Ashlee Clemmons, Director  
Business Services  
Ms. Clemmons provided an update on the FY 2018 Canteen Operations for the first quarter. A copy of the update was included in the BOC Packet for November 28, 2017. There was no further discussion.
15. Quarterly Update of FY 2017 Oklahoma Correctional Industries Budget (April 1 – June 30, 2017) Justin Farris, Director  
Oklahoma Correctional Industries  
Mr. Farris provided an update on the FY 2018 Oklahoma Correctional Industries budget for the first quarter. A copy of the update was included in the BOC Packet for November 28, 2017. There was no further discussion.
16. Quarterly Update of FY 2018 Financial Internal Audits (July 1 – September 30, 2017) Patrick Donnelly, Auditor  
Auditing and Compliance  
Mr. Donnelly provided an update on the FY 2018 Financial Internal Audits for the first quarter. A copy of the update was included in the BOC Packet for November 28, 2017. There was no further discussion.
17. Approval of FY 2019 Budget Request Ashlee Clemmons, Director  
Business Services  
Ms. Clemmons presented and requested approval from the BOC for the FY 2019 Budget Request. A copy of the budget request was included in the BOC Packet for November 28, 2017. Director Allbaugh provided additional information regarding placement of salary increases at the top of the priority list. BOC members inquired about staffing issues at the North Fork Correctional Center. Director Allbaugh stated the starting salary for correctional officers was too low and they were unable to recruit new employees.

Motion: Mr. Henke made a motion to approve the FY 2019 Budget Request 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; Mr. Roach – yes.

The budget request was approved by majority vote. There was no further discussion.

18. Monthly Legislative Update Marilyn Davidson, Legislative Liaison  
Ms. Davidson noted the special session adjourned after nine (9) weeks with Governor Fallin vetoing partial parts of the budget bill. The governor has requested another special session to address the budget issue. There was no further discussion.
  
19. Committee Reports Committee Chairs  
Chair Roach asked the committee chairs for their reports.
  - Audit/Finance Committee  
The committee met on November 15, 2017, to discuss items presented to the BOC this date. There was nothing further to report.
  - Criminal Justice Reform Committee  
The committee did not meet.
  - Public Policy/Public Affairs Committee  
The committee met on November 16, 2017, to discuss the legislative information presented this date. There was nothing further to report.
  - Population/Private Prisons Committee  
The committee met on November 15, 2017, to discuss items presented to the BOC this date. There was nothing further to report.
  - Executive Committee  
The committee met on November 14, 2017, to set the agenda for the meeting this date. There was nothing further to report.
  
20. New Business Michael W. Roach, Chair  
There was no new business to discuss.
  
21. Announcements Michael W. Roach, Chair  
There was no announcements.
  
22. Approval to Enter Executive Session Pursuant to 25 O.S. § 307 (B) for confidential communications between a public body and its attorney concerning the pending investigation of the homicide of inmate Joshua Zeno #734520 at the Oklahoma State Penitentiary (Case number IG 17-0208) 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. 307(B)(4) David Cincotta, General Counsel

Mr. Cincotta advised the item 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. Haynes made a motion to adjourn to Executive Session 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; Mr. Roach – yes.

The adjournment to Executive Session was approved and the BOC adjourned at 2:22 PM.

23. Approval to Return from Executive Session David Cincotta, General Counsel  
The BOC returned to the meeting room at 2:42 PM and Mr. Cincotta advised the BOC of the approval needed to return from Executive Session.

Motion: Mr. Haynes made a motion to return from 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; Mr. Roach – yes.

The return from Executive Session was approved and the meeting resumed at 2:44 PM.

24. 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. Gross made a motion to adjourn the meeting 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; Mr. Roach – yes.

The adjournment was approved by majority vote and the meeting ended at 2:44 PM.

Submitted to the Board of Corrections by:

**[signature on file]**

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Kimberley Owen, Minutes Clerk

\_\_\_\_\_  
Date

BOC Regular Meeting Minutes  
November 28, 2017

I hereby certify that these minutes were duly approved by the Board of Corrections on the thirtieth day of January 2018, in which a quorum was present and voting.

Approved by:

**[signature on file]**

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John T. Holder, Secretary  
Board of Corrections

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Date