

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES**

William Key Correctional Center  
1 William S Key Blvd  
Fort Supply, Oklahoma  
May 23, 2017

- | <b>ITEM</b>   | <b>PRESENTER</b>  |
|---|---|
| 1. Call to Order<br>Chair Roach called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:01 p.m. on Tuesday, May 23, 2017, at the William Key Correctional Center (WKCC) in Fort Supply, Oklahoma. The final agenda was posted at 4:53 p.m. on May 18, 2017, at the Oklahoma Department of Corrections (ODOC), 3400 N Martin Luther King Avenue, in Oklahoma City, which is at least twenty-four hours prior to the commencement of the meeting. | Michael W. Roach, Chair   |
| 2. Pledge of Allegiance<br>Mr. Gross led the BOC members, Director Allbaugh and meeting attendees in reciting the Pledge of Allegiance to the United States Flag.   | Kevin J. Gross, BOC Member                                      |
| 3. Roll Call<br>Chair Roach asked the clerk to call the roll:   | Michael W. Roach, Chair   |
| Kevin Gross, Member      Present  | Adam Luck, Member      Present                                  |
| Gene Haynes, Member      Present  | Irma Newburn, Member      Absent                                |
| Frazier Henke, Vice-Chair      Absent   | Michael Roach, Chair      Present                               |
| Todd Holder, Secretary      Present   |   |
| Calling of the roll reflected a quorum was present.   |   |
| 4. Welcome/Opening Remarks<br>Acting Warden Lawsoon greeted and welcomed the all attendees to the facility. He provided historical information on the facility, current statistics on staffing as well as data on the current inmate population.<br><br>There was no further discussion.  | Lonnie Lawson, Acting Warden<br>William Key Correctional Center |
| 5. Recognition of Agency, Facility and District Employee Award Recipients<br>▪ Shannon Bergeron, Secretary III<br>○ William Key Correctional Center (WKCC) Employee of the Year<br>▪ Jeromey Gaster, Correctional Security Manager I<br>○ WKCC Correctional Officer Supervisor of the Year  | Tina Hicks, Director<br>Administration                          |

- Dennis McCaslin, Construction and Maintenance Administrator
  - WKCC Staff Supervisor of the Year

Ms. Hicks provided information on the facility's employee award recipients. The employees were in attendance and received recognition from the BOC members and audience.

There was no further discussion.

6. Introduction of Region II Wardens William Monday, Director  
Region II
- Lonnie Lawson, William Key Correctional Center (Acting)
  - Becky Guffy, Bill Johnson Correctional Center
  - Jason Bryant, James Crabtree Correctional Center

Mr. Monday introduced acting Warden Lawson, Warden Guffy and Warden Bryant to the BOC members and Director Allbaugh, providing a brief summary of their backgrounds. A copy of each warden's biography was included in the BOC Packet for May 23, 2017.

There was no further discussion.

7. Approval of Board of Corrections Meeting Minutes from Regular Meeting on April 25, 2017 Michael W. Roach, Chair

Chair Roach stated the BOC had previously received the meeting minutes from April 25, 2017 for review and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for May 23, 2017.

Motion: Mr. Luck 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. 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  
Director Allbaugh provided the following comments to the BOC Members:

- Male inmates at Oklahoma City Community Corrections Center (OKCCCC) will be moved to the Oklahoma State Reformatory as part of a repurposing plan for OSR. OKCCCC will then be converted to house females. Female inmates at Kate Barnard Community Corrections Center (KBCCC) will be moved to OKCCCC once the facility is empty. KBCCC will then be repurposed to house minimum-security female inmates.
- The plan to move a portion of the Mental Health inmates from the Oklahoma State Penitentiary (OSP) to the Joseph Harp Correctional Center has been delayed until August 2017 due to issues with the contractor.
- World Mission Builders is providing a new chapel at the John Lilley Correctional Center.
- The lock and key replacement project at Lexington Assessment and Reception Center is 80 percent completed and is expected to end in July 2017.

- The Mack Alford Water Treatment Plant is in dire need of service and is at the top of the capital outlay request being presented for approval by the BOC this date.
- The boiler project at the OSP is complete on Unit C; however, there have been some delays in the project on Unit A.

There was no further discussion.

9. Approval/Confirmation of Appointment:

William Monday, Director  
Region II

- Jimmy Martin, Warden  
North Fork Correctional Center
- Tracy McCollum, Warden  
Oklahoma State Reformatory

Mr. Monday presented and requested approval from the BOC for appointment of Jimmy Martin as warden of the North Fork Correctional Center (NFCC). A copy of Mr. Martin's résumé was included in the BOC Packet for May 23, 2017.

Motion: Mr. Holder made a motion to approve the appointment of Jimmy Martin as warden of the NFCC 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; Mr. Roach – yes.

The appointment was approved by majority vote. Mr. Martin was invited to make a statement; he thanked the BOC members and Director Allbaugh for their support. He also recognized his wife and thanked her for her support. There was no further discussion.

Mr. Monday presented and requested approval from the BOC for appointment of Tracy McCollum as warden of the OSR. (NOTE: As this was a lateral transfer of Warden McCollum from the NFCC to OSR, no résumé was provided.)

Motion: Mr. Gross made a motion to approve the appointment of Tracy McCollum as warden of the OSR 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; Mr. Roach – yes.

The appointment was approved by majority vote. Mr. McCollum was invited to make a statement; he thanked the BOC members and his wife for their continued support. There was no further discussion.

10. Monthly Update of FY 2017 Agency Budget

Ashlee Clemmons, Director  
Business Services

Ms. Clemmons provided the agency's FY 2017 budget update, explaining increases and decreases over the fiscal year, as of April 2017. A copy of the update was included in the BOC Packet for May 23, 2017. There was no further discussion.

11. Approval of FY 2019 Capital Outlay Request Ashlee Clemmons, Director  
Business Services

Ms. Clemmons presented for approval the agency's FY 2019 Capital Outlay Request, explaining those considered the top priority. A copy of the Capital Outlay Request was included in the BOC Packet for May 23, 2017.

Motion: Mr. Haynes made a motion to approve the capital outlay request as presented 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; Mr. Roach – yes.

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

12. Quarterly Update of FY 2017 Oklahoma Correctional Industries Budget (October 1 – December 31, 2016) Justin Farris, Director  
Oklahoma Correctional Industries

Mr. Farris provided the quarterly update of the FY 2017 Oklahoma Correctional Industries budget, explaining increases and decreases. A copy of the update was included in the BOC Packet for May 23, 2017. There was no further discussion.

13. Quarterly Update of FY 2017 Agri-Services Budget (October 1 – December 31, 2016) Brad Bailey, Director  
Agri-Services

Mr. Bailey provided the quarterly update of the FY 2017 Agri-Services budget, explaining increases and decreases. A copy of the update was included in the BOC Packet for May 23, 2017.

Director Allbaugh requested Mr. Bailey provide an update on the partnership with the Oklahoma Regional Food Bank. According to Mr. Bailey, any foods produced by the Agri-Services farms in excess of the agency's needs is sold to the Food Bank at wholesale prices which creates a win/win situation for both entities. There was no further discussion.

14. Monthly Update of Population Laura Pitman, Ph.D., Director  
Population, Programs, and Strategic Planning

Dr. Pitman provided the agency's population update as of April 28, 2017. A copy of the update was included in the BOC Packet for May 23, 2017. At the request of the committee chair, Dr. Pitman also provided a report from the BOC Population/Private Prisons Committee Meeting held on May 16, 2017. The committee members and staff had discussed implementing changes with the OKCCCC, KBCCC and OSR as indicated earlier this date by Director Allbaugh. Responding to an inquiry from the BOC, Dr. Pitman reported on the proposal's long-term effects on the inmate population. Mr. Holder requested Chair Roach consider holding a special meeting in the next two weeks to further discuss the population issues. Chair Roach was in agreement and instructed Ms. Owen, clerk, to proceed with scheduling a special meeting. BOC members and Director Allbaugh continued the discussion on options and the overcrowding issues within the agency's facilities.

With no further questions or comments, this item was closed.

15. CY 2017 Legislative Initiatives Update Marilyn Davidson, Legislative Liaison  
Ms. Davidson provided an update to the BOC members on legislative actions since the last BOC Meeting on April 25, 2017. Information on the various bills being tracked was included in the BOC Packet for May 23, 2017.

There was no further discussion.

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

- Audit/Finance Committee  
The committee met on May 18, 2017, to discuss items presented this date but there was nothing further to report.
- Corrections/Criminal Justice Reform Committee  
The committee did not meet.
- Public Policy/Public Affairs Committee  
The committee met on May 23, 2017 to review the information presented this date. Mr. Haynes stated he was pleased with the bills supported by the agency being passed by the legislature. There was nothing further to report.
- Population/Private Prisons Committee  
The committee met on May 16, 2017, to discuss items presented this date but there was nothing further to report.
- Executive Committee  
The committee met on May 15, 2017 to set the agenda for the meeting this date but there was nothing further to report.

17. Old Business Michael W. Roach, Chair  
There was no old business to discuss.

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

19. Announcements Michael W. Roach, Chair  
Director Allbaugh thanked William Key Correctional Center staff for their hospitality and luncheon. He commended Warden McCollum on his hard work and dedication during his tenure as warden of the North Fork Correctional Center.

There was no further discussion.

20. Approval to Adjourn for Executive Session for: David Cincotta, General Counsel  
▪ Discussion of Investigations:  
○ Suicide of Marty Ardizzone #93979 at the Oklahoma State Penitentiary (*case number IG 17-0079*)

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. Haynes made a motion to adjourn to Executive Session 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; Mr. Roach – yes.

The adjournment to Executive Session was approved by majority vote and the BOC adjourned at 1:58 p.m.

21. Approval to Return from Executive Session David Cincotta, General Counsel  
The BOC returned to the meeting room at 2:13 p.m. and Mr. Cincotta advised the BOC of the approval needed to return from Executive Session.

**Motion:** Mr. Holder made a motion to return from Executive Session and Mr. Luck seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The return was approved by majority vote and the BOC resumed the meeting at 2:13 p.m.

22. Adjournment 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. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The adjournment was approved by majority vote and the meeting ended at 2:14 p.m.

Submitted to the Board of Corrections by:

**[signature on file]**

\_\_\_\_\_  
Kimberley Owen, Minutes Clerk

\_\_\_\_\_  
Date

BOC Regular Meeting Minutes  
May 23, 2017

I hereby certify that these minutes were duly approved by the Board of Corrections on the twenty-seventh day of June 2017, in which a quorum was present and voting.

Approved by:

**[signature on file]**

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

\_\_\_\_\_  
Date