

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

June 24, 2020

1. Call to Order

Chairman Hastings Siegfried called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:03 p.m., on Wednesday, June 24, 2020, at Oklahoma Department of Corrections Headquarters, 3400 North Martin Luther King Avenue, Oklahoma City, Oklahoma 73111.

The meeting was preceded by advance notice of the date, time and place, filed with the Oklahoma Secretary of State on December 8, 2019. An amended meeting notice changing the date and location was posted with the Oklahoma Secretary of State on June 5, 2020. 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 9:50 a.m., on Tuesday, June 23, 2020, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma.

A. Pledge of Allegiance

Chairman Siegfried led the meeting attendees in reciting the pledge of allegiance to the United States Flag.

B. Roll Call

Chairman Siegfried asked the clerk to call roll:

Randy Chandler	Absent	Stephan Moore	Present
Betty Gesell	Present	Calvin Prince	Present
Joseph Griffin	Absent	T. Hastings Siegfried	Present
Lynn Haueter	Present	Daryl Woodard	Present
Dr. Kathryn LaFortune	Present		

Calling of the roll reflected a quorum was present.

2. Approval of Board of Corrections Regular Meeting Minutes

Chairman Siegfried requested approval of the meeting minutes as presented to members in the BOC packet for June 24, 2020.

A. March 11, 2020

Motion: Mr. Prince made motion to approve the minutes. Mr. Woodard seconded the motion.

Randy Chandler	Absent	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Abstain

Lynn Haueter Approve
Dr. Kathryn LaFortune Approve

Daryl Woodard Approve

Meeting minutes for March 11, 2020 were approved by majority vote. There was no further discussion.

3. Director's Comments

Director Crow welcomed everyone to the meeting and recognized staff for all their hard work and dedication during the COVID-19 pandemic.

A. Agency Response to COVID-19

Director Crow indicated that early on ODOC identified staff that were categorized as first responders to include: Security, medical and food service staff. Director Crow mentioned that he was reluctant to categorize first responders because every staff member inside a facility has a major responsibility in the care and custody of the inmate population, which made categorizing the first responder list a challenge. Director Crow indicated staff have shown up and completed all necessary tasks in a very difficult time. He went on to state, that he could confidently say he is the luckiest director when it came to correctional agencies and he was very thankful for his team at ODOC.

Director Crow indicated ODOC has had one hundred forty-five (145) staff tested for COVID-19 with fifteen (15) positive results.

Director Crow indicated ODOC has had two thousand six hundred thirty-two (2,632) inmates tested for COVID-19 with four (4) positive results. One of the positive tests were received yesterday, June 23, 2020. Director Crow indicated inmates that test positive are placed in isolation, and the housing unit where they reside is placed on quarantine status. Testing of all inmates on the unit is initiated to ensure there is not an outbreak, and contact tracing is initiated.

Director Crow indicated ODOC is not performing mass testing and the inmate tested number is high due to ODOC testing inmates that are discharging, inmates referred to outside medical appointments, and suspect/symptomatic inmates. Director Crow indicated that most states that initiated mass testing ended those efforts shortly after beginning due to various complications associated with mass testing. Mass testing is a "moment in time" effort, the inmates could possibly test negative one day and within the next day could be positive. Director Crow indicated ODOC has tried to be proactive in the approach and very responsive when issues arise.

Director Crow indicated early on ODOC made the decision to have each discharging inmate tested before release. Although, ODOC could not prevent an inmate from discharging, ODOC could allow the inmate and their family and/or friends know if they were positive to provide everyone the opportunity to take necessary precautions.

Director Crow indicated Great Plains Correctional Facility (GPCF). GPCF is owned by GEO and houses federal custody inmates. The facility had continued to receive inmates from other institutions and ODOC learned that they had four (4) positive staff members out of forty-three (43) tested with forty-seven (47) positive inmates out of sixty-two (62) tested. . Although, ODOC does not receive inmates from GPCF, ODOC reached out to GPCF and requested inmate reception be ceased to prevent spread into the community. GPCF worked with ODOC and the situation was able to be controlled fairly quickly. Currently, GPCF reported seventy-two (72) staff members have been tested with twelve positive (12) and one hundred three (103) inmates have been tested with eighty-six (86) positive.

Director Crow indicated ODOC has strived to be very transparent throughout this process by providing updates through social media platforms and on the webpage to include posting a COVID-19 positive tracking chart.

Director Crow indicated visitation has been reinstated with social distancing practices being followed.

Director Crow indicated screening tools have been initiated for staff and visitors to try to limit the spread of COVID-19.

Director Crow indicated county jail transfers were reinstated on June 15, 2020. ODOC worked with the Oklahoma Sherriff's Association to establish a protocol for reception of inmates. As of right now, all inmates received are being tested at the county level and is being coordinated with the Health Department. If an inmate is positive, ODOC is working with the County and precautions during reception are taken.

Director Crow indicated many of ODOC programs and volunteer services have been reinstated with social distancing practices being followed.

B. Comanche County Detention Center Assistance

Director Crow indicated on May 21, 2020, Comanche County Detention Center (CCDC) in Lawton, Oklahoma identified an issue with their inmate population. The detention center can house approximately two hundred eighty-nine (289) inmates and at that time they had approximately one hundred sixty-seven (167) positive for COVID-19. CCDC had not formalized a plan handle such an issue and ODOC was contacted to assist with the situation. ODOC sent officers to CCDC to assist with operations, sanitations and supervision of inmates.

ODOC transferred negative tested inmates to facilities to reduce the spread of the virus.

- One hundred nineteen (119) male inmates to North Fork Correctional Center (NFCC), they were housed in a vacant housing unit, separated from NFCC general population.
- Thirty-two (32) female inmates were transferred back to Mabel Bassett Correctional Center (MBCC), they were separated from MBCC

general population.

- If a CCDC inmate housed at an ODOC facility began showing symptoms and tested positive they were transferred back to CCDC for treatment and quarantine.

Currently CCDC has no positive cases at the detention center and ODOC is beginning to transfer the CCDC inmates back to the detention center. CCDC has been extremely grateful for the assistance through this issue.

BOC members inquired on the duration of time it took to receive COVID-19 test results; Director Crow indicated typically two to three days but the timeframe could vary depending on the Health Department's work load.

BOC members inquired about the CCDC contract; Director Crow indicated the CCDC contract which allowed ODOC to assist with their outbreak issue was set to expire on June 10, 2020 but was extended until June 17, 2020 and ODOC is in the end process returning the inmates to CCDC and allowing ODOC staff to return to their normal job responsibilities. ODOC has kept meticulous records of expenditures involved with assisting CCDC and will receive funds from the CARES Act for assisting CCDC along with other COVID-19 expenses. Chief financial Officer (CFO) Ashlee Clemmons has done an excellent job of tracking all COVID-19 expenses to assist the agency in receiving funds from the CARES act.

C. Emergency Purchases

Pursuant to 61 O.S. § 130, 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.

- On June 1, 2020, an emergency was declared to repair a collapsed sewer line at the Lexington Assessment and Reception Center (LARC). The repair was made at a cost of one hundred forty-four thousand five hundred dollars (\$144,500.00). The sewer line collapsed due to tree roots and further collapse could have resulted in a wastewater spill into a creek or surrounding area, resulting in DEQ fines.
- On June 9, 2020, an emergency was declared to repair/restore power at Union City Community Corrections Center (UCCCC). The cost to upgrade service was eighteen thousand six hundred seven dollars (\$18,607.00). The facility experienced a power outage due to a

transformer shorting out. The outage affected the kitchen. The current transformer could not handle the facility load and a larger transformer was needed.

BOC inquired about the bid process; Director Crow responded.

Director Crow stated his updates were complete and asked if there were any comments.

BOC members inquired about the CARES Act funding and assisting other counties; Director Crow indicated he would never turn away a request for assistance.

BOC members inquired about the threshold for emergency purchases; Director Crow responded indicating he believed the threshold was two hundred fifty thousand dollars (\$250,000.00)

BOC members thanked the Director for his response. There was no further discussion.

4. Legislative Update

Director of Communications and Government Relations Justin Wolf presented the legislative update. A copy of the update was included in the BOC packet for June 24, 2020. Update included:

A. End of Session Report

B. Senate Bill 1424 (Department of Corrections personnel wage increase)

This bill provides the two dollar (\$2.00) raise to employees that were missed during the initial legislation approved raise from the prior year.

C. House Bill 3756 (Videoconferencing in district court proceedings)

BOC members, Director Crow, and Mr. Wolf discussed House Bill 3756 and the logistics and associated cost savings.

BOC members inquired about the End of Session Report and whether there was any bills that did not make it through the session and should be added to next session's agenda; Mr. Wolf indicated a survey would be sent out to staff in the near future requesting their input on legislative changes. There was no further discussion.

5. Inmate/ Offender Population Update

Classification and Population Director Jason Bryant provided an overview of the inmate/ offender population as of May 29, 2020. A copy of the overview was included in the BOC packet for June 24, 2020.

BOC members inquired about the county jail contract; Mr. Bryant indicated ODOC has one county jail contract which is the Marshall County Jail contract. Marshall

County Jail can house eighteen (18) inmates and ODOC currently has thirteen (13) inmates housed in the jail. County jail contracts are contracts between ODOC and county jails to house ODOC inmates.

BOC members inquired about commuted inmates and the recidivism rate; Director Crow indicated a tracking sheet was kept and would be provided to BOC members with requested information. There was no further discussion.

6. Agency Budget Update

A. Board Reports July – April 2020 - Detailed

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the Board Reports July-April 2020-Detailed. A copy of the overview was included in the BOC packet for June 24, 2020.

Ms. Clemmons indicated ODOC's Budget Work Program is statutorily due June 1st or soon after. OMES receives all agencies reports. OMES sent instructions for submission on June 5, 2020 with a due date of July 10, 2020. The Budget Work Program will be ready for review by the next meeting.

At the next meeting ODOC will be presenting the Capital Outlay Request. This request is where all agencies create a list of infrastructure needs and submit to the Long Range Planning Commission. Money is generated through earnings from selling state property. Any earnings from selling state property go into this fund and the commission reviews all agencies requests and reallocates the funds based on agency requests. This year requests encompass thirty-six 36 projects, totaling a little over thirty-five million.

Ms. Clemmons provided information on ODOC's CARES Act Funding Request. She indicated in the request ODOC requested funding for an electronic time keeping system with a kiosk.

Ms. Clemmons detailed how agencies were requested to seek reimbursement for COVID-19 funds. Ms. Clemmons indicated each agency has an itemized spreadsheet tracking COVID-19 related costs that are submitted each month. For May the spreadsheet included March, April and May's expenditures because it was the first time the expenditures were requested. The total for May was approximately six hundred thousand dollars (\$600,000.00). For June the total was approximately 1.9, in total ODOC is requesting 2.5. Agencies can only seek reimbursement for money already spent and expenditures have to occur before December 31, 2020. At this time, ODOC has not received any

reimbursements.

B. FY 2020 Statement –Revolving Funds July-April

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2020 Revolving funds. A copy of the overview was included in the BOC packet for June 24, 2020. There was no further discussion.

C. FY 2020 Statement – Federal Funds July-April

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2020 Federal funds. A copy of the overview was included in the BOC packet for June 24, 2020. There was no further discussion.

D. FY 2020 Statement – Appropriated Operating Budget through April 30, 2020

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2020 appropriated operating budget. A copy of the overview was included in the BOC packet for June 24, 2020. There was no further discussion.

CFO Clemmons stated her updates were complete and asked if there were any comments.

BOC members inquired on what type of projects were listed on the Capital Outlay Request; Ms. Clemmons indicated there were several infrastructure projects.

BOC members discussed the July 10, 2020 due date and how to obtain a BOC vote before the deadline.

BOC members, Director Crow and Ms. Clemmons discussed whether or not the budget report would be complete by July 10, 2020.

BOC members inquired on how COVID-19 expenditure and fund have been accounted for in the ODOC budget; Ms. Clemmons indicated she has had to reallocate funds to cover expenditures and that she will not add reimbursement funds to the budget until reimbursement is received.

BOC members, Director Crow, Ms. Clemmons, and Chief of Operations Mike Carpenter discussed other items requested for COVID-19 response.

There was no further discussion.

7. Approval of Board of Corrections Policy:

Chief Compliance Officer Penny Lewis provided an overview of the following policy

changes. A copy of each policy change was included in the BOC packet for June 24, 2020.

- A. **P-020100 entitled “Management of Oklahoma Department of Corrections Information.”**
- B. **P-060100 entitled “Classification and Case Management of Inmates/Offenders”**
- C. **P-090100 entitled “Provisions of Programs”**
- D. **P-120100 entitled “Management of State Funds and Assets”**
- E. **P-170100 entitled “Community Sentencing”**

Chairman Siegfried requested approval of policies P-020100, P-060100, P-090100, P-120100, and P-170100 as presented to members in the BOC packet for June 24, 2020.

Motion: Mr. Woodard made motion to approve the policies. Mr. Haueter seconded the motion.

Randy Chandler	Absent	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn LaFortune	Approve		

Policies P-020100, P-060100, P-090100, P-120100, and P-170100 were approved by majority vote. There was no further discussion.

8. FY 2020 2nd Quarter Internal Audit Summary Report

Chief Compliance Officer Penny Lewis provided an overview of the 2nd Quarter Internal Audit Reports. A copy of the overview was included in the BOC packet for June 24, 2020.

The Fiscal Management compliance and Internal Controls over the following financial activities were examined, to include Accounts Payables, Accounts Receivables (Prisoners Public Works Project, and OCI Partnership Contractors and Factory Sales), Purchasing, Receiving, Purchase Cards, Express Checks, Debit Cards, Canteen (OBS and Inventory), Trust Fund, Warehouse Inventory, Agri-Services, Livestock, Feedstock and Fixed Assets Management System.

In this reporting period, the financial internal audit unit closed and submitted 16 compliance audit reports to the Board of Corrections and to the State Auditor and Inspector’s Office.

1. Jess Dunn Correctional Center
2. **Eddie Warrior Correctional Center**
3. Jackie Brannon Correctional Center
4. Agri-Services at John Lilley and Lexington Assessment & Reception Center

5. Agri-Services at Jess Dunn Correctional Center
6. Agri-Services at James Crabtree Correctional Center
7. Agri-Services at William S. Key Correctional Center
8. Agri-Services at Washita Valley
9. ***Oklahoma State Penitentiary***
10. Agri-Services at Jackie Brannon Meat Plant
11. Agri-Services at Howard McLeod Correctional Center
12. Agri-Services at Jackie Brannon & Mack Alford Correctional
13. Agri-Services at Northeast Oklahoma Correctional Center
14. Agri-Services at Oklahoma State Reformatory
15. ***Lawton Community Corrections Center***
16. ***Health Services***

Of the 16 facilities/units audited in this quarter, four had reportable noncompliance or internal control findings (indicated above; bold and italicized), a copy of the audit findings for the four facilities/units was included in the BOC packet for June 24, 2020.

BOC members discussed findings. There was no further discussion.

9. Committee Reports – Standing Committees:

E. Executive

Chairman Hastings Siegfried

Members Lynn Haueter and Dr. Kathryn LaFortune

Although BOC meetings have not taken place since March, the Executive Committee has been meeting to discuss the COVID-19 activities. In the last meeting members reviewed the BOC meeting agenda and discussed the budget shortfall and possible solutions to compensate for the budget shortfall.

There was no further discussion.

F. Population/ Security/ Private Prisons

Chairman Hastings Siegfried

Members Dr. Kathryn LaFortune and Calvin Prince

Members in this committee discussed COVID-19 activities, private prison contracts, the budget and how that is tied into the private prison contract.

There was no further discussion.

G. Public Policy/ Affairs/ Criminal Justice

Chairwoman Betty Gesell

Members Joe Griffin, Dr. Kathryn LaFortune, Stephan Moore

Members in this committee discussed COVID-19 activities, legislative update,

the possibility of holding an informational tour at a facility, and the budget shortfall.

There was no further discussion.

H. Audit/ Finance/ Technology

Chairman Lynn Haueter

Members Randy Chandler and Daryl Woodard

Members in this committee extensively discussed the budget shortfall and possible strategies to compensate for the budget shortfall, private prison contracts, second quarter audits, the electronic time keeping system and the implementation of Office 365.

BOC members discussed OMS funding and how important it is to ensure the project stays on course and funding is not averted from the project.

There was no further discussion.

10. New Business

There was no new business.

11. Approval to Enter into Executive Session

Pursuant to 25 O.S. § 307(B)(10), discussing contract negotiations involving contracts requiring approval of the Board of Corrections, which shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No person who may profit directly or indirectly by a proposed transaction which is under consideration may be present or participate in the executive session.

A. Discussion of contract negotiations involving an amendment of the current Correctional Services Contract with Corrections Corporation of America (CoreCivic).

Chairman Siegfried requested a motion to enter into Executive Session.

Motion: Mr. Siegfried made motion to enter into Executive Session. Mr. Woodard seconded the motion.

Randy Chandler	Absent	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn LaFortune	Approve		

Entering into Executive Session was approved by majority vote.

12. Approval to Return from Executive Session

Motion: Mr. Woodard made motion to return from Executive Session. Mr. Haueter seconded the motion.

Randy Chandler	Absent	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn LaFortune	Approve		

Returning from Executive Session was approved by majority vote.

13. Discussion and Approval of Amendment #5 Correctional Services Contract with Corrections Corporation of America (Core Civic) to amend the term of the Contract by extending it for two years.

On the agenda the contract term was listed as two years, it was later determined the contract would be extended one month to allow time for ongoing negotiations to finalize.

Motion: Mr. Woodard made motion to approve Amendment #5 Correctional Services Contract with Core Civic to amend the term of the contract by extending it for one month. Dr. LaFortune seconded the motion.

Randy Chandler	Absent	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn LaFortune	Approve		

Amendment #5 Correctional Services Contract with Core Civic to amend the term of the contract by extending it for one month was approved by majority vote. There was no further discussion.

14. Election of Officers

Director Crow took led of the meeting and requested nominations for Chairman.

A. Chair

Motion: Dr. LaFortune made the motion to elect Mr. Hastings Siegfried as the Chairman. Mr. Woodard seconded the motion.

Randy Chandler	Absent	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn LaFortune	Approve		

The election of Mr. Hasting Siegfried as Chairman was approved by majority vote. Chairman Siegfried took led of the meeting. There was no further discussion.

B. Vice-Chairman

Motion: Mr. Woodard made the motion to elect Mr. Haueter as the Vice Chairman. Mr. Prince seconded the motion.

Randy Chandler	Absent	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn LaFortune	Approve		

The election of Mr. Lynn Haueter as Vice-Chairman was approved by majority vote. There was no further discussion.

C. Secretary

Motion: Mr. Gesell made the motion to elect Dr. Kathryn LaFortune as the Secretary. Mr. Woodard seconded the motion.

Randy Chandler	Absent	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn LaFortune	Approve		

The election of Dr. Kathryn LaFortune as Secretary was approved by majority vote. There was no further discussion.

15. Adjournment

Motion: Mr. Siegfried made motion to adjourn meeting. Mr. Woodard seconded the motion.

Randy Chandler	Absent	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Approve	Daryl Woodard	Approve
Dr. Kathryn LaFortune	Approve		

There being no further business to discuss, adjournment of the meeting was approved by majority vote at 4:15 p.m.

Submitted to the Board of Corrections By:

Signature on File
Tasha Parker, Minutes Clerk

07.15.20
Date

I hereby certify that these minutes were duly approved by the Board of Corrections on July 15, 2020, in which a quorum was present and voting.

X Signature on File

Dr. Kathryn LaFortune, Secretary
Board of Corrections