

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

October 14, 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, October 14, 2020, Mabel Bassett Correctional Center, 29501 Kickapoo Rd., McLoud, Oklahoma 74851-8339.

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 September 17, 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 11:00 a.m., on Friday, October 9, 2020, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma and at, Mabel Bassett Correctional Center, 29501 Kickapoo Rd., McLoud, Oklahoma 74851-8339.

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	Present	Stephan Moore	Present
Betty Gesell	Absent	Calvin Prince	Present
Joseph Griffin	Absent – Arrived at 1:18 PM	T. Hastings Siegfried	Present
Lynn Haueter	Present	Daryl Woodard	Present
Dr. Kathryn LaFortune	Absent – Arrived at 1:06 PM		

Calling of the roll reflected a quorum was present.

2. Approval of Board of Corrections Meeting Minutes

Chairman Siegfried requested approval of the meeting minutes as presented to members in the BOC packet for October 14, 2020.

A. September 9, 2020

Motion: Chairman Siegfried made motion to approve the minutes. Ms. Woodard seconded the motion.

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

Meeting minutes for September 9, 2020 were approved by majority vote.

There was no further discussion.

1:06PM Dr. Kathryn LaFortune arrived.

3. Facility Warden Welcome

Mabel Bassett Correctional Center (MBCC) Warden Aboutanna El Habti introduced himself and provided a brief overview of MBCC.

MBCC is the assessment and reception center for all incarcerated females in Oklahoma. The assessment and reception center is a maximum security unit and the capacity of the unit is one hundred and two (102). Staff on this unit, assess the inmates to determine their security, medical, mental health, and program needs.

MBCC was named for former Commissioner of Charities and Corrections Mabel Bassett. Mabel Bassett established standards for state juvenile and adult correctional facilities as well as mental institutions. She also established the Pardon and Parole Board.

MBCC capacity is one thousand one hundred and thirty-nine (1,139) minimum and medium security inmates. MBCC offers many programs to assist inmates with re-entry and integration into society and increase their success rate. Most notable are a fully operational school offering pre-high school and high school equivalency education. College courses are also available. Other notable programs are the RISE Cosmetology Program and the Last Mile Program.

MBCC also houses inmates that require special assistance such as specialized medical and mental health care.

BOC members inquired on the success rate of the Cosmetology Program. Warden ElHabti indicated it has been a very successful program with reducing recidivism.

BOC members inquired about the COVID-19 cases. Warden El Habti indicated as of today, they have zero (0) new cases.

There was no further discussion.

1:18 PM Joe Griffin arrived.

4. Director's Comments

Director Crow welcomed everyone to the meeting and thanked all staff for their continued dedication during this time. Director Crow then provided the following updates:

A. Mandatory Testing of ODOC Staff and Inmates - COVID-19:

Employees:

The Oklahoma State Department of Health (OSDH) recommended ODOC conduct statewide mandatory COVID-19 testing for staff with inmate contact every four (4) weeks.

The agency will test 25% of staff each week to ensure 100% testing. Human Resources (HR) will notify selected staff to receive a test within the upcoming seven (7) day period. Staff must provide notification of a positive result within twenty (24) hours of receiving the results.

The agency will provide staff two (2) hours of work time to acquire the test. A list of one hundred and forty-seven (147) free testing sites across the state was provided to staff employees; or, an employee can seek a test through their primary care physician (PCP). The agency confirmed that most insurance providers (PCP) administer the tests for free. If there is a co-pay associated with the PCP, a mechanism is in place to reimburse the employee. Employees will be reimbursed for costs associated with mass testing. The agency is also working on a method that would allow tests to be provided at the facility.

Inmates:

ODOC will administer COVID-19 tests to all chronic care inmates on a monthly basis. Two counties offered to supply tests. The agency believes other counties will assist, as well. The health department will provide staff to assist ODOC in the testing of inmates, as they have done during the increase of COVID numbers.

Staff are dedicated to the inmate populations' health and safety. Recently, staff worked through the night into the early morning hours to move a couple of inmates out of state for medical care.

Identified facilities that are "hotspots". Hotspots are based on percentages of positives at the facility. At one point, the agency had a total of nine (9) hotspots but as of yesterday the agency was down to only two (2) hotspots.

The agency is working diligently to prevent COVID-19 outbreaks and follow CDC guideline updates.

B. Cancellation of Inmate Visitation

Due to the increase of COVID-19 positive inmates, the agency decided to cancel inmate visitation for the current time. The health of inmates will be monitored closely to determine when visitation can resume.

BOC members inquired on the response of visitation cancellation. Director Crow indicated that there has not been much of a response. The agency was already experiencing a decrease in visitation. Many visitors were already refraining from visiting. The inmate telephone provider is providing a free ten (10) minute calls.

BOC members inquired about postage increase due to COVID-19. Chief Financial Officer Ashlee Clemmons indicated that postage has increased.

Director Crow indicated that the agency is researching video visitation and other forms of communications for inmate and their family/friends.

C. Cell Detect Pilot Program – Lexington Assessment and Reception Center (LARC)

The agency is finalizing plans to pilot a new cell phone discovery program. Inmates will be required to wear wrist bands that detect when cell phones are in use; staff will be notified with an alert.

The agency selected Lexington Assessment and Reception Center as the facility to pilot this program. Every inmate would be required to wear this wrist band, it would be mandatory not voluntary. The agency's legal team and policy unit have been working to ensure the agency has the tools to move forward with this directive.

There have been a number of proposed implementation dates the most recent was September 15, 2020. Due to recent spikes in COVID-19 cases, the implementation has been moved back. Director Crow indicated that his number one priority is ensuring the health and safety of the inmate population and the agency cannot afford to redirect resources to another project at this time. The next implementation will be the first of the year.

BOC members inquired about possible security problems related to implementation of this program.

Director Crow indicated that the agency had received some intelligence that there was some talk about push back from the inmate population. Director Crow indicated that with any new program such as this one the agency had to be prepared with a response plan. The agency has been working with the Inspector General's Office, Office of Bureau of Narcotics, and other law enforcement agencies to gather information on what the gangs and "shot callers" are talking about or planning in response to our program implantation. In anticipation of the pilot kick-off, the agency is working with the National Guard, Highway Patrol, and other law enforcement agencies to ensure facilities are safe.

D. Flu Shots for Staff and Inmates

ODOC and OSDH will again offer influenza (flu) vaccinations to all staff and inmates starting in October. Flu clinics for inmates will be held October 5-15, 2020, and will include Chronic Care, 55 and up, and OBGYN. Posters are being distributed to facilities/units encouraging vaccination.

BOC members inquired about influenza vaccinations being mandatory. Director Crow indicated influenza vaccinations are not mandatory.

BOC members inquired about the number of influenza vaccinations that were administered in the past.

Health and Offender Services Director indicated last year there were eight thousand (8,000) out of twenty-five thousand (25,000). The agency hopes to increase the number by at least 15% this year.

E. Leadership Training, Warden's Academy, Upper Management

The agency is in the planning stages of revamping staff leadership training. In the past, the agency had a robust employee development program. Several years ago, training of this nature was reduced, primarily due to budgetary limitations.

Staff development and succession plans are a vital need for the agency. The agency is in the process of implementing Warden's Academy for new wardens. Training will be expanded to include deputy wardens and chiefs of security. Upper Management training will be reinstated for information sharing, introduction of new managers, training for managers, staffing analysis, peer interaction, and executive leadership training for senior staff. Updates will be forthcoming in the next few months.

Overtime the agency has centralized many facility operations. Recently, the decision was made to decentralize operations, but in order to ensure the process is successful it is important to provide training. The Warden's Academy and Upper Management training are imperative for a successful decentralization.

Chairman Siegfried thanked all ODOC staff and commended staff for all their hard work and dedication this year. Through dealing with budget cuts, agency COVID-19 efforts, and assisting other agencies with COVID-19 efforts.

There was no further discussion.

5. COVID-19 Update

Health and Offender Services Director Millicent Newton-Embry commended staff and the Oklahoma Health department for their continued dedication and efforts through the pandemic. Director Embry then provided the following update on the COVID-19 response.

As of noon on Tuesday, October 13, 2020, the agency has tested a total of seventeen thousand two hundred and two (17,202) inmates with a total of three thousand nine hundred and sixty-four (3,964) positives, nine (9) of which were inmates who tested positives twice. These COVID tests have been conducted for a variety of reasons. The largest number of tests consisted of nine thousand one hundred and twenty nine (9,129) contact investigation; three thousand two hundred thirty-one (3,231) Intra-System Transfer which are the inmates who transfer from one facility to another; and three thousand one hundred and thirty-five (3,135) Inmates who were discharging (approximately one hundred and twenty-five (125) per week).

- Of the seventeen thousand two hundred and two (17,202) inmates tested, 6.1% were symptomatic and 93.9% were asymptomatic.
- Total staff tested is six hundred and sixty-nine (669) and of that three hundred and fifty-seven (357) have been positive. The tested numbers will increase as the mandatory testing begins.

A couple of hours ago, Dick Conner Correctional Center (DCCC) minimum unit was removed from the hot spot list leaving one hot spot in the agency. The hot spot is C and G unit at North Fork Correctional Center (NFCC).

Hot spots are declared as Health Services monitor spikes in cases and to reduce transmission within the facilities. There are many factors taken into consideration when declaring a hot spot.

There are many factors considered when recommending a “hot spot” designation. Some factors include:

- How many inmates are positive or suspected of being positive?
- How many staff are positive or suspected of being positive?
- How many units are affected?
- Medical acuity level of the unit? (Is there an infirmary?)
- Physical plant of the facility or unit
- Infirmary Affected?
- Any known increase in community spread?
- 20% active positive of current total population for celled facilities will result in an automatic declaration of hot spot status.
- 15% active positive of current total population for open bay facilities will result in an automatic declaration of hot spot status.

Health Services is also reaching out to the community to ensure the community is aware of possible hot spots.

The benefits the agency has seen from focusing on hot spots include:

- The facilities are able to place focus on the health and safety of the staff, inmates and community to address the spike.
- Continued coordination with the local health department
- Weekly communication with the state Epidemiologist
- Contact tracing to identify any sources
- All efforts to prevent a resurgence

The influenza season is nearing and each year the agency offers influenza vaccinations. The influenza vaccination is not mandatory but highly encouraged. This year, the agency has partnered with the immunization and education unit of the health department to assist with mass immunization clinics for the inmate population which will be held on Friday, October 16, 2020. The health department provided posters and other educational material to assist the agency with encouraging vaccinations. For the first time, the agency suspended inmate movement to provide influenza immunizations to a larger number of our inmate population. The health department is providing nurses to assist our medical team with these efforts. The vaccinations will also be offered to staff.

The health department has committed to providing additional dosages for the increase which the agency hopes to see.

This year health services has a minimum goal of 15% increase in vaccinations provided. Last year, the agency provided a little over eight thousand (8,000) inmate vaccinations. This year the agency increased awareness efforts, provided posters, and released educational videos in hopes to increase the number of vaccinations provided.

COVID-19 Rapid Strike Team have been very instrumental in responding to hot spots. The expectation is for the COVID-19 Rapid Strike Team to respond to a facility within 24 hours of a declaration of a hot spot. The team provides additional PPE, other resources, and facility support. The team also assess the facilities needs and reactions. The assessment allows the agency to determine whether modifications to the response is necessary.

The agency continues to follow CDC and other public health measures. Health and Safety precautions including screening of staff, visitors and inmates; mask coverings, temperature monitoring, hand washing, physical distancing and all other CDC guidelines will continue, especially as the influenza season approaches.

Director Embry thanked the counties for their continued cooperation and understanding with the slow return to receiving inmates. The agency requires county jails to test the inmates prior to reception and Director Embry thanked the counties for their continued testing efforts.

BOC members asked if the county jail's test were uniform across the state. Director Embry indicated it depends. Some use their health department and others use testing companies that the agency has used. The agency coordinates testing with the county jails. There is no cost to the county jails for testing of inmates being received by the agency. The health department assists as needed.

BOC asked if the county jails were being diligent about testing inmates before transferring them to ODOC. Director Embry indicated that they were, it is a required protocol.

Director Crow commended Director Embry and her team for their efforts during this pandemic. Director Embry thanked Director Crow and reminded everyone that it was a huge collaboration and she recognized her team and other agency partners.

BOC member inquired about hospitalizations and death rate. Director Embry indicated as of last night, the agency had ten (10) hospitalizations and twenty (20) deaths that are considered probable relation to COVID-19. The agency is awaiting the ME report on sixteen (16) of those deaths and has received four (4) ME Reports noting COVID-19 related factors.

BOC members inquired about the numbers of county jail transfers. Director Embry indicated that the agency has the unit at NFCC that holds two hundred and forty (240) inmates. The agency has extended the assessment and reception center for male inmates to include two hundred and forty (240) beds at NFCC. Extending the assessment and reception center has decreased the county jail back up numbers but still to this day the total county jail waiting for males is one thousand two hundred and forty-six (1246) and the total county jail waiting for females is one hundred and ten (110). However the agency has been very successful at reducing our larger counties.

- Oklahoma County Males - 218
- Oklahoma County Females - 34
- Tulsa County Males - 102
- Tulsa County Females - 9

NFCC is considered phase one of receiving process. While at NFCC the inmates are placed on their fourteen day quarantine and the transferred to phase two at Lexington Assessment and Reception Center where they are assessed and then placed at their permanent facility.

There was no further discussion.

1:46PM Chairman Siegfried requested a brief recess due to a technical issue with the live streaming.

1:49 PM meeting resumed.

6. Application Modernization Update

Chief of Operations (COO) Mike Carpenter provided the following update:

As you are likely aware, the information services division contracted with NTT to provide desk top maintenance services to agencies statewide. This service came on line in July of 2020 and was presented with several hurdles to overcome from the start. There was a ticket backlog that needed attention and the ever present special circumstances requests they had to learn and grow through. The agency receives a report each Friday of the status of these tickets. The Legacy backlog rate remains at a steady pace and is striving to make up time as the group moves forward. The group has added fifty-five (55) staff statewide to aid in catching up this back log and shows every intent to do so as quickly as possible. The NTT backlog (those tickets since the company came on board) continues to be completed at a positive rate and is actually ahead of schedule. The agency continues to work towards them understanding our business and how they can best serve the agency. This is a collaborative effort that will continue into the future.

Continuing efforts by ISD. These efforts range from application maintenance, through desktop support, applications that provide specialized access to documents and business management systems, connectivity through wired and wireless platforms, and data storage and management of a variety of different types. These services are managed through the master services agreement that outlines responsibilities from both agencies and allows for specifically outlined payment for services received.

The agency continues to develop a budget that is based on a roadmap into the future. This is a piece that needs a great deal of attention and forethought. Budget constraints and wide ranging agency needs requires the agency to really get down in the weeds and decide what it takes to move the needle forward and not just maintain the status of today. The modernization of the agency through information technology updates and upgrades remains a very high priority for the Director and all staff. The agency has historically spent about 1% of total budget on things IT. Due to our size and infrastructure needs this likely should be 3% but limitations of available budget must be recognized. This remains the challenge for all who drive the IT needle.

With that said, the agency is working on several smaller applications at the current time. Asset management, food service intelligence, on-boarding and off-boarding of new employees, and a quartermaster program that all allow the agency to better manage resources.

The CARES funding provided for much forward movement to protect our staff and inmates through the COVID-19 crisis. These projects include:

- Infrared Thermometers/scanners. This project allows for quicker and hands off screening of people who enter our facilities and offices statewide. The budget was approximately \$500,000 and is in use today across the agency.
- Touchless Timekeeping. This project allows for touchless employee timekeeping which is of added benefit to the agency in that we have completed time keeping by hand for far too long. This system also automatically talks with peoplesoft which is the HCM management piece for all state employees. This budget was \$1.5 million and is being installed at worksites across the agency today.
- Touchless Paperwork Processing. This project operates a kiosk available to all employees where they can communicate across a wide range of needs, to include request for a day off, submit and address change, and other opportunities, that have been traditionally completed by pencil and paper and required that a document be handled by many staff through its document life cycle. This project budget was \$250,000 and the kiosks have been ordered and we are awaiting shipment.
- Virtual Education Programs for Staff and Inmates. This project allows for video monitor installation at sites across the agency with local and remote interface capability so both staff and inmates can receive information and program feeds without the need to gather in centralized locations. This budget is \$250,000 and the agency is working on infrastructure additions to power and provide data to these systems.
- DOC Virtual Court Hearings. The agency and the District Courts have collaborated together to make hearings available without inmates being transported to court rooms. This is both a COVID-19 and a security issue. It goes far in not exposing inmates to the risk of COVID-19. The budget for this project is \$250,000 and is in use in many facilities and court rooms today.

Another huge needle mover for the agency is the Offender Management System build. This multiyear project has been underway for about eight months and we are nearing completion of the Probation and Parole component now. This project uses three external vendors, Marquis Software who is a world leader in offender management applications, Arrowhead Consulting who is a local business management and consulting company from Tulsa, and KPMG who are world leaders in professional services and are one of the big four in worldwide accounting and advisory services. These groups coupled with a small and dedicated ODOC project team and a current part time staff of about thirty Probation and Parole (P&P) subject matter experts are working every day to provide a modern and capable OMS for the future. This project includes implementation of Office 365 (we are grateful to ISD for the jumpstart on this piece), a strong Business Intelligence piece (Board Member Lynn Haueter has been meeting with us lately to discuss this next section and we appreciate his expertise), and a document management/document automation piece that allows us to manage documents without the tons of touches and data entry we see today. The total budget for this project, over five years, is approximately thirty million dollars.

The agency is also in the middle of an upgrade to the offender communications system. This is about inmate telephones but also includes many technological leaps that benefit staff and inmate both, with the incorporation of tablet technology the agency can move education and programs for inmates into the current century. The agency can also provide a long list of services to inmates that save staff time and energy as well. Essentially this leap will take inmates ability to communicate with all facility needs and organizations without the use of pencil and paper. This will also allow for video visitation with family and friends making these important connections easier as well. This build out is under way.

Finally, the agency is re-imagining the IT steering group. The agency had stopped the former IT steering committee several years back as it was largely a meeting where the agency discussed items that were not feasible or could not afford. Under this newest iteration the IT steering committee will allow for the construction of the road map discussed earlier, for better management of scarce IT dollars, and be instrumental in prioritizing IT projects for the future. The vision for this group is to be small and able to move quickly to address issues and needs and to touch all corners of the agency. This group had its first meeting last week and has plans to move forward with a charter and organizational development in the very near future.

BOC members inquired about security risks of inmates having tablets. COO Mike Carpenter indicated the system would be proprietary allowing the agency to determine the access. Tablets can be remotely controlled and shut down. Director Crow indicated that the agency has drilled the provider to ensure that the tablets are secure.

BOC members inquired about the tablet disbursement. COO Mike Carpenter indicated the tablets would be placed in a neutral area of the unit for inmates to check in and out. The tablets would allow inmates to submit many requests through the tablet. One area that might not allow inmates to submit is items such as medical release forms, this is because of security concerns related to protective information.

BOC members discussed NTT backlogs and how the agency was collaborating with OMES and NTT to reduce the backlogs.

There was no further discussion.

7. Inmate/Offender Population Update

Population Coordinator Justin HySmith provided an overview of the inmate/offender population as of September 30, 2020. A copy of the overview was included in the BOC packet for October 14, 2020.

BOC members inquired about the decrease in lower security numbers. Coordinator HySmith indicated many times it is due to inmate behavioral issues.

BOC members inquired about the work productivity due to COVID-19 more specifically, have case managers been able to maintain the workload and release inmates in a timely manner. Coordinator HySmith indicated he has not heard of any alarming issues and feels that the case managers are managing their caseloads sufficiently.

BOC members inquired about the IRF numbers. Coordinator HySmith indicated they kept record of the IRF numbers and could provide those numbers to the BOC on a weekly basis.

There was no further discussion

8. Agency Budget Update

Chief Financial Officer Ashlee Clemmons provided the following budget update:

A. FY2021 BOC Budget Reports

Chief Financial Officer Ashlee Clemmons provided an overview of the FY2021 BOC budget Reports. A copy of the overview was included in the BOC packet for October 14, 2020.

B. FY 2021 August Statement Revolving Funds

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2021 July Statement Revolving Funds. A copy of the overview was included in the BOC packet for October 14, 2020.

C. FY 2021 August Statement Federal Funds

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2021 July Statement Federal Funds. A copy of the overview was included in the BOC packet for October 14, 2020.

D. FY 2021 Appropriated Operating Budget

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2021 Appropriated Operating Budget. A copy of the overview was included in the BOC packet for October 14, 2020.

BOC members inquired on the date of the year end. CFO Clemmons indicated the year end was June 30th.

BOC members asked when the agency would be able to determine the trend of expenditures. CFO Clemmons indicated after the first quarter she should be able to determine the trend.

There was no further discussion.

9. Unit Spot Light

Health and Offender Services Director Millicent Newton-Embry introduced the program coordinators and allowed each coordinator to provide an overview of the following programs.

A. RISE (Re-entry and Investment in Students Education) Program

Is Oklahoma's first cosmetology school behind the wire. It was founded by Executive Director Christie Luther as a non-profit organization in 2017. The first class was initiated in March 2017. Ms. Luther has over thirty years of experience in the industry and is not only the founder but the instructor for this program. Ms. Luther indicated as a licensed cosmetologist she saw a need to empower other women. The agency provides the space for the program and the RISE program funds all other needs through grants and donations. Ms. Luther is a badge volunteer and does not receive compensation from the agency. A minimum of 1500 hours of instructions is required for board certification. Ms. Luther sits on the State Board of Cosmetology and ensures the program meets necessary requirements.

The education provided by the RISE program is valued at approximately twenty thousand dollars. The program is debt free and has partnered with many foundations such as the Arnall Foundation, George Kaiser Family Foundation, Gaylord Foundation, Avedis Foundation, and beauty supplies across the state. These partnerships have been instrumental to the program's success. The program has acquired several awards to include Programs Making a Difference in the Journal Record, Rodney Bivens Award, and Flourish OKC Restorative Justice Award.

Ms. Luther indicated the idea for this program was birthed out of her own experiences with being an incarcerated female. During her incarceration, she feared she would lose her cosmetology license. After her release she realized her license would not be affected and she began her pursuit of finding a way to create and offer a cosmetology program to incarcerated females.

The program has provided over five thousand eight hundred services (5,800) for MBCC staff and inmates. The women leave with their license in their hand and are able to find work immediately.

Ms. Luther indicated she is currently in her third class at MBCC. COVID-19 has the program on vacation at the moment but, in the three classes there have been a total of sixty-six (66) enrolled with thirty-two (32) graduates. Twenty-four (24) of the graduates have been released and 87% of those are working in

the field. Five (5) of the twenty-four (24) were placed into management positions within six months of their release. As of today, there is a 0% recidivism rate and a 100% state board pass rate. The program receives approximately one hundred and fifty (150) applicants a year. The criteria for this program is tough and these applicants are the ones that have met the criteria and are ready to enter immediately. Each class can hold twenty-two (22) applicants.

Program Requirements:

- Must be a level 3 or 4.
- Cannot be sex offender
- Be able to pass a urinary analysis test
- Misconduct free for at least nine months
- Ms. Luther also requires a GED before she will look at their application.

Program Curriculum:

- Anatomy and Physiology
- Chemistry
- Electricity
- Skin Diseases and Disorders

Ms. Luther also looks for potential leader/instructor and if she feels that a particular student has the ability to become a leader/instructor she will invite the student to stay on for an additional thousand (1,000) hour course to train for their Master Instructor's Certification. To this day, she has had six (6) graduates from this particular course.

The program also has a resource center that focuses on life after incarceration. This center provides clothing and the essential cosmetology tools to allow the women to go to work immediately upon release. The RISE program also just closed on their first transitional house last week.

BOC members and Director Crow provided positive feedback to Ms. Luther pertaining to the program.

BOC members inquired about expanding the program to other facilities. Director Embry indicated the agency continues to look for space to implement this program at other facilities.

There was no further discussion.

B. Last Mile

The last mile is a computer coding program that started in San Quintin State Prison in December 2010 as an entrepreneurship class by Chris Redlitz and Beverly Parenti. It is the only coding program in Oklahoma behind prison walls. It was unveiled at MBCC on February 11, 2019, through the support of the Chan Zuckerberg Initiative, George Kaiser Family Foundation, and the Lobeck Taylor Family Foundation. On the day of the unveiling, the agency was honored to have Governor Stitt in attendance along with MC Hammer, who serves on the board of the Last Mile. Dr. Priscilla Chan also visited and spoke to the women to encourage them on their endeavors in the coding field.

Women in this program are not allowed internet access during incarceration use special software programming platforms that simulate the internet to provide a live coding experience and prepares the students for careers in technology upon release. The Program maintains a 0% recidivism rate among graduates.

This Last Mile programs are also offered in California, Kansas, Michigan, Indiana, and North Dakota. Graduates in other states have successfully produced mobile apps and other similar products for general consumer use.

Dennis Griffin services as the program facilitator and instructor for the MBCC Last Mile Program.

In the current world, software development and web development are not going anywhere. Software development jobs are estimated to grow by 22% by 2029 according to the Department of Labor and people are needed to fill those jobs.

The program is designed to be approximately a year long and is broken into two (2) six (6) month tracks, web development fundamentals and MERN development. During the web development fundamentals students learn basic web development and how to build web pages. They are also taught public speaking so they can sell their designs. During MERN development, students are taught how to create a full stack MERN application. This means the students not only create the page, they learn how to create all the behind the scene code applications.

During the program, students are introduced to numerous people from different technology companies, such as Checkr, GitLab, and others. Each one they meet offers a different view into the tech world, such as what to expect as a developer or how to interview for a tech position.

This program partners with tech companies around the world to employ their graduates, continue their education, and help with reentry. Tech companies such as Google, Slack, Checkr, GitLab, and many others.

Currently, MBCC's biggest partner within the classroom is OKCoders. OkCoders is a coding bootcamp in Oklahoma City that has agreed to offer full scholarships to any students who have participated in the program at MBCC and want to continue their education. Currently, three (3) students have received the scholarships.

All work completed by the student in class is kept in storage until their release. Upon release, the student can then obtain their work to use as a portfolio for job seeking. Program also offers every student the opportunity to join their mentorship program upon release. This offers students assistance with navigating re-entry.

Entry into the program requires each prospective student to complete an application and answer several essay questions. Once their application is approved, there is an interview process.

Program Requirements:

- No Sex crimes
- No Cyber crimes
- No life without parole sentence
- Misconduct free for at least one year
- Student must be more than 1 year but less than 5 years from release.
- Cannot be level 1
- Must have a GED/HSE, High School Diploma, or higher
- Must be able to pass a Urinary Analysis test.

Upon completion of the class, students will receive a certificate from TLM confirming their completion. The current class is the first class, which has unfortunately had its completion date delayed by Covid-19.

BOC members inquired on the status of the class due to COVID-19. Mr. Griffin indicated there is currently no classroom work but he is maintaining their skill level by assigning homework.

BOC members and Director Crow showed appreciation for the program and excitement for the programs continued growth.

BOC members inquired on rate of employment after successful completion of the program and release. Mr. Griffin indicated MBCC is still working on employment partnerships.

Director Embry thanked her program staff for their dedication and work.

There was no further discussion.

10. Approval of Board of Corrections Policy:

Chief Compliance Officer Penny Lewis provided an overview of the following policy revisions and requested approval of the revisions. A copy of the policies and revisions were included in the BOC packet for October 14, 2020.

- P-010200 entitled "Operating Procedures and Policies for OBOC"

Chairman Siegfried indicated that during the review of the committees it became apparent that technology was a major component in many areas and it was difficult to place technology in a single committee because it affected all committees. The agency IT steering committee will serve as a better avenue for discussing technology and will allow a deeper dive into the technology initiatives.

Motion: Mr. Woodard made motion to approve P-010200. Mr. Prince seconded the motion.

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

P-010200 was approved by majority vote.

There was no further discussion.

11. Internal Audit Summary Reports:

A. FY 2021 1st Quarter Audit Report

Chief Compliance Officer Penny Lewis provided an overview of the FY 2021 1st Quarter Summary. A copy of the FY 2021 1st Quarter Summary was included in the BOC packet for October 14, 2020.

There was no further discussion.

12. Committee Reports – Standing Committees:

E. Executive

Chairman Hastings Siegfried

Members Lynn Haueter and Dr. Kathryn LaFortune

Members in this committee discussed the proposed agenda for the board meeting. The committee also discussed COVID-19 Updates, policies, and operational updates that were presented in today's meeting. The committee also discussed the 2021 BOC meeting schedule,

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 details pertaining to the county jail numbers, COVID-19 updates, and the status of 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 updates, cost of Contract medical professionals, communication initiatives with reform groups, and discussed the possibility of obtaining a Nurse-Assistant Certification program for inmates.

There was no further discussion.

H. Audit/ Finance/ Technology

Chairman Lynn Haueter

Members Randy Chandler and Daryl Woodard

Members in this meeting discussed the update from the FY2020 3rd and 4th Quarter Internal Financial Audits, discussed consolidating Budget Reports, and the technology update that COO Mike Carpenter presented earlier.

There was no further discussion.

13. Approval to Enter into Executive Session

A. Pursuant to 25 O.S. § 307(B) (9), discussion regarding the Radio-frequency detection devices pilot project at Lexington Correctional Center.

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

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

Entering into Executive Session was approved by majority vote at 3:36 PM.

14. Approval to Return from Executive Session

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

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

Returning from Executive Session was approved by majority vote at 4:20 PM.

15. Adjournment

Motion: Chairman Siegfried made motion to adjourn meeting. Dr. LaFortune seconded the motion.

Randy Chandler	Approve	Stephan Moore	Approve
Betty Gesell	Absent	Calvin Prince	Approve
Joseph Griffin	Approve	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 4:22 PM.

Submitted to the Board of Corrections By:

Signature on file
Tasha Parker, Minutes Clerk

November 18, 2020
Date

I hereby certify that these minutes were duly approved by the Board of Corrections on November 18, 2020 in which a quorum was present and voting.

X Signature on file

Dr. Kathryn LaFortune, Secretary
Board of Corrections