



Oklahoma Board of Corrections

REGULAR MEETING

October 14, 2020

Oklahoma Department of Corrections
Mabel Bassett Correctional Center
McLoud, Oklahoma

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING AGENDA
MABEL BASSETT CORRECTIONAL CENTER
29501 Kickapoo Rd.
McCloud, OK 74851-8339
1:00 PM on October 14, 2020

ITEM	PRESENTER
1. Call to Order: A. Pledge of Allegiance B. Roll Call	T. Hastings Siegfried Chair
2. Approval of Board of Corrections Meeting Minutes for: A. September 9, 2020	T. Hastings Siegfried Chair
3. Facility Warden Welcome	Aboutanaa El Habti MBCC Warden
4. Director's Comments: A. Mandatory COVID-19 Testing of ODOC Staff and Inmates B. Cancellation of Inmate Visitation C. Cell Detect Pilot Program at Lexington Assessment and Reception Center (LARC) D. Influenza Vaccinations for Staff and Inmates E. Leadership Training, Warden's Academy, Upper Management	Scott Crow Director
5. COVID-19 Update	Millicent Newton-Embry Offender Services Director
6. Application Modernization Update	Mike Carpenter Chief of Operations
7. Inmate/Offender Population Update	Justin HySmith Population Coordinator
8. Agency Budget Update: A. FY2021 BOC Budget Reports B. FY2021 August Statement Revolving Funds C. FY2021 August Statement Federal Funds D. FY2021 Appropriated Operating Budget	Ashlee Clemmons Chief Financial Officer
9. Unit Spot Light: A. RISE Program B. Last Mile	Millicent Newton-Embry Offender Services Director

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| <p>10. Approval of Board of Corrections Policy</p> <p style="padding-left: 20px;">A. P-010200 "Operating Procedures and Policies for OBOC"</p> | <p>Penny Lewis
Chief Compliance Officer</p> |
| <p>11. Internal Audit Summary Reports</p> <p style="padding-left: 20px;">A. FY 2021 1st Quarter Summary</p> | <p>Penny Lewis
Chief Compliance Officer</p> |
| <p>12. Committee Reports – Standing Committees:</p> <p style="padding-left: 20px;">A. Executive – Chair Hastings Siegfried, Members Lynn Haueter and Dr. Kathryn LaFortune</p> <p style="padding-left: 20px;">B. Population/Security/Private Prison – Chair Hastings Siegfried, Members Dr. Kathryn LaFortune and Calvin Prince</p> <p style="padding-left: 20px;">C. Public Policy/Affairs/Criminal Justice – Chair Betty Gesell, Members Joe Griffin, Dr. Kathryn LaFortune, Stephan Moore</p> <p style="padding-left: 20px;">D. Audit/Finance/Technology – Chair Lynn Haueter, Members Randy Chandler and Daryl Woodard</p> | <p>Committee Chairs</p> |
| <p>13. Approval to Enter into Executive Session</p> <p style="padding-left: 20px;">A. Pursuant to 25 O.S. § 307(B) (9), discussion regarding the radio-frequency detection devices pilot project at Lexington Correctional Center.</p> | <p>Gary Elliott
General Counsel</p> |
| <p>14. Approval to Return from Executive Session</p> | <p>Gary Elliott
General Counsel</p> |
| <p>15. Adjournment</p> | <p>T. Hastings Siegfried
Chair</p> |

The next regular meeting of the Board of Corrections will be held at 1:00 PM on Wednesday, November 18, 2020, at the John Lilley Correctional Center.

Updated on 10/12/2020 3:20:06 PM

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

September 9, 2020

1. Call to Order

Chairman Hastings Siegfried called the Regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:15 p.m., on Wednesday, September 9, 2020, at Howard McLeod Correctional Center, 19603 E. Whippoorwill Lane Atoka, OK 74525.

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 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 Thursday, September 3, 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 Howard McLeod Correctional Center, 19603 E. Whippoorwill Lane Atoka, OK 74525.

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	Present	Calvin Prince	Absent – Present at 1:32 p.m.
Joseph Griffin	Absent	T. Hastings Siegfried	Present
Lynn Haueter	Present	Daryl Woodard	Absent
Dr. Kathryn LaFortune	Absent		

Calling of the roll reflected a quorum was present.

2. Approval of Board of Corrections Special Meeting Minutes

Chairman Siegfried requested approval of the meeting minutes as presented to members in the BOC packet for September 9, 2020.

A. July 15, 2020

Motion: Mr. Chandler made motion to approve the minutes. Ms. Gesell seconded the motion.

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

Meeting minutes for July 15, 2020 were approved by majority vote. There was no further discussion.

3. Director’s Comments

On behalf of Director Crow, Chief of Staff Justin Farris provided the Director’s Comments.

A. ODOC Response to County Operations

Oklahoma Department of Corrections was asked to assist Oklahoma County during County staffing shortage due to COVID-19. ODOC provide twenty-six (26) officers to work in various assignments throughout the jail. They arrived at the Oklahoma County Jail the evening of August 14, 2020 and assisted until August 28, 2020.

ODOC also devised a plan to move inmates out of the county jail and ensuring the inmates had adequate quarantine time. All available beds were used at MBARC and the males were divided up between J-Unit at the North Fork Correctional Center and G-Unit at the Oklahoma State Penitentiary.

County Jail back up as of September 3, 2020.

Male	1206
Female	<u>140</u>
Total	1346

B. Introduction of Inspector General Theodore Woodhead

Mr. Theodore (Ted) Woodhead began his career with the Oklahoma Department of Corrections in 2003 as a Correctional Officer at the Mack Alford Correctional Center. Mr. Woodhead worked his way through the ranks and served as Fugitive Apprehension Agent, and Assistant Director of Inspector General.

Mr. Woodhead is a veteran of the United States Air Force. He began his law enforcement career in 2000 at the Bryan County Sheriff’s Office. During the last 20 years he held various positions including: Assistant Chief of Police at the Tishomingo Police Department, Chief of Police at Murray State College and Chief of Police for the City of Waynoka. Mr. Woodhead became certified in the state of Pennsylvania while employed as a detective for the drug task force and the Chief of Police for the Borough of Norther Cambria.

Inspector General Woodhead provided a brief introduction of himself. He thanked the BOC and other senior staff for the opportunity and indicated his goal was to make ODOC’s Inspector General Unit the best in the state. Mr. Woodhead indicated his unit is working hard on the gang initiative with other agencies and ensuring ODOC has a good working relationship with outside entities.

Board members indicated they have received positive feedback from other entities on ODOC's willingness to assist.

C. Emergency Purchase

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.

In accordance with emergency declaration guidelines, Director Crow declared an emergency on July 20, 2020, in response to damage created by a storm that struck William S. Key Correctional Center (WKCC) in Fort Supply, Oklahoma on July 19, 2020. The storm caused loss of a lift station pump critical to the removal of waste from the facility. If not repaired, waste would have discharged into a nearby creek, violating DEQ standards and specifications. A pump was rented immediately to facilitate proper waste removal and the damaged lift station pump was sent for repairs. Surge protection was also installed around the facility to prevent a recurrence of this event. Total to Date \$39, 682.05

There was no further discussion.

4. COVID-19 Update

Offender Services Director Millicent Newton-Embry provided an update on the COVID-19 response. Ms. Embry indicated ODOC has collaborated with the Oklahoma Health Department throughout this response and thanked the health department along with all staff for their team work during this time.

As of Tuesday, September 8, 2020, there have been 1,617 positive inmates out of the 10,855 that have been tested. 8,959 inmates have tested negative and 279 inmate test results pending. Additionally, there have been 215 known and reported staff positive out of the known and reported 527 tested. Ms. Embry indicated the reason she stated known is because staff are not obligated to release test information.

County jail receptions were suspended on March 18, 2020 and resumed on June 8, 2020. Since resuming receptions ODOC has continued pandemic protocols. The assessment centers continue to provide 14 day quarantine placements for inmates received into the system. This also includes county jail receptions, Writs and GPS returns, and Extraditions.

Testing of inmates occur in the following instances:

- Any inmate that presents symptoms
- All pending discharges –
Ms. Embry noted that ODOC discharges approximately 120 a week. She also indicated that if a discharging inmate tests positive the agency coordinates with the health department to provide the inmate's desired release

location. ODOC also ensures the inmate is provided masks to guarantee precautionary measures are able to be taken. The inmate is also provided a booklet with guidelines on how to be safe and keep others safe and informed on how to obtain tests/results.

- Pending hospitalization
- Emergency care at a medical facility
- Intra-system transfers
- County Jail receptions

Protocol for testing positive inmates:

- Once there is a positive result in any facility it becomes a public health investigation through the county health department and our agency works in coordination with them.
- Coordinate with the county and state health departments.
- Immediately isolate and treat symptoms.
- Immediately identify contacts and place on quarantine/ and or test if presenting symptoms.
- Conduct daily symptoms checks on isolated and quarantined inmates.
- Test exposed contact inmates and isolate pending results.

In coordination and recommendations from the health department, testing may be expanded to include a particular pod or housing unit.

The recent increase in state testing capacity has provided results to us within 72 hours.

Calvin Prince arrived at 1:30 p.m.

Ms. Embry stated another protocol ODOC has initiated is identifying “Hot Spot” areas. “Hot Spots” are areas that possibly have an increased amount of positives test results. When identifying hot spots the following items are taken into consideration:

- The medical acuity level of the unit
- The known vulnerability of the population of the facility or unit
- The physical plant of the facility or unit.

To place the focus in ensuring added protocols that address the overall health and safety of the inmates and staff, the unit may be declared a “Hot Spot”. Once a unit is declared, the facility will move to the COVID-19 Phase -1 pandemic plan.

Currently ODOC has hotspots at Eddie Warrior Correctional Center and Joseph Harp Correctional Center.

The health department is immediately informed and continued coordination and collaboration continues. The agency COVID team also works to identify from input from the health department, reports from inmates or staff and with the facility leadership, any uniqueness of the facility, protocols or processes to decrease spread.

Ms. Embry indicated ODOC has also ensured the following:

- Mental health services available for frontline staff.
- Each facility has emergency and pandemic plans which guides the facility as needed.

- The agency Pandemic Planning Guide is available on the agency website along with the daily reported data
- The agency follows Center for Disease Control and Prevention (CDC) and Oklahoma Health Department guidelines in response to all COVID-19 efforts and response.

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 August 30, 2020. A copy of the overview was included in the BOC packet for September 9, 2020.

Mr. Bryant indicated for various reasons whether it is from the prison reform or from the virus ODOC has constantly seen a decrease in incarcerates.

Mr. Bryant indicated as of August 31, 2020, Cimarron Correctional Facility (CCF) was depopulated. He also indicated that the population unit have been reviewing security levels of the inmates housed at CCF. Facilities can choose to override security levels and CCF chose to override many security levels, allowing the inmates to be placed in a lower security setting. Upon returning to a state facility, ODOC decided it was best to remove the override and place the inmates in the correct security setting.

There was no further discussion.

6. Legislative Update

Chief of Strategic Engagement Jessica Brown indicated interim studies are currently being conducted. So far, ODOC has been a part of one interim study. This study involves ODOC and Career Tech's ability to potentially provide Certified Nursing Assistant training to inmates.

Another study ODOC is slightly involved in is the study of mental health of first responders.

Several studies involve law enforcement that could possibly involve ODOC. There is also a telework study that could have an impact/benefit for ODOC.

This legislative session will be the first session of the 58th Legislature. ODOC is in the planning stages of the legislative initiatives for this year. Last year, most of ODOC bills were stopped due to COVID-19. ODOC plans to resurrect a few of the bills this session.

There was no further discussion.

7. Agency Budget Update

A. FY2021 budget Update

Chief Financial Officer Ashlee Clemmons provided updates on the FY2021 BOC Budget Reports, FY2021 July Statement Revolving Funds, FY 2021 July Statement Federal Funds, and FY 2021 Appropriated Operating Budget.

B. FY 2021 BOC Budget Reports

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2021 BOC Budget Reports. A copy of the overview was included in the BOC packet for September 9, 2020.

C. FY 2021 July 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 September 9, 2020.

D. FY 2021 July 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 September 9, 2020.

E. 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 September 9, 2020.

There was no further discussion.

8. 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 September 9, 2020.

- P-010100 entitled "System of Manuals, Handbooks and Monitoring Procedures"
- P-020600 entitled "Legislative Initiative Process"
- -020700 entitled "Oklahoma Department of Corrections Data System Management"
- P-020800 entitled "Guidelines for Research and Research-Related Activities"
- P-030100 entitled "Provisions of Services/Inmate Rights and Responsibilities"
- P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"
- P-050100 entitled "Emergency Plans for the Oklahoma Department of Corrections"
- P-070100 entitled "Provisions of Food Service"
- P-080100 entitled "Mission and Management of Correctional Industries"

Motion: Chairman Siegfried made motion to approve all the above listed policy revisions. Mr. Chandler seconded the motion.

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

P-010100, P-020600, P-020700, P-020800, P-030100, P-040100, P-050100, P-070100, P-080100 were approved by majority vote. There was no further discussion.

9. Internal Audit Summary Reports:

A. FY 2020 3rd Quarter Summary

Chief Compliance Officer Penny Lewis provided an overview of the FY 2020 3rd Quarter Summary. A copy of the FY 2020 3rd Quarter Summary was included in the BOC packet for September 9, 2020.

B. FY 2020 4th Quarter Summary

Chief Compliance Officer Penny Lewis provided an overview of the FY 2020 4th Quarter Summary. A copy of the FY 2020 4th Quarter Summary was included in the BOC packet for September 9, 2020.

10. Unit Spot Light:

A. Agri-Services Overview

Agri-Services Director Brad Bailey Penny provided an overview of the Agri-Services Unit.

I. Mission

The mission of the Agri-Services division is to produce, procure, and provide food items needed to meet master menu requirements, efficiently manage agency-owned land resources, and provide meaningful employment to inmate workers.

II. Staffing

- Currently have forty-eight (48) staff members
- Approximately two-hundred (250) inmate workers are employed and are trained to complete all phases of operations. The inmates are trained in a variety of positions, the most highly trained inmates operate complex agricultural and food processing machinery, monitor health of livestock, and are responsible for food safety and other protocols.

III. Agri-Services is Composed of the following:

- Eleven (11) agricultural units that encompass a total of 19,463 acres of land
- A meat processing center
- A dairy, complete with raw milk processing center to homogenize and pasteurize milk
- A multi-purpose food processing center
- Two (2) food warehouses dedicated to opportunity buy distribution

IV. Agricultural Units

- **16,669 acres of rangeland and timber is home to just under two thousand (2,000) heifers.**

- The cows are bred to Angus bulls to produce a quality calf. Calves are weaned, pre-conditioned for forty-five (45) days at their home units, and then sent to wheat pasture to reach the desired marketable weight.
 - Agri-Services retain approximately three hundred (300) heifers per year for replacements. They are synchronized and artificial inseminated to low birth weight bulls. Agri-Services recently began an extensive artificial insemination program; the first calf crop from this endeavor is weaning this month.
- **1,901 acres are cropland used to produce:**
 - Small grains consisting of winter wheat, milo, and oats are grown on a majority of the cropland acres. A portion of the grain crops are utilized at our feed mill to produce livestock feed, and the rest is sold to generate cash.
 - Corn silage and hay crops are grown to satisfy a portion of the needs of the dairy and beef cattle herds.
 - Fruits and vegetables are grown on a small portion of the acreage to provide fresh produce to the facilities during the growing season. Most production is shipped fresh to the facilities, but some is processed and frozen for later consumption. Excess production that cannot be distributed fresh or processed in a timely manner is sent to the Regional Food Bank.
 - Broccoli, cabbage, asparagus, onions, squash, cantaloupe, honeydew, and watermelons are an example of crops grown.
 - **Smaller enterprises include:**
 - Pecans Harvesting
 - Firewood,
 - Leather shop
 - Sawmill
 - Repair and maintenance garage.

V. **Meat Processing Center**

- Manufactures (nineteen) 19 different products for inmate consumption.
- Raw products are produced in both bulk and patty form. (Ground beef, chicken sausage patties, and meat loaf.)
- Fully cooked products. (Bologna, Salami, hot dog franks, and turkey ham.)
- Provides one hundred percent (100%) of the meat needs for the agency
- Annual production is over 3.1 million pounds

VI. **Dairy**

- Milk an average of (one hundred and sixty-five) 165 cows twice daily
- Provides 100% of the agencies milk needs
- Milk is pasteurized, homogenized, and packaged in five gallon containers.
- Production is over six hundred thousand (600,000) gallons annually.

VII. **Food Processing Center**

- Kosher/Halal meal packaging
- Re-packing of bulk opportunity food items (from totes to usable

- quantities for facilities)
- Vegetable processing
- Melon processing

VIII. **Opportunity Buy Food Program**

- Foods are purchased in truckload quantities at a significant savings when compared to the prime vendor contract.
- Food is stored in warehouses then distributed weekly to the facilities as needed.
- An examples of opportunity buy:
 1. Carrots missing target size
 2. A Restaurant's chili base has a recipe change and/or manufacturer already has a large supply.
 3. Breaded chicken patties manufactured for a particular restaurant are rejected for 2% breading voids.
 4. Most recently, a restaurant had a 4.4 ounce beef patty surplus because consumers quit buying due to the pandemic. Agri-Services bought eighty thousand (80,000) pounds and were able to deliver it to the facilities for \$1.91 per pound when raw ground beef was costing over \$3.00 per pound.
- Since inception of the program, the agency has saved over eight million (\$8,000,000) in food costs.

IX. **Delivery Fleet**

- Agri-Services maintains a tractor-trailer delivery fleet and delivers food to all facilities on a weekly basis. Food is delivered on a scheduled route and remains consistent from week to week.

X. **Breakdown of HMCC Agri-Services Unit:**

- 5291 acres, all pasture and timber except for 520 acres of cropland.
- 467 cows currently on the unit.
- HMCC has the largest Pecan production unit, producing 33,080 lbs. last year for an income of \$31,421.82.
- Firewood is produced as crews have available time.

BOC members asked about the difficulties experienced due to the pandemic.

Mr. Bailey indicated a major issue has been maintaining a workforce during the pandemic.

BOC members asked who was allowed to purchase from Agri-Services

Mr. Bailey indicated state agencies and employees were allowed to purchase from Agri-Services and there is also a statutory exception for certain items to be sold on the outside market with limitations.

Mr. Bailey also indicated that Agri-Services does not receive any appropriated funding and the unit is fully self-sufficient.

11. Committee Reports – Standing Committees:

F. 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.

There was no further discussion.

G. Population/ Security/ Private Prisons

Chairman Hastings Siegfried

Members Dr. Kathryn LaFortune and Calvin Prince

Members in this committee discussed details pertaining to the agency's assistance to county jails, COVID-19 updates, the new count sheet that was presented in today's meeting, the status of closures and moves due to the budget cuts, and the county jail waiting list.

There was no further discussion.

H. Public Policy/ Affairs/ Criminal Justice

Chairwoman Betty Gesell

Members Joe Griffin, Dr. Kathryn LaFortune, Stephan Moore

Ms. Gesell mentioned the possible Career Tech program that would train inmates to become CMA's. Members in this committee discussed the impact COVID-19 had on programming. Many programs are being able to proceed with social distancing and distance learning. The volunteer programs are the most affected due to limiting entrance into the facilities. The CDL class had a graduation. Members also discussed highlighting programming during the next meeting.

There was no further discussion.

I. Audit/ Finance/ Technology

Chairman Lynn Haueter

Members Randy Chandler and Daryl Woodard

Members in this meeting discussed the FY2020 3rd and 4th Quarter Internal Financial Audits, consolidating Budget Reports, and OMS project. The OMS project does not seem to have any issues with funding. Vice Chair Haueter would like to have a full time OMES liaison, right now the agency just has a temporary employee. Vice Chair Haueter would like to have this person create a five year technology strategic budgeting plan. The agency's technology is behind. Obtaining office 365 is a huge step forward and Vice Chair Haueter would like to continue moving forward.

There was no further discussion.

12. Adjournment

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

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

There being no further business to discuss, adjournment of the meeting was approved by majority vote at 3:01 p.m.

Submitted to the Board of Corrections By:

Tasha Parker, Minutes Clerk

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on October 14, 2020 in which a quorum was present and voting.

X

Dr. Kathryn LaFortune, Secretary
Board of Corrections

Incarcerated Inmate Grand Total	Females	Males	Total
Current Population	2,149	19,625	21,774
Population Last Year	2,774	23,041	25,815
Change from last year	(625)	(3416)	(4041)

Community Supervision Offender Grand Total	Females	Males	Total
Current Population	7,008	23,704	30,712
Population Last Year	7,736	24,335	32,071
Change from last year	(728)	(631)	(1,359)

State Facilities	Females	Males	Total
Current Population	2,060	15,038	17,098
Population Last Year	2,744	16,107	18,851
Change	(684)	(1069)	(1753)

Private Prisons	Females	Males	Total
Current Population	0	4,238	4,238
Population Last Year	0	5,832	5,832
Change	0	(1594)	(1594)

County Jail Contracts	Females	Males	Total
Current Population	0	10	10
Population Last Year	0	9	9
Change	0	1	1

Halfway Houses	Females	Males	Total
Current Population	70	96	166
Population Last Year	0	782	782
Change	70	(686)	(616)

Out Count	Females	Males	Total
Current Population	19	243	262
Population Last Year	30	311	341
Change	(11)	(68)	(79)

Community Supervision Probation Supervision	Females	Males	Total
Current Population	5,463	18,604	24,067
Population Last Year	6,048	19,077	25,125
Change	(585)	(473)	(1,058)

Community Supervision Parole Supervision	Females	Males	Total
Current Population	512	2,326	2,838
Population Last Year	448	2,093	2,541
Change	64	233	297

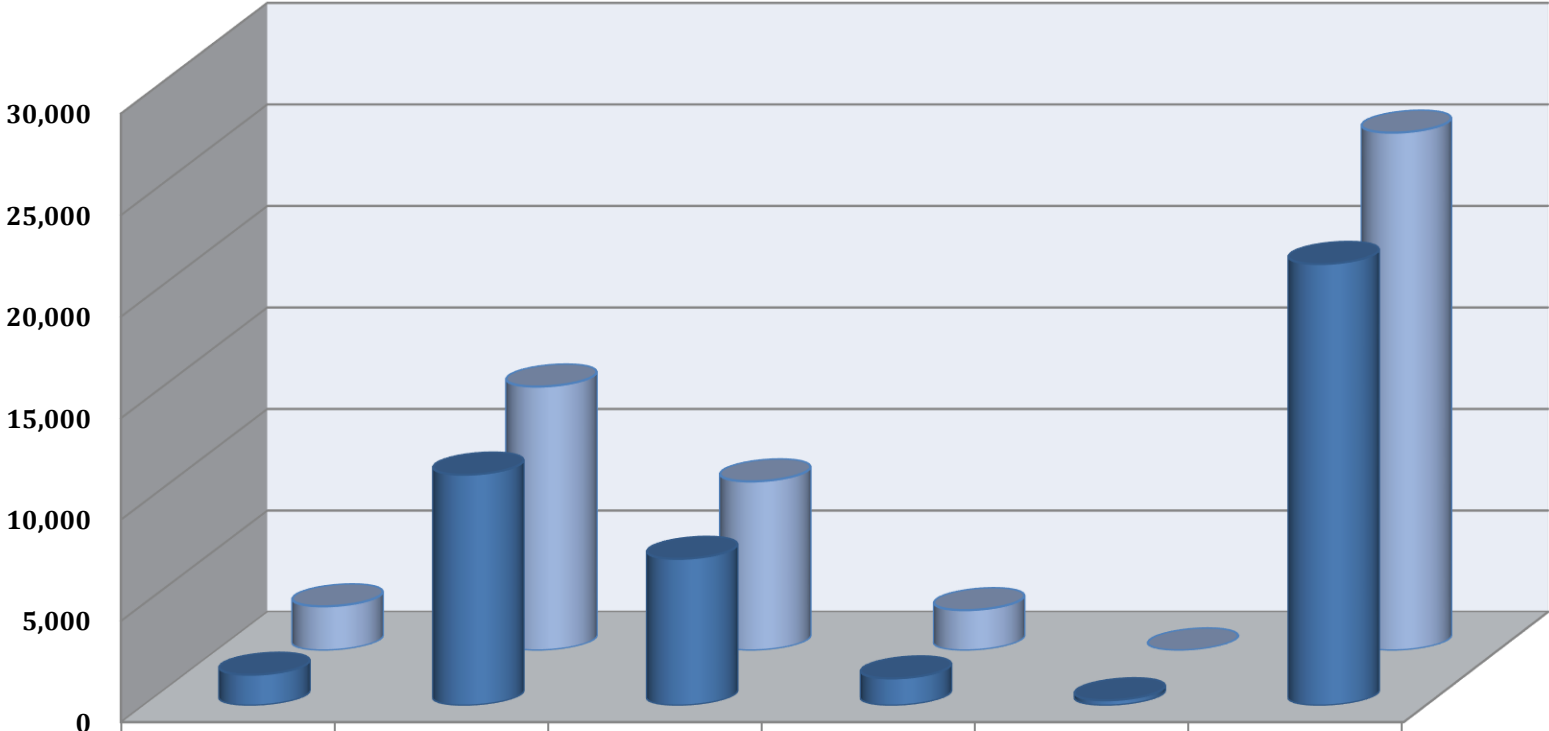
Community Supervision GPS	Females	Males	Total
Current Population	111	314	425
Population Last Year	339	802	1,141
Change	(228)	(488)	(716)

Community Supervision Community Sentencing	Females	Males	Total
Current Population	922	2,460	3,382
Population Last Year	901	2,360	3,261
Change	21	100	121

Community Supervision County Jail Transfers Pending	Females	Males	Total
Current Population	130	1419	1549
Population Last Year	61	585	646
Change	69	834	903

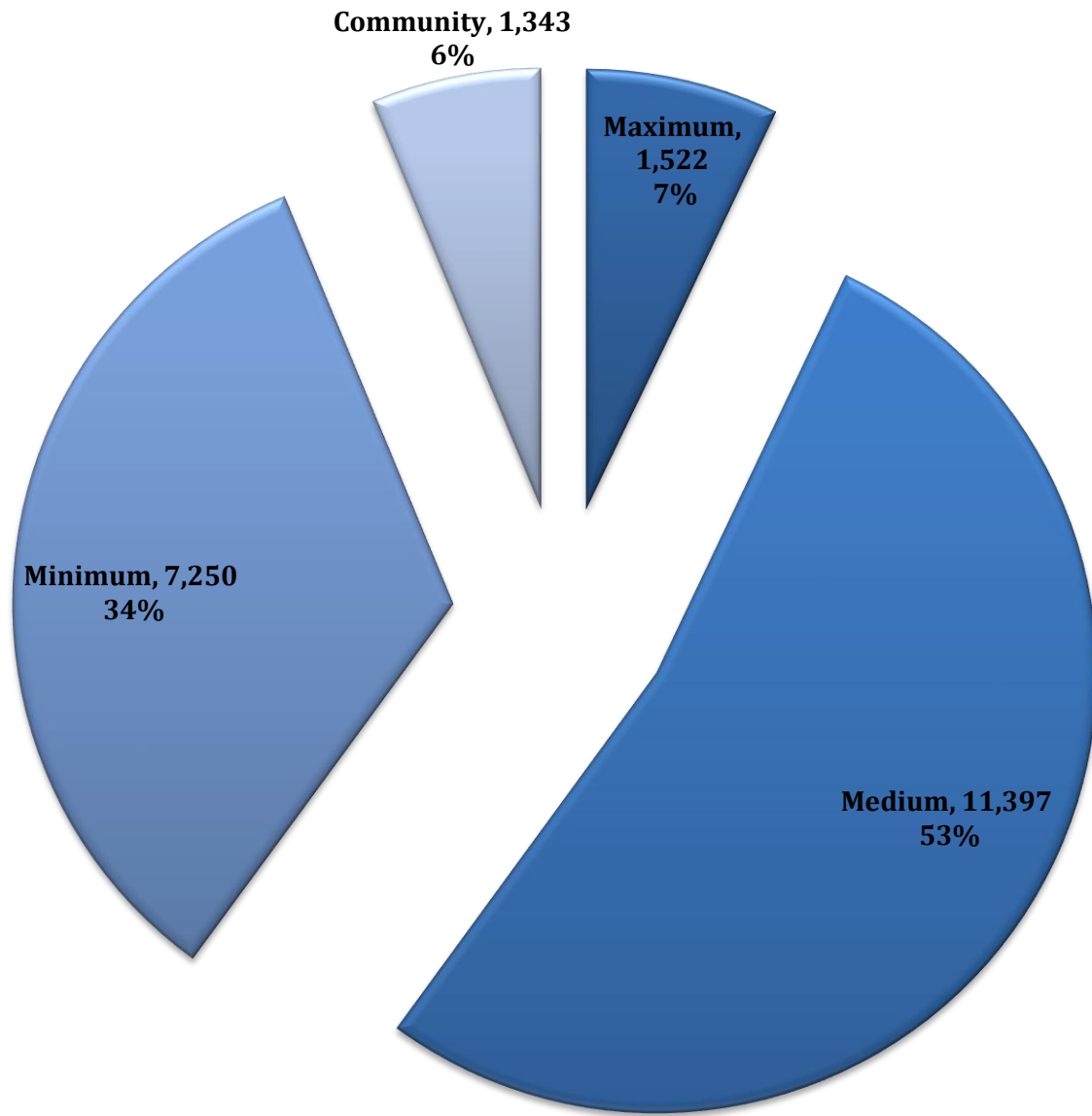
Total System Population	Females	Males	Total
Current System Population	9,287	44,748	54,035
Population Last Year	10,571	47,961	58,532
Change	(1,284)	(3,213)	(4,497)

Inmate and Bed Distribution September 30, 2020

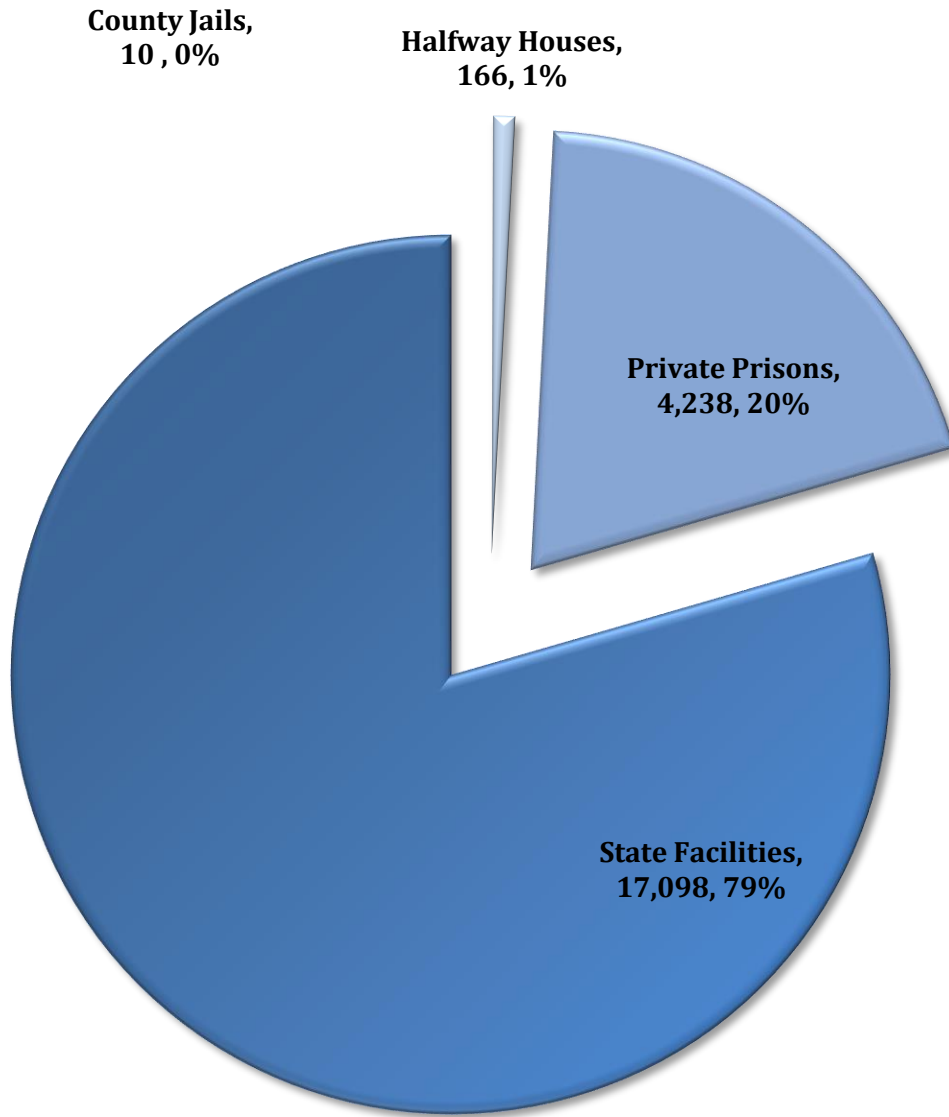


	Maximum	Medium	Minimum	Community	Outside Total	Total
Inmates	1,522	11,397	7,250	1,343	262	21,774
Rated + Temporary Beds	2,178	13,011	8,339	1,987	0	25,515

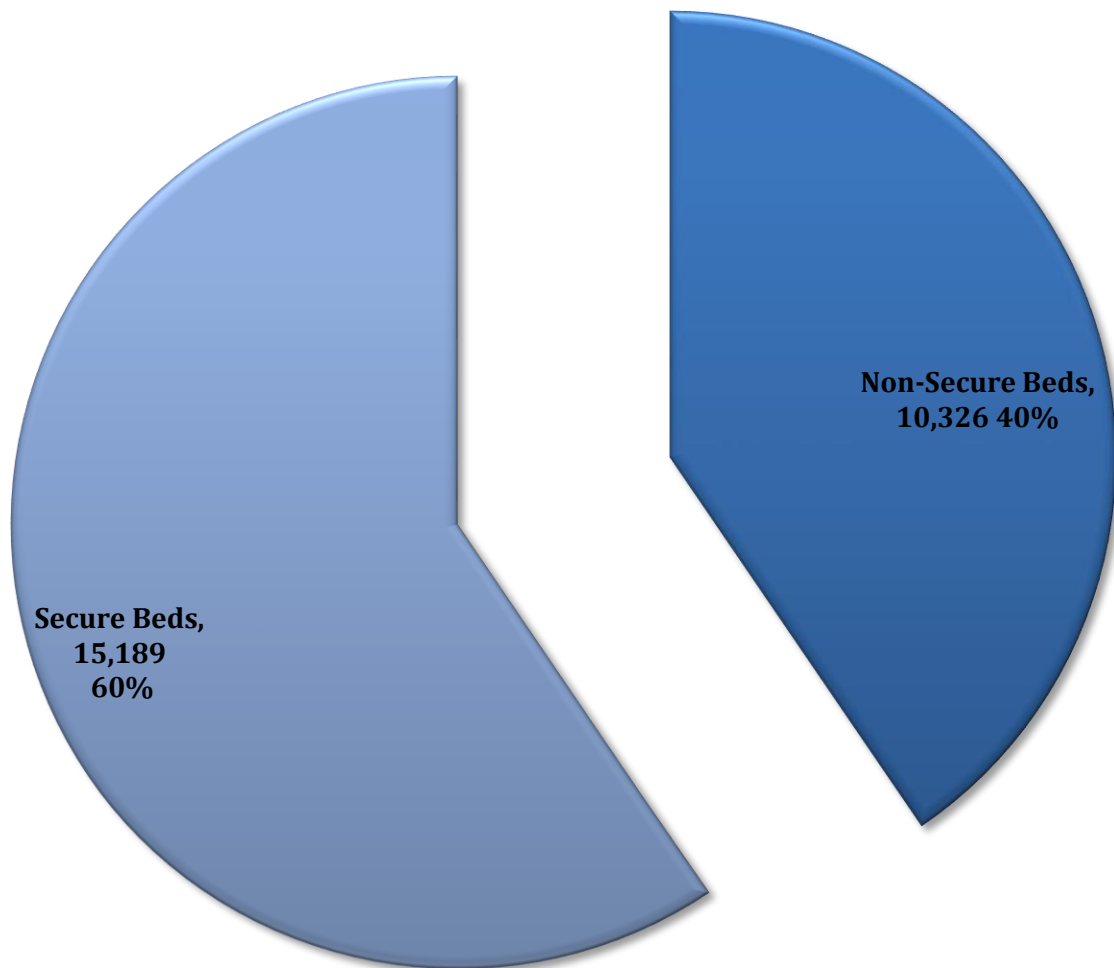
**Inmate Distribution by Security Level
September 30, 2020**



**INMATES IN STATE FACILITIES VS. CONTRACT FACILITIES
SEPTEMBER 30, 2020**



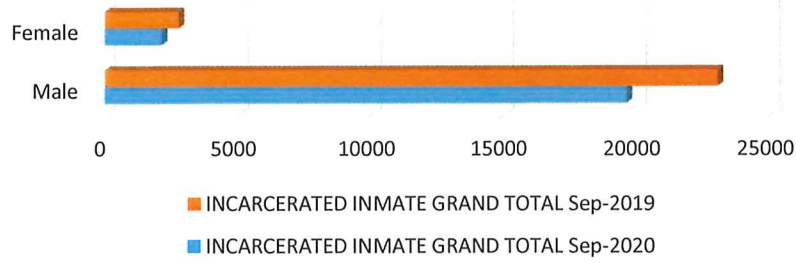
Percentage of Inmates in Secure and Non-Secure Beds September 30, 2020



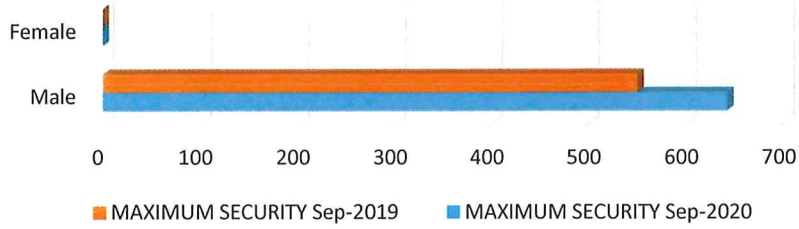
Secure beds include beds in maximum and medium state and contract facilities.

Non-Secure beds include beds in minimum state and contract facilities, community corrections centers and halfway houses.

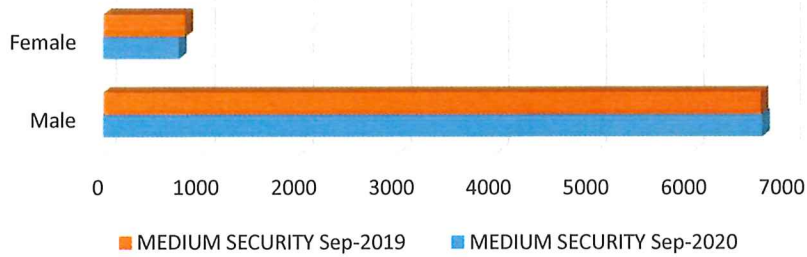
INCARCERATED INMATE GRAND TOTAL



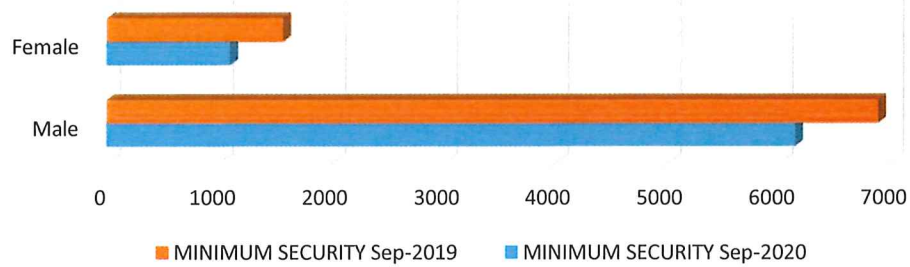
MAXIMUM SECURITY



MEDIUM SECURITY



MINIMUM SECURITY

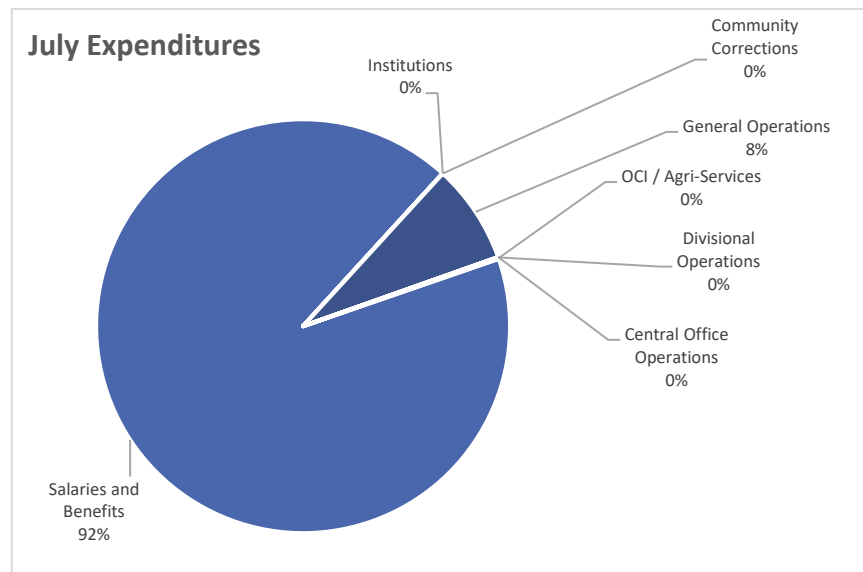
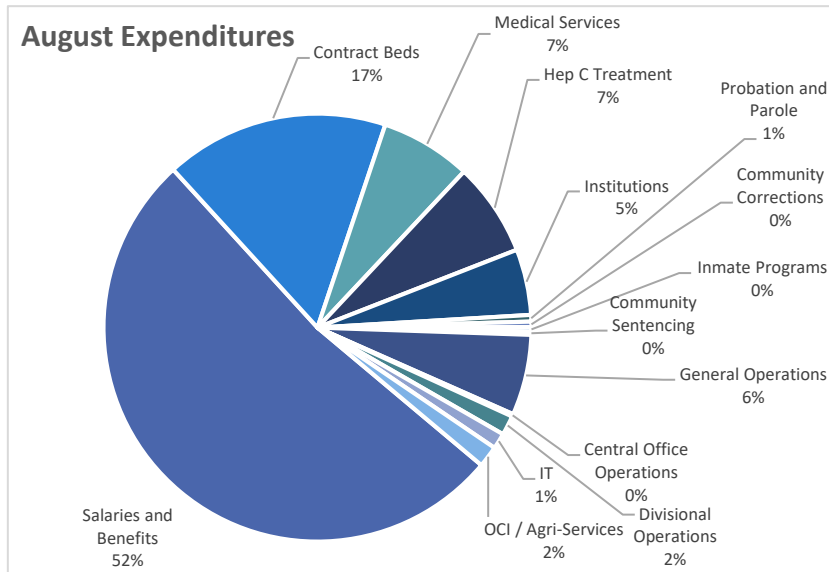


Three Year Expenditure Comparison

	FY 21 <u>July - August</u>	% Change from <u>FY 20</u>	FY 20 <u>July - August</u>	% Change from <u>FY 19</u>	FY 19 <u>July - August</u>
Salaries and Benefits					
Salaries	\$ 30,925,127	-0.53%	\$ 31,089,143	9.11%	\$ 28,494,525
Overtime	1,634,797	-2.46%	1,675,974	16.49%	1,438,703
Insurance	8,002,938	-10.03%	8,894,822	-1.59%	9,038,463
Retirement	7,476,517	-0.44%	7,509,622	8.64%	6,912,394
Contract Beds	2,068	320.27%	492	-83.26%	2,939
Private Prisons	7,168,818	-10.94%	8,049,509	0.53%	8,006,847
Halfway Houses	298,746	-62.91%	805,482	-36.49%	1,268,363
Contracted County Jails	10,422	66.38%	6,264	-31.96%	9,207
Jail Backup	662,337	80.40%	367,146	-42.54%	638,982
Jail Backup Transportation Reim	12,686		24,415	0.00%	-
Medical Services	3,310,372	-8.58%	3,621,220	26.75%	2,856,969
Hep C Treatment	3,410,847		194,233		-
Institutions	2,402,488	-8.03%	2,612,286	-17.74%	3,175,602
Probation and Parole	240,789	60.87%	149,681	-29.35%	211,870
Community Corrections	198,858	-10.99%	223,418	-24.74%	296,846
Inmate Programs	161,349	692.81%	20,352	-90.00%	203,460
Community Sentencing	117,671	-16.61%	141,114	-13.08%	162,351
General Operations	2,872,645	390.21%	586,001	-18.54%	719,378
NFCC Lease	2,000,000	9.09%	1,833,333	10.00%	1,666,667
Central Office Operations	92,554	4.13%	88,880	-26.29%	120,583
Divisional Operations	726,282	-38.05%	1,172,427	-10.72%	1,313,165
IT	163,943	-31.17%	238,176	-0.52%	239,432
Offender Management System	410,857		-		-
OCI / Agri-Services	802,411	-45.41%	1,469,967	72.39%	852,679
	<u>\$ 73,105,521</u>	<u>3.29%</u>	<u>\$ 70,773,955</u>	<u>4.65%</u>	<u>\$ 67,629,422</u>

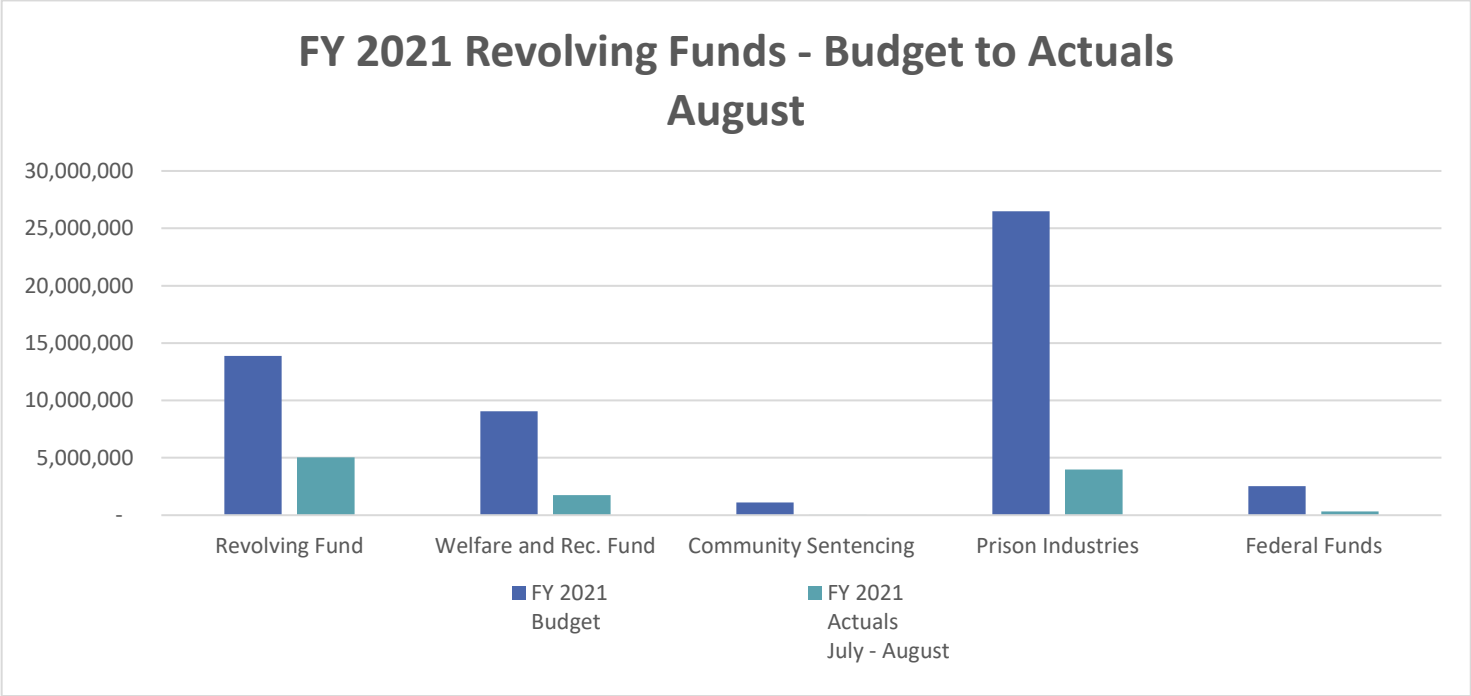
August / July Expenditure Comparison

	FY 21 August	FY 21 July	\$ Net Change
Salaries and Benefits	\$ 25,126,065	\$ 22,913,314	\$ 2,212,750
Contract Beds	8,155,076		8,155,076
Medical Services	3,310,372		3,310,372
Hep C Treatment	3,410,847		3,410,847
Institutions	2,399,238	3,250	2,395,988
Probation and Parole	240,789		240,789
Community Corrections	198,358	500	197,858
Inmate Programs	161,349		161,349
Community Sentencing	117,671		117,671
General Operations	2,934,653	1,937,992	996,660
Central Office Operations	91,147	1,407	89,739
Divisional Operations	716,944	9,338	707,606
IT	574,800		574,800
OCI / Agri-Services	778,214	24,197	754,017
	\$ 48,215,522	\$ 24,889,999	\$ 23,325,523



Three Year Revolving Fund Comparison

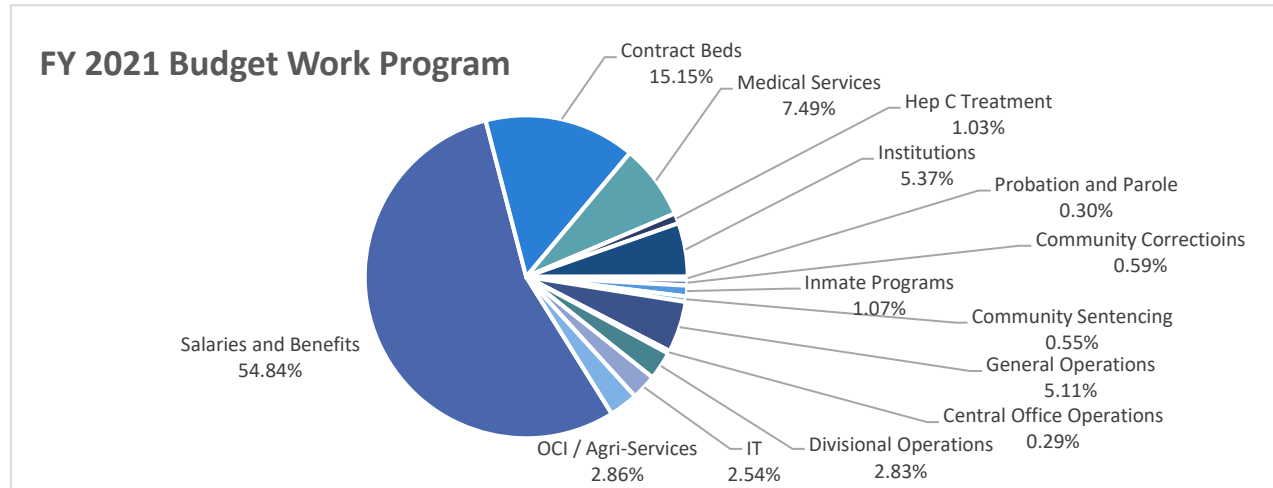
		FY 2021 Budget	FY 2021 Actuals July - August	% Change from FY 20	FY 20 July - August	% Change from FY 19	FY 19 July - August
200	Revolving Fund	13,893,991	5,042,134	153.91%	1,985,827	-7.79%	2,153,570
205	Welfare and Rec. Fund	9,066,289	1,741,109	50.18%	1,159,343	2.00%	1,136,561
210	Community Sentencing	1,100,725	13,803	-40.15%	23,061	-24.92%	30,716
280	Prison Industries	26,473,847	3,972,658	-7.79%	4,308,268	-4.34%	4,503,506
410 & 430	Federal Funds	2,527,529	323,199	-50.54%	653,405	-11.41%	737,577
		<u>\$ 53,062,381</u>	<u>\$ 11,092,904</u>		<u>\$ 8,129,904</u>		<u>\$ 8,561,930</u>



FY 2021 Budget Work Program

	Current Budget	Expenditures	Encumbrances	Balance
Salaries and Benefits	\$ 320,791,924	\$ 48,039,379	\$ 4,083,609	\$ 268,668,936
Contract Beds	88,587,957	8,155,076	78,346,714	2,086,167
Medical Services	43,827,284	3,310,372	37,521,715	2,995,197
Hep C Treatment	6,000,000	3,410,847	2,439,153	150,000
Institutions	31,415,423	2,402,488	25,794,737	3,218,198
Probation and Parole	1,759,032	240,789	1,197,571	320,673
Community Corrections	3,425,282	198,858	2,970,134	256,290
Inmate Programs	6,276,336	161,349	5,277,657	837,330
Community Sentencing	3,192,915	117,671	1,141,675	1,933,569
General Operations	29,871,008	4,872,645	22,141,610	2,856,753
Central Office Operations	1,683,617	92,554	1,062,595	528,468
Divisional Operations	16,534,448	726,282	14,061,296	1,746,870
IT	14,828,152	574,800	7,676,113	6,577,239
OCI / Agri-Services	16,731,250	802,412	12,303,081	3,625,758
Grand Total	<u>\$ 584,924,628</u>	<u>\$ 73,105,520</u>	<u>\$ 216,017,660</u>	<u>\$ 295,801,447</u>

FY 2021 Budget Work Programs includes all funding sources.



Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non-Appropriated Funds
July 1, 2020 through August 31, 2020

Revenue Code	Revenues	200 Fund	205 Fund	210 Fund	225 Fund	280 Fund	Funds
Current:							
428199	Disbursement Fees	\$ 2,348.68	\$ -	\$ -	\$ -	\$ -	\$ 2,348.68
433147	Bank Charge Back / Returned Check Fee	-	-	-	-	-	-
433199	Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	22,795.03	-	13,803.00	-	-	36,598.03
443103	Rent from Land & Buildings	4,254.17	-	-	-	-	4,254.17
451101	Insurance and Other Reimbursement for Damages	48,968.59	-	-	-	-	48,968.59
452005	Reimbursement for Administrative Expense (PPWP)	2,652.58	-	-	-	-	2,652.58
452117	Reimbursement of Data Processing Fees	-	-	-	-	-	-
453003	Reimbursement for Travel Expense	-	-	-	-	-	-
455201	Federal Reimbursements	-	-	-	-	-	-
456101	Federal Funds Rec'd from Non-Gov. Ag.	-	-	-	-	-	-
458101	Refunded Money Previously Disbursed - Goods & Services	960.00	-	-	-	-	960.00
458105	Reimbursement for Funds Expended (Refunds - Payroll Reim.)	3,097.93	-	-	-	-	3,097.93
459171	Program Income (Dog Programs)	2,974.13	-	-	-	-	2,974.13
459199	Other Grants, Refunds and Reimbursements (P-card Rebate)	-	-	-	-	-	-
471122	Farm Products General	-	-	-	-	1,736,985.33	1,736,985.33
473105	Charge for Service - (Water Treatment Plant)	3,615.27	-	-	-	-	3,615.27
473176	Laboratory and Medical Services	33,660.63	-	-	-	-	33,660.63
474105	Sale of Documents (Copies)	1,494.22	-	-	-	-	1,494.22
474131	Sale of Merchandise	-	-	-	-	2,214,603.59	2,214,603.59
474124	Canteen and Concession Income	-	1,741,108.75	-	-	-	1,741,108.75
478105	Registration Fees	-	-	-	-	-	-
479121	Paper & Other Recyclable Materials	-	-	-	-	-	-
479131	Notification of Confinement - Social Security Admin	1,600.00	-	-	-	-	1,600.00
481102	Contributions - Patients & Inmates	4,491.63	-	-	-	-	4,491.63
481121	Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	445,196.51	-	-	-	-	445,196.51
482101	Deposits by Patients and Offenders (Program Fees - Work Release)	212,725.08	-	-	-	21,069.20	233,794.28
483607	Sale of Salvage	2,672.33	-	-	-	-	2,672.33
488191	Purchase Card Refunds	-	-	-	-	-	-
Total Revenues		793,506.78	1,741,108.75	13,803.00	-	3,972,658.12	6,521,076.65
Expenditures							
Current:							
11,12,13	Payroll	11,772.38	-	-	-	1,347,734.15	1,359,506.53
15	Professional Services	1,337,550.95	695,884.25	937.50	-	121,282.74	2,155,655.44
21, 22	Travel	1,184.92	66,743.95	159.99	-	3,294.50	71,383.36
31	Misc. Admin. Expenses	4,804.22	118,962.79	124.12	-	87,940.61	211,831.74
32	Rent	21,218.98	30,799.85	-	-	7,526.05	59,544.88
33	Maintenance and Repair	330,575.66	141,007.20	-	-	144,892.74	616,475.60
34	Specialized Supplies and Materials	1,006,367.43	210,901.76	-	-	62,717.65	1,279,986.84
35	Production, Safety and Security	226.25	7,563.14	-	-	87,179.97	94,969.36
36	General Operating Expenses	2,522.41	85,861.73	-	-	19,023.62	107,407.76
37	Shop Expense	12,773.73	72,970.82	-	-	175,107.13	260,851.68
41	Furniture and Equipment	83,731.07	139,231.33	-	-	102,974.26	325,936.66
42	Library Equipment and Resources	-	8,837.20	-	-	77.43	8,914.63
43	Lease Purchases	-	-	-	-	-	-
44	Livestock and Poultry	-	-	-	-	-	-
45	Land and Right-of-way	-	-	-	-	-	-
46, 47	Building, Construction and Renovation	21,356.34	-	-	-	9,018.60	30,374.94
48	Debt Service	-	-	-	-	-	-
51	Inmate Pay and Health Services	5,894.38	434,066.14	-	-	327,078.40	767,038.92
52	Tuitions, Awards and Incentives	-	460.00	-	-	-	460.00
53	Refunds and Restitutions	3,018.08	-	-	-	-	3,018.08
54	Jail Backup, County Jails and Other	-	-	-	20,061.19	-	20,061.19
55	Payment to Gov. Sub-Division	-	-	-	-	-	-
59	Assistance Payments to Agencies	-	-	-	-	-	-
61	Loans, Taxes and other Disbursements	-	-	-	-	50.00	50.00
62	Transfers - Out Sourced Health Care	47,272.75	-	-	-	-	47,272.75
64	Merchandise for Resale	1,595.43	-	-	-	1,835,096.40	1,836,691.83
Total Expenditures		2,891,864.98	2,013,290.16	1,221.61	20,061.19	4,330,994.25	9,257,432.19
Excess of Revenues Over (Under) Expenditures		(2,098,358.20)	(272,181.41)	12,581.39	(20,061.19)	(358,336.13)	(2,736,355.54)
Cash							
Beginning Cash Balance		9,626,488.59	1,047,461.43	1,121,504.27	765,707.66	6,866,701.62	19,427,863.57
Revenue Received this Year		793,506.78	1,741,108.75	13,803.00	-	3,972,658.12	6,521,076.65
Expenditures made this Year		(2,891,864.98)	(2,013,290.16)	(1,221.61)	(20,061.19)	(4,330,994.25)	(9,257,432.19)
Beginning Change in Liabilities		(188,180.58)	(1,974.51)	-	-	(69,768.08)	(259,923.17)
Transfers (Cares Act Funds)		4,248,627.57	-	-	-	-	4,248,627.57
Adjustments		-	-	-	-	-	-
Ending Cash Balance		\$ 11,588,577.38	\$ 773,305.51	\$ 1,134,085.66	\$ 745,646.47	\$ 6,438,597.41	\$ 20,680,212.43

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non-Appropriated Funds
For the Month of August 2020

Revenue Code	Revenues	200 Fund	205 Fund	210 Fund	225 Fund	280 Fund	Funds
Current:							
428199	Disbursement Fees	\$ 1,213.82	\$ -	\$ -	\$ -	\$ -	\$ 1,213.82
433147	Bank Charge Back / Returned Check Fee	-	-	-	-	-	-
433199	Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	10,821.45	-	12,672.00	-	-	23,493.45
443103	Rent from Land	1,740.92	-	-	-	-	1,740.92
451101	Insurance and Other Reimbursement for Damages	48,968.59	-	-	-	-	48,968.59
452005	Reimbursement for Administrative Expense (PPWP)	2,473.79	-	-	-	-	2,473.79
453003	Reimbursement for Travel Expense	-	-	-	-	-	-
455201	Federal Reimbursements	-	-	-	-	-	-
456101	Federal Funds Rec'd from Non-Gov. Ag.	-	-	-	-	-	-
458105	Reimbursement for Funds Expended (Refunds - Payroll Reim.)	960.00	-	-	-	-	960.00
459171	Program Income	2,974.13	-	-	-	-	2,974.13
459199	Other Grants, Refunds and Reimbursements (P-card Rebate)	-	-	-	-	-	-
471122	Farm Products General	-	-	-	-	-	-
473105	Charge for Service - (Water Treatment Plant)	2,023.77	-	-	-	1,128,077.79	1,128,077.79
473176	Laboratory and Medical Services	15,808.77	-	-	-	-	15,808.77
474105	Sale of Documents (Copies)	358.22	-	-	-	-	358.22
474131	Sale of Merchandise	-	-	-	-	1,460,504.79	1,460,504.79
474124	Canteen and Concession Income	-	887,985.27	-	-	-	887,985.27
478105	Registration Fees	-	-	-	-	-	-
479131	Notification of Confinement to Social Security Admin	800.00	-	-	-	-	800.00
481102	Contributions - Patients & Inmates	2,034.28	-	-	-	-	2,034.28
481121	Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	187,922.75	-	-	-	-	187,922.75
482101	Deposits by Patients and Offenders (Program Fees - Work Releas	145,310.58	-	-	-	8,094.49	153,405.07
483607	Sale of Salvage	1,820.67	-	-	-	-	1,820.67
488191	Purchase Card Refunds	-	-	-	-	-	-
Total Revenues		425,231.74	887,985.27	12,672.00	-	2,596,677.07	3,922,566.08
Expenditures							
Current:							
11,12,13	Payroll	5,886.19	-	-	-	664,105.74	669,991.93
15	Professional Services	374,135.73	483,023.25	567.00	-	41,792.52	899,518.50
21, 22	Travel	1,184.92	3,052.50	-	-	1,806.00	6,043.42
31	Misc. Admin. Expenses	4,217.35	113,856.95	124.12	-	51,673.34	169,871.76
32	Rent	14,470.73	24,411.80	-	-	4,968.55	43,851.08
33	Maintenance and Repair	95,154.31	71,399.11	-	-	82,031.81	248,585.23
34	Specialized Supplies and Materials	989,463.08	82,158.88	-	-	23,895.83	1,095,517.79
35	Production, Safety and Security	226.25	5,111.39	-	-	47,628.21	52,965.85
36	General Operating Expenses	1,155.67	71,085.01	-	-	8,581.05	80,821.73
37	Shop Expense	4,948.35	6,042.00	-	-	54,875.51	65,865.86
41	Furniture and Equipment	53,162.00	30,855.97	-	-	46,198.33	130,216.30
42	Library Equipment and Resources	-	-	-	-	77.43	77.43
43	Lease Purchases	-	-	-	-	-	-
44	Livestock and Poultry	-	-	-	-	-	-
45	Land and Right-of-way	-	-	-	-	-	-
46, 47	Building, Construction and Renovation	21,356.34	-	-	-	-	21,356.34
48	Debt Service	-	-	-	-	-	-
51	Inmate Pay and Health Services	5,844.16	231,170.61	-	-	180,051.36	417,066.13
52	Tuitions, Awards and Incentives	-	-	-	-	-	-
53	Refunds and Restitutions	3,018.08	-	-	-	-	3,018.08
54	Jail Backup, County Jails and Other	-	-	-	16,105.19	-	16,105.19
55	Payment to Gov. Sub-Division	-	-	-	-	-	-
59	Assistance Payments to Agencies	-	-	-	-	-	-
61	Loans, Taxes and other Disbursements	-	-	-	-	50.00	50.00
62	Transfers - Out Sourced Health Care	45,770.27	-	-	-	-	45,770.27
64	Merchandise for Resale	174.75	-	-	-	637,042.63	637,217.38
Total Expenditures		1,620,168.18	1,122,167.47	691.12	16,105.19	1,844,778.31	4,603,910.27
Excess of Revenues Over (Under) Expenditures		(1,194,936.44)	(234,182.20)	11,980.88	(16,105.19)	751,898.76	(681,344.19)
Cash							
Beginning Cash Balance		11,749,651.63	1,092,773.91	1,122,104.78	761,751.66	5,828,956.29	20,555,238.27
Revenue Received this Month		425,231.74	887,985.27	12,672.00	-	2,596,677.07	3,922,566.08
Expenditures made this Month		(1,620,168.18)	(1,122,167.47)	(691.12)	(16,105.19)	(1,844,778.31)	(4,603,910.27)
Beginning Change in Liabilities		(731,427.92)	(85,286.20)	-	-	(142,257.64)	(958,971.76)
Transfers		1,765,290.11	-	-	-	-	1,765,290.11
Adjustments		-	-	-	-	-	-
Ending Cash Balance		\$ 11,588,577.38	\$ 773,305.51	\$ 1,134,085.66	\$ 745,646.47	\$ 6,438,597.41	\$ 20,680,212.43

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
July 1, 2020 through August 31, 2020

Revenue	Revenues	410 Fund	430 Fund	Funds
<u>Code</u>	Current:			
556	Federal Funds Rec'd from Non-Gov. Ag.	\$ 63,820.45	\$ -	\$ 63,820.45
561	Private Grants and Donations for Opns.	-	259,379.04	259,379.04
581	Reimbursements	-	-	-
	<i>Total Revenues</i>	<u>63,820.45</u>	<u>259,379.04</u>	<u>323,199.49</u>
<u>Account Code</u>	Expenditures Current:			
11,12,13	Payroll	40,004.30	23,335.65	63,339.95
15	Professional Services	-	11,159.92	11,159.92
21, 22	Travel	280.00	-	280.00
31	Misc. Admin. Expenses	-	-	-
32	Rent	4,472.08	-	4,472.08
33	Maintenance and Repair	3,858.30	25,080.00	28,938.30
34	Specialized Supplies and Materials	-	-	-
35	Production, Safety and Security	-	-	-
36	General Operating Expenses	28,409.00	-	28,409.00
37	Shop Expense	-	3,452.50	3,452.50
41	Furniture and Equipment	47,819.81	194,926.80	242,746.61
42	Library Equipment and Resources	-	-	-
43	Lease Purchases	-	-	-
44	Livestock and Poultry	-	-	-
45	Land and Right-of-way	-	-	-
46	Building, Construction and Renovation	-	-	-
48	Debt Service	-	-	-
51	Inmate Pay and Health Services	-	-	-
52	Tuitions, Awards and Incentives	-	-	-
53	Refunds and Restitutions	-	-	-
54	Jail Backup, County Jails and Other	-	-	-
55	Payment to Gov. Sub-Division	-	-	-
59	Assistance Payments to Agencies	-	-	-
61	Loans, Taxes and Other Disbursements	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-
64	Merchandise for Resale	-	-	-
	<i>Total Expenditures</i>	<u>124,843.49</u>	<u>257,954.87</u>	<u>382,798.36</u>
	<i>Excess of Revenues Over</i> <i>(Under) Expenditures</i>	<u>(61,023.04)</u>	<u>1,424.17</u>	<u>(59,598.87)</u>
	Cash			
	Beginning Cash Balance	209,851.66	161,922.57	371,774.23
	Revenue Received this Year	63,820.45	259,379.04	323,199.49
	Expenditures made this Year	(124,843.49)	(257,954.87)	(382,798.36)
	Beginning Change in Liabilities	-	-	-
	Transfers	-	-	-
	Adjustments	-	-	-
	<i>Ending Cash Balance</i>	<u>\$ 148,828.62</u>	<u>\$ 163,346.74</u>	<u>\$ 312,175.36</u>

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
For the Month of August 2020

Revenue	410 Fund	430 Fund	Funds
Revenues			
Code Current:			
556 Federal Funds Rec'd from Non-Gov. Ag.	\$ 63,820.45	\$ -	\$ 63,820.45
561 Private Grants and Donations for Opns.	-	229,572.34	229,572.34
581 Reimbursements	-	-	-
<i>Total Revenues</i>	<u>63,820.45</u>	<u>229,572.34</u>	<u>293,392.79</u>
Account Expenditures			
Code Current:			
11,12,13 Payroll	20,342.79	8,278.92	28,621.71
15 Professional Services	-	8,365.21	8,365.21
21, 22 Travel	280.00	-	280.00
31 Misc. Admin. Expenses	-	-	-
32 Rent	4,424.61	-	4,424.61
33 Maintenance and Repair	3,842.30	-	3,842.30
34 Specialized Supplies and Materials	-	-	-
35 Production, Safety and Security	-	-	-
36 General Operating Expenses	20,949.07	-	20,949.07
37 Shop Expense	-	220.00	220.00
41 Furniture and Equipment	-	153,192.00	153,192.00
42 Library Equipment and Resources	-	-	-
43 Lease Purchases	-	-	-
44 Livestock and Poultry	-	-	-
45 Land and Right-of-way	-	-	-
46 Building, Construction and Renovation	-	-	-
48 Debt Service	-	-	-
51 Inmate Pay and Health Services	-	-	-
52 Tuitions, Awards and Incentives	-	-	-
53 Refunds and Restitutions	-	-	-
54 Jail Backup, County Jails and Other	-	-	-
55 Payment to Gov. Sub-Division	-	-	-
59 Assistance Payments to Agencies	-	-	-
61 Loans, Taxes and Other Disbursements	-	-	-
62 Transfers - Out Sourced Health Care	-	-	-
64 Merchandise for Resale	-	-	-
<i>Total Expenditures</i>	<u>49,838.77</u>	<u>170,056.13</u>	<u>219,894.90</u>
<i>Excess of Revenues Over (Under) Expenditures</i>	<u>13,981.68</u>	<u>59,516.21</u>	<u>73,497.89</u>
Cash			
Beginning Cash Balance	186,934.87	105,182.49	292,117.36
Revenue Received this Month	63,820.45	229,572.34	293,392.79
Expenditures made this Month	(49,838.77)	(170,056.13)	(219,894.90)
Change in Liabilities	(52,087.93)	(1,351.96)	(53,439.89)
Transfers	-	-	-
Adjustments	-	-	-
<i>Ending Cash Balance</i>	<u>\$ 148,828.62</u>	<u>\$ 163,346.74</u>	<u>\$ 312,175.36</u>

Oklahoma Department of Corrections
FY 2021 Appropriation for the Month of August 2020

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Balance
11,12,13 Payroll, Insurance, FICA and Retirement	\$ 311,214,305.00	\$ 46,630,035.23	\$ 4,083,609.00	\$ -	\$ 50,713,644.23	\$ 260,500,660.77
15 Professional Services	99,651,878.00	8,950,043.98	84,664,846.84	491,250.00	94,106,140.82	5,545,737.18
17 Moving Expenses	-	-	-	-	-	-
19 Flexible Benefits	310,000.00	-	310,000.00	-	310,000.00	-
21, 22 Travel	451,757.00	19,855.82	155,030.45	-	174,886.27	276,870.73
31 Miscellaneous Administrative Expenses	16,089,692.00	738,982.79	14,147,801.83	-	14,886,784.62	1,202,907.38
32 Rent Expense	16,380,083.00	2,328,257.67	12,274,684.14	-	14,602,941.81	1,777,141.19
33 Maintenance & Repair Expense	7,077,358.90	267,447.19	1,848,378.65	-	2,115,825.84	4,961,533.06
34 Specialized Supplies and Materials	38,372,684.60	6,711,445.97	34,166,056.02	-	40,877,501.99	(2,504,817.39)
35 Production, Safety and Security	2,402,083.00	11,082.54	1,058,725.36	-	1,069,807.90	1,332,275.10
36 General Operating Expenses	620,707.00	14,766.14	68,997.64	-	83,763.78	536,943.22
37 Shop Supplies	5,256,743.50	129,434.15	2,150,049.76	-	2,279,483.91	2,977,259.59
41 Property Furniture and Equipment	3,113,703.00	351,246.29	2,675,283.83	700,000.00	3,726,530.12	(612,827.12)
42 Library Equipment and Resources	3,330.00	227.53	-	-	227.53	3,102.47
43 Lease Purchase	112,500.00	9,195.01	100,927.52	-	110,122.53	2,377.47
44 Live Stock – Poultry	-	-	-	-	-	-
45,46,47 Building Construction and Renovation	1,000.00	-	-	-	-	1,000.00
48 Bond Payment	12,106,252.00	2,686,942.12	9,247,096.04	-	11,934,038.16	172,213.84
49 Inter-Agency Payments	-	-	-	-	-	-
51 Inmate Pay and Health Services	1,200,000.00	-	805,100.03	-	805,100.03	394,899.97
52 Scholarships, Tuition and other incentives	2,500.00	-	-	-	-	2,500.00
53 Refunds, Indemnities, and Restitution	50,000.00	77,209.00	-	-	77,209.00	(27,209.00)
54 Jail Back Up and others	3,804,000.00	662,337.00	3,252,563.00	-	3,914,900.00	(110,900.00)
55,59 Assistance Payments to Agencies	-	-	-	-	-	-
60 Authority Orders	-	-	7,484,404.58	-	7,484,404.58	(7,484,404.58)
61 Loans, Taxes, and other Disbursements	2,670.00	-	1,500.00	-	1,500.00	1,170.00
62 Transfers – Inmate Medical Payments	12,889,000.00	541,676.72	8,458,323.28	-	9,000,000.00	3,889,000.00
64 Merchandise for Resale	-	-	-	-	-	-
TOTAL	\$ 531,112,247.00	\$ 70,130,185.15	\$ 186,953,377.97	\$ 1,191,250.00	\$ 258,274,813.12	\$ 272,837,433.88

Funding	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Balance
10501 Duties	50,052,383.00	4,526,997.99	44,269,591.00	1,191,250.00	49,987,838.99	64,544.01
19003 Duties	3,052,677.00	3,052,677.00	-	-	3,052,677.00	-
19101 Duties	476,427,473.00	61,284,976.13	142,369,607.00	-	203,654,583.13	272,772,889.87
38301 Opioid Lawsuit Settlement Fund	1,579,714.00	1,265,534.03	314,179.97	-	1,579,714.00	-
TOTAL	\$ 531,112,247.00	\$ 70,130,185.15	\$ 186,953,377.97	\$ 1,191,250.00	\$ 258,274,813.12	\$ 272,837,433.88

INTEROFFICE MEMORANDUM
Oklahoma Department of Corrections
Auditing and Compliance

DATE: October 8, 2020

TO: Scott Crow, Director

THRU: Justin Farris, Chief of Staff

FROM: Penny Lewis, Chief Compliance Officer 

SUBJECT: P-010200

The attached **P-010200** entitled “**Operating Procedures and Policies for the Oklahoma Board of Corrections**” has completed the review process and has been submitted to my office as the final version by the assigned division/unit head. The P/OP contains revisions to titles, language consistent with other P/OP’s and/or insignificant changes unless noted below.

Changes are:

American Correctional Association, Fifth Edition ACI and Fourth Edition ACRS standards were updated throughout the procedure.

Language was revised in Section II. C. item 2. was renamed and Items a. (6), (7) and (8) were deleted.

2. ~~Audit/Finance/Technology~~ **Audit and Finance** Committee

- a. The ~~Audit/Finance/Technology~~ **Audit and Finance** Committee will meet with the agency director and designated staff to conduct business, including but not limited to:

~~(6) Development of a strategic modernization plan that encompasses the needs of the agency and its functioning divisions, departments, and groups;~~

~~(7) Maintaining the strategic plan as a living document that encompasses changes in needs,~~

~~budget availability, growth, and maintains technological currency;~~

~~(8) Provide insight and direction in strategic partnerships with legacy stakeholders and the development of new opportunities in information sharing.~~


Language was revised in Section II. C. 2. Items b., c., d. and items e. and f. were deleted.

- b. The ~~Audit/Finance/Technology~~ **Audit and Finance** Committee will meet as needed to review the budget request due in October of each fiscal year.
- c. The ~~Audit/Finance/Technology~~ **Audit and Finance** Committee will meet as needed to review the budget work program due June 1 or as soon thereafter as possible of each fiscal year.
- d. The ~~Audit/Finance/Technology~~ **Audit and Finance** Committee chair or a designee will report to the BOC and request formal approval of the budget request and budget work program.
- ~~e. The Audit/Finance/Technology Committee, the agency director and the CIO will communicate as necessary with Oklahoma Management and Enterprise Services (OMES), Information Services Division, to propagate working relationships.~~
- ~~f. The Audit/Finance/Technology Committee will hear reports of new initiatives modernizing the agency or selected portions and carry this information forward to the general board for discussion and/or approval as necessary.~~

INTEROFFICE MEMORANDUM
Auditing and Compliance

DATE: October 8, 2020

TO: Justin Farris, Chief of Staff

FROM: Penny Lewis, Chief Compliance Officer 

SUBJECT: Director's Signature Concurrence Memorandum

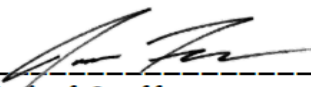
The attached **P-010200** entitled **"Operating Procedures and Policies for the Oklahoma Board of Corrections"** has been revised and submitted to my office as the final version by your unit/division designee.

Please review the attached (P/OP) for content to ensure the procedures outlining the agency process is accurate and, as responsible division/unit head, you concur that this P/OP is ready to be submitted for the director's signature.

Check the applicable box, sign, date and return this memorandum and, if changes were made, the revised policy/procedure via email or fax to (918) 581-2767 by **October 8, 2020**.

- I concur the content/agency practice outlined in the attached (P/OP) is ready for signature.
- Attached is the agency policy/procedure with requested change prior to Director's signature.

Author assigned responsibility of this P/OP: J. Farris



Chief of Staff

Date 10.08.2020

Section-01 Organization	Page: 1	P-010200	Effective Date: 10/26/2020
Board Operating Procedures	ACA Standards: 2-CO-1A-10, 5-ACI-1A-01, 4-ACRS-7A-01, 4-ACRS-7D-34, 4-APPFS-3D-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Operating Procedures and Policies for the Oklahoma Board of Corrections

The Oklahoma Board of Corrections (BOC) will establish and maintain written policies for the operation of the Oklahoma Department of Corrections (ODOC) pursuant to Section 504 of Title 57 of the Oklahoma Statutes. (5-ACI-1A-01, 4-ACRS-7A-01, 4-APPFS-3D-01)

I. Operating Procedures

A. Duties and Responsibilities

Upon selection by the Governor, the Oklahoma State Senate, or the Oklahoma House of Representatives to the BOC, the prospective new BOC member(s) shall promptly receive a copy of these Operating Procedures and Policies and its attachments, including the “Performance Expectations for Members of the Oklahoma Board of Corrections” which is incorporated by reference ([Attachment A](#), attached).

The Governor will appoint five members to the BOC, with the President Pro Tempore of the Senate and the Speaker of the House of Representatives each appointing two members.

The duties and responsibilities outlined in these Operating Procedures and Policies will be reviewed annually by the BOC and the ODOC director. The BOC will have the following powers and duties:

1. Establishment of Policies

The BOC will establish policies for the operation of the ODOC.

2. Approval of Personnel Matters (2-CO-1A-10)

- a. The BOC may require the agency director and any other ODOC personnel, when deemed necessary by the BOC, to give bond for the faithful performance of their duties (57 O.S. 504(5)).
- b. The BOC will consider for confirmation and vote on the appointments of positions to be determined by the BOC.

3. Approval of Contracts and Budgets
 - a. The BOC will be involved in the selection of architectural firms for projects when the architect's fee is over \$200,000. The BOC will also approve requisitions for construction contracts for projects where estimated construction costs are greater than \$500,000. Approval of construction documents must occur before acceptance of a bid.
 - b. The BOC will be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities.
 - c. The BOC will review and approve the proposed ODOC budget request before it is submitted to the Office of Management and Enterprise Services (OMES) in October of each year for review by the Governor.
 - d. The BOC will review and approve the ODOC budget work program before it is submitted to OMES on June 1 or as soon thereafter as possible.
 - e. The BOC will review and approve all emergency expenditures of money that exceed the agency director's authority as allowed by law.
4. Private Prison Construction or Operation
 - a. If ODOC proposes to enter into a contract for the construction or the operation, or both, of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC (57 O.S. 561, 561.1D-4 &G).
 - b. ODOC shall then deliver to the BOC the top three qualified prospective private prison contractors identified pursuant to law together with the information reviewed and analyzed by ODOC during analysis of the proposals. The BOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information (57 O.S.561.1.H).
 - c. Should ODOC choose to negotiate with current private prison contractors for a new contract for the operation, lease, or lease/purchase of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by

ODOC. The BOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. Additional time may be provided, when necessary (57 O.S. 561, 561.1).

B. Orientation

Within three months of their appointment, all newly appointed BOC members shall attend an orientation to become familiar with ODOC operations.

C. Officers, Terms of Office, and Qualifications

1. The BOC, composed of nine members, will have the following offices: a chair, vice chair, and secretary. These offices will be filled by BOC election at the regular meeting held annually in June.
2. An incumbent officer may be re-elected as often as such officer receives the necessary votes. Newly elected officers will assume their offices at the conclusion of the BOC meeting in which they were elected.

D. BOC Vacancies and Succession

1. If a vacancy occurs in the office of the chair, the vice chair will automatically succeed to the office of the chair and complete the remaining term of office.
2. Upon assuming the office of chair, the office of vice chair will become vacant through succession, and the chair may appoint a vice chair to complete the remaining term of office.
3. Any vacancy occurring in the office of vice chair or secretary may be filled by the chair by appointment for the remaining term of office.
4. A newly appointed officer will assume office at the conclusion of the BOC meeting in which they were elected.

E. Facility/Office Tours

Besides the tours or inspections, which may be taken during the regular BOC meetings, each BOC member is encouraged to conduct at least one visit of an ODOC institution, community corrections center and probation and parole office per year.

F. Inquiries

Any inquiries regarding ODOC's operations, actions, or policies received by BOC members from the public, employees, or inmates/offenders will be referred to the agency director or designee for response. If those inquiries are of such a nature that referral to the agency director may be inappropriate, then referral should be made to the chair of the BOC for appropriate disposition.

II. Administration of BOC Functions

A. Rules of Order

1. The *Modern Rules of Order* shall act as a guide to the BOC in the transaction of business during meetings, unless otherwise provided by law or these BOC operating policies.
2. A quorum of the BOC consists of five BOC members.
3. A roll-call vote of the BOC is taken on the following:
 - a. All actions requiring BOC approval or confirmation as identified in this policy;
 - b. Convening an executive session of the BOC; and/or
 - c. On any other action at the request of any BOC member or upon the advice of legal counsel.

B. BOC Meetings

The BOC will normally meet with the agency director at least monthly to review the administration and activities of the ODOC to include reports on the operation and performance of facilities and units, review BOC policies as needed, and other appropriate matters.(4-ACRS-7D-34)

1. The chair will preside over BOC meetings. The vice chair will preside in the absence of the chair.
2. The monthly meetings will be conducted at a time and place designated by the chair (or vice chair in the chair's absence), and published by ODOC.
 - a. Members who know that they will be unable to attend will notify the ODOC of their intended absence at least one week before the scheduled meeting.
 - b. A majority of affirmative votes of a quorum will be required to conduct and transact the business of the BOC.
3. ODOC support staff will be responsible for the following:

- a. Recording the minutes of every BOC meeting;
 - b. The certification of the approval of the minutes;
 - c. Ensuring whenever possible, all documents and information relevant to the BOC meeting is provided to the BOC in electronic form, no less than five days prior to the scheduled BOC meeting; and
 - d. Maintaining the official records of the BOC as required by law.
4. Upon approval of the minutes, the BOC Secretary will execute the following:

Certificate of Approval

I hereby certify that these minutes were duly approved by the Oklahoma Board of Corrections on _____, 20____, in which a quorum was present and voting.

Date: _____ Secretary of the Oklahoma Board of Corrections

5. All meetings of the BOC will be conducted according to the Oklahoma Open Meeting Act (25 O.S. § 301-314).
- a. The agency director will ensure that notice is given in writing to the Secretary of State, by December 15 of each calendar year, of the regularly scheduled meetings of the BOC for the next calendar year.
 - b. The agency director will ensure that the proposed agenda is posted at least 24 hours before each meeting. The agenda will be posted in prominent public view at ODOC Administration, 3400 North Martin Luther King Avenue in Oklahoma City.
 - c. If any change is to be made in the date, time, or place of the regularly scheduled meeting, then notice in writing will be given to the Secretary of State not less than ten days before the implementation of the change.
 - d. The agency director shall certify, prior to the beginning of each meeting, that all requirements under the open meetings act were completed.
6. BOC executive sessions are authorized only under the circumstances provided by Oklahoma law.

7. Any vote or action must be taken in public meeting with the vote of each member publicly cast and recorded. At the end of each executive session, a public announcement will be made memorializing the executive session discussion and announcing whether a vote is necessary.
8. Special meetings may be called by the chair or by a majority of the BOC as necessary and according to the Oklahoma Open Meeting Act.
9. In the event any meeting is to be continued or reconvened, public notice of the action, including date, time, and place of continued meeting, will be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting that is continued will be discussed at the continued or reconvened meeting.
10. An emergency meeting of the BOC as permitted by the Oklahoma Open Meeting Act may be held without public notice. The person calling an emergency meeting will give as much advance public notice as is reasonable and possible under the existing circumstances.
11. Matters of business that require further investigation or detailed study may be delegated to an ad hoc BOC committee appointed by the chair with the advice and consent of the Executive Committee.
12. At each meeting, the chair may provide an opportunity for any relevant business to be introduced by any BOC member, the agency director or any citizen attending the meeting, however, business may not be transacted unless such business constitutes "new business" within the meaning of the Open Meeting Act.
13. Every meeting of the BOC will be electronically taped (except executive session) from which minutes will be transcribed in summary form. A copy of the minutes will be forwarded to the BOC before the next meeting for their review. After formal approval of the minutes, as submitted or as amended, the taped recordings shall be destroyed, unless the BOC or the Executive Committee requests that the tape recording not be destroyed. A certified copy of the approved minutes will constitute the official record of the BOC.
14. Members of the BOC will be reimbursed for travel expenses, as provided by law for other state officers and employees, while attending meetings of the BOC or performing other official duties.

C. BOC Committees

The chair of the BOC shall appoint or reappoint up to four members of the BOC to a standing committee at the beginning of a fiscal year. Any BOC member may offer a motion to create a standing or ad hoc committee, which shall include the proposed committee's specific tasks and/or goals. If approved, the chair shall appoint up to four members to the committee and name a member to act as chair of the newly created committee.

Each committee may meet as required by the respective chair of the committee and report their findings and recommendations to the full BOC for formal approval and action. After each meeting of any committee, a report will be made during the next regular or special BOC meeting as required. Committee meetings will be coordinated with the agency director and staff schedules.

The following committees are standing committees:

1. Executive Committee

a. The Executive Committee shall consist of the following BOC members:

- (1) Chair of the BOC;
- (2) Vice chair of the BOC; and
- (3) The immediate past chair of the BOC. In the event the past chair is no longer serving as a BOC member, the secretary of the BOC shall succeed to the Executive Committee.

b. Duties of the Executive Committee shall include:

- (1) Developing, reviewing, and approving the monthly BOC agenda;
- (2) Performing BOC self-assessments by developing performance targets and assessing annually their achievement using a survey, interviews, or by other methods the BOC deems appropriate;
- (3) Reviewing BOC policies and recommending changes to be presented to the BOC; and
- (4) Any matter referred to it by the BOC chair or agency director.

2. Audit and Finance Committee

- a. The Audit and Finance Committee will meet with the agency director and designated staff to conduct business, including but not limited to:
 - (1) Reviewing and analyzing the ODOC's annual budget request and budget work program;
 - (2) Recommending to the BOC the type and scope of the audits to be performed for the agency, the Oklahoma Correctional Industries and Agri-Services;
 - (3) Recommending to the BOC the entity, firm or person to perform audits;
 - (4) Determining the type, content and frequency of financial reports to fulfil proper financial oversight and compliance with Oklahoma Statutes;
 - (5) Ensuring controls are in place to safeguard the assets of the agency as well as controls for proper financial reporting;
- b. The Audit and Finance Committee will meet as needed to review the budget request due in October of each fiscal year.
- c. The Audit and Finance Committee will meet as needed to review the budget work program due June 1 or as soon thereafter as possible of each fiscal year.
- d. The Audit and Finance Committee chair or a designee will report to the BOC and request formal approval of the budget request and budget work program.

3. Population/Security/Private Prison Committee

- a. The Population/Security/Private Prison Committee will meet as needed with the agency director and designated staff to conduct business, including but not limited to:
 - (1) Reviewing the ODOC's population status, operating procedures, and the review and approval of facilities' authorized capacity.
 - (2) Reviewing and approving requests for proposals, determining contract performance standards, proposing rules and regulations, reviewing and approving proposed per diem costs for the ensuing

fiscal year, and reviewing the cost benefit analysis required by law.

- (3) Reviewing ODOC policies and procedures which may affect female inmates/offenders to ensure a level of parity that avoids and/or minimizes any discrimination.
- (4) Reviewing security operations that enhance the safety and security of the agency's staff and facilities.
- (5) Reviewing internal reports or investigations related to inmate deaths, suicides, or non-routine security matters.

The Population/Security/Private Prison Committee chair or a designee will report to the full BOC their recommendations and request formal approval thereof.

4. Public Policy/Affairs/Criminal Justice Committee

- a. The Public Policy/Affairs/Criminal Justice Committee will meet with the agency director and designated and appropriate staff to conduct business, including but not limited to the review and approval of the specific language of the legislative initiatives of the ODOC.
- b. The Public Policy/Affairs/Criminal Justice Committee will meet prior to each legislative session, and from time to time during the legislative session, to review and discuss any necessary changes.
- c. The Public Policy/Affairs/Criminal Justice Committee, the agency director and designated staff will interface, as necessary, with members of other state boards, associations, organizations, agencies and designated appropriate staff to coordinate activities relating to the above named entities.
- d. The Public Policy/Affairs/Criminal Justice Committee chair or a designee will report to the BOC their recommendations and request formal approval thereof.
- e. The Public Policy/Affairs/Criminal Justice Committee will review policies and make recommendations to support criminal justice reform.
- f. The Public Policy/Affairs/Criminal Justice Committee will explore opportunities for cooperative efforts to promote

awareness of ODOC policies and procedures as it relates to criminal justice reform.

D. Committee Sunset Provision

All committees not designated as a standing committee shall expire after one calendar year from the date of the committee's inception, unless the BOC approves the committee's continued existence.

E. BOC Agenda

The chair and/or the Executive Committee shall be contacted in order for any item to be placed on the BOC agenda for a regular or special BOC meeting. Proposed agendas will be prepared and posted approximately seven days prior to any BOC meeting. A final agenda will be posted at least 24 hours in advance of any BOC meeting. After final posting, no additions to the agenda will be considered unless it falls under the item of new business in compliance with the Oklahoma Open Meeting Act. The decision of the chair will be final for placing items on the agenda for the next meeting unless requested by three members of the BOC in a timely manner.

F. Requests for Information by BOC Members

Any BOC member or committee may request information from ODOC that is within the BOC's statutory authority, provided such request is presented to the agency director who may refer the request to the appropriate member of the ODOC staff. Copies of such information shall be provided to all members of the BOC, as deemed appropriate by the agency director and/or the BOC Executive Committee. Any requests that cause significant increases in workload for the agency director or ODOC staff should be referred to the BOC Executive Committee for approval or placed on the next BOC meeting's agenda for consideration by the BOC. The agency director will determine whether the request presents a significant increase in workload and the time required responding to the request. If required, the agency director will request that the BOC member contact the BOC chair to place the item on the agenda for the next BOC meeting.

III. Public Access

The ODOC and its BOC share the responsibility to provide information concerning ODOC to Oklahoma citizens. The BOC will allow public and press inquiry of each BOC member after each BOC meeting, as each individual BOC member's schedule permits. All requests for information from BOC members shall be referred to the agency director for appropriate response.

A. Requests for Information

Requests for information from the public regarding an individual inmate

must meet the following requirements:

1. The request must comply with [OP-060212](#) entitled “Maintenance and Access of Inmate/Offender Records” and “Authorization to Release Department of Corrections Record Information” form ([DOC 060212F](#)).
2. If the request is regarding questionable policy practices or possible criminal behavior by staff or an inmate, specific facts must be provided by the requesting party prior to any response.

For any request that does not involve possible criminal behavior by the inmate or that places the requesting party in jeopardy, the information gathered for the response shall be provided to the inmate by the unit staff. The inmate shall then have the opportunity to forward the information to the requesting party. The inmate shall be encouraged to utilize the grievance procedure, when appropriate.

This section will not apply to open records requests or requests by an inmate’s attorney of record or elected public officials.

Unless otherwise provided by the Oklahoma Open Meeting Act, all BOC meetings will be open and accessible by the public. All members of the public attending BOC meetings shall be subject to any security procedures deemed necessary by the ODOC. Any person who has been denied access to any ODOC facility or institution may be allowed to attend a BOC meeting, provided the person meets all security concerns, and shall be limited to the specific room where the meeting is held, and shall be required to arrive within a reasonable time before the meeting and leave within a reasonable time after the adjournment of the meeting.

IV. Members Representing the BOC

Only members or committees authorized by the chair and/or the Executive Committee or pursuant to a duly adopted BOC resolution may represent the BOC before the executive or legislative branch or before any other branch or agency of the state or federal government or before any private entity, including the press. Except as noted above, media comments may be made stating only the personal views or positions of the member on matters that may come before the BOC. Members may express their personal views on any proposed legislation affecting the ODOC.

V. References

OP-060212 entitled “Maintenance and Access of Inmate/Offender Records”

25 O.S. 301-314

57 O.S. 503, 504, 506, 510, 561, 561.1

74 O.S. 2.2

577 P. 2nd 1310 (Okla. 1978)

VI. Action

The agency director is responsible for compliance with this policy.

The agency director and the Board of Corrections are responsible for the annual review and revisions.

Any exceptions to this policy statement will require prior written approval of the Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-010200 entitled "Operating Procedures and Policies for the Oklahoma Board of Corrections" dated January 27, 2020

Distribution: Policy and Operations Manuals
Agency Website (Public)
Board Website (Private)

AR 8/11/20 HC

FR 9/16/20 HC

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060212F	“Authorization to Release Department of Corrections Record Information”	OP-060212

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Performance Expectations for Members of the Oklahoma Board of Corrections”	Attached

PERFORMANCE EXPECTATIONS FOR MEMBERS OF THE OKLAHOMA BOARD OF CORRECTIONS

Board members recognize that being selected to serve as a member is a significant honor. Because Oklahoma's incarceration rates are so high, our Oklahoma Department of Corrections (ODOC) system includes a 77-county, 24-hour, 7-day a week, comprehensive network of institutions, community corrections centers, statewide probation and parole services, correctional industries, agriculture operations, treatment programs, work release, halfway house and private prison contracting and oversight, medical, programs, community sentencing acts, and a variety of other mandates, expectations, and operations. Couple these with death penalty requirements, life and death decisions with hostage and riot situations, and the need to constantly educate all stakeholders, and ODOC has one of the most complex and comprehensive correctional systems in the nation.

This complexity is enhanced by a system that has antiquated facilities in dire need of refurbishment, funding, and staffing shortages, and other increasing demands on the system. ODOC has a budget of over a half billion dollars and over 4,200 employees. Thus, the Board member position is comparable to that of a large corporate director position, as the demands, expectations, qualifications, and external interactions, resemble those of many of our country's major corporations.

The Board sets challenging goals that focus on educating, directing and holding accountable the ODOC to relentlessly seek improvement, while advocating correctional excellence. Because the Board seeks to lead and set an example for all of ODOC's stakeholders, the Board of the State of Oklahoma has adopted certain performance expectations for its members. The following are legal and moral responsibilities, operational responsibilities, professional development requirements, and essential Board duties:

A. Legal and Moral Responsibilities

Board members are expected to conduct themselves above reproach in all of their public and private affairs, and wherever possible, avoid even the appearance of impropriety. They are expected to be models of integrity in their working relationships that demonstrates trust, honesty, and ethical behavior. They realize their high calling and place great importance on their roles as members, and possess a strong belief in the mission and goals of the Board and ODOC.

B. Operational Responsibilities

Board members provide effective oversight to ODOC in the enabling legislative Board guidelines. Board members are expected to:

1. Be completely knowledgeable of the Standard Operating Procedures for the Board and understands the history and purpose of the ODOC.
2. Attend all meetings, Board retreats, advancements, training, and strategic planning events, unless unavoidable personal, family, or business issues preclude them from doing so.
3. Arrive prepared for meetings, having read the agenda, minutes of previous meetings, and any reports and information sent out earlier.

4. Sit as Chair and/or members of the various Board standing and/or ad hoc committees.
5. Treat other Board members with respect and appropriate decorum. Sidebar conversations during meetings should be avoided as being potentially disruptive and discourteous.
6. Be open to members with diverse views, opinions, and expectations.
7. Create an environment that encourages learning, growth, and development of its members.
8. Have relationships with other Board members that demonstrate openness, trust, and mutual respect.
9. Foster an atmosphere open to the exchange of ideas and dialogue before, during, and after Board meetings.
10. Participate fully in Board business during meetings.
11. Use skills and talent to positively influence and impact areas within the Board and the ODOC.
12. Put aside personal positions when compromise is necessary.
13. Continuously challenge themselves to improve.
14. Assure themselves that they know what was decided in meeting and any responsibilities that were assigned to them.
15. Be comfortable with changing established ways of doing business.
16. Understand the ODOC, both financially, and operationally to enable knowledgeable discussion of existing or prospective ODOC policies, including, but not limited to the financial impact of such policies.

C. Professional Development Requirements

Like ODOC employees, Board members are expected to engage in continuous professional development. This includes Board members who:

1. Attend, as a newly appointed Board member, an ODOC orientation to become familiar with ODOC operations.
2. Are knowledgeable of the Modern Rules of Order.
3. Participate in training opportunities.
4. Actively and critically read recommended professional development materials and actively incorporate the lessons learned into action.
5. Develop new skills to contribute to the Board and ODOC.

D. Essential Board Duties

Board members are required by law to:

1. Consider appointments of facility heads and other staff members as desired by the Board.
2. Select architectural firms for projects when the architect's fee is over \$200,000.
3. Approve requisitions for construction contracts where estimated construction costs are greater than \$500,000.
4. Be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities.
5. Review and approve the proposed ODOC budget before it is submitted to the Office of Management and Enterprise Services in the fall of each year for review by the Governor.
6. Review and approve all emergency expenditures of money that exceed the agency director's authority as allowed by law.
7. Make the final decision in selecting a contractor for the construction, operation or both from a list of the top three qualified prospective private prison contractors identified by ODOC.
8. Evaluate material furnished by ODOC regarding proposed new contracts for the operation, lease, or lease/purchase of a private prison and make a final decision selecting the contractor.
9. Authorize the agency director of ODOC to issue a letter or memorandum of support for any project involving construction or operation of a correctional facility other than the State of Oklahoma according to established procedures.

Board members are required by Board operating procedures to:

10. Establish policies for the operation of ODOC.
11. Refer to the agency director or designee for response any inquiries regarding ODOC's operations, actions, or policies received by Board members from the public, employees, or inmates. If those inquiries are of such a nature that referral to the agency director may be inappropriate, then referral should be made to the chairperson of the Board for appropriate disposition.
12. Encouraged to annually conduct at least one visit to an ODOC institution, community corrections center, and probation and parole office.
13. Serve on or chair one or more of the Board's standing or ad hoc committees.

(R 11/19)

Section-01 Organization	Page: 1	P-010200	Effective Date: 01/27/2020
Board Operating Procedures	ACA Standards: 2-CO-1A-10, 5-ACI-1A-01, 4-ACRS-7A-01 , 4-ACRS-7D-34 , 4-APPFS-3D-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections		Signature on File	

Operating Procedures and Policies for the Oklahoma Board of Corrections

The Oklahoma Board of Corrections (BOC) will establish and maintain written policies for the operation of the Oklahoma Department of Corrections (ODOC) pursuant to Section 504 of Title 57 of the Oklahoma Statutes. (5-ACI-1A-01, [4-ACRS-7A-01](#), 4-APPFS-3D-01)

I. Operating Procedures

A. Duties and Responsibilities

Upon selection by the Governor, the Oklahoma State Senate, or the Oklahoma House of Representatives to the BOC, the prospective new BOC member(s) shall promptly receive a copy of these Operating Procedures and Policies and its attachments, including the “Performance Expectations for Members of the Oklahoma Board of Corrections” which is incorporated by reference ([Attachment A](#), attached).

The Governor will appoint five members to the BOC, with the President Pro Tempore of the Senate and the Speaker of the House of Representatives each appointing two members.

The duties and responsibilities outlined in these Operating Procedures and Policies will be reviewed annually by the BOC and the ODOC director. The BOC will have the following powers and duties:

1. Establishment of Policies

The BOC will establish policies for the operation of the ODOC.

2. Approval of Personnel Matters (2-CO-1A-10)

a. The BOC may require the agency director and any other ODOC personnel, when deemed necessary by the BOC, to give bond for the faithful performance of their duties (57 O.S. 504(5)).

b. The BOC will consider for confirmation and vote on the appointments of positions to be determined by the BOC.

3. Approval of Contracts and Budgets
 - a. The BOC will be involved in the selection of architectural firms for projects when the architect's fee is over \$200,000. The BOC will also approve requisitions for construction contracts for projects where estimated construction costs are greater than \$500,000. Approval of construction documents must occur before acceptance of a bid.
 - b. The BOC will be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities.
 - c. The BOC will review and approve the proposed ODOC budget request before it is submitted to the Office of Management and Enterprise Services (OMES) in October of each year for review by the Governor.
 - d. The BOC will review and approve the ODOC budget work program before it is submitted to OMES on June 1 or as soon thereafter as possible.
 - e. The BOC will review and approve all emergency expenditures of money that exceed the agency director's authority as allowed by law.
4. Private Prison Construction or Operation
 - a. If ODOC proposes to enter into a contract for the construction or the operation, or both, of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC (57 O.S. 561, 561.1D-4 &G).
 - b. ODOC shall then deliver to the BOC the top three qualified prospective private prison contractors identified pursuant to law together with the information reviewed and analyzed by ODOC during analysis of the proposals. The BOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information (57 O.S.561.1.H).
 - c. Should ODOC choose to negotiate with current private prison contractors for a new contract for the operation, lease, or lease/purchase of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by

ODOC. The BOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. Additional time may be provided, when necessary (57 O.S. 561, 561.1).

B. Orientation

Within three months of their appointment, all newly appointed BOC members shall attend an orientation to become familiar with ODOC operations.

C. Officers, Terms of Office, and Qualifications

1. The BOC, composed of nine members, will have the following offices: a chair, vice chair, and secretary. These offices will be filled by BOC election at the regular meeting held annually in June.
2. An incumbent officer may be re-elected as often as such officer receives the necessary votes. Newly elected officers will assume their offices at the conclusion of the BOC meeting in which they were elected.

D. BOC Vacancies and Succession

1. If a vacancy occurs in the office of the chair, the vice chair will automatically succeed to the office of the chair and complete the remaining term of office.
2. Upon assuming the office of chair, the office of vice chair will become vacant through succession, and the chair may appoint a vice chair to complete the remaining term of office.
3. Any vacancy occurring in the office of vice chair or secretary may be filled by the chair by appointment for the remaining term of office.
4. A newly appointed officer will assume office at the conclusion of the BOC meeting in which they were elected.

E. Facility/Office Tours

Besides the tours or inspections, which may be taken during the regular BOC meetings, each BOC member is encouraged to conduct at least one visit of an ODOC institution, community corrections center and probation and parole office per year.

F. Inquiries

Any inquiries regarding ODOC's operations, actions, or policies received by BOC members from the public, employees, or inmates/offenders will be referred to the agency director or designee for response. If those inquiries are of such a nature that referral to the agency director may be inappropriate, then referral should be made to the chair of the BOC for appropriate disposition.

II. Administration of BOC Functions

A. Rules of Order

1. The *Modern Rules of Order* shall act as a guide to the BOC in the transaction of business during meetings, unless otherwise provided by law or these BOC operating policies.
2. A quorum of the BOC consists of five BOC members.
3. A roll-call vote of the BOC is taken on the following:
 - a. All actions requiring BOC approval or confirmation as identified in this policy;
 - b. Convening an executive session of the BOC; and/or
 - c. On any other action at the request of any BOC member or upon the advice of legal counsel.

B. BOC Meetings

The BOC will normally meet with the agency director at least monthly to review the administration and activities of the ODOC to include reports on the operation and performance of facilities and units, review BOC policies as needed, and other appropriate matters.(4-ACRS-7D-34)

1. The chair will preside over BOC meetings. The vice chair will preside in the absence of the chair.
2. The monthly meetings will be conducted at a time and place designated by the chair (or vice chair in the chair's absence), and published by ODOC.
 - a. Members who know that they will be unable to attend will notify the ODOC of their intended absence at least one week before the scheduled meeting.
 - b. A majority of affirmative votes of a quorum will be required to conduct and transact the business of the BOC.
3. ODOC support staff will be responsible for the following:

- a. Recording the minutes of every BOC meeting;
 - b. The certification of the approval of the minutes;
 - c. Ensuring whenever possible, all documents and information relevant to the BOC meeting is provided to the BOC in electronic form, no less than five days prior to the scheduled BOC meeting; and
 - d. Maintaining the official records of the BOC as required by law.
4. Upon approval of the minutes, the BOC Secretary will execute the following:

Certificate of Approval

I hereby certify that these minutes were duly approved by the Oklahoma Board of Corrections on _____, 20____, in which a quorum was present and voting.

Date: _____ Secretary of the Oklahoma Board of Corrections

5. All meetings of the BOC will be conducted according to the Oklahoma Open Meeting Act (25 O.S. § 301-314).
- a. The agency director will ensure that notice is given in writing to the Secretary of State, by December 15 of each calendar year, of the regularly scheduled meetings of the BOC for the next calendar year.
 - b. The agency director will ensure that the proposed agenda is posted at least 24 hours before each meeting. The agenda will be posted in prominent public view at ODOC Administration, 3400 North Martin Luther King Avenue in Oklahoma City.
 - c. If any change is to be made in the date, time, or place of the regularly scheduled meeting, then notice in writing will be given to the Secretary of State not less than ten days before the implementation of the change.
 - d. The agency director shall certify, prior to the beginning of each meeting, that all requirements under the open meetings act were completed.
6. BOC executive sessions are authorized only under the circumstances provided by Oklahoma law.

7. Any vote or action must be taken in public meeting with the vote of each member publicly cast and recorded. At the end of each executive session, a public announcement will be made memorializing the executive session discussion and announcing whether a vote is necessary.
8. Special meetings may be called by the chair or by a majority of the BOC as necessary and according to the Oklahoma Open Meeting Act.
9. In the event any meeting is to be continued or reconvened, public notice of the action, including date, time, and place of continued meeting, will be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting that is continued will be discussed at the continued or reconvened meeting.
10. An emergency meeting of the BOC as permitted by the Oklahoma Open Meeting Act may be held without public notice. The person calling an emergency meeting will give as much advance public notice as is reasonable and possible under the existing circumstances.
11. Matters of business that require further investigation or detailed study may be delegated to an ad hoc BOC committee appointed by the chair with the advice and consent of the Executive Committee.
12. At each meeting, the chair may provide an opportunity for any relevant business to be introduced by any BOC member, the agency director or any citizen attending the meeting, however, business may not be transacted unless such business constitutes "new business" within the meaning of the Open Meeting Act.
13. Every meeting of the BOC will be electronically taped (except executive session) from which minutes will be transcribed in summary form. A copy of the minutes will be forwarded to the BOC before the next meeting for their review. After formal approval of the minutes, as submitted or as amended, the taped recordings shall be destroyed, unless the BOC or the Executive Committee requests that the tape recording not be destroyed. A certified copy of the approved minutes will constitute the official record of the BOC.
14. Members of the BOC will be reimbursed for travel expenses, as provided by law for other state officers and employees, while attending meetings of the BOC or performing other official duties.

C. BOC Committees

The chair of the BOC shall appoint or reappoint up to four members of the BOC to a standing committee at the beginning of a fiscal year. Any BOC member may offer a motion to create a standing or ad hoc committee, which shall include the proposed committee's specific tasks and/or goals. If approved, the chair shall appoint up to four members to the committee and name a member to act as chair of the newly created committee.

Each committee may meet as required by the respective chair of the committee and report their findings and recommendations to the full BOC for formal approval and action. After each meeting of any committee, a report will be made during the next regular or special BOC meeting as required. Committee meetings will be coordinated with the agency director and staff schedules.

The following committees are standing committees:

1. Executive Committee

a. The Executive Committee shall consist of the following BOC members:

- (1) Chair of the BOC;
- (2) Vice chair of the BOC; and
- (3) The immediate past chair of the BOC. In the event the past chair is no longer serving as a BOC member, the secretary of the BOC shall succeed to the Executive Committee.

b. Duties of the Executive Committee shall include:

- (1) Developing, reviewing, and approving the monthly BOC agenda;
- (2) Performing BOC self-assessments by developing performance targets and assessing annually their achievement using a survey, interviews, or by other methods the BOC deems appropriate;
- (3) Reviewing BOC policies and recommending changes to be presented to the BOC; and
- (4) Any matter referred to it by the BOC chair or agency director.

2. Audit/Finance/Technology Audit and Finance Committee

- a. The ~~Audit/Finance/Technology~~Audit and Finance Committee will meet with the agency director and designated staff to conduct business, including but not limited to:
 - (1) Reviewing and analyzing the ODOC's annual budget request and budget work program;
 - (2) Recommending to the BOC the type and scope of the audits to be performed for the agency, the Oklahoma Correctional Industries and Agri-Services;
 - (3) Recommending to the BOC the entity, firm or person to perform audits;
 - (4) Determining the type, content and frequency of financial reports to fulfil proper financial oversight and compliance with Oklahoma Statutes;
 - (5) Ensuring controls are in place to safeguard the assets of the agency as well as controls for proper financial reporting;
 - ~~(6) Development of a strategic modernization plan that encompasses the needs of the agency and its functioning divisions, departments, and groups;~~
 - ~~(7) Maintaining the strategic plan as a living document that encompasses changes in needs, budget availability, growth, and maintains technological currency; and~~
 - ~~(8) Provide insight and direction in strategic partnerships with legacy stakeholders and the development of new opportunities in information sharing.~~
- b. The ~~Audit/Finance/Technology~~Audit and Finance Committee will meet as needed to review the budget request due in October of each fiscal year.
- c. The ~~Audit/Finance/Technology~~Audit and Finance Committee will meet as needed to review the budget work program due June 1 or as soon thereafter as possible of each fiscal year.
- d. The ~~Audit/Finance/Technology~~Audit and Finance Committee chair or a designee will report to the BOC and request formal approval of the budget request and budget work program.
- ~~e. The Audit/Finance/Technology Committee, the agency director and the CIO will communicate as necessary with~~

~~Oklahoma Management and Enterprise Services (OMES), Information Services Division, to propagate working relationships.~~

~~f. The Audit/Finance/Technology Committee will hear reports of new initiatives modernizing the agency or selected portions and carry this information forward to the general board for discussion and/or approval as necessary.~~

3. Population/Security/Private Prison Committee

a. The Population/Security/Private Prison Committee will meet as needed with the agency director and designated staff to conduct business, including but not limited to:

- (1) Reviewing the ODOC's population status, operating procedures, and the review and approval of facilities' authorized capacity.
- (2) Reviewing and approving requests for proposals, determining contract performance standards, proposing rules and regulations, reviewing and approving proposed per diem costs for the ensuing fiscal year, and reviewing the cost benefit analysis required by law.
- (3) Reviewing ODOC policies and procedures which may affect female inmates/offenders to ensure a level of parity that avoids and/or minimizes any discrimination.
- (4) Reviewing security operations that enhance the safety and security of the agency's staff and facilities.
- (5) Reviewing internal reports or investigations related to inmate deaths, suicides, or non-routine security matters.

The Population/Security/Private Prison Committee chair or a designee will report to the full BOC their recommendations and request formal approval thereof.

4. Public Policy/Affairs/Criminal Justice Committee

a. The Public Policy/Affairs/Criminal Justice Committee will meet with the agency director and designated and appropriate staff to conduct business, including but not limited to the review and approval of the specific language of the legislative initiatives of the ODOC.

- b. The Public Policy/Affairs/Criminal Justice Committee will meet prior to each legislative session, and from time to time during the legislative session, to review and discuss any necessary changes.
- c. The Public Policy/Affairs/Criminal Justice Committee, the agency director and designated staff will interface, as necessary, with members of other state boards, associations, organizations, agencies and designated appropriate staff to coordinate activities relating to the above named entities.
- d. The Public Policy/Affairs/Criminal Justice Committee chair or a designee will report to the BOC their recommendations and request formal approval thereof.
- e. The Public Policy/Affairs/Criminal Justice Committee will review policies and make recommendations to support criminal justice reform.
- f. The Public Policy/Affairs/Criminal Justice Committee will explore opportunities for cooperative efforts to promote awareness of ODOC policies and procedures as it relates to criminal justice reform.

D. Committee Sunset Provision

All committees not designated as a standing committee shall expire after one calendar year from the date of the committee's inception, unless the BOC approves the committee's continued existence.

E. BOC Agenda

The chair and/or the Executive Committee shall be contacted in order for any item to be placed on the BOC agenda for a regular or special BOC meeting. Proposed agendas will be prepared and posted approximately seven days prior to any BOC meeting. A final agenda will be posted at least 24 hours in advance of any BOC meeting. After final posting, no additions to the agenda will be considered unless it falls under the item of new business in compliance with the Oklahoma Open Meeting Act. The decision of the chair will be final for placing items on the agenda for the next meeting unless requested by three members of the BOC in a timely manner.

F. Requests for Information by BOC Members

Any BOC member or committee may request information from ODOC that is within the BOC's statutory authority, provided such request is presented to the agency director who may refer the request to the appropriate

member of the ODOC staff. Copies of such information shall be provided to all members of the BOC, as deemed appropriate by the agency director and/or the BOC Executive Committee. Any requests that cause significant increases in workload for the agency director or ODOC staff should be referred to the BOC Executive Committee for approval or placed on the next BOC meeting's agenda for consideration by the BOC. The agency director will determine whether the request presents a significant increase in workload and the time required responding to the request. If required, the agency director will request that the BOC member contact the BOC chair to place the item on the agenda for the next BOC meeting.

III. Public Access

The ODOC and its BOC share the responsibility to provide information concerning ODOC to Oklahoma citizens. The BOC will allow public and press inquiry of each BOC member after each BOC meeting, as each individual BOC member's schedule permits. All requests for information from BOC members shall be referred to the agency director for appropriate response.

A. Requests for Information

Requests for information from the public regarding an individual inmate must meet the following requirements:

1. The request must comply with [OP-060212](#) entitled "Maintenance and Access of Inmate/Offender Records" and "Authorization to Release Department of Corrections Record Information" form ([DOC 060212F](#)).
2. If the request is regarding questionable policy practices or possible criminal behavior by staff or an inmate, specific facts must be provided by the requesting party prior to any response.

For any request that does not involve possible criminal behavior by the inmate or that places the requesting party in jeopardy, the information gathered for the response shall be provided to the inmate by the unit staff. The inmate shall then have the opportunity to forward the information to the requesting party. The inmate shall be encouraged to utilize the grievance procedure, when appropriate.

This section will not apply to open records requests or requests by an inmate's attorney of record or elected public officials.

Unless otherwise provided by the Oklahoma Open Meeting Act, all BOC meetings will be open and accessible by the public. All members of the public attending BOC meetings shall be subject to any security procedures deemed necessary by the ODOC. Any person who has been denied access to any ODOC facility or institution may be allowed to attend a BOC meeting, provided the person meets all security concerns, and shall be

limited to the specific room where the meeting is held, and shall be required to arrive within a reasonable time before the meeting and leave within a reasonable time after the adjournment of the meeting.

IV. Members Representing the BOC

Only members or committees authorized by the chair and/or the Executive Committee or pursuant to a duly adopted BOC resolution may represent the BOC before the executive or legislative branch or before any other branch or agency of the state or federal government or before any private entity, including the press. Except as noted above, media comments may be made stating only the personal views or positions of the member on matters that may come before the BOC. Members may express their personal views on any proposed legislation affecting the ODOC.

V. References

OP-060212 entitled "Maintenance and Access of Inmate/Offender Records"

25 O.S. 301-314

57 O.S. 503, 504, 506, 510, 561, 561.1

74 O.S. 2.2

577 P. 2nd 1310 (Okla. 1978)

VI. Action

The agency director is responsible for compliance with this policy.

The agency director and the Board of Corrections are responsible for the annual review and revisions.

Any exceptions to this policy statement will require prior written approval of the Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-010200 entitled "Operating Procedures and Policies for the Oklahoma Board of Corrections" dated [January 27, 2020](#) ~~November 13, 2019~~

Distribution: Policy and Operations Manuals
Agency Website (Public)
Board Website (Private)

[AR 8/11/20 HC](#)
[FR 9/16/20 HC](#)

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060212F	"Authorization to Release Department of Corrections Record Information"	OP-060212

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(R 11/19)

**Oklahoma Department of Corrections
Internal Audit Summary Report
First Quarter FY 21**

Reporting Period: 1st Quarter of FY 21

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, Oklahoma Correctional Industries Factory Inventory (Raw Materials, Work in Process and Finished Goods) and Fixed Assets Management System.

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

Audited Facilities/Units	Date of Audit
1. Agri Services Administration	07/29/2020
2. OCI Administration*	08/17/2020

Of those audited in the 1st quarter of FY 21, one unit had a reportable noncompliance or internal control finding.

Summary of Noncompliance Findings in accordance with Fiscal Management Policy

Accounts Receivable

- OCI Administration

Summary of Findings:

- Past due receivables totaling \$70,900, with average days outstanding of 86.85.

Summary of Action Taken:

- OCI will recommend litigation against PIE account Direct Marketing (DMI). Other vendors, Tornado Safe and Every Life Marketing, have worked out reparations to liquate the past due invoices. All non-PIE programs have all been paid and are current.

Auditors Note:

There will be a three month (90 day) follow-up audit to ensure the plan of corrective action has been initiated and followed.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Agri Services Administration

July 29, 2020

FOR THE PERIODS

FY 20 July 1, 2019 to June 30, 2020

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Agri Services Administration

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1

OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Agri Services Administration

July 29, 2020

Chairman, Board of Corrections

We have conducted a compliance audit of Agri Services Administration a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, July 1, 2019 to June 30, 2020. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Accounts Receivable and Fixed Assets Inventory System.

The audit was conducted following department policy and state laws. Those standards and laws require that we plan and perform the audit to obtain reasonable assurance about whether Agri Services Administration is materially in compliance with state law and department directives. OS Title §74-228, §74-229 and OP 120101 entitled Fiscal Management Responsibilities.

Compliance with laws, regulations, and contracts applicable to Agri Services Administration is the responsibility of the Agri Services Administration management. As part of obtaining reasonable assurance about whether Agri Services Administration is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Oklahoma Correctional Industries Administration

August 17, 2020

FOR THE PERIODS

FY 20 July 1, 2019 to June 30, 2020

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Oklahoma Correctional Industries Administration

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1
Schedule A - Compliance	2-5

OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Oklahoma Correctional Industries Administration

August 17, 2020

Chairman, Board of Corrections

We have conducted a compliance audit of Oklahoma Correctional Industries Administration a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, July 1, 2019 to June 30, 2020. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Accounts Receivable and Fixed Assets Inventory System.

The audit was conducted following department policy and state laws. Those standards and laws require that we plan and perform the audit to obtain reasonable assurance about whether Oklahoma Correctional Industries Administration is materially in compliance with state law and department directives. OS Title §74-228, §74-229 and OP 120101 entitled Fiscal Management Responsibilities.

Compliance with laws, regulations, and contracts applicable to Oklahoma Correctional Industries Administration is the responsibility of the Oklahoma Correctional Industries Administration management. As part of obtaining reasonable assurance about whether Oklahoma Correctional Industries Administration is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests as listed on the Schedule A – Compliance disclosed certain conditions that are required to be reported herein under department policy or Government Auditing Standards. An internal audit follow-up will be performed within three months to insure corrective actions is being implemented.

Sincerely

Teresa Davenport

Teresa Davenport
Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A: COMPLIANCE

Oklahoma Correctional Industries

August 17, 2020

Accounts Receivables

Product Accounts Receivables (Invoices Net payment 30 days)

Criteria: The Department shall invoice the customer and per the invoice the customer shall pay within thirty (30) days from the date of the invoice.

Pie Program

Criteria: October 20, 2015 contract between EveryLife and the Department of Corrections (DOC) item #5.b. entitled Employee Compensation and Benefits states: "Remit to the Department the full amount on an invoice within thirty (30) working days after the presentation of the invoice. Customer agrees to pay 1.5% per month of any outstanding amount, accruing the first day payment is overdue, plus costs of collection, including attorney's fees and costs on all past due amounts.

Criteria: May 14, 2019 contract between Direct Marketing (DMI) and the Department of Corrections (DOC) item #5.b. entitled Employee Compensation and Benefits states: "Remit to the Department the full amount on an invoice within thirty (30) working days after the presentation of the invoice. Customer agrees to pay 1.5% per month of any outstanding amount, accruing the first day payment is overdue, plus costs of collection, including attorney's fees and costs on all past due amounts.

Criteria: 2015 contract between Tornado Safe and the Department of Corrections (DOC) item #2.j. entitled Customer Responsibilities states: "Remit to the Department the full amount on an invoice upon receipt of material. Customer agrees to pay 1.5% per month of any outstanding amount, accruing the first day payment is overdue, plus costs of collection, including attorney's fees and costs on all past due amounts. No additional shipments shall be made pending overdue invoices.

Finding

Customer	Invoice Number	Amount	Invoice Date	Days After Invoice Date
Coalgate Schools	95762	\$188.55	01/30/20	180
DOC Field Operations	95364	\$126.55	01/09/20	201
OK Health Care Authority	95625	\$127.26	01/17/20	193
The GEO Group, Inc.	96974	\$315.01	04/03/20	116
OK Tax Commission	96866	\$ 6.20	04/23/20	96
OK Tax Commission	96868	\$ 3.10	04/23/20	96
OK Tax Commission	96870	\$ 6.20	04/23/20	96

EveryLife, Direct Marketing (DMI) and Tornado Safe had a contract to pay for services. Oklahoma Correctional Industries invoiced the customers, but has not received payment for the following invoices:

Customer	Invoice Number	Amount	Invoice Date	Days After Invoice Date
EveryLife Marketing	96664	\$ 2,896.00	03/25/20	125
EveryLife Marketing	96883	<u>\$ 978.75</u>	05/06/20	<u>83</u>
Total Amount Outstanding		\$ 3,874.75		208
Every Life Marketing Average Days late: 104				

DMI	91995	\$ 5,967.87	06/06/19	417
DMI	93091	\$ 5,208.06	08/02/19	<u>361</u>
Total Amount Outstanding		\$11,175.93		778
DMI Average Days late: 389				

Tornado Safe, LLC	96569	\$14,799.44	03/23/20	127
Tornado Safe, LLC	96571	\$ 3,699.86	03/23/20	127
Tornado Safe, LLC	96604	\$ 975.55	03/23/20	127
Tornado Safe, LLC	96623	\$ 900.60	03/25/20	125
Tornado Safe, LLC	96628	\$ 2,795.06	03/25/20	125
Tornado Safe, LLC	96629	\$ 871.60	03/25/20	125
Tornado Safe, LLC	96714	\$ 1,102.10	03/27/20	123
Tornado Safe, LLC	96742	\$ 857.43	03/30/20	120
Tornado Safe, LLC	96743	\$ 857.43	03/30/20	120
Tornado Safe, LLC	96757	\$ 2,572.29	03/30/20	120
Tornado Safe, LLC	96758	\$ 2,927.96	03/30/20	120
Tornado Safe, LLC	96781	\$ 2,195.98	03/31/20	119
Tornado Safe, LLC	96961	\$ 1,456.87	05/22/20	67
Tornado Safe, LLC	96964	\$ 1,597.52	05/22/20	67
Tornado Safe, LLC	96965	\$ 3,195.04	05/22/20	67
Tornado Safe, LLC	96967	\$ 1,140.84	05/22/20	67

Tornado Safe, LLC	96997	\$ 4,792.56	05/22/20	67
Tornado Safe, LLC	97049	\$ 900.65	05/28/20	61
Tornado Safe, LLC	97051	\$ 1,057.67	05/28/20	61
Tornado Safe, LLC	97052	\$ 3,993.80	05/28/20	61
Tornado Safe, LLC	97053	\$ 1,072.82	05/28/20	61
Tornado Safe, LLC	97072	\$ 901.00	05/28/20	61
Tornado Safe, LLC	97074	<u>\$ 1,185.94</u>	05/28/20	<u>61</u>
Total Amount Outstanding		\$55,850.01		1358
Tornado Safe, LLC Average Days late: 94.74				

Total Amount Outstanding \$70,900.69

Accounts Receivable Average Days late: 86.85 days

Effect: Cash may not be available to fund OCI operational activities. Tornado Safe is temporarily not doing business with OCI pending the adjudication of the past due invoices.

Risk: 1. The customer may be using OCI to finance their operations.
2. They also may be experiencing cash flow problems (liquidity).

Recommendation: OCI may need to pursue litigation if it is determined that the outstanding accounts receivable are uncollectable, as the contract states the customer is responsible for cost of collections and attorney's fees.

PLAN OF CORRECTIVE ACTION

Oklahoma Correctional Industries (OCI) agrees with this recommendation and will work with the legal department to pursue litigation on the PIE Program, DMI. However, since the audit date, the two PIE programs, Every Life Marketing and Tornado Safe, have paid their past due balances.

The majority of the non-PIE program customers (Colgate Schools, OK Health Care Authority, OK Tax Commission) may have been impacted by the COVID-19 virus causing late payment issues. In fact, the OK Tax Commission invoices were paid on April 23, 2020. Therefore, litigation will not be pursued on these customers.

PIE customers update:

Every Life Marketing paid their past due balance and their account is now current.

OCI met with the Tornado Safe owner, on August 11, 2020 to discuss the importance of keeping his account current. Tornado Safe is aware that future account disruptions will lead to termination of his contract with the DOC. On August 11, 2020, Tornado Safe paid their past due balance and their account is now current.

DMI is unreachable; therefore, Oklahoma Correctional Industries Director has sought DOC legal counsel. The OCI Director is preparing information for DOC Legal Counsel to pursue litigation to reclaim the outstanding balance. In the interim, OCI will continue to pursue collections on the DMI account.