

**OKLAHOMA BOARD OF CORRECTIONS**  
**REGULAR MEETING MINUTES**  
**July 26, 2023**

**1. Call to Order**

Chairman Hastings Siegfried called the meeting of the Oklahoma Board of Corrections (BOC) to order at 1:14 p.m., on Wednesday, July 26, 2023, at Joseph Harp Correctional Center, 16161 Moffat Road, Lexington, OK 73051.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on Tuesday, November 29, 2022. 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 12:14 a.m., on Tuesday, July 25, 2023, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma 73111.

**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:

Rhonda Bear	Present	Stephan Moore	Absent
Joseph Brantley	Present	T. Hastings Siegfried	Present
Randy Chandler	Absent	Daniel Snead	Present
Alex Gerszewski	Present	Daryl Woodard	Present
Erick Harris	Present		

The roll reflected a quorum.

**2. Approval of Board of Corrections Meeting Minutes**

Chairman Siegfried requested approval of the meeting minutes as presented to members in the BOC packet for July 26, 2023.

**A. June 28, 2023 Meeting Minutes**

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

Rhonda Bear	Approved	Stephan Moore	Absent
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Absent	Daniel Snead	Approved
Alex Gerszewski	Approved	Daryl Woodard	Approved
Erick Harris	Approved		

The meeting minutes from June 28, 2023, were approved by majority vote.

**3. Chairman's Update**

Chairman Siegfried welcomed everyone to the Board of Corrections meeting and gave an update on the appointment of BOC Officers.

**4. Facility Warden Update**

Warden David Rogers welcomed BOC members, Director Harpe and staff to Joseph Harp Correctional Center and gave an overview of the operations of the facility. Joseph Harp Correctional Center has a population of 1,306 inmates between medical, mental health, general population and inmates with life sentences.

**5. Director's Update**

Director Steven Harpe gave updates on a variety of topics including the slowing of staff attrition, Davis Correctional Facility operations take-over as of October 1, 2023 and working with Guidehouse to complete an agency staff analysis of positions and salary.

**6. Unit Spotlight: Employee Rights and Relations Unit (ERRU)**

Administrator of Employee Rights and Relations Nancy Watson-Ellis gave an overview of the ERRU Units role within the agency. This unit is responsible for a variety of functions as it related to employees including employee discrimination investigations and employee discipline.

**7. Agency Budget Update**

Chief Financial Officer Ashlee Clemmons welcomed everyone and provided an update on projects to include the conversion and transition to bi-weekly payroll, agency-wide IT computer refresh, ICON, jail back-up reimbursement and the Legislative Office of Financial Transparency (LOFT).

**8. Inmate/Offender Population Update**

A. Chief Administrator of Classification & Programs Clint Castleberry provided an overview of the inmate/offender population as of June 30, 2023. A copy of the overview was included in the BOC packet for July 26, 2023.

**9. Security Staffing Update**

A. Chief of Operations Jason Sparks provided an overview of the security staffing as it relates to the operations of facilities and the influx of cadets from academy.

**10. Approval of Delegation Authority to the Director to Declare Emergencies**

A. General Counsel Kari Hawkins provided an overview of the Delegation Authority to the Director to Declare Emergencies Pursuant to 61 OS §130 (B):

*The governing body of a public agency may, upon approval of two-thirds (2/3) majority of all of the members of the governing body, delegate to the chief administrative officer of a public agency the authority to declare an emergency whereby the provisions of the Public Competitive Bidding Act of 1974 with reference to notice and bids shall not apply to contracts less than Seventy-five Thousand Dollars (\$75,000.00) in amount; provided, such authority of the Department of Transportation and the Oklahoma Turnpike Authority shall not extend to any contract exceeding Seven Hundred Fifty Thousand Dollars (\$750,000.00) in amount and such authority of the Department of Corrections shall not extend to any contract exceeding Two Hundred Fifty Thousand Dollars (\$250,000.00) in amount for situations in which the emergency impacts the conditions of confinement, health and safety of correctional officers and inmates in the custody of the Department of Corrections.*

**Motion:** Chairman Siegfried made the motion to approve the delegation authority to the Director to declare emergencies. Mr. Woodard seconded the motion.

Rhonda Bear	Approved	Stephan Moore	Absent
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Absent	Daniel Snead	Approved
Alex Gerszewski	Approved	Daryl Woodard	Approved
Erick Harris	Approved		

The meeting Delegation Authority to the Director to Declare Emergencies Pursuant to 61 OS §130 (B) was approved by majority vote.

**11. Committee Reports – Standing Committees:**

**A. Executive**

**Chairman** Hastings Siegfried

**Members** Randy Chandler and Rhonda Bear

Members in this committee discussed the proposed BOC agenda and the delegation authority to the Director to declare emergencies.

**B. Population/Security/Private Prisons**

**Chairman** Hastings Siegfried

**Members** Daniel Snead, Alex Gerszewski and Stephan Moore

Members in this meeting discussed population, Oklahoma Inspector General statistical updates, Office of Threats and Intelligence updates and ICON offender management system updates.

**C. Public Policy/ Affairs/ Criminal Justice**

**Chairman** Erick Harris

**Members** Rhonda Bear, Alex Gerszewski and Hastings Siegfried

Members in this committee discussed Reentry programs including Birth Certificate updates and Reentry Resource Fairs.

**D. Audit and Finance**

**Chairman** Randy Chandler

**Members** Joseph Brantley, Hastings Siegfried and Daryl Woodard

Members in this meeting discussed the BOC Budget Reports.

**12. Approval to enter into Executive Session**

**Motion:** Chairman Siegfried made a motion to enter into Executive Session at 2:26 p.m. Mr. Harris seconded the motion.

Rhonda Bear	Approved	Stephan Moore	Absent
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Absent	Daniel Snead	Approved
Alex Gerszewski	Approved	Daryl Woodard	Approved
Erick Harris	Approved		

**13. Approval to exit from Executive Session**

**Motion:** Mr. Harris made a motion to return from Executive Session at 3:05 p.m. Mr. Snead

seconded the motion.

Rhonda Bear	Approved	Stephan Moore	Absent
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Absent	Daniel Snead	Approved
Alex Gerszewski	Approved	Daryl Woodard	Approved
Erick Harris	Approved		

**14. New Business**

There was no new business.

**15. Adjournment**

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

Rhonda Bear	Approved	Stephan Moore	Absent
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Absent	Daniel Snead	Approved
Alex Gerszewski	Approved	Daryl Woodard	Approved
Erick Harris	Approved		

There being no further business to discuss, the adjournment of the meeting was approved by a majority vote at 3:07 p.m.

Submitted to the Board of Corrections By:

Signature on file

09-27-2023

\_\_\_\_\_  
Toni Lee, Minutes Clerk

\_\_\_\_\_  
Date

I hereby certify that these minutes were duly approved by the Board of Corrections on September 27, 2023, in which a quorum was present and voting.

Signature on file

Rhonda Bear, Secretary  
Board of Corrections