

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES  
September 27, 2023**

**1. Call to Order**

Chairman Hastings Siegfried called the meeting of the Oklahoma Board of Corrections (BOC) to order at 1:05 p.m., on Wednesday, September 27, 2023, at Jim E Hamilton Correctional Center, 53468 Mineral Springs Road, Hodgen, OK 74939.

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 9:00 a.m., on Tuesday, September 26, 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	Present
Joseph Brantley	Present	T. Hastings Siegfried	Present
Randy Chandler	Present	Daniel Snead	Absent
Alex Gerszewski	Absent	Daryl Woodard	Absent
Erick Harris	Absent		

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 September 27, 2023.

**A. July 26, 2023, Meeting Minutes**

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

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

The meeting minutes from July 26, 2023, were approved by majority vote.

**3. Chairman's Update**

Chairman Siegfried welcomed everyone to the Board of Corrections meeting.

**4. Facility Warden Update**

Warden Randy Harding welcomed BOC members, Director Harpe and staff to Jim E Hamilton Correctional Center and gave an overview of the operations of the facility. Jim E Hamilton Correctional Center has a population of 729 inmates and offers career tech programs such as Construction Technology, Electrical Trades Technology, Welding, Engine Performance, Steering/Suspension/Brakes and Transmission Repair.

**5. Director’s Update**

Director Steven Harpe gave updates on a variety of topics including the Davis Correctional Facility operations take-over as of October 1, 2023 and the renaming of the facility to Allan Gamble Correctional Center in honor of fallen correctional officer Joe Allan Gamble. ODOC is contracting with Guidehouse to do an internal staffing analysis of positions and salaries and will have that report by the end of FY24 3<sup>rd</sup> quarter to review.

**6. Agency Budget Update**

Chief Financial Officer Ashlee Clemmons welcomed everyone and provided an update on the year-to-date financials including the completion of the Bi-weekly Payroll Conversion, the construction on the OSP Rodeo, fleet replacement project, Guidehouse staffing analysis, OKCCCC bond reimbursement progress, CERT Team weapons and vest revamp project, jail back-up funds, sign-on and referral bonuses and radio communication agency-wide.

**7. Inmate/Offender Population Update**

- A. Chief Administrator of Classification & Programs Clint Castleberry provided an overview of the inmate/offender population as of August 31, 2023. A copy of the overview was included in the BOC packet for September 27, 2023.
- B. Mr. Castleberry submitted the bed capacity adjustments report for the Board of Corrections review and approval. A copy of the report was included in the BOC packet for September 27, 2023.

**Motion:** Chairman Siegfried made the motion to approve the bed capacity adjustments. Ms. Bear seconded the motion.

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

The bed capacity adjustments were approved by majority vote.

**8. 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 current litigation.

**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, Private Prisons security updates and ICON offender management system updates.

**C. Audit and Finance**

**Chairman** Randy Chandler

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

Members in this meeting discussed the BOC Budget Reports and was presented with the FY23 4<sup>th</sup> Quarter Internal Financial Audit Reports. Chief Administrator of Health Services, Dana Webb gave a highlight of the health services units to include medical, dental and mental health.

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

**Motion:** Mr. Moore made a motion to enter into Executive Session at 1:59 p.m. Mr. Chandler seconded the motion.

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

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

**Motion:** Mr. Moore made a motion to return from Executive Session at 2:24 p.m. Mr. Brantley seconded the motion.

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

**11. New Business**

There was no new business.

**12. Adjournment**

**Motion:** Mr. Brantley made a motion to adjourn the meeting. Ms. Bear seconded the motion.

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

There being no further business to discuss, the adjournment of the meeting was approved by a majority vote at 2:24 p.m.

Submitted to the Board of Corrections By:

Signature on file

11-06-2023

\_\_\_\_\_  
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