

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES**

Jim E. Hamilton Correctional Center  
53468 Mineral Springs Rd  
Hodgen, Oklahoma 74939  
1:00 p.m., July 31, 2018

- |  |  |                           |
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| <b>ITEM</b>  |  | <b>PRESENTER</b>          |
| 1. Call to Order   |  | Frank X. Henke, IV, Chair |
| Chair Henke called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 PM on Tuesday, July 31, 2018, at the Jim E. Hamilton Correctional Center (JEHCC) in Hodgen, Oklahoma. |  |                           |

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on November 14, 2017. 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 10:00 AM on July 30, 2018, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City.

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| 2. Pledge of Allegiance  |  | Todd Holder, Member |
| Mr. Holder led the meeting attendees in reciting the pledge of allegiance to the United States Flag. |  |                     |

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| 3. Roll Call                                  |  | Frank X. Henke, IV, Chair |
| Chair Henke asked the clerk to call the roll: |  |                           |

Kevin J. Gross	Present	Adam Luck	Present
Gene Haynes	Absent	Dianne Owens	Absent
Frank X. Henke, IV	Present	Michael W. Roach	Present
John T. Holder	Present		

Calling of the roll reflected a quorum was present.

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| 4. Introduction of Mike Wade, Warden, Jim E. Hamilton Correctional Center  |  | Millicent Newton-Embry, Director<br>Region I |
| Ms. Newton-Embry introduced Warden Wade to the BOC members and Director Allbaugh, providing the warden's biographical information to the meeting attendees. A copy of his biography was included in the BOC Packet for July 31, 2018. There was no further discussion. |  |  |

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| 5. Welcome  |  | Mike Wade, Warden<br>Jim E. Hamilton Correctional Center |
| Warden Wade greeted the BOC members, Director Allbaugh and welcomed all meeting attendees to the facility. He provided historical information on the facility and current |  |  |

statistics of the inmate population. Chair Henke thanked Warden Wade and his staff for the hospitality shown during the tour and the luncheon.

6. Approval of Board of Corrections Regular Meeting Minutes for June 26, 2018 Frank X. Henke, IV, Chair

Chair Henke stated the BOC had previously received the regular meeting minutes from June 26, 2018, and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for July 31, 2018.

**Motion:** Mr. Luck made a motion to approve the minutes and Mr. Gross seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – abstain; Mr. Luck – yes; Mr. Roach – yes.

The minutes were approved by majority vote. There was no further discussion.

7. Operations Update Scott Crow, Chief of Operations

- Construction/Maintenance Bond Proposal
- Consolidation of Maintenance Operations at the Oklahoma State Penitentiary
- Agency Access/Inventory Control Initiative
- Technology Upgrades at the Jim E. Hamilton Correctional Center

Director Allbaugh provided the operations update on behalf of Mr. Crow who was unable to attend the meeting.

- The construction/maintenance bond proposal is under discussion and moving forward with assistance from OCIA. ODOC has implemented a project management system to follow the various projects as they begin and are started around the state. The BOC had previously approved the agency approaching OCIA for an advance on the funding to begin the projects. BOC members inquired about fees from OMES which Director Allbaugh noted as \$5-\$8 million. BOC members discussed the fees collected by OMES for the projects prior to implementation.
- Mr. Crow previously updated the BOC on the consolidation of the OSP maintenance operations. Director Allbaugh noted the maintenance operations is moving forward and is looking great.
- Technology upgrades at the JEHCC are ongoing and the facility is now in the final stages of installing 32 security cameras.

No further discussion.

8. Inmate/Offender Population Update Laura Pitman, Ph.D., Director  
Population, Programs, and Strategic Planning

Dr. Pitman provided the agency's population update as of June 29, 2018. A copy of the update was included in the BOC Packet for July 31, 2018. She also provided an update on medical data collected over the last year. According to Dr. Pitman, there were 1,149 hospitalizations over the last year. Average length of stay was 5.71 days for each

inmate. ODOC staff transported inmates to 11,531 clinic appointments and of those 2,301 inmates were only transported once. A handful of inmates were transported more than 50 times to appointments in the last year. BOC members inquired if these numbers were higher or lower than historical data. Dr. Pitman responded this data has not previously been collected and is a new data set. Allbaugh noted that several months ago, data on fleet mileage was discussed and when coinciding with medical transports, the numbers are very telling. Allbaugh noted that medical costs will continue to rise if the agency cannot manage the medical needs of the aging population. There was no further discussion.

9. FY 2018 ODOC Budget Update Ashlee Clemmons, Director  
Business Services

Ms. Clemmons provided the agency's FY 2018 budget update as of May 31, 2018, explaining increases and decreases over the fiscal year. A copy of the update was included in the BOC Packet for July 31, 2018. There was no further discussion.

10. Approval of FY 2019 Budget Work Program Ashlee Clemmons, Director  
Business Services

Ms. Clemmons presented the agency's FY 2019 Budget Work Program for approval by the BOC. Members discussed the budget work program from FY 2018 as compared to the FY 2019 program. A copy of the proposed FY 2019 Budget Work Program was included in the BOC Packet for July 31, 2018.

***Motion:*** Mr. Holder made a motion to approve the FY 2019 Budget Work Program and Mr. Roach seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The FY 2019 Budget Work Program was approved by majority vote. There was no further discussion.

11. Discussion and approval of an Oklahoma Correctional Industries (OCI) contract between the Oklahoma Department of Corrections and Quantus IT Solutions to provide record digitation services using inmate labor at the Joseph Harp Correctional Center David Cincotta, General Counsel

Mr. Cincotta presented and requested approval from the BOC for a service contract with Quantus IT Solutions to provide record digitation services using inmate labor at the Joseph Harp Correctional Center. A copy of the contract was included in the BOC Packet for July 31, 2018.

***Motion:*** Mr. Gross made a motion to approve the contract with Quantus IT Solutions and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The contract was approved by majority vote. There was no further discussion.

12. Approval of Board of Corrections Policies and Procedures

Penny Lewis, Director  
Auditing and Compliance

- P-110300, Drug Free Workplace Program
- P-120100, Management of State Funds and Assets

Mr. Cincotta presented and requested approval from the BOC for the policies as presented this date. P-110300 has minor wording changes that do affect the intent of the policy. P-120100 contained changes to Attachment A which details how the agency is to distribute inmate funds, setting the priority for those items. The changes move the ODOC higher on the collection process. BOC members inquired about debts owed with Mr. Cincotta responding of the various funds collected for fees and fines.

Chair Henke stated the BOC had previously received the recommended policy revisions for review and he would entertain a motion to approve. A copy of the final version of the policies was included in the BOC Packet for July 31, 2018.

Motion: Mr. Holder made a motion to approve the policies and Mr. Roach seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The policies were approved by majority vote. There was no further discussion.

13. Committee Reports

Committee Chairs

Standing Committees:

- Audit/Finance – Chair Todd Holder, Members Kevin Gross and Frazier Henke  
The committee met on July 16, 2018, to discuss the items presented for the meeting this date. There was no further discussion.
- Criminal Justice Reform – Chair Adam Luck, Members Gene Haynes and Dianne Owens  
The committee did not meet; there was nothing further to discuss.
- Public Policy/Affairs – Chair Gene Haynes, Members Kevin Gross and Dianne Owens  
The committee did not meet; there was nothing further to discuss.
- Population/Private Prisons – Chair Michael Roach, Members Todd Holder and Adam Luck  
The committee did not meet; there was nothing further to discuss.
- Executive – Chair Frazier Henke, Members Todd Holder and Michael Roach  
The committee met on July 16, 2018, to review and set the agenda for the meeting this date. There was nothing further to report.

14. New Business

Frank X. Henke, IV, Chair

There was no new business to discuss.

15. Announcements

Frank X. Henke, IV, Chair

Chair Henke thanked Mr. Roach for serving as Chair of the Board of Corrections, presenting Mr. Roach with a plaque to commemorate his years of service as such.

16. Approval to Enter into Executive Session Frank X. Henke, IV, Chair  
*Pursuant to 25 O.S. § 307.B.4. for confidential communications between a public body and its attorney concerning the pending investigation and litigation of the items listed below if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to conduct a pending investigation, litigation, or proceeding in the public interest.*
- Suicide of inmate Jeremy Williams #533491 at the Oklahoma State Penitentiary (case number IG 18-0118)

Mr. Cincotta advised the items listed on the agenda would require adjournment to Executive Session for engaging in confidential communications between the BOC and its attorney. He recommended Chair Henke entertain a motion to enter into executive session.

**Motion:** Mr. Roach made a motion to enter into Executive Session and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

By majority vote, the BOC entered into Executive Session at 1:38 PM.

17. Approval to Return from Executive Session Frank X. Henke, IV, Chair  
The BOC returned to the meeting room at 1:48 PM and Mr. Cincotta advised the BOC of the approval needed to return from Executive Session.

Motion: Mr. Roach made a motion to return from Executive Session and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The return from Executive Session was approved by majority vote and the meeting resumed at 3:25 PM.

18. Approval to Adjourn Meeting Frank X. Henke, IV, Chair  
There being no further business to come before the BOC, Chair Henke requested a motion to adjourn the meeting.

Motion: Mr. Holder made a motion to adjourn the meeting and Mr. Luck seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The adjournment was approved by majority vote and the meeting ended at 1:48 PM.

Submitted to the Board of Corrections by:

**[signature on file]**

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Kimberley Owen, Minutes Clerk

\_\_\_\_\_  
Date

I hereby certify that these minutes were duly approved by the Board of Corrections on the twentieth day of September 2018, in which a quorum was present and voting.

**[signature on file]**

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Adam Luck, Secretary  
Board of Corrections

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Date