

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

June 30, 2021

1. Call to Order

Chairman Hastings Siegfried called the Regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:03 PM, on Wednesday, June 30, 2021, Northeast Oklahoma Correctional Center (NOCC), 442586 East 250 Road, Vinita, OK 74301.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on Wednesday, October 21, 2020. An amended meeting notice changing the date and location was posted with the Oklahoma Secretary of State on May 26, 2021. 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 4:15 PM, on Monday, June 28, 2021, 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 NOCC, 442586 East 250 Road, Vinita, Oklahoma 74301.

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

Calling of the roll reflected a quorum was present.

2. Approval of Board of Corrections Meeting Minutes

Chairman Siegfried requested approval of the meeting minutes as presented to members in the BOC packet for June 30, 2021.

A. May 19, 2021

Motion: Mr. Prince made the motion to approve the minutes. Dr. LaFortune seconded the motion.

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

Meeting minutes for May 19, 2021, were approved by majority vote.

There was no further discussion.

3. Facility Welcome

Chief Administrator of Community Corrections James Rudek on behalf of Warden Casey Hamilton welcomed everyone to the meeting and provided the following overview:

The agency's footprint in Vinita started in 1980 when the agency began providing trustees to Eastern State Hospital. In 1987, the agency's Agri-Services division began leasing the farmland at Eastern State Hospital. In 1994, Northeast Oklahoma Correctional Center (NOCC) became a minimum-security facility. In 2020, the minimum-security facility was converted to a community corrections center. NOCC operating capacity is 517. This facility has 53 correctional officer positions with 14 of those positions vacant. There are 45 support staff positions with 7 of those positions vacant.

NOCC offers ADE literacy high school equivalency programs, as well as SAT, thinking for a change, and anger management. NOCC also has a program which trains rescue dogs to become service dogs.

The transition of this facility from minimum-security to community allowed the agency to open a work release program. This program provides inmates the opportunity to work in the community and this allows inmates to earn a living wage prior to discharging from the Department of Corrections. This opportunity allows inmates to meet their financial obligations and begin saving money prior to their discharge. Due to the COVID-19 restrictions, work release programs began the year with a slow start. However, with thanks to the hard work and dedication of the facility, this program continues to expand daily. Today, there are 200 inmates enrolled in the program that earn an hourly rate of \$12 to \$16. The biggest employer for the work release program is American Castings in Pryor, Oklahoma. They employ 110 inmates. Mr. Rudek indicated the CEO was initially hesitant to hire inmates from NOCC, but now he is wanting to know how many more inmates he can hire. The CEO indicated being able to employ inmates from NOCC provides a stable work force for his company. Additionally, the inmates are reliable, respectful, and have a good work ethic. The employers for this program offer all inmates full-time employment once they discharge from the agency. This is a great opportunity for the inmates to start a new life once they discharge.

Since March the work release program has brought in \$460,000 to the agency, this also means there is \$460,000 being deposited in inmate savings accounts. This program is beneficial for the agency and the inmates. Mr. Rudek indicated Warden Hamilton and his staff are excited to expand the work release program and continue to develop programs that provide inmates an opportunity to effectively make the transition from inmate to a successful citizen in the community.

There was no further discussion.

4. Director's Comments

Director Crow welcomed everyone and provided the following updates:

A. Probation and Parole Employee Recognition

Director Crow stated he would like to take a moment to recognize the Probation and Parole Unit. The agency is privileged to have over 400 trained professionals within the Probation and Parole Unit who courageously serve to ensure supervision and accountability of offenders in communities across the state.

This year has been especially challenging but the Probation and Parole Unit did not allow the challenges to interfere with their mission. This unit went above and beyond to ensure their responsibilities to the offender and to the public were not neglected.

The agency is fortunate to have such a dedicated unit carrying out the agency’s mission.

The week of July 18th is Probation and Parole Employee Week, honoring the men and women who serve as probation officers and support staff at all levels within Community Corrections. Director Crow requested approval of the Resolution presented in the BOC packet acknowledging Probation and Parole Employees.

Motion: Mr. Siegfried made the motion to approve the Resolution. Dr. LaFortune seconded the motion.

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

The Resolution was approved by majority vote.

There was no further discussion.

B. WKCC Closure

Director Crow indicated the decision to close WKCC was made due to increasing infrastructure costs associated with repairs and upgrades needed to bring the facility back to safe operating standards. Director Crow stated he understood the importance of WKCC to the agency’s staff, to the community, and to Northwest Oklahoma. However, to assure the safety of the agency’s staff and inmates and act as proper stewards of the taxpayer funds he is entrusted with, this decision had to be made. Director Crow provided the following reasons and steps for the WKCC Closure.

Reasons for Closure:

- Infrastructure Issues:
 - WKCC infrastructure is one failure away from catastrophic results. The roofs have outlived their life expectancy, are leaking beyond repair, and are not cost effective to maintain. Due to the structural failures of many of the buildings, the roofing contractor will not be able to perform the roofing replacements without the foundation being repaired and the walls being

lifted back into place. However, the structural repair cannot be completed due to the fragile state of the brick walls.

- Also, the electrical services need to be upgraded and the transformers replaced as they were installed with the construction of the original buildings. The underground transformer contains synthetic chemicals and manufacturing of these chemicals has been discontinued due to potential harmful health effects. If either of these systems fail, the impacts on staff, inmates, and the facility infrastructure will be significant.
- Other substantial infrastructure needs include upgrades to the generator, heating system, chilled water system, air handling units, plumbing system, lagoon, fire alarm and suppression system, and LED lighting. These capital improvement costs are currently estimated at over \$35 million.
- Other Factors:
 - Recently, the agency has seen a decrease in the need for lower security beds. As the state continues to work on sentencing reform, the need for lower security appears to have been reduced.

Steps Identified:

- First Step - Transfer of Inmates:
 - Classification and Population is currently working to make accommodations for inmates to ensure they are transferred to facilities that meet their needs (Medical, Mental Health, Programming, and Education)
 - Depopulation will occur in phases. Over the next couple of months, the goal is to have the facility depopulated to 50% capacity.
- Second Step - Transfer of Staff:
 - Approximately two weeks ago, staff were notified of the facility closure. A survey was conducted, and it appears the majority of the staff are willing to stay within the agency. Leadership requested staff to provide their preferred transfer destination. The transfer requests should be submitted by today.
 - Approximately one week ago, The Chief Administrator of Institutions, Administrator of Institutions, Chief Administrator of Human Resources, and other HR staff went to WKCC to address any questions and concerns staff may have.
 - Town Hall meetings are being scheduled to address any questions and concerns from respective stakeholders.
- Inventory of Assets:
 - Teams will be identified to begin the inventory of assets.
 - Assets will be relocated to areas that are in need.
 - Most assets especially security related assets will remain at the facility until 100% depopulation.

In closing Director Crow indicated he would like the board to understand, decisions which affect the personal lives of the employees and the community are the toughest decisions he makes as director. When this decision was made safety was

his top priority. He promised to dedicate the time and resources necessary to ensure this process is as seamless as possible. The state will work with the legislature and the community to determine the future of the property.

There was no further discussion.

5. Warden Appointment

Division of Institutions Chief Administrator Jason Bryant welcomed everyone and provided the biography of Mack Alford Correctional Center (MACC) interim warden David Louthan and requested approval of the appointment:

A. MACC Interim Warden David Louthan

Mr. David Louthan began his career as a correctional officer with the Oklahoma Department of Corrections in June of 1996, at Bill Johnson Correctional Center in Alva, Oklahoma. During his career at Bill Johnson he was assigned to the regimented unit as a drill instructor for eleven years and was a member of the facilities CERT team for fourteen years. David progressed through the security ranks and was promoted to Chief of Security in October of 2014. He was appointed to Deputy Warden at James Crabtree Correctional Center in November of 2016 and lateralled back to Bill Johnson Correctional Center as Deputy Warden in 2017. Mr. Louthan received his Bachelor of Science degree in Criminal Justice from Northwestern Oklahoma State University in May of 1995.

Board Members provided their support and words of encouragement.

Motion: Mr. Siegfried made the motion to approve the Resolution. Mr. Woodard seconded the motion.

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

The warden appointment of David Louthan as MACC warden was approved by majority vote.

There was no further discussion.

6. Inmate/Offender Population Update

Administrator of Classification and Population Travis Gray provided an overview of the inmate/offender population as of May 31, 2021. A copy of the overview was included in the BOC packet for June 30, 2021

There was no further discussion.

7. Agency Budget Update

Chief Financial Officer (CFO) Ashlee Clemmons welcomed everyone and provided the following overview:

A. FY2021 BOC Budget Reports

CFO Clemmons provided an overview of the FY2021 BOC Budget. A copy of the overview was included in the BOC packet for June 30, 2021.

B. FY2022 Budget Work Program

CFO Clemmons provided an overview of the FY2022 Budget Work Program. A copy of the overview was included in the BOC packet for June 30, 2021. CFO Clemmons requested approval of FY2022 Budget Work Program.

Motion: Mr. Prince made the motion to approve the budget work program. Mr. Woodard seconded the motion.

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

The FY2022 Budget Work Program was approved by majority vote.

There was no further discussion.

C. FY2023 Capital Outlay Request

CFO Clemmons provided an overview of the FY2023 Capital Outlay Request. A copy of the overview was included in the BOC packet for June 30, 2021. CFO Clemmons requested approval of the board for the FY2023 Capital Outlay Request.

Motion: Mr. Siegfried made the motion to approve FY2023 Capital Outlay Request. Mr. Woodard seconded the motion.

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

Approval of FY2023 Capital Outlay Request was approved by majority vote.

There was no further discussion

8. FY2021 – Third Quarter Internal Financial Audit Report

Chief Compliance Officer Penny Lewis welcomed everyone and provided an overview of the FY 2021 Third Quarter Internal Financial Audit. A copy of the overview was included in the BOC packet for June 30, 2021.

The Fiscal Management Compliance and Internal Controls over the following financial activities were examined, to include: Accounts Payables, Account Receivables (Prisoners Public Work 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 the below noted compliance audit reports to the Board of Corrections and the State Auditor and Inspector's Office.

1. **Health Services**
2. **Oklahoma State Penitentiary**
3. **North Fork Correctional Center**
4. **Oklahoma State Reformatory**
5. **Jackie Brannon Correctional Center**
6. Classification, Population and Transportation
7. **Construction Maintenance and Physical Securities**
8. **Program Services, Grants and Education**

Of the eight facilities/units audited in the third quarter of FY21, had seven reportable noncompliance or internal control findings (indicated above; bold and italicized), a copy of the audit findings for the four facilities/units was included in the BOC packet for June 30, 2021.

There was no further discussion.

9. Approval of Board of Corrections Policy:

Chief Compliance Officer Penny Lewis provided an overview and requested approval of the following policies.

- A. **P-020100 "Management of Oklahoma Department of Corrections Information"**
- B. **P-060100 "Classification and Case Management of Inmates/Offenders"**
- C. **P-090100 "Provisions of Programs"**
- D. **P-120100 "Management of State Funds and Assets"**
- E. **P-170100 "Community Sentencing"**

A copy of the overview was included in the BOC packet for June 30, 2021.

Motion: Mr. Siegfried made the motion to approve of all above listed policies. Mr. Woodard seconded the motion.

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

Approval of all above listed policies were approved by majority vote.

There was no further discussion

10. Unit Spotlight

A. Technical Services

Chief of Technical Services (CTS) Mike Carpenter welcomed everyone and presented

an overview of technical services. The following overview was provided:

The Technical Operations and Services Unit spans a great number of service provisions and provides services to every corner of the agency. This unit's number one goal is to go undetected by the daily user. CTS Carpenter indicated the Director and him speak often about the concept of the lack of dial tone. It is the beginning of real frustration and, when the dial tone is constant, the user does not think about all that goes into providing the service. The unit's goal, across all service provisions, is 98% uptime. This is both ambitious and positive. Ambitious because, under the best of circumstances, most companies claim success when they achieve in the high 80th percentile, regardless of what they claim in their advertising, and positive because it allows staff to see improvements from the present to future.

Phase one of ICON is live and at work in this agency daily. The Division of Community Corrections/Probation and Parole uses ICON in their daily work as the system of record and is the only system they use. This is a giant leap forward for this agency that was not thought possible just a few short years ago. Director Crow recently recognized the staff who were instrumental in making this happen. These staff, along with the vendors, have created pathways and still do work daily in making this success possible.

Another milestone for the agency is having implemented tablets for inmate use at North Fork Correctional Center. These tablets move the agency's educational ability and program provisions ahead by light years. The agency intends for inmates to continue with in person instruction and programs, but with the ability to also provide instruction remotely. In addition, the ability to speak directly to inmates, right where they sit, allows for a better and more constant level of communication. The ability to tell inmates, in one voice, how we are working to limit the spread of COVID or how the agency is managing a water crisis or winter storm is huge. This also allows inmates to be better prepared for discharge. Before this implementation inmates had very limited access to anything technology and the agency did nothing to prepare them for the rigors of technological life after discharge.

The unit is made up of several groups that provide services 24/7 and to every corner of the agency.

- **Information Technology** - This group is primarily responsible for all things computing. From the physical box that sits on your desk to the connectivity that allows the user to see the world. This unit is currently staffed by the Chief Technology Officer (CTO), Rob Teel, who is a dual employee working for both the OMES/ISD and ODOC. This unit will grow in staffing as Rob sets the direction of this group.
- **Physical Security** - This group is responsible for all things technology as it relates to security. Think security cameras, security fence alarm systems, key management systems, security radios, and telephone systems. This group is led by Lester Neill with nine employee technicians.
- **Systems Quality Management** - This group is responsible for all things data management and oversees the daily operation of the old OMS system and the new ICON system. The group works daily to ensure the data stays available, that connectivity remains constant, that everybody has a password that works, and about a million other things that keep the agency running on its data

stream. Additionally, systems quality management is responsible for all things Evaluation and Analysis where they pick apart all the numbers and look for trends or provide data to outside stakeholders that can be used in large data sets that determine much of the criminal justice decisions about the future. This group is also the primary builder of the new ICON system and works with all staff and vendors to continually provide a strong and useful product that will carry this agency far into the future.

- **Application Management** - This group is small, three employees, and is just getting off the ground. The agency has come far in just the last five years with growing into the computer age. CTS Carpenter indicated he knows people think he is joking when he says the last modernization piece for the agency was pencil and paper but many of the agency's systems five years ago was just that, pencil, and paper. The agency has grown by leaps and bounds and has more growth yet to discover. This group will aid the agency in properly managing the business side of these applications. Such as making sure the agency is using applications that are used as intended. In addition this group ensures the agency pays for what is needed and used the correct way.

Taken together these groups are always in and out of all facilities. The unit is also in and out of all data silos, connectivity issues, problems, headaches, successes, and simple dial tone issues that create user frustration at all levels and are never simple. This work is continuous and statewide and sometimes the biggest headache is just getting a real person to the location of a real problem.

The unit working with ISD and others, has resolved 29,350 help desk tickets in the past 12 months and 1962 Upkeep tickets in the same time frame. This alone should give you an idea of the depth of need from this group.

The annual budget for all thing information technology is approximately \$23 million which is 4% of the agency budget. This brings the agency closer to the national standard which is six to 8%. Just in 2015 the technology budget was just at 2%. That tells you the growth the agency has within technology.

The future is filled with next level projects and applications for this agency. The continuation of ICON construction, the implementing of a business intelligence model, the construction and use of a strong document management tool that eliminates 90% of the agency's data entry and document handling time and cost, newer camera systems, better emergency management tools, stronger data analysis, and the adoption of thin clients which greatly improves the agency's ability to place computers on desks in a sustainable way.

There was no further discussion.

11. Committee Reports – Standing Committees

A. Executive

Chairman Hastings Siegfried

Members Lynn Haueter and Dr. Kathryn LaFortune

Members in this committee discussed the proposed agenda for the board meeting, the new member board orientation packet, and the board policies that were presented today. There was no further discussion.

B. Population/ Security/ Private Prisons

Chairman Calvin Prince

Members Hastings Siegfried and Lynn Haueter

Members in this committee discussed population updates, OIG statistics, closure of WKCC, facility security update, and bond money updates. There was no further discussion.

C. Public Policy/ Affairs/ Criminal Justice

Chairwoman Betty Gesell

Members Joe Griffin, Dr. Kathryn LaFortune, and Stephan Moore

No meeting was held for this committee. There was no further discussion.

D. Audit and Finance

Chairman Randy Chandler

Members Hastings Siegfried, Lynn Haueter, and Daryl Woodard

Members in this meeting discussed the budget overview, hepatitis c funding, capital outlay, HB 2908, and audit findings. There was no further discussion.

E. FY22 Focus

Chairman Hastings Siegfried

Members Randy Chandler and Calvin Prince

Members discussed and reviewed the goals and objectives for this committee. Also, members discussed identifying steps, timeframes and expectations. There was no further discussion.

12. New Business

There was no new business.

13. Election of Officers:

Administrative Assistant Whitney Brueggert took led of the meeting and requested nominations for Chairman.

A. Chair

Motion: Mr. Woodard made the motion to elect Mr. Siegfried as the Chairman. Dr. LaFortune seconded the motion.

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

The election of Mr. Hastings Siegfried as Chairman was approved by majority vote.

There was no further Discussion.

B. Vice-Chairman

Motion: Mr. Siegfried made the motion to elect Mr. Prince as the Vice-Chairman. Dr. LaFortune seconded the motion.

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

The election of Mr. Calvin Prince as Vice-Chairman was approved by majority vote.

There was no further Discussion

C. Secretary

Motion: Mr. Prince made the motion to elect Dr. LaFortune as the Secretary. Mr. Siegfried seconded the motion.

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

The election of Dr. Kathryn LaFortune as Secretary was approved by majority vote.

There was no further Discussion

14. Adjournment

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

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

There being no further business to discuss, adjournment of the meeting was

approved by majority vote at 2:56 PM.

Submitted to the Board of Corrections By:

Signature on File

Whitney Brueggert, Minutes Clerk

September 29, 2021

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on September 29, 2021 in which a quorum was present and voting.

X Signature on File

Dr. Kathryn LaFortune, Secretary
Board of Corrections