

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES**

**September 29, 2021**

**1. Call to Order**

Chairman Hastings Siegfried called the meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 p.m., on Wednesday, September 29, 2021, at Oklahoma Department of Corrections, 3400 North Martin Luther King Ave., Oklahoma City, Oklahoma 73111.

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 12:26 P.m., on Monday, September 27, 2021, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma.

**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	Absent	Calvin Prince	Present
Joseph Griffin	Absent	T. Hastings Siegfried	Present
Lynn Haueter	Present	Daryl Woodard	Absent
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 September 29, 2021.

**A. June 30, 2021**

**Motion:** Mr. Siegfried made the motion to approve the minutes. Mr. Haueter seconded the motion.

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

Meeting minutes for June 30, 2021 were approved by majority vote.

There was no further discussion.

### **3. Director's Comments**

Director Crow welcomed everyone and provided the following updates:

#### **A. Probation and Parole Pay Increase**

Director Crow announced probation and parole officers will receive a two-dollar hour pay raise effective September 1, 2021. He indicated the agency worked with legislators the previous year in legislation regarding the P&P pay raise. This legislation did not pass, but the agency identified deficiencies within the department's operations and was able to provide a pay raise to probation and parole officers.

#### **B. Correctional Officer Sign-On Bonus**

Director Crow stated during the last legislative session HB2980 authorized the agency to expend \$8 million to improve the correctional officer-to-inmate ratio. The agency worked with legislators to determine the most effective use of these funds with a specific focus on recruitment and retention. Plans are to provide a pay incentive of \$2,500 for all newly hired correctional officers, which would require officers to remain employed within state government at least one year or repay the incentive. Director Crow reported the correctional officer-to-inmate ratio was developed utilizing an objective tool that measures each facility's mapping plans, inmate capacity, current inmate count, security levels and specific facility missions.

#### **C. Correctional Officer Shift Differential**

Director Crow indicated the correctional officer shift differential is covered under HB2980 and promotes the retention of correctional officers by providing a dollar fifty hour pay differential. The differential will be provided to correctional officers at facilities where staffing levels fall below the correctional officer-to-inmate ratio and will continue until the facility staffing levels remain above the threshold for three consecutive months.

Director Crow expressed his appreciation for the much-needed appropriated funding to support DOC's recruitment and retention efforts. He is confident these efforts will provide relief to correctional officers and boost moral by eliminating excessive overtime.

There was no further discussion.

### **4. Warden Appointments**

Division of Institutions Chief Administrator Jason Bryant welcomed everyone and provided the biography of the following interim wardens and requested approval for their appointments:

#### **A. Jim E. Hamilton Correctional Center (JEHCC) Interim Warden Randy Harding**

Randy Harding began his career with the Oklahoma Department of Corrections

in January of 1994 as a correctional officer at James Crabtree Correctional Center. Randy became a correctional officer at the Bill Johnson Correctional Center in 1995. Randy promoted to case manager and records officer at BJCC. Randy promoted to unit manager at William S. Key Correctional Center in 2012 and transferred back to BJCC in 2013 as a unit manager. In 2015, Randy promoted to deputy warden at Dick Connor Correctional Center. Randy earned his bachelor’s degree in social work in December 1994 from Northwestern Oklahoma State University.

Board Members provided their support and words of encouragement.

**Motion:** Mr. Siegfried made the motion to approve the appointment of Randy Harding to Warden at JEHCC. Mr. Prince seconded the motion.

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

The warden appointment of Randy Harding as JEHCC warden was approved by majority vote.

There was no further discussion.

**B. Lexington Assessment and Reception Center (LARC) Interim Warden Kameron Harvanek**

Kameron Harvanek began his career with the Oklahoma Department of Corrections in 1994 as a correctional officer at Mack Alford Correctional Center. In 1997, Kameron promoted to Warden’s Assistant at Mack Alford Correctional Center. During the period of March 1999 through November 2010, he served as a Deputy Warden at Jackie Brannon Correctional Center, Oklahoma State Penitentiary, and Dick Connor Correctional Center, respectively. In November 2010 he transferred to the position of Security Facility Operations Manager and held this position until April 2012. In April 2012, he returned to Jackie Brannon Correctional Center, where he served as Deputy Warden until January 2013 when he was confirmed as Warden at John Lilley Correctional Center. In June 2015, he became the Warden at Mack Alford Correctional Center until January 2019. During the period of January 2019 to October 2020, he served as a Contract Specialist. In October 2020, he transferred to the position of Quality Assurance Manager. Kameron received his Bachelor of Arts degree from Southeastern State University in May of 1993.

Board Members provided their support and words of encouragement.

**Motion:** Mr. Siegfried made the motion to approve the appointment of Kameron Harvanek to Warden at LARC. Dr. LaFortune seconded the motion.

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

The warden appointment of Kameron Harvanek as LARC warden was approved by majority vote.

There was no further discussion.

**C. Oklahoma State Reformatory (OSR) Interim Warden Chad Dennis**

Chad Dennis began his career with the Oklahoma Department of Corrections in June 2000 as a Correctional Security Officer I at Oklahoma State Reformatory. In July 2008, Chad promoted to Correctional Security Manager II and served as Oklahoma State Reformatory CERT Commander from January 2011 to October 2016. In July of 2016, Chad transferred to North Fork Correctional Center and promoted to Unit Manager in August of 2016. In December 2018, Chad promoted to Deputy Warden at Joseph Harp Correctional Center. Chad received his Bachelor of Science in Criminal Justice Management and Ethics from Mid America Christian University in 2015.

Board Members provided their support and words of encouragement.

**Motion:** Mr. Siegfried made the motion to approve the appointment of Chad Dennis to Warden at OSR. Mr. Prince seconded the motion.

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

The warden appointment of Chad Dennis as OSR warden was approved by majority vote.

Director Crow congratulated the new wardens on their promotions and expressed his confidence in their abilities. The Department of Corrections continues to grow leadership within the agency and Director Crow expressed his belief these wardens mirror what the agency looks for in future leaders.

There was no further discussion.

**5. Inmate/Offender Population Update**

Administrator of Classification and Population Travis Gray provided an overview of the inmate/offender population as of August 31, 2021. A copy of the overview was included in the BOC packet for September 29, 2021.

There was no further discussion.

**6. Agency Budget Update**

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

**A. FY2021 BOC Budget Update**

CFO Clemmons provided an overview of the FY2021 BOC Budget. A copy of the overview was included in the BOC packet for September 29, 2021.

There was no further discussion.

**7. FY2021 – Fourth Quarter Internal Financial Audit Report**

Chief Administrator of Auditing and Compliance Penny Lewis welcomed everyone and provided an overview of the FY2021 Fourth Quarter Internal Financial Audit. A copy of the overview was included in the BOC packet for September 29, 2021.

In this reporting period, there were 22 internal audits completed and submitted to the Board of Corrections and the State Auditor and Inspector's Office. Of those 22 audits there were four reportable compliance and internal control findings. All of those findings were related to inventories associated with food service, canteen and warehouse. Follow up occurred with the internal financial auditors and two facilities had additional processes implemented as directed due to staff shortage. Ms. Lewis reports the plan of actions resulted in effective compliance and audits have been closed.

There was no further discussion.

**8. Approval of Board of Corrections Policy**

Chief Administrator of Auditing and Compliance Penny Lewis provided an overview and requested approval of the following policies:

- A. P-010100 entitled "System of Manuals, Handbooks and Monitoring Procedures"**
- B. P-020600 entitled "Legislative Initiative Process"**
- C. P-020700 entitled "Oklahoma Department of Corrections Data System Management"**
- D. P-030100 entitled "Provisions of Services/Inmates Rights and Responsibilities"**
- E. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"**
- F. P-050100 entitled "Emergency Plans for the Oklahoma Department of Corrections"**
- G. P-070100 entitled "Provision of Food Services"**
- H. P-080100 entitled "Mission and Management of Correctional Industries"**

A copy of the overview was included in the BOC packet for September 29, 2021.

**Motion:** Mr. Siegfried made the motion to approve all above listed policies. Mr. Prince seconded the motion.

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

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

There was no further discussion.

**9. Approval of 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.*

General Counsel Gary Elliott reported the state statute allows the Board of Corrections to delegate authority to the Director to declare emergencies and allow purchases not to exceed \$250,000 for delineated purposes of health and safety of correctional officers and inmates.

**Motion:** Mr. Siegfried made the motion to approve the delegation of authority. Dr. LaFortune seconded the motion.

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

Approval of the delegation of authority to the Director to declare emergencies pursuant to 61 OS §130 (B) was approved by majority vote.

There was no further discussion.

**10. GEO Contract Amendment #3**

Chief Administrator of Community Corrections James Rudek indicated the legislature, during the last session, appropriated \$1.8 million to be included into the GEO contract. This amendment addresses this appropriated amount. Mr. Rudek indicated the payments are \$150,000 a month which were to begin in July 2021.

**Motion:** Mr. Siegfried made the motion to approve the GEO contract amendment #3. Mr. Prince seconded the motion.

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

Approval of the GEO contract amendment #3 was approved by majority vote.

There was no further discussion.

**11. Unit Spotlight:**

**A. Sex and Violent Offender Registration**

Manager Tonia Dickerson reported that on November 1, 1989, the Oklahoma Sex Offenders Registration Act was enacted requiring offenders convicted of certain sex crimes to be placed on a public registry. On November 1, 2004, the Mary Rippy Violent Offender Crimes Act was enacted requiring offenders convicted of certain violent crimes to be placed on a public registry. The Oklahoma Department of Corrections (ODOC) Sex and Violent Offender Registration (SVOR) unit oversees and maintains these registries for the state of Oklahoma.

The SVOR unit is the repository for all offender registration documents, and the unit determines all offender's registration requirements. Oklahoma is a dual registry state meaning the offender must register with their local law enforcement agency and the ODOC Probation and Parole office located in the offender's residence area.

The SVOR unit enters each registrant into the public registry. The unit assists law enforcement in the monitoring and tracking of sex and violent offenders residing, working, and/or attending school in Oklahoma upon release. Staff must utilize many resources to include the Sex Offender Registration Notification Act Exchange Portal, National Sex Offender Registry Public Website, all 50 states SOR units, Tribes and Territories registries and the United States Marshal Service.

The SVOR unit currently has a total of eight staff members. There are two certified law enforcement communication specialists in the unit that enter all sex offender information into NCIC for the state of Oklahoma and all modifications including address changes, driver license renewals, employment, and jurisdictional changes.

As of July 2021, there were 7,472 inmates on the sex offender registration and 1,346 on the violent offender registration. Each month the unit mails out approximately 1,600 verification letters to offenders on the registry. Once received, the offender must take the letter to their local law enforcement agency to show they received the letter at their address. The law enforcement agency then verifies the offender is living at that address or reports any change of address and sends the letter to the Sex and Violent Offender unit for entry into the public registry. If the offender does not return the letter within 45 days, a delinquent letter will be sent to the District Attorney and the local law enforcement agency. The SVOR unit sends out approximately 300 delinquent letters a month.

As the official records custodian, the SVOR unit routinely works with the District Attorneys and law enforcement agencies in all 77 counties and testifies as the state subject matter expert regarding registration. They review court documents to determine the most accurate registration requirements. Law enforcement determines where the inmate is eligible to live or if failure to register charges are filed.

On October 1, 2020, the unit was awarded the Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking (SMART) grant. This grant will enable the unit to modernize the registry database, purchase new office equipment and digitize documents in the inmate's file. The grant will also allow the unit to attend training and conduct training classes across the state to assist law enforcement and tribal agencies on the registration process.

The unit also assists annually with the Sex Offender Registration and Compliance Conference. This conference provides training and legal updates to law enforcement officials, probation and parole officers and district attorneys.

Currently, due to the McGirt ruling regarding crimes committed on Indian tribal land, the unit is working with the DOC's General Counsel and the tribal nations to determine how this ruling will affect the registration process for the state of Oklahoma and to ensure all sex and violent offenders are registered as required by state, federal and tribal laws.

There was no further discussion.

## **12. FY22 Focus Committee Smart Goals**

### **A. Diversity, Equity, and Inclusion**

Chief of Strategic Engagement (COSE) Newton-Embry reported a title change for this smart goal from Racial Disparity to Diversity, Equity, and Inclusion.

The Oklahoma Department of Corrections has established an agency-wide Diversity, Equity, and Inclusion (DEI) Council to review focus areas regarding employees and offenders. The development of this council was initiated by DOC representatives from Human Resources, Division of Institutions, Division of Community Corrections, Employee Rights and Relations, Strategic Engagement, etc.



The DEI Council will consist of agency employees from executive to frontline. The council will be tasked with the following:

- Build on elements currently present in the agency vision statement
  - Empower individuals
  - Encourage teamwork
  - Employee best practices
  - Embrace diversity
- Review focus areas to identify, attract, and retain diverse staff to the agency and advance a climate that promotes inclusion.
- Review data concerning offender access to equitable programs, services, education, and jobs.
- Review misconducts and sanctions to determine unequitable outcomes.

The focus areas identified include:

- Education, Awareness and Training
- Policies and Procedures
- Recruitment and Retention
- Hiring and Promotions
- Offender Impact

COSE Newton-Embry reports the following action items:

- |  |                  |
|--|------------------|
| • Email staff to engage their interest in the Council                            | October 1, 2021  |
| • Council survey due from staff  | October 31, 2021 |
| • Executive Council meets to establish goals, measurements, and desired outcomes | November 5, 2021 |
| • First subcommittee meeting   | January 2022     |

COSE Newton-Embry states she looks forward to working with the DEI Council on setting goals and establishing a workforce where employees with diverse backgrounds, experience and knowledge can collaborate to meet the mission of the agency.

There was no further discussion.

## **B. Re-entry and Transition Services**

Chief Administrator (CA) Clint Castleberry indicated this smart goal intertwines with several different opportunities within the agency. The majority are covered under the Sarah Stitt Act which becomes law November 1, 2021.

- Birth Certificates (Sarah Stitt Act)
  - DOC will begin purchasing birth certificates for the purpose of making state IDs.
  - Follow up meeting with State Registrar of Vital Statistics on September 27 to finalize process for batching and payment of birth certificates
  - Instructional memo detailing new birth certificate practice will be forwarded to facilities once process is finalized with Vital Statistics.

- Case management training in August on how to record receipt of personal identification documentation in Offender Management System (OMS) completed. Staff logging information if a birth certificate has been received into OMS to obtain a data baseline.
- State IDs (Sarah Stitt Act)
  - Meeting with Department of Public Safety (DPS) on September 22 on Sarah Stitt implementation. Potential implementation plan is as follows:
    - Select five (5) initial sites for DPS workstations
  - Memo for approval of designated workstations routed September 23
    - Begin deployment of DPS workstations into first five locations on or before October 15
    - Begin training selected DOC staff on how to operate the DPS workstations October 20-21
    - Test DPS workstation operations the week of October 25
    - Additional DPS workstations deployed at DOC facilities in coming months. Locations of new machines to be determined in conjunction with Division of Institutions.
- Resumes (Sarah Stitt Act)
  - Resume template being deployed to existing Education Labs.
  - Career Tech participants will complete resumes as part of Career Readiness program
  - Life Skill participants will complete resumes as part of this program in education labs
  - Other potential discharges will complete resumes at designated times in facility computer labs
  - Resume template has been forwarded to Securus for inclusion on inmate tablets.
- Medicaid Expansion enrollment for discharging inmates
  - DOC/DHS agency partner agreement completed June 17, 2021
  - OMES working to complete connectivity to agency partner portal for electronic enrollment
  - Currently sharing Medicaid expansion enrollment information with potential dischargers at transition reentry fairs until we are able to enroll electronically.

Director Crow asked CA Castleberry to report on the Transition Fairs recently held at facilities. CA Castleberry indicated the Transition Fairs originally began during the commutation process in 2019 and a decision was made to begin the process again this year. Transition Fairs were held at the following facilities last month:

- John Lilley Correctional Center
  - 16 community partners
  - approximately 160 participants
- Mabel Bassett Correctional Center
  - Close to 200 participants

CA Castleberry indicated Transition Fairs are scheduled through the end of the calendar year.

There was no further discussion.

**C. Food Service – Healthier Options – Penny Lewis**

Chief Administrator (CA) Penny Lewis reported in July of 2021, the Food Service Operations unit became fully staffed and functional. This unit will revise the current ODOC Master Menu to ensure it is more in line with the National Academy of Sciences nutritional recommendations, by reducing sodium, fat, and added sugar content of menu items, while increasing fiber, fruit, and vegetable consumption to ensure a healthy, flavorful, filling, and palatable tray for each ODOC inmate.

CA Lewis reports the unit is partnering with Agri-Services on product ingredients, implementation of facility gardens, seasonal options, storage, and transportation. The unit is also partnering with Medical Services to monitor the offender population with prescribed diets and provide nutritional information through the process.

The target completion date for this smart goal is March of 2022.

There was no further discussion.

**D. Health Services Organizational Structure and Pay Sale – Cheri Atkinson**

Cheri Atkinson reported the following organizational plan changes for Health Services.

- Expansion of the Nurse Manager positions to include a Nurse Manager at each Department of Corrections' facility to supervise and manage facility nursing staff.

Level I Nurse Managers will be located at facilities with 12 or less nursing staff.

Level II Nurse Managers will be located at facilities with 13 or greater nursing staff, typically larger facilities, facilities with an infirmary and 24/7 care requirements.

It is anticipated the Nurse Manager positions will be drawn from existing high level performing nursing staff currently onsite.

- Existing Administrative Nurse Managers will be supervising the facility Level I and II Nurse Managers and provide guidance and assistance under a three Region distribution.
- Return nursing staff supervision to the chain of command of the Chief Medical Officer and the Chief Administrator of Nursing. The current chain of command has all nursing staff under supervision of the Correctional Health Services Administrators (CHSA) and wardens. CHSA's, Health Information Technicians and medical secretaries will remain under the supervision of the facility warden and

the Division of Institutions.

- Dental assistant positions will be placed under the Dental unit and the Chief Dental Officer's responsibility.

The following strategy was involved in the determination of pay increases:

- Identification of greatest staffing deficiency needs and a determination of the contribution the below market pay impacts the lack of staffing.
- Research to determine the current local market pay for health professionals and collaboration between the Chief Medical Officer and Chief Financial Officer to create more competitive pay while accommodating budget limitations.
- Pay increases were targeted to higher skill health professionals where the greatest pay discrepancies and the greatest competition for staffing exist.

The largest percentage increases went to physicians, mid-level providers (PA and APRN's), dentists, optometrists, psychologists, and behavioral health clinicians.

Registered nurses will receive a pay increase at a smaller percentage, as they received a 7.8% increase total for fiscal years 2019 and 2020.

Additionally, it was determined the positions that did not receive a pay increase with this proposal were close to mid-band pay levels for the local market rates. Also, some of these positions were not as difficult to fill with new staff, as the pay with benefits made the overall compensation competitive in local markets.

Once the pay increase plan is approved, work will begin with Human Resources and Business Services to implement the pay increases. Following that, efforts to expand marketing for recruitment of health professionals will begin in an attempt to fill vacant staff positions.

There was no further discussion.

### **13. Committee Reports – Standing Committees:**

#### **A. Executive**

**Chairman** Hastings Siegfried

**Members** Calvin Prince and Dr. Kathryn LaFortune

Members in this committee discussed the proposed agenda for the board meeting, probation and parole raises, correctional officer shift differentials, and the board policies.

There was no further discussion.

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

**Chairman** Calvin Prince

**Members** Hastings Siegfried and Lynn Haueter

Members in this committee discussed the population update, OIG statistics, update on McGirt, GEO contract amendment and WSKCC closure.

There was no further discussion.

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

**Chairwoman** Betty Gesell

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

Members in this committee discuss Program updates, Medical staff, and Medical facility initiative.

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 BOC budget report, WSKCC closure, audit findings and financial metrics for the FY22 Smart Goals.

There was no further discussion.

**E. FY22 Focus Committee**

**Chairman** Hastings Siegfried

**Members** Calvin Prince and Randy Chandler

Members in this meeting discussed the four committees: Diversity, Equity, and Inclusion, Re-entry and Transition Services, Food Services – Healthier Options and Health Services Organizational Structure Pay Scale.

There was no further discussion.

**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.

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

There being no further business to discuss, adjournment of the meeting was approved by majority vote at 2:43 p.m.

Submitted to the Board of Corrections By:

Signature on File

Kim Rotelli, Minutes Clerk

10-27-2021

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on October 27, 2021 in which a quorum was present and voting.

Signature on File

Dr. Kathryn LaFortune,  
Secretary Board of  
Corrections

DRAFT