

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES**

**January 26, 2022**

**1. Call to Order**

Vice-Chairman Calvin Prince called the meeting of the Oklahoma Board of Corrections (BOC) to order at 1:03 p.m., on Wednesday, January 26, 2022, at Oklahoma Department of Corrections, 3400 N. Martin Luther King Ave., Oklahoma City, OK 73111.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on Wednesday, October 28, 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 4:04 p.m., on Monday, January 24, 2022, 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**

Vice-Chairman Calvin Prince led the meeting attendees in reciting the pledge of allegiance to the United States Flag.

**B. Roll Call**

Vice-Chairman Calvin Prince asked the clerk to call roll:

Randy Chandler	Present	Stephan Moore	Present
Betty Gesell	Present	Calvin Prince	Present
Erick Harris	Present	T. Hastings Siegfried	Absent
Lynn Haueter	Absent	Daryl Woodard	Present
Dr. Kathryn LaFortune	Absent		

Calling of the roll reflected a quorum was present.

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

Vice-Chairman Calvin Prince requested approval of the meeting minutes as presented to members in the BOC packet for January 26, 2022.

**A. December 1, 2022**

**Motion:** Mr. Chandler made the motion to approve the minutes. Mr. Moore seconded the motion.

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

Meeting minutes for December 1, 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. FY2023 Budget Request Update**

Ashlee Clemmons and Director Crow met with executive leadership last week and presented the agency budget request to the Senate and House Appropriation Committees. This year the agency did not request any additional funds and basically, the agency's budget request was flat. The agency did ask to utilize the funds that were remaining to help fund an agency-wide compensation plan for all employees. The goal of this package is to provide competitive wages. The compensation plan is dependent on remaining whole with last year's appropriations. If they will provide appropriations as they did last year, then the agency has the ability to move forward with the compensation plan. Overall, all the hearings went really well.

#### **B. Health Service Update**

##### Influenza Vaccinations

Influenza clinics began in September. As of last Friday, 5,918 inmates have received the vaccination, and 3,842 elected to not receive the vaccine. Our Chief Medical Officer continues to closely monitor vaccination rates and has made it a priority to educate and encourage inmates to receive vaccinations. At this time, the agency has not experienced a major influenza outbreak. Numbers have remained low. The agency will continue to monitor very closely.

##### COVID-19 Vaccinations

Since February 2020, the agency has provided 15,100 vaccinations to the inmate population. Since September 2021, the agency has provided 5,175 booster vaccinations. Inmates may request a vaccination at any time. New receptions are encouraged to receive the vaccination or booster. As of yesterday, the agency had 112 active cases. 125 in isolation either pending a test result or in the process of recovering and 1,994 in quarantine under observation due to exposure. These numbers have increased significantly over the last several weeks. There was a period of time where the agency's case numbers were below 50, but as we see spikes in the general public, and of course, those are the same individuals working at the facilities and coming to work every day. The agency has seen an increase of employees who have tested positive, but the agency does not have a baseline of those numbers since staff positives are self-reporting. At this time, the agency has not had an outbreak that would require an area to be identified as a "hotspot." A "hotspot" is identified when 20% of the population at a certain location becomes positive. The facilities continue to maintain precautions such as encouraging staff to wear masks, requiring inmates to wear masks in common areas, social distancing, isolating and quarantining as necessary, and allowing visitation by appointment only. Staff are encouraged to report positive test results to their supervisor and follow CDC guidelines. Staff testing is self-reported therefore the exact number of positive staff is unable to be determined. We continue to work with the Oklahoma Department of Health Services to monitor the COVID trends and variations to ensure practices are maintained.

**C. Emergency Purchases**

An emergency was declared on December 17, 2021, at the Dick Conner Correctional Center (DCCC). The main sewage line that exits the facility and enters the treatment plant lift station was leaking. The facility could not repair the leak; it required removing and replacing the ductile pipe. The leak had saturated the ground in the area, affecting the perimeter fence’s stability and perimeter road in the area, causing instability and loss of integrity. All repairs began last Monday and are expected to be complete within two weeks. The estimated repair cost is \$96,338.41.

**D. Approval to Remove William S. Key Correctional Center (WSKCC) and Marshall County from Count**

William S. Key Correctional Center (WSKCC)

During our last meeting, I mentioned our closure deadline was the first of this year and we are on track to completing that deadline. Currently, there is one staff member working with the Woodward County Sheriff Office to provide nightly patrol. All remaining surplus inventory will be taken to surplus or discarded by February 15, 2022. Also in February, utilities for the lagoon and medical buildings will be transferred to Northwest Health Hospital. Our staff involved in the closure process worked diligently to stay on track and meet all deadlines. I am extremely thankful to the team and their dedication.

Marshall County

Earlier in 2021, there was a security issue involving one of our inmates that was in Marshall County on contract. As a result of that issue, Executive staff met with Marshall County leadership to revise the contract to enhance security requirements. The issue was the inmate having an electronic device and accessing pornography which ultimately the inmate was charged with a violation of pornography. During the process of negotiation of the contract and to address the security issue, Marshall County requested to end the contract. All inmates were assessed and relocated based on their security needs.

With that being said, I would like to request approval from the Board to remove WSKCC’s and Marshall County’s inmate beds from the agency bed count. WSKCC held 1,087 inmates and Marshall County held 18 inmates. Previously the agency count was 24,995. The new agency count will be 23,890.

**Motion:** Mr. Prince made the motion to approve the removal of WSKCC and Marshall County from the agency count. Mr. Woodard seconded the motion.

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

The removal of WSKCC and Marshall County from the agency count was approved by majority vote.

There was no further discussion.

**4. Warden Appointment**

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. Jess Dunn Correctional Center (JDCC) Interim Warden Casey Hamilton**

Mr. Casey Hamilton began his career with the Texas Department of Criminal Justice where he served as a Correctional Officer assigned to Death Row at the Polunsky Unit in Livingston, Texas. In 2008, Mr. Hamilton transferred to the Oklahoma Department of Corrections as a Probation and Parole Officer for the Tulsa District. In 2012, he began working as an agent with the Office of Fugitive Apprehension and Investigations. Shortly after, in April of 2014, he transferred to James Crabtree Correctional Center as Deputy Warden. In September 2016, Mr. Hamilton was appointed as the acting Warden of the Northeast Correctional Center and in October he was confirmed as the Warden. Mr. Hamilton received his bachelor’s degree from Northeastern State University in 2006.

Board members provided their support and words of encouragement.

**Motion:** Mr. Harris made the motion to approve the appointment of Casey Hamilton to Warden at JDCC. Ms. Gesell seconded the motion.

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

The warden appointment of Casey Hamilton as JDCC warden was approved by majority vote.

**5. Inmate/Offender Population Update**

Administrator of Classification and Population Travis Gray provided an overview of the inmate/offender population as of December 31, 2021. A copy of the overview was Included in the BOC packet for January 26, 2022.

There was no further discussion.

**6. Agency Budget Update**

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

**A. FY2022 BOC Budget Reports**

CFO Clemmons provided an overview of the FY2022 BOC Budget. A copy of the overview was included in the BOC packet for January 26, 2022.

There was no further discussion.

**7. Approval of Annual Average Daily Cost of Incarceration per Inmate**

CFO Ashlee Clemmons provided an overview of the cost of incarceration. A copy of the Cost of Incarceration was included in the BOC packet for January 26, 2022.

*Statutory Requirement Title 57 § 561.1 ¶ E. "At the beginning of each fiscal year, the Department of Corrections shall determine the budgeted average daily cost per inmate. The budgeted average daily cost per inmate shall include all direct and indirect costs incurred by the Department. There shall be a separate computation of budgeted average daily cost for maximum security, medium security, minimum security, and community facilities. This information shall be presented to the State Board of Corrections for informational purposes only. After the close of each fiscal year, the Department shall determine the actual average daily cost per inmate for the operational costs at each major category of correctional facility. The actual average daily cost per inmate shall include all direct and indirect costs incurred by the Department. There shall be a separate computation of the average daily rate for maximum security, medium security, minimum security, and community facilities. The Department shall present to the Board of Corrections at its January meeting comparative data on budgeted daily cost versus actual daily cost, and, after appropriate review and analysis, the Board shall adopt as a final action of the Board an average daily cost per inmate by facility category for the immediately preceding fiscal year."*

**Motion:** Mr. Woodard made the motion to approve the annual average daily cost of incarceration per inmate. Mr. Harris seconded the motion.

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

The annual average daily cost of incarceration per inmate was approved by majority vote.

There was no further discussion.

**8. Legislative Update:**

Chief Administrator of Government Relations Justin Wolf welcomed everyone and provided an overview of the legislative summary report. A copy of the overview was included in the BOC packet for January 26, 2022.

There was no further discussion.

**9. FY2022 – First Quarter Internal Financial Audit:**

Chief Administrator of Auditing and Compliance Shelly Bear welcomed everyone and provided an overview of the FY2022 First Quarter Internal Financial Audit. A copy of the overview was included in the BOC packet for January 26, 2022.

**10. Unit Spotlight:**

**A. Office of Inspector General**

Inspector General Ted Woodhead welcomed everyone and provided an overview of

the Community Corrections division. A copy of the overview was included in the BOC packet for January 26, 2022.

**11. 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 and appointment of Interim Warden Casey Hamilton.

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, and the removal of WSKCC and Marshall County from the agency count.

There was no further discussion.

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

**Chairwoman** Betty Gesell

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

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 BOC budget report, cost of incarceration, and FY22 1<sup>st</sup> Quarter Internal Financial Audit.

There was no further discussion.

**E. FY22 Focus Committee**

**Chairman** Hastings Siegfried

**Members** Calvin Prince and Randy Chandler

No meeting was held.

There was no further discussion.

**12. New Business**

There was no new business.

**13. Adjournment**

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

Randy Chandler            Approve  
Betty Gesell              Approve  
Erick Harris               Approve  
Lynn Haueter              Absent  
Dr. Kathryn LaFortune   Absent

Stephan Moore           Approve  
Calvin Prince             Approve  
T. Hastings Siegfried   Absent  
Daryl Woodard            Approve

There being no further business to discuss, adjournment of the meeting was approved by majority vote at 2:35 p.m.

Submitted to the Board of Corrections By:

Signature on File \_\_\_\_\_  
Whitney Brueggert, Minutes Clerk

03/30/2022 \_\_\_\_\_  
Date

I hereby certify that these minutes were duly approved by the Board of Corrections on February 23, 2022, in which a quorum was present and voting.

**X** Signature on File

Dr. Kathryn LaFortune,  
Secretary Board of  
Corrections