

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES
May 25, 2022

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, May 25, 2022, at Bill Johnson Correctional Center (BJCC), 1856 East Flynn Street, Alva, OK 73717.

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 2:45 p.m., on Monday, May 23, 2022, 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 BJCC, 1856 East Flynn Street, Alva, OK 73717.

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	Present	Calvin Prince	Present
Erick Harris	Absent	T. Hastings Siegfried	Present
Lynn Haueter	Absent	Daryl Woodard	Absent
Dr. Kathryn LaFortune	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 May 25, 2022.

A. March 30, 2022

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

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

Meeting minutes for March 30, 2022, were approved by majority vote.

There was no further discussion.

3. Facility Warden Welcome

Warden Becky Guffy welcomed everyone and provided the following overview:

Warden Guffy indicated she is a true believer in what they do at Bill Johnson. She indicated she facilitates the largest and most intensive substance abuse treatment for males in the state of Oklahoma. You will hear the facility staff at BJCC refer to their inmate population as “trainees” as they believe they are helping inmates to train to make better decisions and become better citizens. BJCC staff are not producing inmates.

The facility’s target group is first-time young offenders. BJCC provides a treatment path for trainees through the Delayed Sentencing Program and is proud to boast a 70% success rate at 5 years. BJCC’s main treatment group is those trainees with other sentences besides a delayed sentence. Its primary goal is to foster personal growth by changing an individual’s lifestyle using the Therapeutic Community model. Cognitive Behavior Intervention classes address a variety of behavior modification options. BJCC has a 77% success rate with this group. It is the level of treatment they provide that makes BJCC different from other facilities. On any given week, the facility has close to 250 trainees attending classes. BJCC treatment staff is second to none. At this time, Warden Guffy indicated she would like to recognize the individuals for their hard work. Education is important at BJCC, and they place a very high value on its part of our program. BJCC has a very active Education Department that produced 107 GED graduates last year. Since the school opened, BJCC has graduated 4,398 trainees. That is a number BJCC is very proud of.

Finally, BJCC is also an Intermediate Revocation Facility. In lieu of a full revocation, a 180-day sanction is given. The movement at this facility is formidable and an important component of our program. Between 2015 and 2021, BJCC has had 4,880 trainees participate in our programs. BJCC has a 73.5% overall success rate at 5 years.

Warden Guffy indicated she is very proud of what her staff accomplishes every day. In her view, they are some of the best in the state and she hoped the board would get the chance to interact with them while they were at the facility. Warden Guffy thanked the board again for coming. Warden Guffy invited the board to stay after the meeting for any questions they might have. She also indicated if she can show the board any part of the facility, she would be glad to do so after the meeting.

There was no further discussion.

4. Director’s Comments

Director Crow welcomed everyone and provided the following updates:

A. Agency Salary Increases

As many are aware, the agency has been diligently working to increase staffing levels and offer competitive wages. Recently, the agency developed a compensation plan to provide all agency staff with no less than a 4% increase in pay. Director Crow indicated he is pleased to inform the board that this pursuit has been successful as the plan went into effect on April 1st.

- Correctional Officers received a 30% pay increase.
- Probation and Parole officers received a 20% pay increase.
- Certified and licensed medical staff received a 16% pay increase.
- Staff whose compensations were below midpoint were brought to the midpoint in addition to receiving the 4% pay increase.
- All other agency personnel received a 4% pay increase across the board.

This created a variety of pay increases for different staff. When the midpoint range is mentioned for salaries, this was a range set by HCM. Now all staff for the agency is at least midpoint range for their salaries. This is an exciting time for everyone in the agency, and Director Crow looks forward to the positive impact the pay increases will have on the staff and the agency's future.

B. COVID Transitional Plan

Effective April 1st the agency moved to a Transitional Operational Pandemic Plan that more appropriately addressed the needs of our population and staff as the COVID pandemic moves into the endemic phase.

The following COVID infection mitigation measures were implemented:

- Masks are optional. Wearing mask while indoors in crowded spaces or when around potentially ill individuals is still strongly encouraged.
- The agency will continue testing all potentially symptomatic residents and follow CDC guidelines for isolation and quarantine measures.
- All new A&R intakes are placed into a seven-day quarantine upon arrival and all symptomatic persons are tested for COVID and influenza.
- The agency continues to promote and encourage vaccinations, distancing, and good hygiene practices.
- Health services continues to monitor cases and remain vigilant for new trends in cases that may signal a new surge or variant.
- Staff who experience illness symptoms are encouraged to not report to work and to report all positive COVID test results to their supervisor so appropriate contact tracing efforts may be implemented.
- Infected staff are to follow the latest CDC guidance on isolation protocol before returning to work.

The agency has learned many valuable lessons during the last two years, and Director Crow indicated he looks forward to applying those lessons in the future as the agency returns to normal operations.

C. Introduction of General Counsel Kari Hawkins

Director Crow indicated he would like to take a moment to introduce the new General Counsel, Ms. Kari Hawkins.

Ms. Hawkins comes to the agency from the Oklahoma Attorney General's Office, where she served as Assistant Attorney General in the Litigation Division, serving as a team leader for prison litigation, and gaining specialty experience leading civil rights and employment law cases. It was her second stint with the Attorney General's Office, having served in a similar role from 2005-2008.

Ms. Hawkins brings prior ODOC experience with her to the new role. From 2008-2011, she served the agency as Assistant General Counsel, focusing on prison

litigation and employment law. In addition to counsel roles within state agencies, Ms. Hawkins also served as a staff attorney for the Chickasaw Nation, focusing on Native American law and contract law.

Ms. Hawkins has a long record of philanthropic work with charitable organizations in the state as well as having published 11 legal opinions throughout her career. As counsel, she has argued cases in the United States District Courts for the Eastern, Western, and Northern Districts of Oklahoma, as well as the Fifth and Tenth Circuit Courts of Appeals.

Ms. Hawkins began her legal career by spending two years in private practice after completing her Juris Doctorate at the University of Tulsa College of Law. She received her undergraduate degree in Marketing from Oklahoma State University.

Director Crow indicated he is excited to have her on our team.

There was no further discussion.

5. Warden Appointment

Division of Institutions Chief Administrator Jason Bryant welcomed everyone and provided the biography of Interim Warden Carrie Bridges and requested approval for her appointment:

A. JCCC Interim Warden Carrie Bridges

Chief Administrator Bryant provided an overview of the biography of Interim Warden Carrie Bridges. A copy of the biography was included in the BOC packet for May 25, 2022.

Board members provided their support and words of encouragement.

Motion: Mr. Siegfried made the motion to approve the appointment of Carrie Bridges to warden at JCCC. Mr. Prince seconded the motion.

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

The warden appointment of Carrie Bridges as JCCC warden was approved by majority vote.

6. Inmate/Offender Population Update

Administrator of Classification and Population Travis Gray provided an overview of the inmate/offender population as of April 29, 2022. A copy of the overview was included in the BOC packet for May 25, 2022.

There was no further discussion.

7. 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 May 25, 2022.

There was no further discussion.

8. Legislative Update:

Chief Administrator of Government Relations Justin Wolf provided an overview of the legislative summary report. A copy of the overview was included in the BOC packet for May 25, 2022.

There was no further discussion.

9. Internal Audit Update for FY22 3rd Quarter:

Chief Administrator of Auditing and Compliance Shelly Bear welcomed everyone and provided an overview of the FY2022 Third Quarter Internal Financial Audit. A copy of the overview was included in the BOC packet for May 25, 2022.

10. Approval of Board of Correction Policy:

Chief Administrator of Auditing and Compliance Shelly Bear provided an overview and requested approval of the following policies:

- A. P-010200 “Operating Procedures and Policies for the Oklahoma Board of Corrections”**
- B. P-090200 “Public Works Program of the Oklahoma Department of Corrections”**
- C. P-110100 “Uniform Personnel Standards”**
- D. P-150100 “Physical Plant Standards and Long-Range Plant Development for Correctional Facilities”**

A copy of the overview was included in the BOC packet for May 25, 2022.

Motion: Mr. Siegfried made the motion to approve all policies. Mr. Chandler seconded the motion.

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

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

11. Unit Spotlight:

A. Recruitment and Retention Unit

Administrator of Recruitment and Retention David Edelman welcomed everyone and provided an overview of the Recruitment and Retention unit. A copy of the overview was included in the BOC packet for May 25, 2022.

12. 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, the board of corrections policies, and the interview of JCCC interim warden Carrie Bridges that would be presented for approval to the board.

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, the OIG statistics update, and a private prison update.

There was no further discussion.

C. Public Policy/ Affairs/ Criminal Justice

Chairwoman Betty Gesell

Members Stephan Moore, Dr. Kathryn LaFortune, and Darryl Woodard

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 Erick Harris

Members in this meeting discussed the BOC budget report and the FY22 3rd 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.

13. New Business

There was no new business.

14. Adjournment

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

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

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

There being no further business to discuss, adjournment of the meeting was approved by majority vote at 2:17 p.m.

Submitted to the Board of Corrections By:

Signature on File

Whitney Brueggert, Minutes Clerk

07/27/2022

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on July 27, 2022, in which a quorum was present and voting.

X Signature on File

Dr. Kathryn LaFortune,
Secretary Board of Corrections