

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES
February 28, 2023

1. Call to Order

Chairman Hastings Siegfried called the meeting of the Oklahoma Board of Corrections (BOC) to order at 1:08 p.m., on Tuesday, February 28, 2023, at Davis Correctional Facility, 6888 E133 Road, Holdenville, OK 74848.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on Tuesday, November 29, 2022. 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 12:00 p.m., on Monday, February 27, 2023, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma 73111.

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:

Rhonda Bear	Present	Daryl Woodard	Absent
Randy Chandler	Present		
Erick Harris	Present		
Stephan Moore	Present		
T. Hastings Siegfried	Present		

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 February 28, 2023.

A. November 30, 2022 Meeting Minutes

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

Rhonda Bear	Approved	Daryl Woodard	Absent
Randy Chandler	Approved		
Erick Harris	Approved		
Stephan Moore	Approved		
T. Hastings Siegfried	Approved		

The meeting minutes from November 30, 2022, were approved by majority vote.

3. Chairman's Update

Chairman Siegfried welcomed everyone to the BOC meeting and introduced new member Rhonda Bear. Chairman Siegfried reviewed P-010200 Part I. D.3 “Any vacancy occurring in the office of vice chair or secretary may be filled by the chair by appointment for the remaining term of office.” Randy Chandler has been appointed as vice chair and Stephan Moore as secretary.

4. Facility Warden Welcome

Warden Joe Norwood welcomed everyone and provided an overview of Davis Correctional Facility. CoreCivic and the Department of Corrections has had a partnership since 1996. Davis Correctional Facility has 1,304 inmates and has the capacity to house 1,624. This facility has maximum and medium security levels. They have recently given raises to their correctional officers, added temporary housing for new employees moving to the area and have been advertising through INDEED, billboards and social media to increase correctional officer recruitment. They are currently 82% staffed. A drone detection system has been implemented and has enhanced the ability to combat contraband entering the prison through drone drops. The facility has been updating their locking control systems. The medium security sections are complete and the work has transitioned to the maximum security sections.

5. Director’s Update

A. Leadership Reorganization

Director Harpe gave a brief overview of the DOC leadership reorganization.

B. Budget Hearing Update

Director Harpe gave a brief overview of the Senate and House Budget Hearing that occurred in January. The budget has remained flat for DOC and the hearing did not reflect any significant questions.

6. Legislative Update

A. Spring FY23 DOC Legislative Session Initiatives

Legislative Liaison Shawna English provided an overview of the agency’s current relevant bills and where they were in the process. A copy of the overview was included in the BOC packet for February 28, 2023.

7. Critical Correctional Officer Staffing Monitor Dashboard

Special Operations Manager Tammy Hise discussed the creation of a real-time staffing dashboard that will show critical correctional officer staffing needs at all facilities. As the monitoring process becomes live at all facilities and there is viable data for reporting, additional information will be provided to the members.

8. Agency Budget Update

CFO Ashlee Clemmons welcomed everyone and provided the following overview:

A. BOC Budget Reports

Chief Clemmons provided an overview of the BOC Budget. A copy of the overview was included in the BOC packet for February 28, 2023.

B. Annual Review of Cost of Incarceration

Chief Clemmons reviewed the annual cost of incarceration. A copy of the report was

included in the BOC packet for February 28, 2023.

Motion: Mr. Chandler made the motion to approve the cost of incarceration. Chairman Siegfried seconded the motion.

Rhonda Bear	Approved	Daryl Woodard	Absent
Randy Chandler	Approved		
Erick Harris	Approved		
Stephan Moore	Approved		
T. Hastings Siegfried	Approved		

Approval of the annual cost of incarceration was approved by a majority vote.

9. Dick Connor Correctional Center (DCCC) Warden Appointment

Chief Administrator of the Division of Institutions Jim Farris welcomed everyone and provided the biography of Interim Warden David Buss and requested approval for his appointment. A copy of the biography was included in the BOC packet for February 28, 2023.

Board members provided their support and words of encouragement.

Motion: Mr. Harris made a motion to approve the appointment of David Buss to the warden at Dick Connor Correctional Center. Ms. Bear seconded the motion.

Rhonda Bear	Approved	Daryl Woodard	Absent
Randy Chandler	Approved		
Erick Harris	Approved		
Stephan Moore	Approved		
T. Hastings Siegfried	Approved		

The warden appointment of David Buss as DCCC warden was approved by a majority vote.

10. Inmate/Offender Population Update

Administrator of Classification & Population Travis Gray provided an overview of the inmate/offender population as of January 31, 2023. A copy of the overview was included in the BOC packet for February 28, 2023.

11. Internal Audit Update FY23 1st Quarter

Chief Administrator of Auditing and Compliance Shelly Bear provided an overview of the FY23 1st Quarter internal audit findings. A copy of the audit report was included in the BOC packet for February 28, 2023.

12. Approval of Board of Corrections Policy:

Chief Administrator Shelly Bear provided an overview and requested approval of the following policy:

A. P-010300 entitled “Mission and Organization of the Department of Corrections”

The revisions and final copy were included in the BOC packet for February 28, 2023.

Motion: Mr. Siegfried made a motion to approve the policy. Mr. Harris seconded the

motion.

Rhonda Bear	Approved	Daryl Woodard	Absent
Randy Chandler	Approved		
Erick Harris	Approved		
Stephan Moore	Approved		
T. Hastings Siegfried	Approved		

Approval of policy P-010300 entitled "Mission and Organization of the Department of Corrections" was approved by majority vote.

13. Committee Reports – Standing Committees:

A. Executive

Chairman Hastings Siegfried

Members Randy Chandler and Stephan Moore

Members in this committee discussed the proposed BOC agenda and BOC policy for approval. Director Harpe discussed organizational changes within DOC.

B. Population/ Security/ Private Prisons

Chairman Hastings Siegfried

Member Stephan Moore

Members in this committee discussed the Population Update, Oklahoma Inspector General Statistics Update and discussed cellphone jamming technology.

C. Public Policy/ Affairs/ Criminal Justice

Chairman Hastings Siegfried

Members Rhonda Bear and Erick Harris

Members in this committee discussed the Legislative Initiatives and the DOC Education and Reentry Program Update.

D. Audit and Finance

Chairman Randy Chandler

Members Erick Harris, Hastings Siegfried and Daryl Woodard

Members in this meeting discussed the BOC Budget Reports.

14. Approval to Enter into Executive Session:

Motion: Mr. Siegfried made the motion to Enter into Executive Session at 2:39 p.m. Mr. Chandler seconded the motion.

Rhonda Bear	Approved	Daryl Woodard	Absent
Randy Chandler	Approved		
Erick Harris	Approved		
Stephan Moore	Approved		
T. Hastings Siegfried	Approved		

15. Approval to Return from Executive Session:

Motion: Mr. Siegfried made the motion to Return from Executive Session at 3:27 p.m. Mr. Harris seconded the motion.

Rhonda Bear	Approved	Daryl Woodard	Absent
Randy Chandler	Approved		
Erick Harris	Approved		
Stephan Moore	Approved		
T. Hastings Siegfried	Approved		

16. New Business

There was no new business.

17. Adjournment

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

Rhonda Bear	Approved	Daryl Woodard	Absent
Randy Chandler	Approved		
Erick Harris	Approved		
Stephan Moore	Approved		
T. Hastings Siegfried	Approved		

There being no further business to discuss, the adjournment of the meeting was approved by a majority vote at 3:27 p.m.

Submitted to the Board of Corrections By:

Signature on file
Toni Lee, Minutes Clerk

03/29/2023
Date

I hereby certify that these minutes were duly approved by the Board of Corrections on March 29, 2023, in which a quorum was present and voting.

X Signature on file

Stephan Moore, Secretary
Board of Corrections