

## OKLAHOMA BOARD OF CORRECTIONS REGULAR MEETING MINUTES

- | <b>ITEM</b>  | <b>PRESENTER</b>        |
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| 1. Call to Order<br>Chair Roach called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:01 PM on Tuesday, February 27, 2018, at the Oklahoma Department of Corrections in Oklahoma City, Oklahoma. | Michael W. Roach, Chair |

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on November 14, 2017. 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 3:00 PM on February 22, 2018, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City. An amended agenda was posted at 3:00 PM on February 23, 2018, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City.

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| 2. Pledge of Allegiance<br>Mr. Gross led all meeting attendees in reciting the Pledge of Allegiance to the United States Flag. | Kevin J. Gross, Member |
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| 3. Roll Call<br>Chair Roach asked the clerk to call the roll: | Michael W. Roach, Chair |
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Kevin Gross, Member	Present	Todd Holder, Secretary	Present
Gene Haynes, Member	Absent	Adam Luck, Member	Present
Frazier Henke, Vice-Chair	Present	Michael Roach, Chair	Present

Calling of the roll reflected a quorum was present.

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| 4. Introduction of Region I Wardens<br><ul style="list-style-type: none"> <li>▪ Janet Dowling, Dick Conner Correctional Center</li> </ul> Ms. Newton-Embry introduced Warden Dowling to the BOC members, providing a brief summary of their backgrounds during each introduction. A copy of her biography was included in the BOC Packet for February 27, 2018. There was no further discussion.  | Millicent Newton-Embry, Director<br>Region I |
| 5. Introduction of Region II Wardens<br><ul style="list-style-type: none"> <li>▪ Carl Bear, Joseph Harp Correctional Center</li> <li>▪ Mike Bolt, John Lilley Correctional Center</li> <li>▪ Aboutanaa El Habti, Kate Barnard Correctional Center</li> </ul> Mr. Monday introduced the listed wardens to the BOC members, providing a brief summary of their backgrounds during each introduction. A copy of their biographies was included in the BOC Packet for February 27, 2018. There was no further discussion. | William Monday, Director<br>Region II        |

Mr. Monday introduced the listed wardens to the BOC members, providing a brief summary of their backgrounds during each introduction. A copy of their biographies was included in the BOC Packet for February 27, 2018. There was no further discussion.

6. Approval of Board of Corrections Regular Meeting Minutes from January 30, 2018 Michael W. Roach, Chair

Chair Roach stated the BOC had previously received the meeting minutes from January 30, 2018, for review and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for February 27, 2018.

Motion: Mr. Henke made a motion to approve the minutes and Mr. Gross seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – abstain; Mr. Roach – yes.

The minutes were approved by majority vote. There was no further discussion.

7. Director's Comments Joe M. Allbaugh, Director

▪ Hiring and Purchasing Freeze

Director Allbaugh notified the BOC members that he had directed an immediate hiring and purchasing freeze in February to protect the agency for the remainder of the fiscal year. Director Allbaugh discussed ramifications if these actions had not been taken and effect on agency if other scenarios were implemented. Director Allbaugh also updated BOC members on staffing issues at the North Fork Correctional Center. He advised that staff will reevaluate these decisions in one month to determine if the hiring and purchasing freeze is assisting with budget needs. Director Allbaugh stated he would provide an update at the next BOC meeting if there is a need for a supplemental appropriation request.

The BOC members and Director Allbaugh further discussed the effects of the hiring freeze on the agency's budget and staffing numbers throughout the agency. Director Allbaugh indicated he will provide an update on the purchase and hiring freeze at the next meeting. There was no further discussion.

8. Operations Update Scott Crow, Chief of Operations

- Joseph Harp Correctional Center (JHCC) Water Tower
- North Fork Correctional Center (NFCC) Fencing Project
- Oklahoma State Penitentiary (OSP), Units D and E Conversions
- Bureau of Justice Crime and Justice Institute Technical Assistance Grant
- Population Turnover Statistics
- Mental Health Consolidation

Off agenda, Mr. Crow discussed staffing issues and overtime costs at the facilities as well as hidden or unexpected infrastructure costs which continue to arise. He also noted programs for inventory control, project tracking and maintenance work order tracking are close to final implementation.

Mr. Crow then provided the following updates to the BOC:

- The \$264,000 water tower project at JHCC is moving forward. A contractor mobilized earlier in the week to put a temporary infrastructure into place to provide water and maintain core functions at the facility. Once the temporary structure is in place, then repairs on tower can be initiated.
- NFCC is installing interior fencing to control inmate movement across the facility's yard and isolate certain pods as needed. Installation of chases will allow officers to safely escort inmates across the yard as well. In addition, a K9 kennel is being built which provide more tools at the facility for contraband interdiction. The estimated project completion date is April 1, 2018.
- Units D and E at the OSP, formerly designated as Mental Health housing, is undergoing renovations to convert them to medium-security units. Renovations include refurbishing both units and replacement of the entire roof in preparation for moving inmates into the housing units. Installation of fencing is pending and will allow the inmates housed there to be separated from other parts of the yard. The project is close to completion.

The remaining agenda items were stricken from the agenda. There was no further discussion.

9. Monthly Update on Inmate Population Laura Pitman, Ph.D., Director  
Population, Programs, and Strategic Planning

Dr. Pitman provided the agency's population update as of January 31, 2018. A copy of the update was included in the BOC Packet for February 27, 2018. There was no further discussion.

10. Monthly Update of FY 2018 Agency Budget Ashlee Clemmons, Director  
Business Services

Ms. Clemmons provided the agency's FY 2018 budget update as of December 31, 2017, explaining increases and decreases over the fiscal year. A copy of the update was included in the BOC Packet for February 27, 2018. There was no further discussion.

11. Quarterly Update of FY 2018 Canteen Budget (October 1, 2017 – December 31, 2017) Ashlee Clemmons, Director  
Business Services

Ms. Clemmons provided an update on the FY 2018 Canteen Budget for the second quarter. A copy of the update was included in the BOC Packet for February 27, 2018. There was no further discussion.

12. Quarterly Update of FY 2018 Financial Internal Audits (October 1, 2017 – December 31, 2017) Patrick Donnelly, Auditor  
Auditing and Compliance

Mr. Donnelly provided an update on the FY 2018 Financial Internal Audits for the second quarter. A copy of the update was included in the BOC Packet for February 27, 2018. There was no further discussion.

13. Legislative Update Marilyn Davidson, Legislative Liaison  
Ms. Davidson updated BOC members on the legislative session, providing information on the status of bills ODOC is monitoring. There was no further discussion.

14. Approval of Board of Corrections Policies: Penny Lewis, Director  
Auditing and Compliance
- P-080100, Mission and Management of Correctional Industries
  - P-130100, Department of Corrections Annual Inspections and Monitoring

Ms. Lewis presented and requested approval from the BOC of the policies as presented this date. Chair Roach stated the BOC had previously received the recommended policy revisions for review and he would entertain a motion to approve. A copy of the final version of the policies was included in the BOC Packet for February 27, 2018.

Motion: Mr. Gross made a motion to approve the policies as presented and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The policies were approved by majority vote. There was no further discussion.

15. Committee Reports Committee Chairs  
Chair Roach asked the committee chairs for their reports.

- Audit/Finance Committee  
The committee did not meet and there was nothing to report.
- Criminal Justice Reform Committee  
The committee did not meet and there was nothing to report.
- Public Policy/Public Affairs Committee  
The committee did not meet and there was nothing to report.
- Population/Private Prisons Committee  
The committee did not meet and there was nothing to report.
- Executive Committee  
The committee met on February 15, 2018, to set the agenda for the meeting this date. There was nothing further to report.

16. New Business Michael W. Roach, Chair  
There was no new business to discuss.

17. Announcements Michael W. Roach, Chair  
Director Allbaugh advised staff will schedule committee meetings during the next month. He also thanked the BOC for understanding his absence at the meeting on January 30, 2018.

18. Approval to Adjourn Meeting

Michael W. Roach, Chair

There being no further business to come before the BOC, Chair Roach requested a motion to adjourn the meeting.

*Motion:* Mr. Holder made a motion to adjourn the meeting and Mr. Henke seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Mr. Roach – yes.

The adjournment was approved by majority vote and the meeting ended at 1:43 PM.

Submitted to the Board of Corrections by:

**[signature on file]**

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Kimberley Owen, Minutes Clerk

\_\_\_\_\_  
Date

I hereby certify that these minutes were duly approved by the Board of Corrections on the twenty-seventh day of March 2018, in which a quorum was present and voting.

Approved by:

**[signature on file]**

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John T. Holder, Secretary  
Board of Corrections

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Date