

**OKLAHOMA BOARD OF CORRECTIONS**  
**REGULAR MEETING MINUTES**  
**August 14, 2019**

**1. Call to Order**

Chair Steven Harpe called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:01 PM on Wednesday, August 14, 2019, at the Oklahoma Department of Corrections (ODOC), 3400 North Martin Luther King Avenue, in Oklahoma City, Oklahoma.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on October 31, 2018. An amended meeting notice changing the time was posted with the Oklahoma Secretary of State on May 1, 2019. 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 9:45 AM on Monday, August 12, 2019, at the principal office of the ODOC, located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma.

**A. Pledge of Allegiance**

Chair Harpe led the meeting attendees in reciting the pledge of allegiance to the United States Flag.

**B. Roll Call**

Chair Harpe asked the clerk to call the roll:

Betty Gesell	Present	Michael W. Roach	Present
Joseph Griffin	Present	T. Hastings Siegfried	Present
Steven Harpe	Present	Rodney Thornton	Present
Lynn Haueter	Present	Daryl Woodard	Present
Dr. Kathryn LaFortune	Present		

Calling of the roll reflected a quorum was present.

**2. Approval of Board of Corrections Regular Meeting Minutes for June 12, 2019**

Chair Harpe noted the members had previously received the meeting minutes for June 12, 2019, and he requested a motion to approve. Mr. Siegfried stated after reviewing the minutes, he noticed his vote for the election of vice-chair was inaccurately recorded by the minutes clerk as “yes” but should have been “abstain.” With this change, the voting for vice-chair becomes a tie and the election of Mr. Siegfried is void.

Mr. Roach noted his vote for secretary was also recorded as “yes” but should have been “abstain.” Mr. Griffin noted his vote for secretary was recorded as “yes” but should have been “no.” However, with these amendments, Mr. Roach’s election as

secretary still stands by majority vote. The amendments will be made in the meeting minutes for June 12 to reflect the appropriate votes. Election of a vice-chair will be added to the agenda for the next BOC Meeting.

**Motion:** Mr. Woodard made a motion to approve the minutes with the noted amendments; Mr. Siegfried seconded the motion. **Results:** Ms. Gesell – yes; Mr. Griffin – yes; Mr. Harpe – yes; Mr. Haueter – yes; Ms. LaFortune – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Thornton – yes; Mr. Woodard – yes.

The meeting minutes with noted amendments was approved by majority vote. There was no further discussion on this item.

**3. Introduction of Lynn Haueter, Board of Corrections Member**

Chair Harpe introduced Mr. Haueter as the new appointee to the BOC, replacing Mr. Reginald Hines. Mr. Haueter greeted the other members and provided his professional background information.

**4. Consideration and Approval of Committee Structure**

**A. Alignment of the Technology function under the Audit and Finance Committee**

**B. Standing Committees:**

- i. **Executive**
- ii. **Audit/Finance (with a technology focus)**
- iii. **Population/Private Prisons**
- iv. **Public Policy/Affairs**
- v. **Criminal Justice**

Chair Harpe noted the BOC had previously approved to create a Technology Committee to focus on the technology needs of the agency. After consideration, he stated he believes the Technology Committee will need to closely interact with the Audit/Finance Committee and he recommended combining the two committees into one. He requested a motion to approve the Audit/Finance Committee (with a technology focus).

**Motion:** Mr. Siegfried made a motion to combine the Technology Committee with the Audit/Finance Committee; Mr. Griffin seconded the motion. **Results:** Ms. Gesell – yes; Mr. Griffin – yes; Mr. Harpe – yes; Mr. Haueter – yes; Ms. LaFortune – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Thornton – yes; Mr. Woodard – yes.

The Audit/Finance Committee (with a technology focus) was approved by majority vote.

**5. Consideration and Approval of Executive Committee Structure**

**A. Modify current structure to be:**

- i. **Board of Corrections Chair**
- ii. **Audit/Finance Chair**
- iii. **Population/Private Prisons Chair**
- iv. **Public Policy/Affairs Chair**
- v. **Criminal Justice Chair**

Chair Harpe recommended the Executive Committee to be comprised of the chairs of each committee to facilitate open communication. Members discussed reasons for the change, noting the pros and cons, and how this structure will allow direct communication of any committee discussion and activities to the chair. After discussion, Chair Harpe requested a motion to approve the Executive Committee structure as presented to the members.

**Motion:** Mr. Thornton made a motion for the Executive Committee structure to be comprised of the chairs of each committee; Mr. Woodard seconded the motion.

**Results:** Ms. Gesell – yes; Mr. Griffin – yes; Mr. Harpe – yes; Mr. Haueter – yes; Ms. LaFortune – yes; Mr. Roach – no; Mr. Siegfried – no; Mr. Thornton – yes; Mr. Woodard – yes.

The Executive Committee structure was approved by majority vote. There was no further discussion.

## **6. Announcement of Committee Membership Assignments**

Chair Harpe requested this item be tabled until the next BOC Meeting.

## **7. Interim Director's Comments**

### **A. ODOC Operational Overview**

Interim Director Crow stated the Request for Proposal (RFP) for the new Offender Management System is currently active and questions from interested vendors are being handled by ODOC staff. The RFP will close in the next month and based on the bids received, selection of vendors will be made for further review of their proposal. Mr. Mike Carpenter, former warden of the Oklahoma State Penitentiary, was named as the project manager for this process.

The \$116.5 million bond projects continue to progress. As of this date, \$67.8 million has been spent to fund the various 108 construction and maintenance projects across the state; of those, 18 projects have been completed.

Mr. Donnie Anderson was appointed as the Inspector General effective August 1, 2019. The agency is currently accepting applications for a chief financial officer and should soon have that position filled.

ODOC has operated two correctional officer training academies for the last several years. The Wilson Training Academy and the Satellite Training Academy in McAlester have been valuable resources for the agency. However, the satellite academy will be discontinued and all cadet training will now be provided at the Wilson Training Academy.

Director Crow as well as other ODOC staff attended and spoke at the Oklahoma Sheriffs' Association on August 8, 2019. Staff hope this will be the first of many meetings to build a productive working relationship between sheriffs and the ODOC. Director Crow also met with the Oklahoma Pardon and Parole Board to foster open communication between the two agencies.

Staff with the ODOC Fugitive Apprehension and Investigations unit met with the Oklahoma Department of Emergency Management to facilitate communication and learn what resources are available throughout the state to assist with emergencies such as natural disasters which could occur at ODOC locations.

Members discussed criminal justice reform and the continued need for beds, as well as any proposed legislation to decriminalize certain crimes. Members discussed the commutation and release of those affected by SQ780. A correctional officer staffing analysis is currently underway with Mr. Greg Williams, Interim Chief of Operations, overseeing the project. Members discussed the relationship between the need for beds and the staffing analysis impacting the management of the inmate population.

ODOC recently implemented several programs to assist with management of the agency. Asset Panda is an asset management and inventory tracking system. This program replaces the paper system used for years and will be more efficient as well as quicker for auditing processes. Upkeep Maintenance Software was implemented within ODOC to increase asset uptime, reduce breakdowns, and improve the work order process. Of the agency's 24 facilities, 18 are currently using the program. FleetFocus M5 was also implemented to assist with managing the agency's vehicles. ODOC has approximately 1,000 vehicles within its fleet and this program will help extend the useful life of the agency's vehicles.

**B. ODOC Technology Review**

Director Crow introduced Mr. Matt Singleton, Chief Information Security Officer, from the Office of Management and Enterprise Services (OMES). Mr. Singleton provided information on the collaboration between OMES and ODOC to assist with the agency's technology needs.

**D. Notification of emergency purchase to repair emergency generators after an electrical surge at the William Key Correctional Center on June 16, 2019**

Early on June 16, 2019, William Key Correctional Center lost all power due to severe storms with extreme lightning and high winds forcing the backup generators to power up. During the power transfer to the generators, some type of electrical surge caused the generators in the power house (Boiler room), Housing unit A and the segregated housing unit (SHU) to fail. These two generators had to be diagnosed to identify the damage and be repaired. Further diagnostic testing was performed on June 17.

A generator was rented from United Rentals (OKC) to provide emergency electrical power to medical and the facility food service building. Once Northwest electric restored the main power source to the facility, the northeast grid of the facility was still without power. After assessing this issue by the facility maintenance, it was decided that an electrical contractor must be utilized to diagnose the issue. At approximately 9:00 AM on June 16, Moyer Electric arrived at the facility to diagnose and restore the electrical power; by 6:15 PM that day all power was restored to normal operations.

Total costs for this emergency was \$3,020.92 with Moyer Electric.

**E. Notification of emergency purchase to repair dike failure at the Oklahoma State Penitentiary on July 3, 2019**

A large hole developed in the dike located at the Oklahoma State Penitentiary, causing water to flow through the dike. The water flow erosion underneath the road that runs across the top of the dike. A contractor was called out to access the situation and is currently devising a plan of action for the repairs. The dike was in danger of failing which could potentially flood to the Agri-Service land.

Total costs for this emergency were \$8,970 with Built Right Construction.

*At 2:01 PM, a total power failure occurred in the building. The meeting continued without pause.*

Members inquired about the threshold of the director's authority to approve emergency purchases. Discussion followed with staff providing the statutory requirements for the director to authorize purchase without BOC approval.

**C. Discussion and Approval to Initiate ODOC Information Technology Risk Assessment**

(This item was overlooked on the agenda but brought back into the discussion at this time.) Chair Harpe stated this item was placed on the agenda so the agency can allocate resources within ODOC to partner with OMES and conduct a risk assessment of the agency's information technology needs. Chair Harpe requested a motion to initiate an Information Technology Risk Assessment.

**Motion:** Mr. Roach made a motion to approve a risk assessment; Mr. Haueter seconded the motion. **Results:** Ms. Gesell – yes; Mr. Griffin – yes; Mr. Harpe – yes; Mr. Haueter – yes; Ms. LaFortune – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Thornton – yes; Mr. Woodard – yes.

The ODOC Information Technology Risk Assessment was approved by majority vote. There was no further discussion.

**8. Overview of Healthcare Services Staffing and Wages**

Mr. Clint Castleberry, Director of Health Services, provided an overview of Health Services' staffing and wages. Discussion followed regarding private prison medical staff, aging inmate population, chronic health care, credentialing of medical staff, etc.

*Interim Director Crow exited the meeting at 2:28 PM, returning at 2:30 PM.*

Discussion also included the compensation data available for health services staff as compared to the public sector. Pay scales for contract employees as opposed to the pay scale for full-time employees was discussed extensively. Members indicated they are receptive to a comprehensive staffing study for Health Services. There was no further discussion.

**9. Overview of Program Services Management and Available Programs within ODOC Facilities**

Mr. Nate Brown, Director of Program Services, presented an overview of the Program Services unit, discussing how programs are developed and reviewed for implementation.

*Mr. Siegfried exited the meeting at 2:47 PM, returning at 2:49 PM.*

Each inmate, when processed through assessment and reception, is assessed for core program needs through exams and tests. Core programming for the inmate addresses their criminogenic needs.

*Mr. Woodard exited the meeting at 2:55 PM, returning at 2:59 PM.*

Information provided on substance abuse treatment and cognitive behavior treatment programs as well as vocational training, which is available at twelve facilities. Members discussed the various types of skills training available and graduation numbers from the program.

*Mr. Griffin exited the meeting at 3:09 PM, returning at 3:17 PM. Electrical power was restored to the building at 3:12 PM.*

Reentry procedures for discharging inmates was discussed which includes identification, housing, transportation, finances, program referrals, etc. Inmates discharge to various locations within the state including rural communities and not all will have access to the same resources as those returning major cities. Members also discussed the various opportunities for volunteers to provide ministry services and programs to the inmate population.

There was no further discussion.

**10. Budget Overview**

Ms. Ashlee Clemmons, Director of Business Services, provided information on the budget process for the agency including preparation within the agency, review and approval of the annual budget request by the BOC, and submission of budget request to the legislature for approval. Discussion also included information on the budget work program once appropriations are received, payroll funding, monitoring of spending by the various units and facilities, and supplemental funding.

*Mr. Griffin exited the meeting at 3:56 PM, returning at 4:15 PM. Mr. Siegfried exited the meeting at 4:04 PM, returning at 4:07 PM. Mr. Woodard exited the meeting at 4:14 PM, returning at 4:16 PM.*

**11. New Business**

There was no new business.

**12. Announcements**

Chair Harpe welcomed Inspector General Anderson to the agency. Capitol leadership is working with the BOC and ODOC staff to replace some of the agency's outdated prisons with new prisons. BOC members should submit their agenda items to Chair Harpe for inclusion during the next meeting.

**13. Approval to Enter into Executive Session**

**A. Discussion of security strategies being used and considered by the agency in combatting the introduction of contraband and escapes at penal institutions**

**B. Homicide of inmate Rosco Craig #737554 at the Davis Correctional Facility on June 24, 2019 (case number IG 19-0144)**

Mr. Cincotta advised that the items listed on the agenda would require adjournment to Executive Session for engaging in confidential communications between the BOC and its attorney. He recommended Chair Harpe entertain a motion to enter into Executive Session.

**Motion:** Mr. Roach made a motion to enter into Executive Session; Ms. LaFortune seconded the motion. **Results:** Ms. Gesell – yes; Mr. Griffin – yes; Mr. Harpe – yes; Mr. Haueter – yes; Ms. LaFortune – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Thornton – yes; Mr. Woodard – yes.

By majority vote, the BOC entered into Executive Session at 4:23 PM.

**14. Approval to Return from Executive Session**

The BOC returned to the meeting room at 5:27 PM and Mr. Cincotta advised of the approval needed to return from Executive Session.

**Motion:** Mr. Roach made a motion to enter into Executive Session; Ms. LaFortune seconded the motion. **Results:** Ms. Gesell – yes; Mr. Griffin – yes; Mr. Harpe – yes; Mr. Haueter – yes; Ms. LaFortune – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Thornton – yes; Mr. Woodard – yes.

The return from Executive Session was approved by majority vote and the meeting resumed at 5:28 PM.

**15. Adjournment**

There being no further business to discuss, the meeting was adjourned at 5:28 PM.

Submitted to the Board of Corrections by:

**[Signature on File]**

\_\_\_\_\_  
Kimberley Owen, Minutes Clerk

\_\_\_\_\_  
Date

I hereby certify that these minutes were duly approved by the Board of Corrections on August 14, 2019, in which a quorum was present and voting.

**[Signature on File]**

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Michael W. Roach, Secretary  
Board of Corrections