

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES  
September 28, 2022**

**1. Call to Order**

Chairman Hastings Siegfried called the meeting of the Oklahoma Board of Corrections (BOC) to order at 1:02 p.m., on Wednesday, September 28, 2022, at James Crabtree Correctional Center (JCCC), 216 Murray Street, Helena, OK 73741.

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 12:46 p.m., on Tuesday, September 27, 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 JCCC, 216 Murray Street, Helena, OK 73741.

**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	Absent
Betty Gesell	Present	Calvin Prince	Present
Erick Harris	Absent	T. Hastings Siegfried	Present
Lynn Haueter	Present	Daryl Woodard	Present
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 September 28, 2022.

**A. July 27, 2022**

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

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

The meeting minutes from July 27, 2022, were approved by majority vote.

**3. Chairman's Welcome**

Chairman Siegfried welcomed everyone and thanked the facility for hosting the BOC meeting.

#### **4. Facility Warden Welcome**

Warden Carrie Bridges welcomed everyone and provided the following overview:

JCCC is located on the grounds of the former Connell Agriculture College. The history of the institution precedes statehood. Warden Bridges indicated the area was originally established in 1904 and served the people of this area in many capacities such as a high school, junior college, an orphanage, and the Department of Human Services Training School for Boys. The training school for boys was called Helena State School for Boys.

On May 24, 1982, the unoccupied school for boys was transferred to the Oklahoma Department of Corrections and became known as James Crabtree Correctional Center. This facility was named after former Warden James Crabtree. JCCC has operated as a facility for 35-years and has an operating capacity of 1,173 inmates. The current facility count is 951 medium-security male inmates and 224 minimum-security inmates. The facility has six medium-security housing units, one minimum-security housing unit, and a 42-bed segregated housing unit. JCCC is unique because it is the only medium-security prison in the state that operates as an open dormitory facility.

JCCC has a current budget allocated for 132 staff members. The facility currently employs 47 support staff members and 63 correctional officers. The facility has a current operating budget of \$1,900,170. Food service expenses consume approximately \$1,417,418 of the facility operating budget. JCCC provides work opportunities for inmates through Agri-Services. Additionally, JCCC provides educational opportunities, cognitive behavioral treatment, anger management, and re-entry services to prepare inmates as they discharge back to their communities. College courses are not provided through state funding but are available to inmates who can pay the cost of the courses or if they have alternative funding or scholarships.

#### **5. Director's Comments**

Acting Director Farris welcomed everyone and provided the following updates:

##### **A. Emergency Purchases**

###### Well Repair:

Lexington Assessment and Reception Center (LARC) and Joseph Harp Correctional Center (JHCC) began experiencing water pressure issues. The pressure was not regulating properly moving between high pressure and no pressure. There was a possibility the facilities could lose water completely and water rationing had to be initiated.

On September 20, 2022, an emergency declaration to repair several issues within the well system was approved to proceed. The estimated cost was \$239,000.00

##### **B. Oklahoma Correctional Employee Memorial Foundation (OCEMF)**

The OCEMF Memorial is scheduled for tomorrow at 10 a.m. Acting Director Farris indicated the memorial will be located in front of headquarters as it has been done in previous years.

The foundation was established to honor ODOC's dedicated professionals who lost their lives while serving the agency. Sadly, this year another name was added to the memorial.

Acting Director Farris invited the board to attend the memorial service to help the agency honor the dedicated individuals who gave their lives for the safety of the public.

### **C. Employee Engagement**

#### Correctional Association

Acting Director Farris indicated one of his priorities as the acting director is to encourage participation in professional organizations. These groups provide professional training, networking, and skill sets under national standards to help advance the careers of their members. Acting Director Farris indicated he believed this to be an effective tool to boost agency morale while allowing staff to demonstrate their skills and abilities while networking with other correctional professionals.

#### Employee Council

Last year, the Chief of Operations Unit implemented the Employee Council. This has been instrumental in providing a feedback mechanism for the agency's frontline staff. Not only is it used to disseminate information but obtain feedback from staff regarding upcoming changes to policy, morale, and other issues that affect the agency's staff.

Acting Director Farris encouraged all staff to participate in whatever way they can even if it is simply relaying information to their council members. Additionally, he indicated he looks forward to continuing this initiative and improving employees' experiences within the agency.

### **6. Inmate/Offender Population Update**

Administrator of Classification and Population Travis Gray provided an overview of the inmate/offender population as of August 31, 2022. A copy of the overview was included in the BOC packet for September 28, 2022.

### **7. Agency Budget Update:**

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

#### **A. FY2032 BOC Budget Reports**

Chief Clemmons provided an overview of the FY2023 BOC Budget. A copy of the overview was included in the BOC packet for September 28, 2022.

### **8. Legislative Update**

Chief of Communications Justin Wolf welcomed everyone and provided the legislative update. Chief Wolf indicated the legislative session is still in-between sessions, but interim studies are being conducted. So far, the agency has participated in three interim studies. Chief Wolf explained the importance of agency participation in interim studies and by doing so gives the agency opportunities to let legislators know what our agency is already doing and provide feedback. Additionally, this assists in not wasting state resources on already established processes.

Chief Wolf provided examples of experiences when the agency was able to quickly correct the record during presentations at committees. One example was when Senator Raider's interim study on prison culture and future trends for corrections was presented at the Senate Public Safety Committee. Chief Wolf indicated recommendations were presented to the committee for the agency upon admission, to create case plans, and to conduct assessments with validation instruments. However, Chief Wolf indicated the agency

already does what was recommended to the committee. Since the agency was participating in the interim study this provided the agency the opportunity to inform the committee members of the current processes upon admission. Another example Chief Wolf provided was when the agency informed the Public Safety Committee of the extreme efforts some individuals are willing to go to bypass the agency's security and safety measures.

Chief Wolf indicated the agency has officially asked employees to provide their legislative ideas for the FY2023 legislative session. This will be a new legislature and all bills are started fresh (there is no carry over from last session). The agency will be starting from scratch this next year and asked staff to contribute ideas. Over the next month, those ideas will be funneled through the Communication Unit and then the ideas will be presented to Executive Staff members to determine which bills will be presented to the board for approval. Chief Wolf indicated the agency has a few more interim studies to participate in and reminded the board members they could attend the interim studies if they desired, in person or virtually. Chief Wolf requested the board members to submit any legislative ideas they would like to be considered.

**9. Private Prison Contract Amendments:**

General Counsel Kari Hawkins welcomed everyone and provided the following overview:

**A. GEO Contract Amendment 4**

General Counsel Hawkins provided an overview of the GEO Contract Amendment 4. A copy of the contract was included in the BOC packet for September 28, 2022.

**Motion:** Mr. Woodard made the motion to approve all policies. Mr. Haueter seconded the motion.

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

The GEO Contract Amendment 4 was approved by a majority vote.

**B. CoreCivic Contract Amendment 1**

General Counsel Hawkins provided an overview of the CoreCivic Contract Amendment 1. A copy of the contract was included in the BOC packet for September 28, 2022.

**Motion:** Mr. Woodard made the motion to approve all policies. Mr. Prince seconded the motion.

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

The CoreCivic Contract Amendment 1 was approved by a majority vote.

**10. FY22 4<sup>th</sup> Quarter Internal Audit Update**

Chief Administrator of Audit and Compliance Shelly Bear welcomed everyone and provided an overview of the FY2022 4<sup>th</sup> Quarter Internal Financial Audit. A copy of the overview was included in the BOC packet for September 28, 2022.

**11. Approval of Board of Corrections Policy:**

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

- A. P-020060 entitled “Legislative Initiatives Process”**
- B. P-120100 entitled “Management of State Funds and Assets”**

A copy of the overview was included in the BOC packet for September 28, 2022.

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

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

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

**12. Unit Spotlight:**

**A. Fleet Management**

Administrator of Fleet Management Vu Duong welcomed everyone and provided an overview of the fleet unit. A copy of the overview was included in the BOC packet for September 28, 2022.

**13. Committee Reports – Standing Committees:**

**A. Executive**

**Chairman** Hastings Siegfried

**Members** Calvin Prince and Randy Chandler

Members in this committee discussed the proposed BOC agenda, BOC policies, committee assignments, sunset of FY22 Focus Committee, board engagement, and proposed CY23 BOC dates and locations.

**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.

**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.

## **D. Audit and Finance**

**Chairman** Randy Chandler

**Members** Hastings Siegfried, Lynn Haueter, and Erick Harris

Members in this meeting discussed the 4<sup>th</sup> Quarter Financial Internal Audit and the BOC budget report.

## **E. FY22 Focus Committee Sunset Summary**

Chairman Siegfried indicated this committee would be sunsetting and the team leads of the smart goals provided the following updates:

### **I. Diversity, Equality, and Inclusion Council (DEI)**

Chief of Strategic Engagement Millicent Newton-Embry welcomed everyone and provided an overview of the DEI smart goal. Chief Newton-Embry explained the original intent of DEI was to establish an agency Diversity, Equity and Inclusion Council for employees and inmates/offenders. Once DEI was established the mission of DEI was to enhance diversity, equity, and inclusion by promoting a positive culture of acceptance and belonging within the agency. Chief Newton-Embry indicated together, the agency can strive to encourage teamwork while maximizing diverse voices, collaboration, and empowering all employees.

Within DEI, four committees were established to target critical agency needs: Hiring and Promotion, Policies and Procedures, Recruitment and Retention, and Training. As a council, DEI conducted an initial six-month review to determine compliance with agency policies related to interview committee participation to learn if this impacted whether employees might not apply for opportunities.

DEI used the state 2021 Employee Satisfaction Survey as a baseline noting three driving key areas which included, employee engagement, intent to stay, and DEI. Chief Newton-Embry indicated the agency expects to see a high rate of employees to response to the 2022 survey. Once the survey is complete and results are submitted DEI will compare the survey results from 2021 to 2022. Recently, Acting Director Farris informed staff of the upcoming employee survey and encouraged all staff to participate. Chief Newton-Embry also indicated this year's survey results will be available to employees as well as agency leadership. The results will allow leadership to work collaboratively and develop plans to address any areas of opportunity for improvement.

Chief Newton-Embry concluded that the DEI goals are currently focusing on the correctional officer cadet training academy to obtain feedback on each employee's intent to stay with the agency and ways to help reduce turnover rates. Additionally, DEI is working towards developing specific KPIs by working with agency executive staff.

### **II. Master Menu – Healthier Food Options**

Chief Administrator Shelly Bear provided an overview of the master menu smart goal. Chief Administrator Bear indicated the new Master Menu was developed in spring 2022 and was pilot tested during the summer at JHCC. Utilizing feedback from the test pilot the Master Menu was finalized and released to facilities, along with both recipe binders on September 22, 2022.

Currently, Regional Food Service Quality Assurance Coordinators are assisting food service managers with answering questions concerning the new master menu, as well as aiding in purchasing food items for the upcoming start date. Chief

Administrator Bear also indicated the new Master Menu is scheduled to begin at all ODOC facilities on Sunday, October 9, 2022, signifying the completion of the smart goal project. Moving forward, the Food Service Operations unit will be utilizing focus groups made up of Food Service Managers for future needed revisions. Chief Administrator Bear indicated the focus groups will be used to provide inmate and staff feedback concerning the menu. With the restructure, adjustments to recipes and individual menus can be easily accommodated to ensure palatable meals to our staff and inmates, as well as providing variety menu items, preventing a stagnant menu cycle.

**III. Sarah Stitt Act & Medicaid Enrollment**

Administrator of Programs Clint Castleberry welcomed everyone and provided an overview of the Sarah Stitt Act and Medicaid Enrollment smart goals. Administrator Castleberry identified the key objectives in response to the Sarah Stitt Act were to obtain Real IDs, prepare resumes, conduct mock interviews, and provide vocational licensures and certifications for discharging inmates. Administrator Castleberry indicated there were some obstacles when obtaining birth certificates and/or other valid forms of personal identification for some inmates. Often time, the agency was unable to produce State IDs for sex offenders until after discharge. Also, there was some difficulty with placing resume templates on inmate tablets. Currently, the agency is implementing training for case managers to ensure our employees have all the necessary tools for this initiative.

**14. New Business**

There was no new business.

**15. Adjournment**

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

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

There being no further business to discuss, the adjournment of the meeting was approved by a majority vote at 3:06 p.m.

Submitted to the Board of Corrections By:

Signature on File  
 \_\_\_\_\_  
 Shawna English, Minutes Clerk

10/26/2022  
 \_\_\_\_\_  
 Date

I hereby certify that these minutes were duly approved by the Board of Corrections on

October 26, 2022, in which a quorum was present and voting.

**X** Signature on File

Randy Chandler, Secretary  
Board of Corrections