

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

January 24, 2024

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, January 24, 2024, at Union City Community Corrections Center, 700 North Highway 81, Union City, OK 73090.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on Monday, December 11, 2023. 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 11:00 a.m., on Tuesday, January 23, 2024, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 4345 N. Lincoln Blvd, Oklahoma City, OK 73105.

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	Stephan Moore	Present
Joseph Brantley	Present	T. Hastings Siegfried	Present
Randy Chandler	Present	Daniel Snead	Present
Alex Gerszewski	Absent	Daryl Woodard	Absent
Erick Harris	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 January 24, 2024.

A. November 29, 2023, Meeting Minutes

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

Rhonda Bear	Approved	Stephan Moore	Approved
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Approved	Daniel Snead	Approved
Alex Gerszewski	Absent	Daryl Woodard	Absent
Erick Harris	Absent		

The meeting minutes from November 29, 2023, were approved by majority vote.

3. Chairman's Update

Chairman Siegfried welcomed everyone to the Board of Corrections meeting.

4. Director’s Update

Director Steven Harpe gave updates on a variety of topics including the decline of attrition of staffing, CLEET academy and ODOC academy January start dates, employee surveys, and the upcoming pilot body cam program.

5. Facility Administrator Update

Administrator Scott Wallis welcomed BOC members, Director Harpe and staff to Union City Community Corrections Center and gave an overview of the operations of the facility. Union City Community Corrections Center has a population capacity of 224 male inmates. Programs include work release, substance abuse training, pre-high school equivalence, high school equivalence and career tech programs.

6. Unit Spotlight

A. Fleet Management

Administrator of Fleet Management Vu Duong highlighted projects the Fleet Unit is currently focused on including updating the aging fleet, vehicle maintenance and creating a fleet replacement plan policy. A new transport bus, handicap accessible van and the new pilot program EV Canoo vehicles were on site for tours.

7. Warden Appointments

A. MACC Interim Warden Margaret Green

Chief Administrator of the Division of Institutions Jim Farris welcomed everyone and provided the biography of Interim Warden Margaret Green and requested approval for her appointment to Warden at Mack Alford Correctional Center. A copy of the biography was included in the BOC packet for January 24, 2024.

Board members provided their support and words of encouragement.

Motion: Chairman Siegfried made a motion to approve the appointment of Margaret Green to Warden at Mack Alford Correctional Center. Ms. Bear seconded the motion.

Rhonda Bear	Approved	Stephan Moore	Approved
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Approved	Daniel Snead	Approved
Alex Gerszewski	Absent	Daryl Woodard	Absent
Erick Harris	Absent		

The appointment of Margaret Green as MACC Warden was approved by a majority vote.

B. LARC Interim Warden David Louthan

Chief Administrator of the Division of Institutions Jim Farris provided the biography of Interim Warden David Louthan and requested approval for his appointment to Warden at Lexington Assessment and Reception Center. A copy of the biography was included in the BOC packet for January 24, 2024.

Board members provided their support and words of encouragement.

Motion: Chairman Siegfried made a motion to approve the appointment of David Louthan

to Warden at Lexington Assessment and Reception Center. Ms. Bear seconded the motion.

Rhonda Bear	Approved	Stephan Moore	Approved
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Approved	Daniel Snead	Approved
Alex Gerszewski	Absent	Daryl Woodard	Absent
Erick Harris	Absent		

The appointment of David Louthan as LARC warden was approved by a majority vote.

C. DCCC Interim Warden Randy Harding

Chief Administrator of the Division of Institutions Jim Farris provided the biography of Interim Warden Randy Harding and requested approval for his appointment to Warden at Dick Conner Correctional Center. A copy of the biography was included in the BOC packet for January 24, 2024.

Board members provided their support and words of encouragement.

Motion: Chairman Siegfried made a motion to approve the appointment of Randy Harding to Warden at Dick Conner Correctional Center. Mr. Chandler seconded the motion.

Rhonda Bear	Approved	Stephan Moore	Approved
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Approved	Daniel Snead	Approved
Alex Gerszewski	Absent	Daryl Woodard	Absent
Erick Harris	Absent		

The appointment of Randy Harding as DCCC warden was approved by a majority vote.

8. Agency Budget Update

A. Monthly Budget Report

Chief Financial Officer Ashlee Clemmons welcomed everyone and provided an update on the year-to-date financials as of December 31, 2023, including updates on net position, total carryover and current staffing levels.

B. Annual Review of Cost of Incarceration

Chief Clemmons presented the annual review of the FY2023 average cost of incarceration to the board members. A copy of the report was included in the BOC packet for January 24, 2024.

Motion: Mr. Chandler made a motion to approve the FY2023 average cost of incarceration. Chairman Siegfried seconded the motion.

Rhonda Bear	Approved	Stephan Moore	Approved
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Approved	Daniel Snead	Approved
Alex Gerszewski	Absent	Daryl Woodard	Absent
Erick Harris	Absent		

The FY2023 annual average cost of incarceration was approved by a majority vote.

9. Inmate/Offender Population Update

- A.** Chief Administrator of Classification & Programs Clint Castleberry provided an overview of the inmate/offender population report as of December 31, 2023. A copy of the overview was included in the BOC packet for January 24, 2024.

10. Committee Reports – Standing Committees:

A. Executive

Chairman Hastings Siegfried

Members Randy Chandler and Rhonda Bear

Members in this committee discussed the proposed BOC agenda and current litigation.

B. Public Policy/Affairs/Criminal Justice

Chairman Erick Harris

Members Rhonda Bear, Alex Gerszewski and Hastings Siegfried

Members in this committee discussed the Legislative initiative processes, Public Relations initiatives, Community Outreach initiatives and Reentry programs including Birth Certificate and ID disbursements.

C. Population/Security/Private Prisons

Chairman Hastings Siegfried

Members Daniel Snead, Alex Gerszewski and Stephan Moore

Members in this meeting discussed population, Oklahoma Inspector General statistical updates, Office of Threats and Intelligence updates, Private Prisons security updates and ICON offender management system updates.

D. Audit and Finance

Chairman Randy Chandler

Members Joseph Brantley, Hastings Siegfried and Daryl Woodard

Members in this meeting discussed the BOC Budget Reports and county jail backup funding.

11. New Business

There was no new business.

12. Adjournment

Motion: Chairman Siegfried made a motion to adjourn the meeting. Ms. Bear seconded the motion.

Rhonda Bear	Approved	Stephan Moore	Approved
Joseph Brantley	Approved	T. Hastings Siegfried	Approved
Randy Chandler	Approved	Daniel Snead	Approved
Alex Gerszewski	Absent	Daryl Woodard	Absent
Erick Harris	Absent		

There being no further business to discuss, the adjournment of the meeting was approved by a majority vote at 2:25 p.m.

Submitted to the Board of Corrections By:

Signature on File

02-28-2024

Toni Lee, Minutes Clerk

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on February 28, 2024, in which a quorum was present and voting.

Signature on File

Rhonda Bear, Secretary
Board of Corrections