

OKLAHOMA BOARD OF CORRECTIONS MEETING MINUTES

Location: Central District Community Corrections
1131 West Sheridan Avenue
Oklahoma City, Oklahoma

Date/Time: Friday, July 10, 2009 – 1:00 p.m.

1. OPENING AND ROLL CALL

Chairman Ware of the Oklahoma Board of Corrections called the July 12, 2009, meeting to order at 1:00 p.m. and welcomed those in attendance.

The clerk was asked to call roll. Members present at roll call reflected a quorum was present.

David Henneke Ted Logan Linda Neal Earnest Ware
Robert Rainey (not present at roll call)

Absent: Matthew McBee and Jerry Smith

2. WELCOME/REMARKS

District Supervisor Karen White welcomed the BOC to the new Central District office. Central District currently manages over 9,000 offenders. They have 105 staff members and 75 probation and parole series employees. Ms. White briefly spoke about the following projects currently at Central District: Diversion Program, Francis Tuttle Vo-Tech Youthful Offender Career Program (85 graduates), Family Justice/Female Offender Management, Drug Court, DUI Court, Mental Health Court, GPS/EMP, Spanish speaking case load, Sex Offender Containment Team, and National Institute of Justice Caseload Study. They were proud that Crystal Angelo, who received the Agency Probation Officer of the Year, was also recognized as the American Probation and Parole Association Scotia Knoff Officer of the Year. The Division is in receipt of 2009 Recovery Act Funding through the Justice Assistance Grant Program. Plans are to utilize this funding to assist with female offender intervention and division activities. Board members were encouraged to tour the office and talk to the officers.

Mr. Henneke asked how Central District is dealing with the problem of sex offenders not being able to live nearby schools, parks and churches. Ms. White said it is difficult. They have some resources in the county. Some apartment complexes are offender friendly. Hand up ministries allows offenders to live there. Officers are resourceful in finding areas for sex offenders to live.

3. OLD BUSINESS

None

4. APPROVAL OF JUNE 12, 2009, BOARD MEETING MINUTES

Chairman Ware sought a motion for approval of the June 12, 2009, Board meeting minutes. Mr. Henneke made the motion with a second by Mr. Logan. Results of roll call: Mr. Henneke, yes; Mr. Logan, yes; Ms. Neal, yes; Mr. Rainey, absent; and Mr. Ware, yes.

5. DIRECTOR'S COMMENTS

Director Jones provided the following update/comments:

- Director thanked the guests in the audience and especially the probation and parole officers and district supervisors with Community Corrections that are here to recognize the best in the business and those probation and parole officers designated as the best from their districts. Central District has the national probation and parole officer of the year. Crystal Angelo will be receiving her award at the National Conference in Anaheim, CA. Many of these officers had lunch with the Board today and met Mr. Neal, the newest Board member.
- Don Houston, Dave Miller, and James Black with GEO were recognized.
- Director reported that staff did an excellent job with the recent execution, showing respect and dignity. There are no other executions currently scheduled.
- The department was granted a Certificate of Occupancy for the new Madill Community Work Center building located in Madill Industrial Park. On June 23, 2009, offenders and their equipment were relocated to the new site. Once services are set up at the new center, the facility will be open for the transfer of offenders to bring the population to the 100 bed occupancy level.
- The Norman P&P Office has moved into their new office building located at 1919 Industrial Boulevard in Norman.
- Tulsa County started the female offender high-risk "Women in Recovery" caseload and the Diversion high-risk (male) caseload.
- In June, Parole Board Video conferencing for personal appearances began in Tulsa County, resulting in offenders from halfway houses not having to be transported to Dick Connors, thus providing cost savings.
- In June, the Justice Assistance Grant Board made awards under the Byrne JAG Recovery Act grant program. Department of Corrections programs awarded funding included two current programs-Jackie Brannon Correctional Center CARE program awarded \$85,860 and William S. Key Correctional Center RTP program awarded \$45,000. RSAT programs were awarded \$275,000 and a new program for community based intervention/diversion of female offenders was awarded \$350,000. The total awarded to Department of Corrections increased from \$80,000 last year to \$755,860 this year.
- This month the Department of Corrections received notice of a partial award of \$142,387 under the US Department of Education Workplace and Community Transition Training for Incarcerated Individuals.
- The department is assisting with the Bowman Youth Camp, which is for kids who have incarcerated parents or children who don't have parents in the home. The camp will be held July 20-26 at Lake Eufaula. Mr. and Mrs. Ware helped create the program. Over 100 kids are scheduled to attend the camp this year.
- The Oklahoma Marriage Initiative (OMI) hosted the second DOC Employee Marriage Retreat. The event was provided to DOC staff at no cost, paid for entirely by OMI. The feedback from the event by DOC staff that attended has been extremely positive.
- William S. Key Correctional Center successfully underwent their ACA reaccreditation audit, with 100% compliance on mandatory standards and 99.53% on non-mandatory standards.
- Facility gardens continue to produce thousands of pounds of produce throughout the summer. Recently at a Town Hall meeting at JCCC, legislative leadership and town members, toured JCCC and were pleased with the size of the garden at JCCC. With the new Quick Freeze program he is hopeful the agency will have produce available year round to help keep the feeder rate down.

- Eight associate degrees, 68 GED certificates, and 58 Adult Basic Education certificates were presented recently at Mabel Bassett Correctional Center.
- There is no BOC Meeting in August.
- OSP Rodeo is scheduled for August 14-15, 2009
- The agency filed a balanced budget with the Office of State Finance, which required a voluntary buyout program. As of today 101 employees have completed the paperwork for the buyout and another 35 are in the process of completing the paperwork. There is a timeframe for employees to change their minds. The agency needs around 100 to complete a balanced budget. These positions have to remain vacant once the buyout occurs.
- The agency had a net growth ending June 30 of +83 at facility count which is the lowest in many years.

6. BUDGET UPDATE

Chief of Departmental Services Greg Sawyer provided the following budget update.

The Trending Report contained in the Board packets is for the end of the month of May. The agency could have a deficit of \$700,000 by the end of FY 2009 if current trends continue. DOC has been running a surplus in payroll, which continues to sustain the agency. DOC is showing a reduced deficit from last month in contract beds as well as in medical services. The agency has filed a balanced budget and it is anticipated we'll end the fiscal year on course and possibly with a small surplus.

7. POPULATION REPORT

Chief of Operational Services Ken Klingler provided the Population update as of July 6, 2009. Total System Inmate Population = 25,197; Total Incarcerated Population = 24,322; DOC Facility Population = 18,222; Private Prison Population = 4,343; Total System Population = 55,657; County Jails with Contracts = 467; County Jail Backup = 1,585; Halfway House Population = 1,290; Probation = 26,696; and Parole = 3,764.

Mr. Henneke asked if DOC was able to release any immigrants to the federal authorities. Jim Rabon, Mike Oakley, and Ms. Massie met with ICE officials this week to work on an MOU. Director said that DOC identifies who is qualified under the new statute, but we still have to wait for the deportation orders to come through, which are issued by Homeland Security. Ms. Massie noted that Jim Rabon identified 180 who meet criteria.

8. APPROVAL OF CAPACITY CHANGE

- **James Crabtree Correctional Center**
- **Madill Community Work Center**

Mr. Klingler requested BOC approval to modify capacity at James Crabtree Correctional Center from 120 to 200 due to the opening of the minimum unit, and to approve the capacity change for Madill Community Work Center from 58 to 100.

Chairman Ware sought a motion to approve capacity changes at JCCC and Madill. Mr. Henneke made the motion with a second by Mr. Rainey. Results of roll call: Mr. Henneke, yes; Mr. Logan, yes; Ms. Neal, yes; Mr. Rainey, yes; and Mr. Ware, yes.

9. APPROVAL OF PRIVATE PRISON CONTRACTS

- **New Five Year Contract or 60 Day Extension – CCA**

General Counsel Mike Oakley reported that the terms of the CCA contract were still being negotiated and that a 60 day extension of the current CCA contract is requested.

Mr. Henneke said the private prison committee did not meet because there was no conclusion to the contract negotiations. He felt it would be in DOC's best interest to go ahead and extend the contract 60 days to allow enough time to negotiate the terms.

Mr. Henneke made the motion to extend the contract 60 days with a second by Mr. Rainey. Results of roll call: Mr. Henneke, yes; Mr. Logan, yes; Ms. Neal, yes; Mr. Rainey, yes; and Mr. Ware, yes.

10. GOVERNOR'S PROCLAMATION/SPECIAL RECOGNITION OF PROBATION AND PAROLE DISTRICT OFFICERS OF THE YEAR AND APPROVAL OF RESOLUTION FOR AGENCY PROBATION AND PAROLE OFFICER OF THE YEAR

- **Crystal L. Angelo, PPO III, Central District CC – 2008 Agency and National PPO of the Year**

Deputy Director Reginald Hines read the Governor's proclamation proclaiming July 19-25 as Oklahoma Probation, Parole and Community Supervision Week. Mr. Hines also read the following resolution recognizing Crystal Angelo as the Agency Probation and Parole Officer of the Year for 2008.

***WHEREAS**, the Oklahoma Department of Corrections is privileged to have a group of men and women who are trained professionals and who serve valiantly to ensure supervision and accountability of probation and parole offenders in communities across the state of Oklahoma; and*

***WHEREAS**, the Oklahoma Department of Corrections is fortunate to have nearly 300 probation and parole officers who are dedicated and committed to carrying out the agency's mission in a professional manner; and*

***WHEREAS**, each year one probation and parole officer is selected as the outstanding officer for his or her district; and*

***WHEREAS**, the district officers are interviewed and the Oklahoma Department of Corrections selects an Agency Probation and Parole Officer of the Year who exemplifies the highest standards of professionalism in "Protecting the Public, the Employee, and the Offender":*

***BE IT THEREFORE RESOLVED**, that the Oklahoma Board of Corrections does hereby announce and proclaim to all its recognition of **CRYSTAL L. ANGELO**, Probation and Parole Officer III, Central District Community Corrections, as the 2008 Agency Probation and Parole Officer of the Year.*

Mr. Hines also noted that Ms. Angelo received the National Probation and Parole Officer of the Year and will receive her award for this honor at the APPA conference in August. Mr. Hines presented Ms. Angelo with the resolution. Ms. Angelo expressed her thanks to supervisor, Robert Sershon, for his support; Assistant District Supervisor Chris Hudson, for his guidance and advice; and District Supervisor Karen White, for her friendship and encouragement.

Mr. Hines also recognized the district probation and parole officers in the room.

Chairman Ware sought a motion to approve the resolution for Agency Probation and Parole Officer of the Year. Mr. Henneke made the motion with a second by Mr. Rainey. Results of roll call: Mr. Henneke, yes; Mr. Logan, yes; Ms. Neal, yes; Mr. Rainey, yes; and Mr. Ware, yes.

11. APPROVAL OF BOARD POLICIES

- **P-110100, Uniform Personnel Standards**
- **P-150100, Physical Plant Standards and Long-Range Plant Development for Correctional Facilities**
- **P-170100, Community Sentencing**

Before getting to the approval of policies, Director recognized the Community Sentencing staff in the audience and thanked them for coming and making their presence known.

Director Jones advised that the above listed Board policies were up for annual review due to American Correctional Association requirements. The Executive Committee did review the first two policies via conference call which contained no substantive changes; only name changes for chair and vice-chair. The Community Sentencing policy came in after the committee meeting. It contained no substantive changes either.

Chairman Ware sought a motion to approve all three Board policies. Mr. Henneke made the motion with a second by Mr. Logan. Results of roll call: Mr. Henneke, yes; Mr. Logan, yes; Ms. Neal, yes; Mr. Rainey, yes; and Mr. Ware, yes.

12. FAMILY JUSTICE & MANAGING FEMALE OFFENDERS

District Supervisor Karen White introduced team supervisors, Susan Quigley and Courtney Woodard, who are currently involved in areas of Female Offender Management and the Family Justice Institute program. Ms. Quigley is featured in Perspectives magazine and works with the Family Justice program. Ms. Woodard manages the officers who have female offender caseloads. Ms. Woodard recently completed graduate studies in public administration and public policy and will soon receive her master's degree.

Ms. Quigley reported that DOC was offered an opportunity in 2004 to partner with the Family Justice Initiative program. Things are going well as no money is being spent but rather they are using things already in the community. Engaging family members to help with the supervision of the offenders as well as others agencies in the community, allows a partnership where everyone is working toward the same goal. They identify a capable guardian because they recognize the importance of having somebody that knows the offender. Family Justice has been in the institutions with female offenders and now they are using it in community corrections.

Ms. Woodard reported that while women are incarcerated they receive gender specific services and treatment; however, once released the same access doesn't exist. The goal in Central District is to address the needs of the female offender when they enter the community. Joining the Family Justice program has allowed them to work with staff from the female institutions to bridge the gap and capture women who would not only benefit but need assistance during the transition from incarceration to community. Their goals are to identify women within 6 months of release to community supervision and develop a case plan for their release. They work with their families during that time so the integration process is smooth. Ms. Woodard reported that over 50% of female offenders have children; with an average age of 9. They are looking at working with DMH for services to prepare children for when mommy comes home.

13. FEMALE OFFENDER MANAGEMENT UPDATE

Dr. Laura Pitman, Deputy Director of Female Offender Operations provided the following report on activities for June.

- Meeting with stakeholder groups to educate them and develop their interest.
- Attended the Oklahoma Women's Coalition First Annual Issues Forum. It is a non profit, non partisan statewide association of organizations and individuals. The primary focus of the coalition is to support state legislation and policies. They have requested a presentation on female offenders which Dr. Pitman provided. They talked about characteristics and needs of female offenders as well as opportunities to divert them from the criminal justice system.
- Participated in Oklahoma Academy Action Committee. Talked to their committee about the same types of issues in terms of characteristics and needs of woman and opportunities for diversion.
- Met with the Oklahoma Commission on Status of Women. They had their annual retreat last month and the focus was to deal with the high incarceration rate of women. That group is also interested in us not being #1.
- The groups are uniformly interested in doing an impact study. Efforts of that study would be to further educate legislators in terms of what it's costing the state of Oklahoma, not just the actual cost of incarceration.
- Judge Nancy Coats requested Dr. Pitman speak with a group of woman that she belongs to, which includes past judges.
- At the invitation of Amy Santee of the George Kaiser Foundation, Dr. Pitman visited with the Kansas DOC. They incarcerate at a rate of 44 per 100,000 population compared to 131 for Oklahoma; with the national average being 69. Because of KS legislation they are able to sentence specific drug crime offenders to probation as opposed to incarceration. They do not have drug court or mental health court in Kansas. The Kaiser Foundation is also interested in assisting OK with legislative initiatives in terms of reducing incarceration of women.
- Within the agency, Dr. Pitman has met with Ken Klingler, J.D. Colbert, and Ron Jackson on developing a program that will help take skilled offenders and let them enter career tech programs and utilize them within OCI operations.
- As an agency OK received a \$350,000 assistance grant to aid in the diversion programs for female offenders. The original request was for \$759,000.
- Dr. Pitman and Debbie Boyer went to an NIC sponsored training on operational practices and management of woman's prisons in Arizona. It focused on gender responsive principals and operational practices.

Mr. Henneke said at one time Dr. Pitman had provided them with numbers of inmates coming into the system from the different counties; of which Oklahoma, Tulsa and Comanche counties were noted as 1st and 2nd 3rd respectively. He felt the limited dollars from grants received should be spent where we would get the most use from it. Dr. Pitman said they could look into that as they pursue additional grant opportunities.

Mr. Logan thanked Dr. Pitman for her hard work and asked if she had found anything Oklahoma could use during her travels. Dr. Pitman said one of the things Kansas does is involves the family about 180 days from discharge. Kansas used grant money in community and probation and parole to educate many of their stakeholders on evidence based practices and risk reduction. Kansas also has legislation that funnels individuals directly to supervision as opposed to prison.

Mr. Henneke said he had noticed domestic violence becoming an issue and asked what the possibility was of putting together a domestic violence court. Dr. Pitman said we have the YWCA in our female institutions already. She is looking at a grant in the near future that would be used to aid in expanding those efforts in our institutions. Ms. Neal asked if Comanche County had the YWCA. Dr. Pitman didn't know but said it was something they could look in to.

14. AFFECTING CHANGE

- **Mental Health Reentry Programs**

Bob Mann, Coordinator of Clinical Social Work Services, provided the following update on Mental Health Reentry programs.

A number of state psychiatric hospitals are closing and long term residents are ending up in correctional facilities. They estimate about 1,000 out of 8,000 discharging will have some history of mental health symptoms or treatment need; and about 200 will have serious treatment needs. In 2006, the Department of Mental Health (DMH) appropriated funds for the first time to have DMH employees function in a correctional environment to help manage reentry of those who are leaving prison. In January 2007, three discharge managers were hired and placed at MBCC, OSP and JHCC. Donna Bond was the first discharge manager at OSP and came from 8 years experience working for DOC. A discharge manager is a member of the treatment team. As offenders are coming up for discharge, the discharge manager is able to access and leverage services and key resources. Since January 07, discharge managers have discharged 247 inmates. Oklahoma City and Tulsa have reentry teams called a Reentry Intensive Care Coordination Teams (RICCT). One hundred and twenty-two have discharged to these teams. There is a more intensive team called Programs for Assertive Community Treatment (PACT), in which 19 have discharged. Traditional community mental health center case management teams have received 49 and 57 have discharged to various residential and substance abuse facilities. There is a small group who are discharging who are a danger to themselves or others (due to mental illness). Five individuals were discharged to Griffin Memorial Hospital. A few of them have done well, while a few have assaulted staff and received additional charges. This is the scenario that needs to be looked at in the future.

The discharge managers now all have their own PolyCom systems.

RICCT teams work with the offender starting at least 3 months before discharge to determine their discharge plan, involving the offender in the plan. The reentry team works with them in the community. Six months before release if the offender has a disabling serious mental illness they have agreements with Department of Human Services to submit Social Security and Medicaid applications for preapproval so that when the offender leaves they would have identification for services if they have a need. DMH over the last 3 years has tried to leverage dollars for additional discharge managers and more statewide coverage but have not been successful. There is a specialized case parole officer who works with the RICCT team to assist in the supervision process of offenders going to Oklahoma City or Tulsa. The program is a little over two years old and he reviewed some of their process outcomes. Most of the Social Security applications they are submitting are getting approved; whereas the national average is about 36%. On a study completed last summer, folks who are discharging now are 3 times more likely to be on Medicaid. They are working with DMH on more outcome measures. As of last year DMH and DOC have an information sharing agreement whereby staff are able to access a web based interface into the DMH database and pull up a summary of a person's prior state services.

Mr. Henneke asked if there were any options we had to direct the mentally ill to a proper mental facility. Mr. Mann responded that yes, if the offender meets the criteria of imminent danger to self or others due to mental health issues, they can be admitted. If not, the offender may have to go to a residential care facility. Only 1 has not met the criteria so far.

Chairman Ware expressed his excitement about the program. In a Town Hall meeting in Lawton not so long ago inmates were apprehensive about being released and where they were going to get services.

15. OKLAHOMA CORRECTIONAL INDUSTRIES UPDATE

Associate Director Ed Evans provided the following OCI update.

- FY 09 began with a goal to book \$20 million in finished goods, primarily furniture. OCI fell short of that goal by \$498,401 with the economy cited as a major contributor to the downturn.
- A brighter note to report is the agreement with the Oklahoma Tax Commission that enabled OCI to acquire a new digital license tag manufacturing system. Total sales from this operation amounted to \$8.5 million, and were a significant factor in OCI maintaining self-support status.
- OCI is working toward the acquisition of additional warehouse space. We have long been convinced that if OCI were able to bulk purchase usable goods, the state of Oklahoma would realize a greater cost savings. A warehousing system also offers other opportunities for the agency to take advantage of donated goods and materials made available through registered vendors who provide these items to non-profit organizations, such as DOC. The division is also pursuing the prospect of utilizing a middle person to locate certain goods for donation, with the idea and concept to take advantage of many food items and materials that is often not ready for donations.
- OCI is excited about the possibility of a new Private Industry Enhancement (PIE) program that has been proposed. Contracts are currently being negotiated with Back Office Business Systems, a well established national call center operation. Plans are to begin with 25 offenders at OSR, moving to 50 within six months and to 100 within one year. Company executives have made it clear they will, if the OSR project is successful, add 100 female offenders at MBCC within 18-24 months and an additional 100 male offenders at JLCC. This will provide a combined 300 offenders and generate \$1.5 million annually.
- In addition, OCI has received over \$55,000 in revenue from a new cardboard and paper recycling project implemented in July, 2008 at JHCC.
- A new inmate program/concept proposal is being considered for possible implementation. History, coupled with recent information gathered, support the effort of the agency to train and invest in reintegration of inmates. The cost of incarcerating inmates in the prison system is incredibly expensive; we believe this program will have significant impact on our female offenders. Included in this program will be Warehouse Logistics training for offenders, as well as training in Transportation Logistics and Warehouse Management. In the second phase of the project, training will be available for offenders to become Certified Auto and Diesel Technicians.

16. COMMITTEE REPORTS

The following committee reports were provided.

- Budget – Chair Jerry Smith, Member Robert Rainey (**No report**)
- Female Offender – Chair Ted Logan, Members Matthew McBee and Jerry Smith (**No report**)
- Legislative – Chair Matthew McBee, Members Earnest Ware and Jerry Smith (**No report**)
- Population/Private Prisons – Chair David Henneke, Member Robert Rainey (**No report**)
- Public Affairs/State Boards Interface – Chair Robert Rainey, Member Matthew McBee (**No report**)
- Executive – Chair Earnest Ware, Members Ted Logan and David Henneke (**Chairman Ware reported their committee met and minutes are included in BOC packets**).

17. NEW BUSINESS (“ANY MATTER NOT KNOWN ABOUT OR WHICH COULD NOT HAVE BEEN REASONABLY FORSEEN PRIOR TO THE TIME OF POSTING.” 25 O.S. § 311)

None

18. ANNOUNCEMENTS

None

19. ADJOURNMENT

Chairman Ware sought a motion to adjourn. Mr. Henneke made the motion with a second by Mr. Logan. Results of roll call: Mr. Henneke, yes; Mr. Logan, yes; Ms. Neal, yes; Mr. Rainey, yes; and Mr. Ware, yes.

Meeting adjourned at 2:14 pm.

I hereby certify that these minutes were duly approved by the Board on this 11th day of September, 2009, in which a quorum was present and voting.

Approved by:

Secretary of the Board

Date: September 11, 2009

Submitted by: _____
Minutes Clerk