

## **OKLAHOMA BOARD OF CORRECTIONS MEETING MINUTES**

Location: Northeast Correctional Center  
442606 E 250 Road  
Vinita, Oklahoma

Date/Time: Wednesday, March 14, 2008 – 1:00 p.m.

### **1. OPENING AND ROLL CALL**

Vice-Chairman Ware of the Oklahoma Board of Corrections called the March 14, 2008, meeting to order at 1:01 p.m. and welcomed those in attendance. The clerk was asked to call roll. Members present at roll call reflected a quorum was present.

Ernest Godlove	Ted Logan	Robert Rainey
Jerry Smith	Earnest Ware	

Absent: David Henneke and Matthew McBee

### **2. WELCOME**

Vice-Chairman Ware conveyed his pleasure to be visiting Vinita. The facility looks good and staff are very friendly. Warden Sutter welcomed the Board to the Northeast Oklahoma Correctional Center and invited them to come back anytime for a more extensive tour. He expressed his pride in his staff and their hard work.

### **3. APPROVAL OF FEBRUARY 13, 2008, BOARD MEETING MINUTES**

Vice-Chairman Ware sought a motion for approval of the February 13, 2008, Board meeting minutes. Mr. Smith made the motion with a second by Mr. Rainey. Results of roll call: Mr. Godlove, yes; Mr. Henneke, absent; Mr. Logan, yes; Mr. McBee, absent; Mr. Smith, yes; Mr. Rainey, yes; and Mr. Ware, yes.

### **4. OLD BUSINESS**

None reported on agenda.

### **5. DIRECTOR'S COMMENTS**

In the absence of Director Jones, Associate Director J'me Overstreet provided the following Director's comments.

- On February 1, 2008, a 12-bed transition unit was implemented at the Frederick Community Work Center. Offenders participate in a 30-day transition program preparing them to enter the workforce. The first class ended on February 29, 2008, with nine offenders graduating and transferring to Lawton Community Corrections Center for work release.
- Offenders at the Mangum Community Work Center continue to assist city crews with tree limb and debris clean up after the February ice storm. These offenders are also continuing their work with an on-going construction of a senior citizens meal site.
- Five offenders from the Oklahoma City Community Corrections Center assisted in the set up and clean up of the "Friends of the Library" event held on February 22-24, 2008.

- James Crabtree Correctional Center hosted a drug prevention program in which 450 elementary school students participated.
- As of March 3, 2008, the new female reception center at Mabel Bassett Correctional Center had received 140 offenders.
- Oklahoma Correctional Industries has implemented a new website with updated products and pricing for customers.
- An Emotional Intelligence workshop for 50 upper and mid-level managers was conducted February 27-29, 2008. The training team was comprised of upper managers and Dr. Debra Nelson from the OSU Center for Executive Development.
- The Employee Training and Development Center (Stillwater Academy) will have a closing reception on March 28, 2008, to commemorate the 18 years of service at that location. The new training academy in Norman will open on April 1.
- The nomination and selection process has been finalized for the agency Correctional Officer, Correctional Officer Supervisor, and Probation and Parole Officer of the Year. These individuals will be recognized at the state legislature on April 10, 2008, followed by a luncheon at the County Line in Oklahoma City.
- The Family Awareness and Community Teamwork initiative, created by the Oklahoma City Police Department, officially began in March. This is an intervention program which assists youth and their families in the OKC area with resources and referrals in a multitude of areas with a focus on gang and crime prevention.
- The Female Offender Management group will be presenting educational workshops with offenders at the Delta Sigma Theta Sorority Awareness Day at the State Capitol on March 19, 2008, and at the Oklahoma Minority Aging Conference on March 27, 2008, at the Clarion Hotel in Oklahoma City.
- The 3<sup>rd</sup> annual legislative breakfast is scheduled for April 3, 2008, at the State Capitol, from 7:30 am-9:00 am. Last year this event was well attended by approximately 325 people, which included 51 legislators and officials, as well as 4 board members.

## **6. APPROVAL/CONFIRMATION OF WARDENS**

- **Jane Standifird – John Lilley Correctional Center**
- **Greg Province – Dick Conner Correctional Center**
- **Walter Dinwiddie – Mack Alford Correctional Center**

Deputy Director Bobby Boone recommended Jane Standifird to the Board for consideration as Warden of John Lilley Correctional Center. She started her career in 1984 as a secretary. She also held positions of correctional training officer, warden's assistant, unit manager, deputy warden and most recently Interim Warden at John Lilley Correctional Center.

Ms. Standifird conveyed her appreciation for the privilege and opportunity of serving as Interim Warden. It's been challenging to carry on their tradition. She invited the Board to Lilley next year to hold a Board meeting.

Vice-Chairman Ware sought a motion for approval of Jane Standifird as Warden of John Lilley Correctional Center. Mr. Godlove made the motion with a second by Mr. Logan. Results of roll call: Mr. Godlove, yes; Mr. Henneke, absent; Mr. Logan, yes; Mr. McBee, absent; Mr. Smith, yes; Mr. Rainey, yes; and Mr. Ware, yes.

Deputy Director Bobby Boone requested Board approval to swap Wardens Greg Province currently at Mack Alford Correctional Center and Walter Dinwiddie currently at Dick Conner Correctional Center. Warden Province began his career in 1980 as a Case Manager at the Dick Conner Correctional Center. He has also held positions as probation and parole officer, team supervisor, correctional case manager

supervisor, assistant superintendent, district supervisor and warden. Warden Dinwiddie began his career 1986 as a Correctional Officer at Oklahoma State Penitentiary. He has also held positions as chief of security, deputy warden, and warden. Both wardens have done an outstanding job and this move would serve to enhance the department and its ability to be flexible.

Both wardens expressed their appreciation for the opportunity to make this move.

Vice-Chairman Ware sought a motion to approve the exchange of Wardens Greg Province and Walter Dinwiddie. Mr. Godlove made the motion with a second by Mr. Rainey. Results of roll call: Mr. Godlove, yes; Mr. Henneke, absent; Mr. Logan, yes; Mr. McBee, absent; Mr. Smith, yes; Mr. Rainey, yes; and Mr. Ware, yes.

## **7. APPROVAL OF BOARD OF CORRECTIONS RESOLUTION FOR TRAINING ACADEMY EMPLOYEES AT OKLAHOMA STATE UNIVERSITY**

Mr. Logan asked the staff of the training academy to come forward and be recognized as he read the following resolution.

***WHEREAS**, since 1988, the employees and adjunct staff of the Employee Training and Development Center, located on the campus of Oklahoma State University have provided employee development services for offender contact support staff, peace officer certification training for security and probation and parole officers, specialized in-service training, technology training, conference services support, first responder training, and basic instructor development training for the employees of the Oklahoma Department of Corrections and its contract affiliates, and;*

***WHEREAS**, during that time the unit has prepared employees to support the strategic initiatives of the Agency and achieve success in realizing personal and professional goals; and has, as a unit, accrued many noteworthy accomplishments, to wit:*

- *Presented with an Innovation in Corrections award in 1992 for a diversion partnership with Payne County District Attorney's Office, Oklahoma State University Residential Life and Police Department, and Northwest District Community Corrections.*
- *Presented with a DOC Quality Assurance Award in 2001 for implementing a cost savings Video Review Process.*
- *Presented with a Governor's Commendation in 2003 for implementing a cost savings CPR program.*
- *Presented with a Governor's Commendation in 2007 for implementing a cost savings blended pre-service training process, and;*

***WHEREAS**, these initiatives have better prepared employees for success, reduced training costs, and improved the efficiency and effectiveness of operations within the Agency, and;*

***WHEREAS**, the Employee Training and Development Center will be decommissioned in April, 2008 and the program reinitiated at the Oklahoma College for Continuing Education on the Oklahoma University campus:*

***BE IT THEREFORE RESOLVED**, that the Oklahoma Board of Corrections does hereby recognize and commend the employees and adjunct staff, both past and present, for their innovative, dedicated, and laudatory service to the agency, its employees and*

*the people of the State of Oklahoma. Congratulations on your achievements and best wishes as you embark upon your new assignments!*

**ADOPTED this 14th day of March 2008.**

Bob Dibble said it had been a pleasure and an honor serving the DOC as its training academy. He introduced the staff and expressed his appreciation to them and to those in the audience who had served as adjunct professors at the academy.

Vice-Chairman Ware sought a motion for approval of BOC resolution for Training Academy Employees at OSU. Mr. Logan made the motion with a second by Mr. Rainey. Results of roll call: Mr. Godlove, yes; Mr. Henneke, absent; Mr. Logan, yes; Mr. McBee, absent; Mr. Smith, yes; Mr. Rainey, yes; and Mr. Ware, yes.

## **8. BUDGET UPDATE**

Chief Financial Officer Jim Harris provided the following budget update. He referred the Board to page 4 of the trending report document in their packet. This month's trending report covers a seven month period ending January 31, 2008.

### Payroll Expenditure Trends

There have been some improvements in filled FTE positions as of the end of January. The agency is still trending about \$7.6 million in excess budgeted payroll. A budget transfer request was sent to the Board earlier in the week for approval. That request will be processed with the Office of State Finance, who will have 14 days to accept it.

### Contract Bed Expenditure Trends

At the end of January the department was trending \$32.6 million deficit in contract beds. With the payroll transfer, that amount will be lowered to about \$24.9 million.

### Medical Services Expenditure Trends

A slight surplus exists now in the medical services budget. Overall medical is staying close to budget.

### In Summary

As of the end of January, the agency was trending about \$24.7 million deficit. We are anticipating a \$24 million supplemental. With this month's payroll surplus being added to that, he feels confident that \$24 million will carry the agency through the rest of this fiscal year.

There were no questions from the Board.

## **9. POPULATION UPDATE**

Chief of Operational Services Ken Klingler presented the following population update as of March 3, 2008: Total System Inmate Population = 25,182; Total Incarcerated Population = 24,330; DOC Facility Population = 17,833; Private Prison Population = 4,573; Total System Population = 56,141; County Jails with Contracts = 655; County Jail Backup = 1,065; Halfway House Population = 1,269; Probation = 27,254; and Parole = 3,705. Mr. Klingler advised that about seven days ago the department hit the highest percentage capacity rate thus far of 99.04%.

There were no questions from the Board.

**10. APPROVAL OF BOARD POLICY**

- **P-020800, “Guidelines for Research and Research-Related Activities”**

Associate Director J’me Overstreet asked the Board to consider approval of policies under item #10 and #11. Both policies have been reviewed by the executive committee. Neither has substantive changes; only title changes and ACA updates.

Vice-Chairman Ware sought a motion for approval of Board policies P-020800 and P-170100. Mr. Rainey made the motion with a second by Mr. Smith. Results of roll call: Mr. Godlove, yes; Mr. Henneke, absent; Mr. Logan, yes; Mr. McBee, absent; Mr. Smith, yes; Mr. Rainey, yes; and Mr. Ware, yes.

**11. APPROVAL OF BOARD POLICY**

- **P-170100, “Community Sentencing”**

This policy was approved under item #10. See above.

**12. APPROVAL OF BOARD POLICY**

- **P-150100, “Minimum and Basic Physical Plant Standards and Long-Range Plant Development for Correctional Facilities”**

Associate Director Ed Evans advised policy P-150100 was reviewed by the executive committee. There were no substantive changes to this policy. A change was made to the title of chairperson and a policy title change eliminating the wording “Minimum and Basic.” In addition, a language change was made in A.1. to delete, “as determined by the director” and replaced with “consistent with the policies.”

Vice-Chairman Ware sought a motion for approval of Board Policy P-150100. Mr. Smith made the motion with a second by Mr. Rainey. Results of roll call: Mr. Godlove, yes; Mr. Henneke, absent; Mr. Logan, yes; Mr. McBee, absent; Mr. Smith, yes; Mr. Rainey, yes; and Mr. Ware, yes.

**13. COMMITTEE REPORTS**

Vice-Chairman Ware asked if there were any committees that wished to report.

Budget – Robert Rainey: No report

Female Offender – Ted Logan: No report

Legislative – Earnest Ware: Yesterday was the deadline for bills to be heard in their originating house. Many bills die by either failing to make it out of committee or deadline of the originating house. Four of our originating 16 have died. A list of those initiatives was provided for the Board members. HB 2253, our supplemental appropriations bill, passed as a shell bill in the House. The Senate will apply the actual appropriations language. Visits with legislators are planned for the week of the 24<sup>th</sup>.

Mr. Rainey reported he attended a meeting Wednesday at the request of the director on Citizens for Responsible Parole. Co Pro-Tempore Morgan and Coffee and House Speaker Bengé and other citizens and agencies were in attendance to support a bill to limit the Governor in the parole process. They are still hopeful that Representative Sue Tibbs’ bill is alive in the House. The bill limits the Governor to reviewing only certain files from the Pardon and Parole Board. Currently the Governor reviews every file that’s issued by the Pardon and Parole Board. Mr. Godlove asked with regards to Representative Tibbs’ bill what objections were being raised. Mr. Rainey said it’s been on the books since the 40’s. The Governor views it as a very sensitive political question. The other objection is that the district attorneys want one last opportunity for citizens and victims to have an impact on whether or not an offender is

released. The BOC had passed a resolution last year recommending the Governor be eliminated from the process. Mr. Godlove asked if it would be beneficial to send that resolution to leadership involved. Mr. Rainey felt that was a great suggestion and requested the chair work with staff to ensure its dissemination to all the legislators in the next week or so along with a cover letter bulleting the highlights of the resolution.

Mr. Rainey had brought up the PEW Charitable Trust issue that gave Oklahoma a C+ in terms of its corporate governance model compared to all 50 states, asking that the Legislative Committee review and consider the viability next year of elevating the DOC Director to a cabinet level position. Vice-Chairman Ware will call a Legislative Committee meeting to determine what direction the Board should take.

Population/Private Prison – Matthew McBee: No report

Public Affairs/State Boards Interface – Ernest Godlove: No report

Executive – David Henneke: Vice-Chairman Ware reported they had a meeting via conference call and discussed the policies on today's agenda.

**14. UPDATE: BOARD OF CORRECTIONS VISION ELEMENT FOR STAKEHOLDER OWNERSHIP**

- **Strategic Goal: Increase Contacts and Involvement with Legislature and Governor**
- **Strategic Goal: Educate General Public and Increase Community Responsibility**

Vice-Chairman Ware reported they are on target with their goal of increasing contacts and involvement with the legislature and Governor.

Mr. Godlove reported that his committee was made up of Mr. Logan, Mr. McBee, Ms. Beverly Young, and himself. They were tasked to educate the public and increase community responsibility. Joyce Jackson is their DOC support staff and has been doing an excellent job putting together information. Within the next 30-45 days information will be ready to send to various interested groups (civic clubs, schools, church groups, etc.), which will be talking points to educate people throughout our state as to the impact of our incarceration rates, etc. They intend to have an initial CD available within the next 30-45 days and a number of CD's available to these groups within the next year.

Mr. Rainey wanted to confirm and ensure that Mr. Godlove was getting the resources needed for his committee. Mr. Godlove replied that the department did not have enough resources to satisfy him in this area, but that they were doing a great job with the resources they had. He is hoping that Ms. Jackson's support staff will be expanded.

**15. A. CONSIDERATION OF MOTION TO ADJOURN TO EXECUTIVE SESSION PURSUANT TO "TITLE 25, 307.B" FOR THE FOLLOWING REASONS:**

- 1) **Confidential communication between a public body and its attorney concerning pending investigation or an action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public.**

**B. Adjourn to Executive Session**

**C. Return from Executive Session**

**D. Announcement by the Chair as to the necessity of any Board action, if necessary, as a result of the Executive Session.**

**E. Vote, if necessary.**

At 1:48 pm, General Counsel Mike Oakley stated the item for discussion qualified for an exception to the Open Meetings Act and it was the advice of counsel that the Board vote to adjourn into Executive Session.

Vice-Chairman Ware entertained a motion to adjourn to Executive Session. Mr. Godlove made the motion followed with a second by Mr. Smith. Results of roll call: Mr. Godlove, yes; Mr. Henneke, absent; Mr. Logan, yes; Mr. McBee, absent; Mr. Smith, yes; Mr. Rainey, yes; and Mr. Ware, yes.

The Board returned and Vice-Chairman Ware called the meeting to order at 2:20 pm. Mr. Oakley stated that statute requires after returning from Executive Session that the Board vote to come out of Executive Session and if there is a matter to be voted on, the Board vote on that publicly also.

Vice-Chairman Ware entertained a motion to return from Executive Session. Mr. Rainey made the motion followed with a second by Mr. Smith. Results of roll call: Mr. Godlove, yes; Mr. Henneke, absent; Mr. Logan, yes; Mr. McBee, absent; Mr. Smith, yes; Mr. Rainey, yes; and Mr. Ware, yes.

Vice-Chairman Ware reported there was nothing to vote on as a result of what took place during Executive Session.

**16. 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

**17. ANNOUNCEMENTS**

None

**18. ADJOURNMENT**

Vice-Chairman Ware sought a motion to adjourn. Mr. Godlove made the motion followed with a second by Mr. Logan. Results of roll call: Mr. Godlove, yes; Mr. Henneke, absent; Mr. Logan, yes; Mr. McBee, absent; Mr. Smith, yes; Mr. Rainey, yes; and Mr. Ware, yes.

Meeting adjourned at 2:21pm.

I hereby certify that these minutes were duly approved by the Board on this 9<sup>th</sup> day of April, 2008, in which a quorum was present and voting.

Approved by:

\_\_\_\_\_  
Secretary of the Board

Date: April 9, 2008

Submitted by: \_\_\_\_\_  
Minutes Clerk