

OKLAHOMA BOARD OF CORRECTIONS MEETING MINUTES

Location: Robert Lester Training Center
Department of Public Safety Building 10, Class Room E
3600 Martin Luther King
Oklahoma City, Oklahoma

Date/Time: Thursday, October 22, 2010 – 1:00 p.m.

1. OPENING AND ROLL CALL

Chairman Logan of the Oklahoma Board of Corrections called the October 22, 2010, 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	Matthew McBee	Linda Neal
Robert Rainey	Earnest Ware	Gerald Wright	

2. WELCOME/REMARKS

Training Coordinator Jerry Mayfield asked Ms. Azuga, Ms. Ellis and the kitchen workers who prepared the meal for the Board to come forth and be recognized. On behalf of the Training Academy Mr. Mayfield welcomed the Board to the Robert L. Lester Training Center and stated it is an honor to host the Board meeting and hope that the Board enjoyed their tour and meal.

Mr. Henneke congratulated Mr. Mayfield on his staff for fixing up this building. Chairman Logan added that he appreciated the tour Mr. Mayfield gave him previously.

Chairman Logan recognized Ken McNair, Executive Director of the Sheriff's Association, who was present in the audience.

3. OLD BUSINESS

None

4. APPROVAL OF SEPTEMBER 15, 2010, BOARD MEETING MINUTES

Chairman Logan sought a motion for approval of the September 15, 2010, Board meeting minutes. Mr. Henneke made the motion with a second by Mr. Rainey. Results of roll call: Mr. Henneke, yes; Mr. Logan, yes; Mr. McBee, yes; Ms. Neal, yes; Mr. Rainey, yes; Mr. Ware, abstain; and Mr. Wright, yes.

5. DIRECTOR'S COMMENTS

Director Jones provided the following update/comments:

- Associate Director Ed Evans, Deputy Directors Dr. Pitman and Bobby Boone, he and others attended a meeting this week in Taft, OK. We have two facilities in the city limits of Taft and it is important to keep collaboration with leadership going strong. He appreciated Mayor Leola Davis for her hospitality.

- A mark the date calendar item was sent to the Board for February 9th which will be a session that will hopefully be attended by legislators. It is a collaboration with the Council of State Governments, George Kaiser Family Foundation, PEW trust, in which they will be looking at applying research and best practices to criminal justice in Oklahoma and presenting that to legislators and showing how you can be smart on crime.
- MBCC Faith and Character program will be receiving a state Exemplary Award from the association that we adopted the lesson plan from. This will be presented at an upcoming banquet at the Oklahoma Western Heritage Museum.
- DOC has enrolled its central office building built in 1918 in the OGE lighting and comprehensive rebate programs. Based upon the lighting retrofits already done this year we have received a \$1,500 rebate and reduced our annual kilowatts hours by 22,000.
- The agency announced another Voluntary Buyout utilizing legislation that was passed last session. Approximately 400 employees total have now applied or taken the buyout from this and other buyout previously offered; 99 have accepted the most recent buyout. This buyout will probably be the last one we are able to offer before the session starts.
- The Department currently has 33 employees participating in the Veteran's On-The-Job Training Program. This program allows employees to receive GI Bill benefits for DOC training during the first two years of employment.
 - Qualifying Positions: Correctional Security Officer, Correctional Case Manager, Internal Affairs Special Investigator, Probation and Parole Officer, Correctional Training Officer.
- The agency is close to awarding a contract for E-Messaging. This will be one way emails coming from offender families to a secure location, be printed by postal workers, and disseminated to the units. No attachments or photographs can be sent. The federal bureau of prisons and other correctional systems already utilizes this. It is less than a postage stamp and will save time our DOC's end having to open and check mail. The systems that use this have seen a 30% reduction in the amount of time it takes to submit mail and time away from postal workers within our system.
- Treatment and Rehabilitative Services staff will be coordinating facility visits with Veteran Affairs to speak with select groups of offenders who may be eligible for reinstatement or initiation of services provided by the V.A.
- Female Diversion program has an approved and signed contract for the YWCA to provide domestic violence and sexual assault counseling and education for the participants in Oklahoma County.
- Victim Services trained 22 volunteers that are a part of the Criminal Justice and Mercy Ministries in Tulsa. This group will provide help and support to the Tulsa County providing Victim Impact and Listen and Learn programs.
- BJCC hosted a Citizen Advisory Board meeting on September 10, 2010, celebrating BJCC's 15th Anniversary. Thanks to BOC member Mr. Henneke for attending.
- The following facilities recently successfully underwent ACA reaccreditation audits:

✓ JDCC	100% Mandatory	99.5% Non Mandatory
✓ Hillside & KBCCC	100% Mandatory	100% Non Mandatory
✓ OSP	100% Mandatory	99% Non Mandatory
✓ OSR	100% Mandatory	99.7% Non Mandatory

 Also Probation and Parole received a 100 and 100 which is a first for non- mandatory standards.
- Students from the University of Oklahoma completed filming at EWCC and MBCC on for a documentary entitled, "Women Behind Bars: The Voices of Oklahoma's Incarcerated Women and Their Children."

- Next Tuesday night at 7 pm an initial showing of an OU student's film on female incarceration in Oklahoma will be held at Gaylord Hall. There should be a flyer in the BOC packets on this. It is free to the public.
- A Second Chance Act Prisoner Reentry Initiative State Demonstration grant of \$250,000 was received which will support the Tulsa Community Women's Reentry Project, overseen by the department in partnership with George Kaiser Family Foundation.
- DOC received an Adam Walsh Act Implementation grant of \$205,584 which will support placement of digital fingerprinting technology in probation and parole offices.
- On September 21-23, 2010, a twenty-eight man offender crew assisted with the preparation and set-up of the Annual Wildlife Expo at the Lazy E Arena and again on September 27, 2010, to assist with the breakdown of the event. OCI had product sales of \$39,000 at this event also. Mr. Rainey also attended this event.

6. BUDGET UPDATE

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

The packet contains the expenditure trending analysis as of the end of September 30, 2010. The agency is trending a \$ 3.3M deficit. The biggest portion of the deficit is created by contract beds of \$6.1M. Medical is running a deficit of \$3M. Payroll is running a surplus of \$5.8M.

7. APPROVAL OF FY 2011 SUPPLEMENTAL REQUEST

Mr. Sawyer provided for BOC consideration the FY 2011 supplement request.

The supplemental request amounting to \$34,719,875 was reviewed.

1. Funding to reduce agency furloughs - \$9,000,000. The original budget was built for 23 days of furlough. This request would offset 15 of those days.
2. Offender growth - \$5,540,119. We anticipate growth this year to be over 700. It will provide for additional county jail space and HWH beds.
3. Operating cuts - \$15,179,756. This restores a portion of the cuts from FY2011.
4. Contract bed per diem - \$3,000,000. This would be distributed back to our contract beds and HWH's.
5. Community Sentencing - \$2,000,000. This restores cuts from this unit.

Chairman Logan sought a motion for approval of 2011 supplemental request. Mr. McBee made the motion with a second by Mr. Henneke. Results of roll call: Mr. Henneke, yes; Mr. Logan, yes; Mr. McBee, yes; Ms. Neal, yes; Mr. Rainey, yes; Mr. Ware, yes; and Mr. Wright, yes.

8. APPROVAL OF FY 2012 BUDGET

Mr. Sawyer provided for BOC consideration the FY 2012 budget request.

The budget request is contained in the BOC packets and Mr. Sawyer briefly reviewed the items amounting to \$551,902,466. That is an increase of \$89,760,689 or 19.4% above DOC's FY 2010 appropriation.

1. Correctional Officer Market Adjustments - \$3,660,240. Continue to have difficulty retaining and recruiting officers. With additional funds we could hopefully stabilize this situation.
2. Master Sergeant - \$1,762,868. Creating this new level will hopefully retain and stabilize retention issues.

3. Funding of staffing adjustments - \$2,412,374. Restore vacant positions in mental health, education and security services.
4. Offender growth and per diem restoration - \$21,280,216. Restore per diem of private prison beds back to where they were prior to FY 2010.
5. Budget restoration - \$10,752,794. Annual cuts that would hopefully be funded in the supplemental request so we could continue to operate at a higher level of service.
6. Cost increases – \$7,206,155. Cover increases in operating costs, fuel, utilities, supplies and services.
7. Security requirements - \$13,385,800. Replace electronic locks and control panels at various facilities.
8. Minor capital outlay and infrastructure - \$7,540,073. Funding would address wastewater problems, roofing needs and HVAC systems.
9. Equipment needs - \$11,066,990. Funding to cover replacement of vehicles that have over 150,000 miles; about 300 vehicles. Also would aid in laundry and kitchen needs.
10. Information Technology/Other technology upgrades - \$4,195,770. Funding would allow us to continue to upgrade and maintain our infrastructure as well as funding to begin development of replacing our OMS system.
11. Realignment of projects/programs - \$ 6,497,409. Funding to provide mental health services, medical services as well as reentry for the offender growth.
12. Major capital projects - \$39,359,734. Funding for the 39 priority projects from the Durant study the legislature funded last year.
13. Long range capital projects - \$547,710,000. This is a comprehensive list that the capitol needs for the agency.

Mr. Rainey reported that the budget committee met and reviewed the summary of the FY 2012 appropriation request which by statute and SOP requires the BOC formally approve. They made only minor suggestions which have been made. The budget committee recommends its approval of this request.

Mr. Henneke asked what percentage of this request would that cover of our total fleet. Mr. Sawyer responded that it had been two or three years since there was any funding for vehicle replacement. Of our total fleet, it would cover roughly 1/3 of our fleet. Director said historically once you get behind on replenishing your fleet replacement program, it'll take about 5 years to get back to where you were to maintain your fleet.

Chairman Logan sought a motion for approval of the FY 2012 Budget. Mr. Rainey made the motion with a second by Mr. Henneke. Results of roll call: Mr. Henneke, yes; Mr. Logan, yes; Mr. McBee, yes; Ms. Neal, yes; Mr. Rainey, yes; Mr. Ware, yes; and Mr. Wright, yes.

9. DECLARATION/APPROVAL OF EMERGENCY REPAIRS

- **Purchase/Installation of Broiler, Jess Dunn Correctional Center**

General Counsel Mike Oakley stood in for Purchasing Administrator Tina Hicks who was ill. The BOC was polled earlier in the week to determine if we had a 2/3 majority to go ahead and declare this emergency. The statute does require that we have a record of the votes allowing this emergency of the repair of a \$129,000 boiler at Jess Dunn. This amount exceeds the authority of the director which is \$35,000, and falls under the \$500,000 limit for the board. Mr. Oakley requested the Board's approval.

Mr. Henneke asked if the purchase and installation could happen quickly. Mr. Oakley said there may be some delays in this as the vendor closes its shop from Thanksgiving to Christmas and it might be the first of the year before they can finish. They may need to find another vendor. There is an older back up boiler currently working but the director doesn't feel the back up boiler will be able to carry the load.

Chairman Logan sought a motion for approval of emergency repairs to purchase and install a new boiler at Jess Dunn. Mr. Henneke made the motion with a second by Mr. Rainey. Results of roll call: Mr. Henneke, yes; Mr. Logan, yes; Mr. McBee, yes; Ms. Neal, yes; Mr. Rainey, yes; Mr. Ware, yes; and Mr. Wright, yes.

10. POPULATION REPORT

Interim Chief of Operational Services Marty Sirmons provided the Population update as of October 4, 2010. Total System Inmate Population = 25,867; Total Incarcerated Population = 24,845; DOC Facility Population = 18,178; Private Prison Population = 4,734; Total System Population = 52,496; County Jails with Contracts = 528; County Jail Backup = 1,291; Halfway House Population = 1,405; Probation = 23,208; and Parole = 3,421.

Mr. Henneke said the numbers look like they are going down since Mr. Sirmons has taken over. Director said it is customary at this time of year to see some leveling off during the holiday season and will pick back up in March. Our biggest growth time is April –June.

11. CONFIRMATION/APPROVAL OF APPOINTMENT

- **Sharon Harrison, District Supervisor, Female Offender Community Corrections/Residential Services**

Dr. Laura Pitman, Deputy Director of Female Offender Operations, introduced Sharon Harrison and requested approval of her appointment to District Supervisor of Female Offender Community Corrections/Residential Services.

Sharon Harrison began her career with the Oklahoma Department of Corrections in 1984 at the Mabel Bassett Correctional Center as a correctional officer. Since that time she has held several positions including correctional counselor, case manager, warden's assistant, case manager supervisor, contract monitor, deputy warden, and was assigned, on an interim basis, to a special project for the director. She also served as assistant district supervisor for the Clara Waters Community Corrections Center. And most recently served as Interim District Supervisor for Female Offender/Community Corrections/Residential Services. Ms. Harrison holds a Bachelor's Degree in Criminal Justice from East Central University. Since Ms. Harrison began as Interim District Supervisor, both Hillside and Kate Barnard CCC underwent their ACA audit where they achieved 100% on both mandatory and non-mandatory standards.

Ms. Harrison thanked the board for the opportunity. She mentioned she has been with the agency 26 years, and 12 of those years she worked with the female offenders. She has enjoyed her years working for the agency and wants to continue to work for the agency to assist and develop the agency, offenders and staff.

Chairman Logan sought a motion to approve Sharon Harrison as district supervisor of the Female Offender Community Corrections/Residential Services. Mr. Henneke made the motion with a second by Mr. Rainey. Results of roll call: Mr. Henneke, yes; Mr. Logan, yes; Mr. McBee, yes; Ms. Neal, yes; Mr. Rainey, yes; Mr. Ware, yes; and Mr. Wright, yes.

12. APPROVAL OF LEGISLATIVE INITIATIVES

Executive Assistant Neville Massie reported that October is the month the agency submits its proposed legislative initiatives to the Board. DOC has 10 initiatives this year, some of which will be familiar and some are new. A booklet of the initiatives along with legislative language was included in the Board folders.

1. Create a process whereby sentencing changes can be analyzed for impact on agency costs and allow time for appropriations to reflect these costs. There are a number of bills that impact DOC on occasion. This is an effort to ensure there is some review of the impact on the agency.
2. Provide a method for agency to finance needed major maintenance or major equipment needs. For many years we have not been able to address our major capital needs. This will establish a master lease program that would allow us to purchase items having a minimum value of \$50,000 and maximum of \$250,000, with a life expectancy with no more than 20 years and no more than \$5M for any calendar year.
3. Expand two tier inmate medical fee structure (Network/Medicaid) to include outpatient medical care providers (current statute applies to inpatient care). Legislation passed a few years ago addressed inpatient care. Dr. Suttmiller and staff have explored additional costs savings that we could see if able to expand that to individual providers. We met with the Hospital Association and the DO Association and made them aware of our interest in proceeding with this.
4. Clarification of eligibility for Delayed Sentencing Program by specifically listing eligible offense description and statute citation. This is a cleanup item. Before we accept people into the system for delayed sentencing we have to closely review the J&S to ensure that they meet the criteria so Jim Rabon and staff from the assessment center who deal with this regularly recommend that we enumerate all the offenses that qualify for delayed sentencing in hopes that it will be more clear.
5. Repeal statute that allows only North Fork Correctional Facility in Sayre to house inmates not allowed in other private facilities (sex offenders, escapees, riot history). We tried this in 2009.
6. Modify statute on offender achievement credits to include award of credits for successful completion of an Associate's Degree and a Bachelor's degree. In FY 2010 we had over 1,000 people participating in college courses. About 30 received degrees.
7. Clarification of OCI and Agri-Services guidelines for state agencies and OCI and Agri-Services exemptions from Central Purchasing Act. We introduced this last year as well and it was in the omnibus bill that made it through committees but did not get heard on the very last day of session.
8. Expansion of Community Sentencing eligibility. We have introduced this at least 3 times.
9. Modification of the drug protocol used in the execution process and maintaining confidentiality of the identity of persons participating or administering the execution process. This was passed last session by both house and the governor vetoed it. The veto message did not address any concerns with this language so we are interested in pursuing this language again.
10. Modify eligibility criteria for offender participation in Electronic Monitoring Program.

December 10 is the deadline for bill requests for these initiatives. We are waiting to see who our committee chairs will be, which will be after the elections.

Mr. Wright reported the Senate is way behind in electing their leadership. It is his understanding that it will be mid November before they will have a Pro Tempore. Historically, Ms. Massie approaches both committee chairs and goes over the initiatives before she solicits authors of the general body of either side.

Mr. Rainey had a question under Tab 1. A fiscal impact legislative policy is in place now. Compare in contrast this from what we have to what you'd like to see. Ms. Massie responded that we ask for whatever we want. It doesn't mean they consider or accept it. If they don't solicit an impact statement that then gets entered into the record and distributed to the members. Historically, the House is more apt to ask for an impact statement. Mr. Rainey asked if fiscal impacts were rule based or statute based. Greg Sawyer advised it was a custom. The OCJRC was charged with performing impact statements for the agency. That language no longer exists with the dismantling of that unit.

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

13. PROGRAM UPDATE

- **2nd Chance Act Program, Oklahoma City CCC**

Transition Coordinator Scott Martinson provided an update on the Second Chance Program.

It is a federal funded grant program that that been in the planning stage for about a year. We started providing programming at OKCCC in March. The target population is high risk/high need offenders. They provide reentry services to address criminogenic needs that have been identified. Most participants will complete CORE programming, which consists of Thinking for a Change, Associates for Success, Life Skills curriculum, and Victim's Impact. Most participants also participate in the Career Tech program. It helps them develop their skills in math and reading. There are 2 probation and parole officers that meet with the offenders to develop repore to set up a transition from incarceration to supervision. We use the wraparound model that includes national supports and community/faith based agencies that they might be involved in so there is a group of people that are helping them accomplish their goals and provide some accountability.

They have developed partnerships with Mental Health and Substance Abuse Services to provide services to the offenders when they get out. Using grant funds through Career Tech we have vocational services off center at Metro Tech and Francis Tuttle to develop work skills to make them more employable. They have developed a relationship with the City of OKC to help disperse flex funds for clothing, food, transportation, and housing needs.

Through developing these partnerships and including the community agencies hopefully the local communities and agencies will see reentry as something not only DOC does but that the community has a vested interest in doing to help offenders and public safety. Services have been provided to 63 offenders. They are hoping next week that they will receive 12 more offenders and hope to start increasing those numbers. We've been talking to OKC about possibly funding case management positions from their agency that would be a bridge for those offenders that don't have supervision when they get out.

Mr. Henneke asked if we have programs for DUI School for those being released in the OKC area. Mr. Martinson indicated we have contracts with Specialized Outpatient Services, Care for a Change and Tri City, where they can attend substance abuse treatment. DOC funding cannot pay for DUI schools or the assessment. The offender has to pay for that on their own. We help them find out what they need to do to get their license and we point offenders in the right direction but we cannot pay for that. Mr. Henneke asked if an inmate has the \$175 for the assessment do we make it available. Mr. Martinson said the possibility is there but there are steps to go through the facility to get approval, but that is something they are working towards. The partner agencies provide those things so we would just need to make a referral.

14. RE-ENTRY GUIDE OVERVIEW

Deputy Director Kenny Holloway provided an overview of the new reentry resource guide now on the web. For years DOC has provided a hard copy of the resource guide to facilities working with offenders toward reentry. With the need to cut back in expenses and to accommodate the need for changes to the resource guide, it was decided to put it on the web. Initially this was developed for our staff working with the offenders at the facilities, but it is accessible by anyone with Internet. It is divided into several topic areas: identification, voting rights, etc. Basic needs and services is provided in the 211 program which is a statewide resource guide that will provide access to different agencies for assistance with utilities, clothing, food, housing, medical needs, transportation, etc. Mr. Holloway demonstrated how it worked

and gave credit to Kristie Warren, a program evaluator with DOC, who was primarily responsible for the development of this tool.

15. APPROVAL OF BOARD POLICIES

- **P-020600, Legislative Initiative Process**

Director Jones advised the above listed Board policy was up for annual review due to American Correctional Association Accreditation requirements. The policy was reviewed during a conference call with the Board's Executive Committee with no substantial changes; only names of chair and vice chair were changed along with the effective date.

Mr. Rainey noted in Paragraph 1.B., "The director or designee will present to the Board for their approval, recommendations for legislative initiatives..." then in paragraph C it says, "may select a subcommittee..." He thought we had a standing legislative committee. Mr. Henneke said that committee now was referred to as the public policy committee. Director said the change was not made to the policy because the name change had not been formally approved by the Board in the SOP, but he did agree it was a standing committee and that the change needed to be made.

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

16. COMMITTEE REPORTS

The following committee reports were provided.

- Budget – Chair Robert Rainey, Members Ged Wright and Ted Logan (**Information was given in the meeting by Greg Sawyer**).
- Female Offender – Chair Linda Neal, Members Matthew McBee and Ted Logan (**Ms. Neal reported their committee met this morning and Dr. Pitman will share the highlights of that meeting. Ms. Neal conveyed committee meetings are very informative and encouraged other committees to meet. Dr. Pitman reported the following: Work continues with the VERA institute and Family Justice on reentry. Participated in an event at University of Tulsa in their year long focus on incarceration of female offenders. Attended an interim study in mid September on children of incarcerated parents, sponsored by Representatives McDaniel and Shumate. Met with Ron Lock to learn about the Oklahoma County program of Community Sentencing. Sunbeam Family Services, Inasmuch Foundation and United Way are working to develop their own plan to reduce incarceration of women from Oklahoma County. DOC was awarded the Second Chance Act grant of \$250,000 in federal money for reentry project focused on female offenders returning to Tulsa County. Tulsa County is responsible for approximately 25% of receptions every year. This grant will be matched by \$100,000 from DOC as a result of Representative Steele's bill, and \$150,000 from the George Kaiser Family Foundation. The Oklahoma Commission on the Status of Woman, DOC, and Oklahoma Woman's Coalition continue to meet to advance the work of female offender incarceration in the state. The Kaiser Foundation and Inasmuch recently supported an information challenge journalism grant for an 18-24 month period, in Oklahoma, to focus on women's issues. Oklahoma Institute for Child Advocacy held their annual meeting last week and developed their legislative agenda. They also released their kids count report which focuses on children of incarcerated parents.**
- Public Policy (formerly Legislative) – Chair Ged Wright, Members David Henneke and Earnest Ware (**Report was given earlier in the meeting by Neville Massie**).

- Population/Private Prisons – Chair Earnest Ware, Members David Henneke and Robert Rainey (**No report**).
- Public Affairs/State Boards Interface – Chair David Henneke, Members Matthew McBee and Linda Neal (**No report**).
- Executive – Chair Ted Logan, Members Matthew McBee and Earnest Ware (**No report**).

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

Mr. Henneke provided a copy of a white paper he received that the Department of Mental Health compiled, on being smart on crime and a cost study. Director said the smart of crime initiative has been pursued for several years and has possibilities. One of the pages indicates it would estimate that we would reduce our population by 11,220 if their proposal was enacted, but it would require massive legislative changes and a tremendous overhauling of the criminal code to make that happen. The component that would mandate that people be sentenced to diversion programs is what director feels is missing in the smart on crime initiative.

Chairman Logan noted there will not be a BOC meeting in November. In lieu of that meeting, the Board will be involved in a training session. The next BOC meeting will be in January, 2011.

19. ADJOURNMENT

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

Meeting adjourned at 2:15 pm.

I hereby certify that these minutes were duly approved by the Board on this 16th day of February, 2011, in which a quorum was present and voting.

Approved by:

Secretary of the Board

Date: February 16, 2011

Submitted by: _____
Minutes Clerk