

**OKLAHOMA BOARD OF CORRECTIONS MEETING**  
Lexington Assessment and Reception Center  
15151 Highway 39  
Lexington, Oklahoma

**1. Opening and Roll Call**

**Linda Neal, Chair**

Chair Neal called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 p.m. at the Lexington Assessment and Reception Center (LARC) on Friday, June 21, 2013. Chair Neal asked the clerk to call the roll:

Steve Burrage, Member	Present	Michael Roach, Member	Present
Kevin Gross, Secretary	Present	Hastings Siegfried, Member	Present
Gene Haynes, Member	Absent	Earnest Ware, Vice Chair	Present
Linda Neal, Chair	Present		

Calling of the roll reflected a quorum was present. Chair Neal welcomed those in attendance at the meeting and thanked Warden Farris for the tour of the facility earlier in the day as well as the service of lunch prior to the meeting.

**2. Welcome/Remarks**

**Jim Farris, Warden**

**Lexington Assessment and Reception Center**

Warden Farris greeted the Board and welcomed them to LARC for the meeting. He stated the facility is probably the most complex in Oklahoma. He stated the staff's management process is outstanding and he expressed his pride of their accomplishments. Warden Farris stated the reason for the complexity of the facility is due to the assessment and reception of offenders from county jails. He stated the capacity in assessment and reception is 418 offenders housed in Units 1 and 2. The offenders are assessed and then can be moved to a housing facility, including the medium security units at LARC. The facility has many programs available for the offenders, but those most noted are the Friends For Folks dog program, Oklahoma Correctional Industries (OCI), and CareerTech. The capacity count at LARC is currently 1,451 offenders and includes assessment and reception, medium security units, segregated housing unit, medical infirmary, and the minimum security unit. Warden Farris again thanked the Board for visiting the facility and invited the meeting attendees to tour after the meeting.

Chair Neal noted the referral by Warden Farris to the Friends For Folks dog program and encouraged the meeting attendees to view The Dogs of Lexington documentary which provides information about the program. She stated the video will impress viewers and allow them to see the program's innovation. No further comments or questions were made and the item was closed.

**3. Old Business**

**Linda Neal, Chair**

There was no old business brought before the Board.

**4. Approval of May 30, 2013, Board Meeting Minutes**

**Linda Neal, Chair**

No comments or questions were raised by the Board regarding the minutes from the May 30, 2013, meeting of the Oklahoma Board of Corrections. Chair Neal requested a motion to approve the minutes as provided by the clerk.

**Motion:** Mr. Roach made a motion to approve the meeting minutes and Mr. Gross seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – absent; Ms. Neal – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Ware – abstain.

The meeting minutes were approved by majority vote.

**5. Director's Comments**

**Justin Jones, Director**

Director Jones provided the following update to the Board:

- Twelve women graduated from the Female Diversion Program in May 2013. The Female Diversion Program was one of only three programs highlighted in the May 2013 Bureau of Justice Assistance State Criminal Justice Profile. Unfortunately, the District Attorney's Council elected not to fund the Justice Assistance Grant program in FY 2014 and the program will be seeking other funding sources.

- Oklahoma Department of Human Services (DHS) Child Welfare and Child Protective Services staff toured Mabel Bassett Correctional Center and met with Deputy Director Laura Pitman and Warden Rickey Moham on May 24, 2013, regarding the procedures for notifying DHS when an offender is pregnant and services for pregnant female offenders.
- Dick Conner Correctional Center (DCCC) Employees raised \$575, and the Offender Council donated \$600, for a total of \$1,175 donated to the tornado disaster relief fund.
- On May 23, 2013, a representative from the Oklahoma Messaging System videotaped offenders who wanted to read a story for their children and/or grandchildren.
- Replacement has begun on 30 telephone poles and 36 lights at the Mack Alford Correctional Center. The lights are being replaced with LED lighting and the expectation is to greatly reduce the amount of electricity used at the facility, provide better visibility, and require less maintenance labor.
- The fundraiser for Run Against Child Abuse at Oklahoma State Reformatory (OSR) was a great success. Through a partnership with Pizza Hut Mangum and Pizza Hut Hobart, the offenders at OSR raised a total of \$801 to donate to local charities for the prevention of child abuse.
- On May 10, 2013, Chair Neal and Deputy Director David Parker ate lunch at the pavilion with OSR staff. Before the lunch, Deputy Director Parker recognized Warden McCollum for his 25 years of state service.
- Oklahoma Correctional Industries (OCI) garment operations manufactured 7,483 offender uniform tops, 5,766 offender uniform pants and 688 offender coats for finished goods inventory. The goal is to maintain approximately 18,000 tops and pants and 2,000 coats in inventory to facilitate faster delivery of offender garments as needs arise in the facilities
- Two modular houses, constructed by OCI, were completed in May for delivery to Camp Gruber for the Oklahoma National Guard and seven more are scheduled for delivery in June.
- The contractor is finished with one side of one unit at Dick Conner Correctional Center for the Doors and Locks Replacement Project. The facility moved offenders into the recently finished side of the first unit and out of the next side to be worked on. Several minor design issues were detected with the completed unit and the warden and C&M project coordinator are working through these with the contractor. Work is progressing normally.
- The Kate Barnard Community Corrections Center Dental Clinic project is in the punch list stage for construction. As the final weeks are completed, the planning for durable medical equipment installation will start which includes delivery of several large x-ray machines.
- The new footprint work continues at Oklahoma State Penitentiary with the architect and engineer working on drawings of the new administration building. Security fence supplies are all on site along with the rock for between the fences. The stun fence electrical consultants have made two visits and their work is underway. They have approved the security fence plans and construction on fences has started with the construction of gates which will allow secure access between fences for the much needed security upgrades.
- In May, 114 males and 142 females completed the HIV peer education class. 90 males and 40 females completed Living Longer Living Stronger health education courses.
- On May 9, 2013, Chief Medical Officer Dr. Don Suttmiller, Dr. Ross Fisher from Lexington Assessment and Reception Center and Nurse Practitioner Melissa Rosas from Mabel Bassett Correctional Center met with OU Health Science Center Oncology/Hematology staff to discuss Oncology treatment and orders, and to improve communication between OU and ODOC staff.
- On May 30, 2013, Dr. Suttmiller participated as a presenter for a national webinar. *Aging Inmates: The Continual Graying of America's Prisons*, was presented by the Southern Regional Office of the Council of State Governments. Dr. Suttmiller discussed historical and current accommodations being made by ODOC for aging offenders and the challenges the growing population of older offenders present to any corrections agency.
- A multi-year contract for FY2014-FY2018 was awarded to Hibbs Funeral Home for indigent cremation services at a cumulative estimated amount of \$44,999.25.

- Director Jones attended and provided training to new directors on hot topics in corrections at the Association of State Correctional Administrators meeting June 14-16, 2013.
- An execution was held on June 18, 2013, and another is scheduled for June 25, 2013.

Chair Neal requested comments or questions from the Board but none were made.

## 6. Approval of Board Policy

Justin Jones, Director

- P-120100, Management of State Funds and Assets

Director Jones stated the approval of Board policy P-120100 Management of State Funds and Assets is an annual review and is required by ODOC accreditation with the American Correctional Association. He stated the policy was reviewed by the Executive Committee during their teleconference meeting on June 10, 2013. Changes in the policy were simple; the name of the Office of State Finance was corrected to read the Office of Management and Enterprise Services and the name of the Department of Central Services was corrected to read the Division of Capital Assets Management. The only other change in the policy was the names of the Board Chair and Vice Chair. Chair Neal requested a motion to approve the Board policy.

**Motion:** Mr. Gross made a motion to approve the policy and Mr. Siegfried seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – absent; Ms. Neal – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Ware – yes.

The policy was approved by majority vote.

## 7. Approval of Board Resolution for Condolences

Linda Neal, Chair

- Family of Theodore “Ted” R. Logan, Former Board of Corrections Member

Chair Neal stated a dear friend to the Board had passed away on June 13, 2013. She stated Mr. Theodore “Ted” Logan served on the Board for many years and was the first African American Warden in Oklahoma while employed with ODOC. Chair Neal expressed her sadness to have lost such a strong supporter of ODOC. She requested a motion to approve the Board Resolution for Condolences.

**Motion:** Mr. Ware made a motion to approve the resolution and Mr. Siegfried seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – absent; Ms. Neal – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Ware – yes.

The resolution was approved by majority vote and was then read into the meeting minutes by Mr. Gross, BOC Secretary.

*WHEREAS, the Oklahoma Board of Corrections has learned with great sorrow of the death of former board member Theodore “Ted” R. Logan, who served on the Oklahoma Board of Corrections from April 2004 until March 2012; and*

*WHEREAS, the Oklahoma Board of Corrections acknowledges the profound public service of Theodore “Ted” R. Logan, who served distinctly in the capacities of secretary (July 1, 2007—June 30, 2008), vice-chair (July 1, 2008—June 30, 2009), and chair (July 1, 2010—June 30, 2011) during his eight-year tenure on the Board; and*

*WHEREAS, the Oklahoma Board of Corrections and the Oklahoma Department of Corrections greatly benefitted from the experience and expertise of Theodore “Ted” Logan, whose background in criminal justice included serving as a counselor at the United States Disciplinary Barracks at Ft. Leavenworth, Kansas, retired employee of the Oklahoma Department of Corrections, and criminal justice instructor and department head at Rose State College; and*

*WHEREAS, Theodore “Ted” R. Logan was an active and effective member of the Oklahoma Board of Corrections and contributed to the efficiency and betterment of the operations of the Oklahoma Department of Corrections by serving on several Board committees, including executive committee, budget committee, female offender committee, legislative/public policy committee, population/private prisons committee, public affairs/state boards interface committee and Ad Hoc training committee; and*

*WHEREAS, Theodore “Ted” R. Logan was a true friend and loyal supporter of corrections with genuine care and concern for the Oklahoma Department of Corrections, its employees and offenders, including the establishment of a female offender division and also the Oklahoma Chapter of the National Association of Blacks in Criminal Justice; therefore, be it*

*RESOLVED that the Oklahoma Board of Corrections does hereby acknowledge the leadership, support, and service of Theodore "Ted" R. Logan and expresses deepest sympathy to his sons and daughters as well as other family members and friends upon his passing.*

*ADOPTED this 21<sup>st</sup> day of June, 2013.*

Chair Neal thanked Mr. Gross and stated the family would receive the resolution after all Board signatures had been obtained.

## **8. Program Update**

**Joe Ely, Ph.D., Instructional Leader  
Lexington Skills Center**

- CareerTech

Mr. Joe Ely stated he was an instructional leader at LARC for the Lexington CareerTech Skills Center which currently has four programs at the Skills Center: Plumbing Technology, HVAC/R, Cabinet Making Apprenticeship, and Electrical Trades. He stated their mission is to prepare the students for success in the workplace and in their community. The plumbing program started in January 2013 and currently has twelve students participating in the program. Mr. Ely stated one student graduated in June, receiving his GED and completing the Life Skills program. The offender visited with the transition specialist prior to his discharge and after his release to the Oklahoma City area, the offender was employed very quickly. Mr. Ely stated the diploma program can accommodate twelve students and has three students currently enrolled who, upon completion of the program, will be transferred to other institutions for employment on the offender maintenance crews. The other nine offenders are six months to one year from discharge to their communities.

Mr. Ely stated the HVAC program began in 2001 and has a current enrollment of thirteen students. As in the plumbing program, there are currently three students who will transfer after completion to other institutions for assignment to offender maintenance crews. After the offenders serve their apprenticeship time, they will be allowed to return to Lexington CareerTech Skills Center and test for their journeyman license. Even though the offenders have long-term sentences, there have been many students discharge to the streets after a few years and are able to find high-paying jobs in the HVAC industry. Mr. Ely stated the HVAC program has a training-related placement of 89.2% with a starting wage of \$12.56 per hour.

The Cabinet Making Program has thirty-three students, currently with eight in training and the remaining working at the Joseph Harp Correctional Center Furniture Factory. Presented to each Board member was a personalized nameplate made from scrap lumber by the four-year students in the program. Mr. Ely stated the students learn the technical skills needed for designing, cutting, staining and assembly of the finished product.

Mr. Ely stated their academic program supports the three programs mentioned, such as assisting the offenders with math skills needed for HVAC and cabinet building. The offenders also go through a green technology course and receive a Career Readiness credential before they are discharged which helps them when they return to their communities and are seeking employment through Workforce Oklahoma.

The Journeyman Licensing program brings offenders back to LARC from all ODOC institutional maintenance departments to participate in testing preparatory classes before being tested by PSI (Professional Services Industries, Inc.) at the facility to receive their license. To date, 150 students have obtained their journeyman licenses since the program began in 1998 at Mack Alford Correctional Center.

The Life Skills program was initiated to assist the offenders with reintegration. Mr. Ely stated (9) standards were identified in the program to help the offenders overcome the stumbling blocks they may encounter after release: seeking and maintaining employment; positive character traits; family and relationships; personal, family, and business management; legal rights and responsibilities; managing finances successfully; personal interactions and human relation skills; and anger management. Mr. Ely stated they conduct mock interviews as part of the academic program, bringing in people from businesses and industries along with ODOC staff and Career Tech staff, to perform an actual job interview with each offender. Current job advertisements are reviewed by the offenders and they complete an employment portfolio to prepare them for the mock interviews. The portfolio contains their current resume, reference letters from Career Tech instructors and pictures of the documented skills the offenders have acquired from completed projects. Mr. Ely stated the offenders also receive OSHA ten-hour safety training certification before they discharge from incarceration so they are ready to work when they show up on a work site.

Mr. Ely stated Career Tech employs two transition specialists; one in Tulsa and the other in Oklahoma City. The transition specialists visit with the offenders before they discharge from incarceration to determine their housing and clothing needs, location they will return to after release, etc. Mr. Ely stated recidivism studies conducted on Skill Center

graduates who are placed in training-related jobs have an 85% chance of survival when released to the streets while those students who are not placed in training-related jobs have a 67% chance of survival.

No further questions or comments were made by the Board.

## **9. Budget Update**

**Greg Sawyer, Chief  
Business Operations**

Mr. Sawyer stated the Board had received the agency's financial statements regarding appropriations for review prior to the meeting. He stated there is approximately \$3.5 million to finish the fiscal year which is above and beyond ODOC encumbrances and payroll. The deficits previously reported to the Board are covered by the funds available.

Mr. Ware asked if the agency had any surplus money for emergencies. Mr. Sawyer stated the \$3.5 million would be considered available for emergency purchases or payments. Mr. Ware queried if there were any encumbered monies to which Mr. Sawyer responded no. Mr. Burrage stated the Budget Committee met earlier this date and, as indicated by Mr. Sawyer, the agency has in excess of \$3.5 million as related to appropriated funds. He stated there was also the balance left in the revolving funds which was provided in the statement of appropriated funds, encumbrances, disbursements, and remaining balance. He stated the Board should have received a statement on Fund 200, Fund 205, and Fund 280 which reflected the beginning and ending balance for this year along with receipts and disbursements from the accounts throughout the year.

Mr. Burrage advised the Board he would respond to questions relating to the financial statements previously provided to them. Mr. Ware queried why there was not a budget report in the packets on this date. Mr. Burrage stated he felt there was some misleading information in the financial statements provided to the Board and reflected beginning balances, receipts, and disbursements in the revolving funds plus an estimate of the agency's encumbrances and threw the agency in a negative cash balance, which is illegal. Mr. Ware stated he respected Mr. Burrage's and Mr. Sawyer's expertise but he considers himself a "lay person" and requested they speak in a vernacular he understands. Mr. Ware stated the comment by Mr. Burrage of things being misleading brings more questions than answers. Mr. Burrage stated it was his intent for the report to be provided in a language everyone can understand. Mr. Burrage stated he had been in discussion with the committee and Mr. Sawyer on the report so there is no confusion on what is reported out of the Budget Committee and the general public can review the statements to understand them.

Mr. Burrage stated the Budget Committee also discussed the financial statements regarding the enterprise funds of the for-profit entities - Oklahoma Correctional Industries and Agri-Services - which have the same characteristics as a private business. He stated they are material in relation to the whole of ODOC and have assets in excess of \$30 million. They also have revenues which will reach \$27-\$37 million annually. Mr. Burrage stated the committee will be discussing their accounting procedures to ensure there is an adequately controlled environment and systems in place to protect the assets of these two entities.

Mr. Siegfried stated his understanding of the financial reports sent to the Board indicates ODOC has approximately \$3.5 million in excess, which Mr. Sawyer confirmed, to cover any surprise or emergency expenditures between this date and June 30, 2013. Mr. Siegfried stated if there are overages, there is the possibility of utilizing the \$3.5 million as well as using the funds in the revolving accounts. Mr. Sawyer agreed, noting there must be balances available in the revolving accounts. Mr. Siegfried stated this is to cover any event such as an emergency expenditure outside of the planned budget provided by the legislature and allows ODOC to not request supplemental funding. Again, Mr. Sawyer agreed with Mr. Siegfried's statement. Mr. Burrage stated the funds in the three accounts are approximately \$20 million. Director Jones clarified the majority of the unrestricted revolving accounts is currently being spent to finish the fiscal year in reference to offender growth, medical beds, backup county jail beds, and additional private prison beds. Director Jones stated the unrestricted revolving accounts, with the exception of the Canteen account, are assisting with the needs caused by offender growth and underfunding in areas ODOC has no control over. Director Jones queried of Mr. Sawyer if he expects the unrestricted account and Fund 200 account monies to be spent. Mr. Sawyer stated he expects the majority of the monies to be spent although there is \$2 million already earmarked for a project and will not be touched. He stated ODOC is relying on the Fund 200 to finish out the fiscal year. Director Jones also clarified the Fund 280 account requires legislative authorization to access those funds for expenditures.

No further questions or comments were made by the Board.

## **10. Approval of Private Prison Contract Extension**

**Mike Oakley, General Counsel**

- GEO Group, Inc.

Mr. Oakley stated ODOC is on the final year of the GEO Group, Inc., contract for the Lawton Correctional Facility but have not been able to reach an agreement on the final terms of the contract for the upcoming year. Mr. Oakley asked the Board for approval of a thirty-day extension while the contract is negotiated.

**Motion:** Mr. Gross made a motion to approve the GEO Group, Inc., contract extension. Mr. Roach seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – absent; Ms. Neal – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Ware – yes.

The contract extension was approved by majority vote. No further comments were made and the item was closed.

**11. Approval of Private Prison Contract Renewal**

**Mike Oakley, General Counsel**

- Corrections Corporation of America (CCA)

Mr. Oakley stated the CCA contract is also in the final year and he is requesting approval to continue the contract for one more year. Mr. Siegfried queried if the contract allowed ODOC to make modifications between this date and the end of the final contract next year such as capacity or rates. Mr. Oakley stated ODOC can discuss and renegotiate for additional capacity throughout the year. Chair Neal clarified even though the contract is just being renewed for another year there can be revisions made to the contract. Mr. Oakley stated the contract can be revised at any time to contract for additional beds provided CCA has the beds available.

**Motion:** Mr. Siegfried made a motion to approve the CCA contract renewal. Mr. Roach seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – absent; Ms. Neal – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Ware – yes.

The contract renewal was approved by majority vote. No further comments were made and the item was closed.

**12. Population Update**

**Laura Pitman, Ph.D., Deputy Director  
Institutions, Division I**

Dr. Pitman provided the following population update as of May 31, 2013:

Total System Offender Population = 26,510	EMP = 16
DOC Facilities = 17,937	PPCS = 1
Private Prisons = 5,453	Probation Supervision = 21,026
County Jails with Contracts = 611	Parole Supervision Offenders = 3,004
Halfway Houses = 1,155	Total System Population = 50,540
Out Count (jails, hospitals, etc.) = 675	County Jail Backup = 1,697
GPS = 662	

Dr. Pitman stated the entire total system offender population had increased by 641 from May 31, 2012, and the majority of the increase had been in private prison beds (678) and county jail contract beds (115). County jail backup continues to be a challenge for ODOC and has increased by 148 since May 31, 2012. Director Jones noted this report was dated May 31, 2013, but the offender population has grown and as of this date there is an additional 684 net growth since June 21, 2012. The past year has seen tremendous growth which is causing ODOC many issues. Director Jones stated ODOC staff will meet with the Population/Private Prisons Committee next month to discuss housing options for the continued growth in county jails and ODOC facilities. Director Jones noted as more counties reach capacity they will invoke the 72-hour rule and ODOC will struggle to comply with housing needs.

Chair Neal asked Dr. Pitman to explain the 72-hour rule referenced by Director Jones. Dr. Pitman stated Oklahoma State Statute allows for counties who are over capacity, in accordance with Oklahoma Department of County Health guidelines, to invoke their excess offenders to be received by ODOC within 72 hours. Director Jones stated when the counties invoke this rule ODOC does not have any option but to accept those offenders immediately even if there are not any beds available. Mr. Roach queried how often this happens to which Dr. Pitman replied almost weekly and sometimes daily depending on the county. She noted Tulsa County has been invoking every Monday for the last several weeks and it is expected they will do so again on Monday, June 24, 2013. No further questions or comments were made and the item was closed.

**13. Election of Officers**

**Linda Neal, Chair**

Mr. Roach nominated Board members Mr. Gross as Chair, Mr. Siegfried as Vice Chair and Mr. Burrage as Secretary for the upcoming year.

**Motion:** Mr. Roach made a motion to approve the nominations as stated. Mr. Burrage seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – absent; Ms. Neal – no; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Ware – no.

The elections were approved by majority vote. No further comments or questions were made and the item closed.

**14. Committee Reports**

**Committee Chairs**

No reports or updates were provided by the committee chairs.

**15. New Business (Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.” 25 O.S. § 311)**

**Linda Neal, Chair**

No new business was brought before the Board and the item closed.

**16. Announcements**

**Linda Neal, Chair**

No announcements were brought before the Board and the item closed.

**17. Executive Session**

**Mike Oakley, General Counsel**

- Resignation of Director
- Succession Plan for Hiring and Appointment of Director
- Pending Investigation of Offender Death

Mr. Oakley advised the Board of the need to adjourn to Executive Session.

**Motion:** Mr. Roach made a motion to adjourn to Executive Session. Mr. Burrage seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – absent; Ms. Neal – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Ware – yes.

The adjournment was approved by majority vote and the Board adjourned at 1:40 p.m. to Executive Session. At 3:10 p.m., the Board returned from Executive Session.

**Motion:** Mr. Ware made a motion to return from Executive Session. Mr. Roach seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – absent; Ms. Neal – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Ware – yes.

The return was approved by majority vote and the Board resumed the meeting at 3:11 p.m. Chair Neal asked for a motion to approve the formation of a search committee for the new director of ODOC.

**Motion:** Mr. Burrage made a motion to form an Ad Hoc Director Search Committee. Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – absent; Ms. Neal – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Ware – yes.

The Ad Hoc Director Search Committee was approved by majority vote. Chair Neal noted the new Board chair, Mr. Gross, will assign members to the committee prior to the next meeting.

**18. Adjournment**

**Linda Neal, Chair**

There being no further business to come before the meeting, Chair Neal requested a motion to adjourn the meeting.

**Motion:** Mr. Ware made a motion to approve adjourning the meeting. Mr. Roach seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – absent; Ms. Neal – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Ware – yes.

The meeting adjournment was approved by majority vote and the meeting ended at 3:15 p.m. The next meeting will be on Friday, July 26, 2013, at 1:00 p.m. at the Mabel Bassett Correctional Center in McLoud, Oklahoma.

Submitted to the Board of Corrections by:

**[signature on file]**

\_\_\_\_\_  
Kimberley Owen, Minutes Clerk

\_\_\_\_\_  
Date

I hereby certify that these minutes were duly approved by the Board on the twenty-sixth day of July, 2013, in which a quorum was present and voting.

Approved by:

**[signature on file]**

\_\_\_\_\_  
B. Steve Burrage, Secretary of the Board

\_\_\_\_\_  
Date