

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING**

Oklahoma State Reformatory  
1700 East First Street  
Granite, Oklahoma  
November 22, 2013

**1. Opening and Roll Call**

**Kevin Gross, Chair**

Chair Gross called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 10:09 a.m. at the Oklahoma State Reformatory (OSR) on Friday, November 22, 2013. Chair Gross asked the clerk to call the roll:

|                          |         |                       |         |
|--------------------------|---------|-----------------------|---------|
| Steve Burrage, Secretary | Present | Linda Neal, Member    | Present |
| Kevin Gross, Chair       | Present | Michael Roach, Member | Present |
| Gene Haynes, Member      | Present | Earnest Ware, Member  | Present |

Calling of the roll reflected a quorum was present.

**2. Welcome/Remarks**

**Tracy McCollum, Warden  
Oklahoma State Reformatory**

Warden McCollum greeted the Board and welcomed attendees to the facility. He stated Oklahoma State Reformatory was authorized in 1909 but was not completed until 1914 and was built utilizing prisoner labor. The facility is comprised of approximately 1,700 acres and the land is utilized by Agri-Services to raise wheat and cattle. Unique to the facility is the Lakeside High School which was built inside the walls in 1921, making it the first accredited high school in the United States to be behind prison walls. It was also the first integrated school within Oklahoma when it opened. In 1927, correctional history was made with the appointment of Clara Waters as Warden. She was the first female warden over an all-male facility in the history of the United States.

The facility's current count is 803 medium security and 200 minimum security offenders. The facility is authorized and budgeted for 176 staff members and there are currently 140 positions filled. Types of services provided by the offenders include food service, building orderlies, yard maintenance, building maintenance, vehicle maintenance and repair, warehouse, laundry, education tutors and barbers. Programs consist of Marriage Preparation, Victim Impact, Life Skills, Thinking For a Change, GED, college courses to obtain an associate's degree, Genesis One, Walk the Line, ABE, Alcoholics Anonymous, Anger Management, CareerTech, Celebrate Recovery, Literacy, New Life Behavior, and the Faith and Character Program. The facility also houses Oklahoma Correctional Industries garment factory which produces offender clothing used within the ODOC. In addition to offender clothing, the factory also produces duffle bags used for transfer of offender property, bed linens, and towels. The factory currently employs fifty-six (56) offenders.

Warden McCollum stated the Oklahoma Agri-Services is a multi-faceted operation. Offenders are utilized on a cowboy crew to work and maintain cattle and horses. They also plant and maintain the hay production and grind feed for the livestock. Utility crews perform general farm repair, mend fences, haul hay, maintain weed control in the fenced areas, and general repair of all ODOC farm vehicles.

Major construction projects have included replacing the roofs on the minimum security unit kitchen, the canteen, one unit, and the chapel. The facility's budget for FY 2013 was \$2.15 million and the budget for FY 2014 is \$2.15 million.

**3. Old Business**

**Kevin Gross, Chair**

There was no old business brought before the Board.

**4. Approval of October 25, 2013, Board Meeting Minutes**

**Kevin Gross, Chair**

The minutes for the BOC Meeting held on October 25, 2013, were provided to the Board for review prior to the meeting this date. Chair Gross queried if there were any comments or questions about the minutes as presented. Receiving none, he requested a motion to approve the minutes as provided by the clerk.

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

The meeting minutes were approved by majority vote.

## 5. Interim Director's Comments

**Edward L. Evans, Interim Director**

Interim Director Evans provided the following comments:

- On November 8, 2013, Interim Director Evans attended the dedication of the chapels at Dick Conner Correctional Center. Both chapels, provided by World Mission Builders and the Chapel Coalition, provide sanctuaries for religious services and much-needed program space.
- On November 13, 2013, Interim Director Evans spoke to deputy wardens and chiefs of security at their quarterly meeting. Discussion pertained to the budget, current events, security measures and an update on the Director's hiring process.
- Interim Director Evans met with members of the Governor's office on November 15, 2013, to discuss the Council on Law Enforcement Education and Training commissioning and certification.
- Interim Director Evans toured the Northeast Oklahoma Correctional Center on November 18, 2013, and met with facility staff to provide updates on the budget, current events, and an update on the hiring process for the Director.
- The Oklahoma State University College of Veterinary Medicine received a grant to study a new process for stunning slaughter cattle. Agri-Services Administrator Brad Bailey was successful in having the test conducted at Jackie Brannon Correctional Center meat plant and for ODOC to utilize the meat instead of discarding it.
- Several staff was promoted to upper management positions in the past few months: Tommy Sharp promoted to deputy warden at Mack Alford Correctional Center on October 1, 2013; Jenny Dillon appointed to deputy warden at Lexington Assessment and Reception Center on November 1, 2013; Debra Aldridge appointed to deputy warden at Howard McLeod Correctional Center; and Tom Nelson promoted to assistant district supervisor for Tulsa County Community Corrections on November 18, 2013.

No further comments were made.

## 6. Program Update

- Faith and Character Program

**Ron Roskam, Coordinator  
Faith and Character Program  
Oklahoma State Reformatory**

Mr. Roskam stated the Faith and Character program began in 2006 when ODOC was researching implementation of a faith-based housing unit. ODOC staff observed Texas, Kansas and Florida corrections systems which had implemented Faith and Character Programs. In those states, staff had noted a reduction in violence and serious incidents as well as a reduction in mental health issues as the offenders in the programs learned to deal with their issues and with each other. Based on their research, ODOC staff implemented a Faith and Character pilot program at Mabel Bassett Correctional Center, and later at OSR as well as Dick Conner Correctional Center. The programs in Oklahoma had the same results as those seen in Texas, Kansas, and Florida.

The main objective of the Faith and Character Program is to effectively manage behavior of long-term offenders by providing opportunities for behavior change through faith and secular programming. The same materials are utilized for both sides of the program but they are applied in different ways. The second objective was to impact the environment of the entire prison facility by promoting positive offender behavior when they return to the general population. Within the program, the offenders learn how to live with each other using pro-social skills learned through the character-building steps.

There have been five cycles since implementation of the program with 353 offenders participating in the faith program and 355 participating in the character program. Of those 708 participants, 356 offenders have successfully graduated from the program and moved back into general population housing. Mr. Roskam noted the program is strictly voluntary participation and if the offender decides the program is not a good fit, they are allowed to leave the program with no penalty. Due to the length of the program, the offenders who volunteer to participate must have at least 365 days remaining to serve or 12-15 months.

Ms. Neal queried if there had been a difference in the population at OSR since the mission change and moving older offenders to the facility. Mr. Roskam stated he had only been working at the facility for two months, but reviewing the history of the facility there was a vast improvement in the number of misconducts issued on the various units once the offenders complete the program. There were no other comments or questions from the Board.

**7. Budget Update**

**Greg Sawyer, Chief  
Business Operations**

Mr. Sawyer stated the FY 2014 Budget Activity Report was provided to the Board in their packets. Mr. Sawyer provided the following financial summary as of October 31, 2013:

|   |                 |                       |
|---|-----------------|-----------------------|
| FY2014 Budget Work Program  |                 |                       |
| Appropriated  |                 | \$463,731,068         |
| 200 Fund  |                 | \$18,757,331          |
| 205 Fund  |                 | \$2,957,068           |
| Total – BWP   |                 | <u>\$485,445,467*</u> |
| <i>*Excludes Prison Industries and Community Sentencing and Federal Funds</i> |                 |                       |
| Y-T-D Expenditures  |                 | \$(141,455,412)       |
| Appropriated  | \$(140,186,186) |                       |
| 200 Fund FY 14  | \$(932,403)     |                       |
| 205 Fund FY 14  | \$(336,823)     |                       |
| Encumbrances  |                 | \$(144,166,711)       |
| Committed   |                 | \$(1,309,289)         |
| Remaining Payroll   |                 | \$(167,148,287)       |
| <b>Available Balance</b>  |                 | <b>\$31,365,768</b>   |

Mr. Sawyer noted there are several activities throughout the year which are non-cumbered and the balance is expected to continue to decrease as the year progresses.

|                              |  |                      |
|------------------------------|--|----------------------|
| Appropriated Operating Funds |  |                      |
| Budgeted                     |  | \$463,731,068        |
| Expenditures Y-T-D           |  | \$(140,186,186)      |
| Encumbrance Y-T-D            |  | \$(135,721,731)      |
| Total Committed Y-T-D        |  | <u>\$(1,088,881)</u> |
| Available Balance            |  | \$186,734,270        |
| Less:                        |  |                      |
| Payroll                      |  | \$(167,148,287)      |
| <b>Available Balance</b>     |  | <b>\$19,585,983</b>  |

|                                 |  |                  |
|---------------------------------|--|------------------|
| 200 Revolving Fund              |  |                  |
| Beginning Cash Balance 7/1/2013 |  | \$8,847,121      |
| Revenue Received Y-T-D          |  | \$5,414,412      |
| Expenditures Y-T-D              |  | \$(13,984,768)   |
| Adjustments Y-T-D               |  | \$(500)          |
| Ending Balance                  |  | <u>\$276,265</u> |

|                                 |  |                  |
|---------------------------------|--|------------------|
| 205 Revolving Fund              |  |                  |
| Beginning Cash Balance 7/1/2013 |  | \$1,100,947      |
| Revenue Received Y-T-D          |  | \$3,109,790      |
| Expenditures Y-T-D              |  | \$(3,523,676)    |
| Adjustments Y-T-D               |  | \$0.00           |
| Ending Balance                  |  | <u>\$687,061</u> |

|                                 |                  |
|---------------------------------|------------------|
| 280 Revolving Fund              |                  |
| Beginning Cash Balance 7/1/2013 | \$4,307,972      |
| Revenue Received Y-T-D          | \$7,912,766      |
| Expenditures Y-T-D              | \$(7,805,260)    |
| Adjustments Y-T-D               | <u>\$(4,751)</u> |
| Ending Balance                  | \$4,410,727      |

Mr. Sawyer reminded the Board the agency has not received legislative authorization to utilize the 280 Funds. Mr. Burrage thanked Mr. Sawyer for his report and noted this was Mr. Sawyer's last day with the agency. Mr. Burrage stated he had known Mr. Sawyer for many years including when he worked with the House staff. Mr. Burrage stated he thought Mr. Sawyer had done a great job and expressed his appreciation for his work with the agency. No further questions or comments were made by the Board.

**8. Population Update**

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

- Alternatives for Addressing Population Growth
- Budget Impacts

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

|   |                                      |
|---|--------------------------------------|
| Total System Offender Population = 26,880 | EMP = 16                             |
| DOC Facilities = 18,040                   | PPCS = 1                             |
| Private Prisons = 5,797                   | Probation Supervision = 21,085       |
| County Jails with Contracts = 585         | Parole Supervision Offenders = 3,156 |
| Halfway Houses = 1,160                    | Total System Population = 51,021     |
| Out Count (jails, hospitals, etc.) = 688  | County Jail Backup = 1,634           |
| GPS = 593                                 |                                      |

No further questions or comments were made.

**12. Approval of Agency Plan for Addressing Population Growth**

**Kevin Gross, Chair**

Chair Gross noted the Board had met on November 21, 2013, to specifically discuss alternatives to address the offender population growth. He stated staff presented viable options and questions arose which staff would answer in the near future. Chair Gross noted the Board would not vote on a plan until the questions raised during the previous day's meeting were answered.

**14. Committee Reports**

**Committee Chairs**

Chair Gross asked the committee chairs for their reports.

- **Budget Committee**  
Mr. Burrage stated the Board members received all the financial information prior to the meeting. He stated they had also received the financial statements on the private enterprise funds as well. He noted there was an article in the Daily Oklahoman regarding the agency's funding needs and the underutilization of halfway houses. He stated he was encouraged by the legislative recognition of ODOC's need for funding.
- **Female Offender Committee**  
Ms. Neal stated there was no report from the committee.
- **Public Policy/Public Affairs Committee**  
Mr. Ware stated there was nothing to report from the committee.
- **Population/Private Prisons Committee**  
Ms. Neal stated there was nothing to report from the committee.
- **Executive Committee**  
Chair Gross stated the committee met via telephone on November 6, 2013, to discuss the agenda for the meeting.
- **Ad Hoc – Director Search Committee**  
Chair Gross stated Mr. Siegfried has resigned from the Board because of his work commitments and the Governor's Office is in the process of selecting an appointee to replace him. Chair Gross has assumed the chair

position of the Director Search Committee with Mr. Siegfried's departure. He stated he would provide his report to the Board in Executive Session.

**15. New Business** **Kevin Gross, Chair**  
No new business was brought before the Board.

**16. Announcements** **Kevin Gross, Chair**  
No announcements were made.

**17. Approval to Adjourn for Executive Session** **Mike Oakley, General Counsel**  
· Applicants under consideration for the Director of Corrections  
Mr. Oakley advised the Board of the need to adjourn to Executive Session for discussion of the applicants who are under consideration for Director of Corrections.

**Motion:** Mr. Ware made a motion to adjourn to executive session and Mr. Roach seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes.  
The adjournment was approved by majority vote and the Board adjourned at 10:33 a.m. to Executive Session.

**18. Approval to Return from Executive Session** **Mike Oakley, General Counsel**  
At 11:15 a.m., the Board returned from Executive Session. Mr. Oakley advised the Board of the approval needed to return from Executive Session.

**Motion:** Mr. Ware made a motion to return from Executive Session and Ms. Neal seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes.  
The return was approved by majority vote and the Board resumed the meeting at 11:15 a.m.

**18. Approval of Further Action by the Director Search Committee** **Kevin Gross, Chair**  
There was not a voting item discussed during the Executive Session so no further action was required after the return.

**19. Adjournment** **Kevin Gross, Chair**  
There being no further business to come before the meeting, Chair Gross requested a motion to adjourn the meeting.

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

The meeting adjournment was approved by majority vote and the meeting ended at 11:17 a.m. The next Board meeting is scheduled for 1:00 p.m. on Thursday, January 9, 2014, at the Oklahoma Department of Corrections in Oklahoma City, Oklahoma.

Submitted to the Board of Corrections by:

**Signature on file**

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

**1/9/2014**

\_\_\_\_\_  
Date

I hereby certify that these minutes were duly approved by the Board on the ninth day of January, 2014, in which a quorum was present and voting.

Approved by:

**Signature on file**

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

**1/9/2014**

\_\_\_\_\_  
Date