OKLAHOMA BOARD OF CORRECTIONS MEETING
Hillside Community Corrections Center
3300 N Martin Luther King Ave
Oklahoma City, 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 1:05 p.m. at Hillside Community Corrections Center (HCCC) on Thursday, April 25, 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	Present	Earnest Ware, Vice Chair	Present
Linda Neal, Chair	Present		

A quorum was present and the meeting continued. Chair Neal welcomed everyone in attendance, noting it was a sign of support to see so many present for the meeting. She stated she would like to introduce special guests in the audience before beginning the meeting. Chair Neal then recognized the following former BOC members and thanked them for attending the meeting: Robert Rainey, David Henneke, Beverly Young, and Greg Hall. She once again welcomed everyone to the meeting, and then moved to the next item on the agenda.

2. Welcome/Remarks **Sharon Harrison, District Supervisor**
Female Offender Community Corrections
and Residential Services

Chair Neal opened the floor to District Supervisor (DS) Harrison. DS Harrison greeted the Board, welcoming them to HCCC for the meeting. DS Harrison stated the facility has the capacity to house 260 offenders and can provide various programs to the residents. The programs and activities at the facility are designed to assist the offenders with reintegration back into the community. DS Harrison stated the facility has a work release program to assist the offenders in positive work habits and marketable job skills. There are approximately 135 offenders participating in the program at this time. In addition, the Prisoner Public Works Program sends offenders to various agencies for jobs, such as the Governor's Mansion, State Capitol, and the Regional Food Bank in Oklahoma City. Programs at the facility to reconnect the women back to the community include Thinking for a Change, GED, Adult Basic Education, Literacy and Girl Scouts Beyond Bars. DS Harrison stated the offenders also have access to religious services onsite as well as in the community at local churches. DS Harrison stated there are several volunteers who transport the offenders to services at Redemption Church, Mt. Olive Baptist Church, and Memorial Road Church of Christ. The volunteer services are much appreciated to assist with the offenders' reintegration back into the community. DS Harrison stated the Food Service staff and offenders are also a busy part of the facility. Not only do they prepare three meals a day for the facility, they also have staff and an offender crew which works at the Department of Public Safety to provide meals for the training academy.

DS Harrison stated she also provides oversight of three (3) halfway houses: Catalyst-Enid in Enid, a 90-bed facility which focuses on work release; Center Point, Inc., in Tulsa, a 32-bed residential drug treatment facility; and Turley Residential Center in Tulsa, a 180-bed facility which focuses on work release.

DS Harrison again thanked everyone in attendance at the meeting and closed her comments. Ms. Neal thanked DS Harrison and the staff at the facility for the tour earlier in the day, noting the excellent condition of the yard and buildings. No other comments or questions were made and the item was closed.

3. Old Business **Linda Neal, Chair**

Chair Neal opened the floor for old business. No comments were noted and the item was closed. Ms. Neal then recognized Ms. Rebecca Frazier, Assistant General Counsel for Governor Fallin, present in the audience.

4. Approval of March 28, 2013, Board Meeting Minutes **Linda Neal, Chair**

Chair Neal opened the floor for approval of the minutes from the March 28, 2013, meeting of the Oklahoma Board of Corrections. No comments or questions were raised by the Board regarding the minutes.

Motion: Mr. Gross made a motion to approve the meeting minutes. 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. Siegfried – abstain; Mr. Ware – yes.

The meeting minutes were approved; no other comments or questions were made and the item was closed.

5. Director's Comments **Justin Jones, Director**

Chair Neal opened the floor to Director Jones for his comments. Director Jones again recognized former BOC member, Greg Hall, and thanked him for attending the meeting. Director Jones stated narrowing down the number of updates provided to the Board is challenging due to the complexity of the agency. He stated with so many things occurring, such as reentry, prevention, drug treatment, sewage lagoons, construction work, etc., the Director's comments can become quite lengthy and he asked for the Board's understanding while providing the following updates.

- The Oklahoma Correctional Employee Memorial, sponsored by the Oklahoma Correctional Employee Memorial Foundation, is currently under construction at Administration. This memorial will be dedicated to the correctional employees killed in the line of duty and Director Jones stated he was proud to advise there is no other memorial of this type in the United States. The dedication of the memorial is scheduled for July 19, 2013, and will be open to the public.
- The Annual Play Days for female offenders and their children took place at Dr. Eddie Warrior Correctional Center on March 21-22, 2013. Sixty-nine (69) children from the Oklahoma City and Lawton areas participated in games and activities on Thursday, March 21, and eighty-eight (88) children from the Tulsa area on Friday, March 22. Director Jones noted the event was started by Mr. Ted Logan, former ODOC employee and BOC member, when he had oversight of Mabel Bassett Correctional Center.
- Agri-Services have begun the process of centralized distribution of kosher meals to all facilities within the state and will soon begin delivery of Halal meals.
- There are currently twenty-seven (27) offenders enrolled in college classes at Dick Conner Correctional Center (DCCC).
- Oklahoma State Reformatory (OSR) graduated twenty-seven students. Eight (8) received barber shop completions and two (2) received associate degrees through Western Oklahoma State College. The Clinton District United Methodist Church provides funds to offer financial assistance to offenders for purchasing books in the college program at OSR.
- *The Daily Ardmorite* published a positive article on March 24, 2013, in regards to the Methamphetamine Lab Storage Containers manufactured by Oklahoma Correctional Industries and installed on March 23, 2013, at the Carter County Sheriff's Department. The article discusses the purchase price savings incurred by the Oklahoma Bureau of Narcotics as well as the savings on environmental cleanup costs due to these being portable storage containers. These containers can be moved to one location for the environmental cleanup company to perform their duties as opposed to the extensive travel and staff waiting-time required to secure and clean them prior to implementing the portable units.
- ODOC introduced a new line of Modular Office Systems, updating some of the paper management, lighting, and electrical features now available. A display of the new offering was installed in the OCI showroom area the week of April 8, 2013, and is currently ready for viewing.
- Dr. Don Sutmiller, Chief Medical Officer, and David Wortham, OSR Faith & Character Program Director, will be nationally recognized as "Best in the Business" in the July/August edition of Corrections Today.
- Work is underway on the DCCC door and lock replacement project. Approximately forty (40) doors have been cut out with demolition work continuing. Due to the extent of work required, this is a long-term project with an estimated total price of $3.5 million, which is taken out of the revolving fund accounts.

  An "Indefinite Date Indefinite Quantity" (IDIQ) has been submitted for the Lexington Assessment & Reception Center door and lock replacement project which is similar to the DCCC project.

  Work is also proceeding at Oklahoma State Penitentiary for air conditioner replacement with a scheduled completion date of June 2013.

- Electrical supply issues at LARC and James Crabtree Correctional Center (JCCC) have caused delays in the installation of air conditioning units, which ODOC received from Oklahoma Juvenile Authority when the Raider Center was closed. OG&E at LARC states they should have their section online soon. The boring company at JCCC was expected the week of April 8, 2013. Once the boring is completed, the electric company will set the transformer needed to provide power to the unit.
- Offenders from the Mangum Community Work Center are building a new Senior Citizens Building for the City of Granite.
- Contracts and Acquisitions worked with Central Purchasing and ODOC Agri-Services to develop a draft agreement between ODOC and Quest, who is a resource management partner of the Wal-Mart Distribution Center in Pauls Valley. The contract will allow Agri-Services to purchase produce in bulk, at substantial cost savings, which will then be processed by the Agri-Services food processing plant.
- Recruiting division staffed the following career fairs during March 2013: Oral Roberts University; Oklahoma City Community College; Oklahoma State University-OKC; Missouri Southern University in Joplin, Missouri; Great Grads Career Fair in Oklahoma City; Langston University; University of Arkansas, Ft. Smith; Oklahoma City University (Medical and Nurses); Tulsa Community College; and Texas Women's University in Denton.
- Medical staff from multiple facilities along with staff at OU Health Science Center participated in training for the telemedicine that will be provided by the OU Infectious Disease Clinic. In January 2013, ODOC expanded the use of telemedicine in the care of offender patients. The use of telemedicine will save some medical transports, and increase access and quality of care of ODOC offender patients.
- Dr. Sutmiller and Genese McCoy, as well as health service administrators (HSA's) from multiple facilities, met at Joseph Harp Correctional Center (JHCC) to develop the criteria for offenders who may need nursing home care, infirmary care and medical step-down-unit care. With the increasing age of the offenders and their medical conditions, ODOC staff thought it prudent to look at what is needed, and how those levels of medical care would be defined. This should also help with how ODOC utilizes all the infirmary beds and the ADA Unit at JHCC.
- The new name for the ODOC training and continuing education unit is the Oklahoma Correctional Career Development Center (OCCDC) and Dr. Don Kiffin is the new administrator for the training and education unit.
- The Internal Affairs Fugitive Unit apprehended seventeen (17) ODOC fugitives from the ODOC fugitive list. The fugitive list currently totals eighty-seven (87) fugitives. The unit also assisted with the US Marshall's Violent Crime Task force with six (6) arrests.
- As of the end of March 2013, the IA Intelligence Unit has registered 2,444 offenders as Security Threat Group members.
- May 6-10, 2013, is Annual Correctional Officer week. An awards luncheon will be held on Wednesday, May 8, followed by recognition of correctional officers on the House and Senate floors.
- The Oklahoma Peace Officers Memorial Service at the Oklahoma Department of Public Safety will be held on May 10, 2013. The ODOC Honor Guard participates in the service every year and this year, PPO Jeffery McCoy, killed in the line of duty in May 2012, will be recognized during the memorial service.
- The National Peace Officer Memorial Service will be held in Washington, DC, May 14-16, 2013. The ODOC Honor Guard and several probation and parole officers from the Jeffery McCoy Central District will be accompanying the McCoy family to the national service to act as escorts for the family during the services.
- Director Jones was reappointed to the Council of State Governments Board of Directors for the Justice Center. He remains the only correctional administrator on the board.
- Director Jones was elected Chair of the Commission on Accreditations for the American Correctional Association (ACA). As chair, he will have the final decision on any international, federal, state, or county facility that loses their ACA accreditation and appeals the result of the ACA audit.
- The Attorney General's Office has notified ODOC of six (6) possible executions before the end of 2013.

Chair Neal opened the floor for comments and when no Board member spoke, she stated she would like to comment on an article published by The Daily Oklahoman on Wednesday, April 24, 2013. Chair Neal stated she regretted the news media chose to make public the Director's private life which she felt had no bearing on his job appointment. She stated

the issue was dealt with by a search committee, two governors, the Oklahoma State Bureau of Investigation, the Federal Bureau of Investigation, and the Attorney General and none of these entities found a conflict with the Director's personal life in regards to the policies of the ODOC. Chair Neal stated the article containing old information left her disappointed and she felt it was highly distasteful. She stated the Board members would find documentation in their packets supporting these findings and she offered her apology to Director Jones for the embarrassment caused to him and his family by the article.

6. Approval/Renaming of Hillside Community Corrections Center **Laura Pitman, PhD., Deputy Director**

- Kate Barnard Community Corrections Center **Institutions, Division I**

Chair Neal opened the floor to Dr. Pitman for presentation of the history of Kate Barnard and approval of the renaming of the HCCC to the Kate Barnard Community Corrections Center. Dr. Pitman provided the following information about Kate Barnard, excerpted from *Kate Barnard, Oklahoma's Good Angel* by Bob Burke and Glenda Carlile (2001) and *Saint Kate*, Oklahoma Today Magazine article, written by Jim Logan (November/December 2012). Dr. Pitman stated Kate's passion for serving the disenfranchised was borne of her own experience. Catherine Ann Barnard, affectionately referred to as "Kate," was born on May 23, 1875, near Alexandria, Kansas. When she was 20 months old, Kate's mother and a week-old sibling died. Kate was passed from relative to relative while her older step-brothers were raised by her grandparents and were never a part of her life. At age six, Kate's father remarried; however, this marriage ended in divorce and Kate was again motherless. After this, Kate's father took her with him as he traveled from job to job and state to state. She frequently stayed with strangers and never lived in one town long enough to make friends or continuously attend school.

Dr. Pitman stated Kate's father came to Oklahoma for the land run on April 22, 1889, leaving her in the care of others. He lost his claim, but stayed in Oklahoma and took odd jobs to support himself. He successfully claimed a small parcel of land in the 1891 run on lands of the Pottawatomie, Sac and Fox and Iowa tribes. After building a two-room shack on the property, near present-day Newalla, Kate's father sent for the then 16-year-old Kate. Kate's loneliness continued as she lived in the shack while her father worked in Oklahoma City and served as postmaster in a nearby village. When she was 18, Kate's father bought a lot and built a small house at 209 West Reno. Within four years, Kate was able to finish school and obtain her teacher's certificate from the Oklahoma State Board of Education.

In 1903, having tired of teaching, she attended the Oklahoma City Business College to acquire stenography and secretarial skills. She was hired as the stenographer for the clerk for the Republican minority in the territorial legislature in Guthrie. After working for several months at the territorial legislature, she successfully competed with 500 other applicants for a position to represent Oklahoma at the World's fair in St. Louis, Missouri, in 1904. This experience changed her life. At the World's fair, as part of her job representing and marketing Oklahoma to citizens of other states, Kate attended a national meeting of humanitarian organizations. She met great sociologists and humanitarians and was caught up in the hopes and dreams of social workers and reformers whose exhibits she described in long letters to The Daily Oklahoman.

Dr. Pitman stated Kate was so inspired she took her concern about the poor in St. Louis to the local newspaper and requested to be sent to the slums of St. Louis to look into the matter. She was assigned a young reporter and the result was a series of special articles that rocked the community. After completing her work at the World's fair, Kate spent two months in the slums of Chicago and attended Graham Taylor's School of Civics and Philanthropy. Her trip was financed by the Daily Oklahoman. When Kate returned to Oklahoma City she had one mission in mind – to bear the torch for the orphans, the poor, the distressed, the under-privileged and the unfortunate who made Oklahoma Territory their home.

The misery surrounding Kate at her home on West Reno caused her to write a series of letters to the Daily Oklahoman describing the crowded, pest-ridden homes in her neighborhood. She placed an ad in the newspaper asking for donations of clothing and food. The community responded and within days thousands of garments poured into her home. Between 1905 and 1907, under Kate's leadership and based in her home, the United Provident Association served 2,000 needy families.

According to Dr. Pitman, the United States congress passed the Enabling Act in 1906, which empowered the people residing in the Indian and Oklahoma Territory to elect delegates to a state constitutional convention. Armed with a letter of introduction she secured from Frank Frantz, the final governor of the Oklahoma Territory, Kate toured the slums, factories and workshops of the Eastern United States. She consulted members of the National Child Labor Committee and leading sociologists and political economists to learn what other commonwealths had done to protect child life. She inquired what legislation they had passed to decrease poverty, disease and crime, and she examined the laws they had enacted for the protection of labor.

Through these efforts she was deputized as a regular factory inspector in Missouri and other states. Here she was able to see the actual conditions under which men, women and children worked for their wages. With this firsthand information, she returned to Oklahoma and entered upon a systematic campaign to create a demand for a child labor plank; a compulsory education plank; and a department of charities plank in the Oklahoma constitution. She made 127 speeches, opened and carried on a press campaign, interviewed leading politicians, secured endorsements of large political organizations, and fought and defeated a Speaker of the House of Representatives. Despite being five feet tall and just over 90 pounds, she struck fear into opposing politicians and was a driving force in the creation of Oklahoma's groundbreaking constitution.

Dr. Pitman stated Kate was invited to appear before the Constitutional Convention in Guthrie where she made a plea for her three planks. Her propositions for the Department of Charities and Corrections and her compulsory education propositions passed. After adoption of the state constitution, Kate was nominated for the position of Commissioner of Charities and Corrections. With appeal that transcended party lines, she was the first woman in America elected to state public office - more than a decade before women had the right to vote in Oklahoma. The voter's belief in Kate translated into a landslide victory. She received 134,300 votes compared to 98,980 and 9,615 votes cast for her opponents.

In her seven years in office, Kate's impact was staggering. Her efforts led to the passage of thirty laws, resulting in child labor reform, compulsory school attendance, a juvenile court and reformatory system for young offenders, orphanages, institutions for the mentally ill and physically disabled, prison reform, and modern, humane correctional facilities. She improved labor conditions for Oklahomans and brought national attention to orphaned Indian children defrauded of mineral and property rights by court-appointed guardians.

Dr. Pitman stated Kate Barnard exemplified the best in Oklahoma in the state's earliest days. The dedication, compassion and dogged determination she demonstrated are qualities we continue to admire. From humble beginnings and the “motherless childhood” she described, Kate Barnard became what writer Jim Logan identified as “a savior to the state's children, orphans, poor, mentally challenged, hungry, infirm, and imprisoned.” (Jim Logan, Oklahoma Today article, November/December 2012).

Dr. Pitman then stated ODOC would like to continue to pay tribute to Kate Barnard's contribution to the state of Oklahoma and to the agency by renaming Hillside Community Corrections Center in her honor and requested the Board’s approval of the action.

Motion: Mr. Ware made a motion to approve the facility being named as the Kate Barnard Community Corrections Center. 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. Siegfried – yes; Mr. Ware – yes.

The renaming was unanimously approved. Chair Neal thanked Dr. Pitman for the presentation and information provided about the life and accomplishments of Kate Barnard.

7. Dedication of Ted R. Logan Meeting Center — **Justin Jones, Director**

- Approval of Resolution — **Joyce Jackson, Administrator**
  - Renaming of Hillside Community Corrections Center Visiting Room — **Executive Communications**
- Executive Staff Comments — **Eric Franklin, Deputy Director**
  Employee Development & Offender Services

  Reginald Hines, Deputy Director
  Community Corrections
- Dignitaries Comments — **Senator Constance Johnson**

Chair Neal recognized the following special guests present in the audience for the dedication of the Ted R. Logan Meeting Center: Rick Romaine, June Logan, Anthony Clay, Beverly Young, Pastor Adrian Brown, Cece Gregory, Rose Gregory, Mike Washington, Lottie Clay, Effie Clay and Michelle Clay. These guests were noted as friends and family of Mr. Logan, also present in the audience. Director Jones thanked Mr. Logan for serving on the Board of Corrections and stated he was one of the most active Board members when it came to traveling and noted he attended every correctional officer graduation while he was a BOC member. Any event outside of a normal Board meeting, whether it be for offenders or staff, Mr. Logan could be expected to attend. Director Jones then introduced Ms. Joyce Jackson, recognizing her as the first African American to host a television show in Oklahoma.

Ms. Jackson greeted the Board and expressed her pleasure at presenting the resolution for approval of renaming the visiting room to the Ted R. Logan Meeting Center. She stated she thinks of Mr. Logan not only as a good friend, but a champion of criminal justice. She then read the following resolution into the minutes:

WHEREAS, Theodore "Ted" Logan started his history in corrections and criminal justice with his military service, as a counselor at the United States Disciplinary Barracks at Ft. Leavenworth, Kansas; and

WHEREAS, Theodore "Ted" Logan began his career with the Oklahoma Department of Corrections in January 1972 as a Correctional Treatment Officer at the Oklahoma City Community Treatment Center and was named Superintendent of the Women's Treatment Center in December 1975; and

WHEREAS, Theodore "Ted" Logan was appointed Warden in 1977 of the newly-named Mabel Bassett Correctional Center, formerly known as the Women's Treatment Center, making him the first African American to be a Warden in the state of Oklahoma; and

WHEREAS, Theodore "Ted" Logan was appointed Superintendent in May 1984 at the Lawton Community Corrections Center and retired from the Oklahoma Department of Corrections in December 1987; and

WHEREAS, Theodore "Ted" Logan served as a criminal justice instructor at Cameron University from 1985-1987 and later served sixteen years as criminal justice instructor and department head at Rose State College, from 1988 until he retired in 2004; and

WHEREAS, Theodore "Ted" Logan was appointed to the Oklahoma Board of Corrections by the Governor of the State of Oklahoma in April 2004, where he served as a dedicated and committed board member for eight years, until 2012; and

WHEREAS, seeing a need to honor and recognize Theodore "Ted" Logan for his outstanding service to the Oklahoma Department of Corrections and the field of criminal justice, including the establishment of the Oklahoma Chapter of the National Association of Blacks in Criminal Justice, organized in 1985; therefore, be it

RESOLVED, that the Oklahoma Board of Corrections does hereby name the Kate Barnard Community Corrections Center Multi-Purpose Room to the Ted R. Logan Meeting Center.

ADOPTED this 25th day of April, 2013.

Ms. Jackson then requested approval of the resolution.

Motion: Mr. Ware made a motion to approve the naming of the Ted R. Logan Meeting Center. Mr. Gross 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. Siegfried – yes; Mr. Ware – yes.

The resolution was unanimously approved. Chair Neal then invited Mr. Franklin to the podium. Mr. Franklin stated he had known Mr. Logan by various names: veteran of the United States Army; Warden Logan; Superintendent Logan; Professor Logan; President Logan of the National Association of Blacks in Criminal Justice; and Chairman Logan of the Board of Corrections. Mr. Franklin stated of all the names and titles, Mr. Logan simply wanted to be known as "Ted" and wanted to be of service to his country, the State of Oklahoma, and to the citizens. To many people, Mr. Logan served as a mentor, teacher, leader, and friend. Mr. Franklin stated he was glad to be present to honor Mr. Logan in this manner.

Chair Neal then opened the floor to Mr. Hines. Mr. Hines greeted the Board and stated it was his privilege to say a few things about Mr. Logan. He stated Mr. Logan had been his mentor, friend, boss, and he had found out quickly that once you worked for Mr. Logan, you always worked for Mr. Logan. Mr. Hines stated Mr. Logan hired him thirty-five (35) years ago after graduating from college. Under Mr. Logan's tutelage and training, Mr. Hines stated he was now a deputy director and he was greatly appreciative of Mr. Logan's influence on his career. Mr. Hines stated during Mr. Logan's career, he accomplished many things, such as the women and children's program previously mentioned by Director Jones. Mr. Logan also initiated a pageant for the female offenders, implemented a hotel reservation center utilizing female offender labor, and unofficially started a leadership program for his staff to prepare them for career progressions. Mr. Hines stated he was privileged to be a part of the program to honor a pioneer and a leader in the field of corrections.

Senator Constance Johnson was then invited to speak. Senator Johnson greeted the Board, stating it was pleasure to be at such a wonderful event to honor Mr. Logan. She stated she had known Mr. Logan for many years and considered him a friend. Senator Johnson then read the following citation in Mr. Logan's honor:

State of Oklahoma
Citation of Congratulations

Theodore Roosevelt "Ted" Logan

WHEREAS Ted Logan, someone who is anyone who has worked anywhere in corrections at any time in the last forty years, has known, has seen, or at least heard of, this friend of mine. The past chair and former member of the Oklahoma Board of Corrections, Ted made correctional history as the first African American to serve as a warden in the State of Oklahoma in 1977 at the Mabel Bassett Correctional Center when it was housed in the facility now known as Hillside in the meeting room which will be now known as the Ted R. Logan Meeting Center. A multiple-time retiree including the US military, the Oklahoma Department of Corrections and Rose State College, consistent with his passion he chaired the Criminal Justice Department; and

WHEREAS Ted's other passions include a strong commitment to health and wellness, playing tennis and working out; cheering on the OU Football and Women's Basketball teams. Ted is a founding and loyal member and past chair of the Midwest City Dr. Martin Luther King, Jr., Prayer Breakfast Meeting whose mission resonates with his beliefs about the inherit worth and validity of all people regardless of their station in life. Ted is a man who played a major role in the careers of many and all walks of life, but notably those who stand on the shoulders on this giant of a man include the present Deputy Director Reginald Hines and Mr. Eric Franklin. He is the trusted confidant of the present director, Justin Jones; and

WHEREAS the occasion of the naming of the Hillside meeting facility in honor of this very special and accomplished native Oklahoma is a most appropriate occasion upon which to extend a sincere congratulations and best wishes of the Oklahoma State Senate to Mr. Theodore Roosevelt "Ted" Logan for an outstanding career of leadership and accomplishment; now, therefore,

PURSUANT to the motion of Senator Constance M. Johnson, the Senate of the great State of Oklahoma hereby extends to Theodore R. "Ted" Logan sincere congratulations and directs that this citation be presented.

Senator Johnson noted the citation was signed by her and asked Mr. Logan to step forward to accept the citation. Mr. Ware then stated of all the achievements noted, there was one more to add. He stated Mr. Logan was responsible for creation of the Female Offender Committee on the Board of Corrections, focusing on female offenders.

Ms. Beverly Young, former Board member, requested audience and it was so granted by Chair Neal. Ms. Young stated she had served on the Board for twelve years, much of the time sitting next to Mr. Logan. She stated at the time, she was the only woman on the Board and Mr. Logan had been the only warden of a female institution. Ms. Young stated she was appointed by Governor Frank Keating and when Mr. Logan was appointed, she felt she had a cohort who understood the complexities of the ODOC. She thanked Mr. Logan for his assistance during the tenure together on the Board of Corrections.

Ms. June Logan, daughter of Mr. Logan, was then invited to speak about her father. Ms. Logan stated she was very proud to be the daughter of Mr. Logan; however, she stated, those present knew more about the professional accomplishments of Mr. Logan as he had never brought his work home with him. She stated he was a role model for her decision to enter into the field of therapy. She stated her father had taught her to be loving, kind, calm, and patient in working with others. She thanked the Board for bestowing this honor on Mr. Logan while he was still alive to be a witness to the event.

Chair Neal then opened the floor to Anthony Clay, nephew of Mr. Logan. Mr. Clay greeted the Board and asked for the Board's indulgence with his speech as he had just been told he would be speaking and was unprepared. Mr. Clay thanked the Board for their invitation to attend the luncheon and the meeting to honor Mr. Logan. Mr. Clay used the analogy of a franchise player in sports to describe Mr. Logan's contributions to ODOC and felt the ceremony today was equivalent to retiring his jersey. He stated it was a phenomenal honor to be the nephew of Mr. Logan and was very appreciative the Board had chosen to honor him so he could hear the remarks made about his legacy. Mr. Clay then drew attention to the uniform he was wearing, stating Mr. Logan had influenced him to enter the criminal justice field and he is now an employee of the Federal Bureau of Prisons. Mr. Clay stated it is not often easy to combine your life's passion with a career in corrections, but he felt Mr. Logan had accomplished this very thing. Mr. Clay closed by thanking the Board once again.

Chair Neal then stated Mr. Logan was very welcoming when she was first appointed to the Board, calling her to ensure she understood and could have her questions answered. She stated Mr. Logan is a remarkable man and opened the floor to Mr. Logan. Mr. Logan began by greeting the Board and stating it was a great day. He stated he was enjoying all the things being said about him. Mr. Logan recognized Ms. Margaret Durham, also present in the audience, and stated when he began in 1975 women in corrections had no programs. Mr. Logan stated it was up to him and his staff to implement programs for female offenders. He stated he has a special passion for women in corrections, to help them be successful after incarceration. Mr. Logan expressed his gratitude to the Board and to Director Jones for the honor of naming the visiting room after him.

No further comments were made and the item was closed.

8. Approval/Confirmation of Appointment **Reginald Hines, Deputy Director**

- Jeff W. Woody, District Supervisor
  Southwest District Community Corrections
- Anthony Rowell, District Supervisor
  Southeast District Community Corrections

Chair Neal opened the floor to Mr. Hines for the approval and confirmation of Jeff W. Woody as District Supervisor for Southwest District Community Corrections. Mr. Hines stated Mr. Woody started his career with ODOC in March 1988 as a correctional officer at Joseph Harp Correctional Center. In September 1988, he promoted to probation and parole officer. In 2001, he became a team supervisor in Southwest District Community Corrections. Mr. Woody was promoted to assistant district supervisor in 2008 and was appointed as the interim district supervisor in 2012. Mr. Hines stated Mr. Woody exhibits the leadership qualities wanted in a district supervisor, displaying honesty and loyalty. Mr. Hines then requested approval by the Board for Mr. Woody's appointment to district supervisor.

Motion: Mr. Ware made a motion to approve the appointment of Mr. Woody as district supervisor. Mr. Burrage 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. Siegfried – yes; Mr. Ware – yes.

The appointment was unanimously approved. Mr. Woody greeted the Board, stating it was a privilege to be appointed as district supervisor. He expressed his gratitude to his wife Linda, present in the audience. He stated he would not have been in his current position without her support through the years. He thanked the Board, Director Jones and Mr. Hines for their confidence in him. He also thanked his former supervisor, Brian Thornburgh, and coworkers who have also supported him throughout his career.

Mr. Hines introduced Mr. Rowell to the Board, stating he began working for ODOC in 1994 as a correctional officer at Jackie Brannon Correctional Center. He promoted to probation and parole officer in 1996 and in 2000, promoted to team supervisor. In 2008, he was promoted to assistant district supervisor and he was assigned as the interim district supervisor in February 2013. Mr. Hines requested approval by the Board for Mr. Rowell's appointment to district supervisor.

Motion: Mr. Ware made a motion to approve the appointment of Mr. Rowell as district supervisor. Mr. Siegfried 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. Siegfried – yes; Mr. Ware – yes.

The appointment was unanimously approved. Mr. Rowell greeted the Board and Director Jones, thanking them for the opportunity to be the next district supervisor. He stated it was an honor to work for ODOC and with all the corrections professionals in Oklahoma. He stated that although his family was unable to be in attendance, he wanted to thank them for their support. He also expressed gratitude to the teachers, trainers and mentors through the years who helped him promote to district supervisor.

No further questions or comments were noted and the item was closed.

9. Approval of Board Resolutions **Tina Hicks, Chief Administrative Services**

- 2012 Correctional Officer of the Year
  James A. Kroth, Classification & Population Central Transportation Unit
- 2012 Correctional Officer Supervisor of the Year
  James A. Nall, James Crabtree Correctional Center
- Public Service Recognition Week (May 5-11, 2013)

Chair Neal opened the floor to Ms. Hicks for recognition of the 2012 Correctional Officer of the Year. Ms. Hicks greeted the Board and stated during the week of May 5-11, 2013, the State of Oklahoma will celebrate Oklahoma Correctional Officers Week in honor of the men and women who serve the state in one of the most challenging, honorable and crucial professions in the corrections. She stated in conjunction with Oklahoma Correctional Officers Week each year, one individual is chosen after a lengthy vetting process as the Correctional Officer of the Year and one individual is chose as the Correctional Officer Supervisor of the Year.

Ms. Hicks then introduced James A. Kroth, Classification and Population Central Transportation Unit, as the 2012 Correctional Officer of the Year. She stated Sergeant Kroth has more than twenty-three years of experience with ODOC. The resolution for Board approval was not read into the minutes.

Motion: Mr. Siegfried made a motion to approve the resolution for James A. Kroth. Mr. Burrage 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. Siegfried – yes; Mr. Ware – yes.

The resolution was unanimously approved. Ms. Hicks then introduced James A. Nall, James Crabtree Correctional Center, as the 2012 Correctional Officer Supervisor of the Year. She stated Lieutenant Nall had been with ODOC for more than fourteen years. She then read the following resolution into the minutes:

> *WHEREAS, correctional officers are trained professionals who unselfishly provide humane conditions of confinement while ensuring security of the state's correctional institutions and contributing to the rehabilitation of offenders; and*
>
> *WHEREAS, the Oklahoma Department of Corrections is extremely fortunate to have correctional officers who are conscientious, dedicated, and committed to performing their duties in a professional manner; and*
>
> *WHEREAS, each year one correctional officer supervisor is selected as the outstanding officer supervisor for his facility as well as his division; and*
>
> *WHEREAS, the Oklahoma Department of Corrections conducts a comprehensive interview process and selects an Agency Correctional Officer Supervisor of the Year who exemplifies high standards and serves as a role model for others to follow in fulfilling the agency's mission of "Protecting the Public, the Employee and the Offender"; be it therefore*
>
> *RESOLVED, that the Oklahoma Board of Corrections does hereby announce and proclaim to all, its recognition of JAMES A. NALL, James Crabtree Correctional Center, as the 2012 Agency Correctional Officer Supervisor of the Year.*
>
> *ADOPTED this 25th day of April, 2013.*

Motion: Mr. Ware made a motion to approve the resolution for James A. Nall. Mr. Siegfried 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. Siegfried – yes; Mr. Ware – yes.

The resolution was unanimously approved. Ms. Hicks then stated the week of May 5-11, 2013, has also been designated by the State of Oklahoma as Public Service Recognition Week in acknowledgment of the excellence and dedication of the 4,000+ employees of ODOC. She presented the following resolution for Board approval:

> *WHEREAS, May 5-11, 2013, is Public Service Recognition Week; and*
>
> *WHEREAS, the Oklahoma Department of Corrections has over 4,000 employees who dedicate themselves to providing countless hours of essential services to the citizens of the state of Oklahoma; and*
>
> *WHEREAS, these employees provide these services with the highest degree of professionalism, proficiency, honor, and dedication and are committed to fulfilling the Department of Corrections mission of "Protecting the Public, the Employees, and the Offenders," 24 hours a day, 365 days a year; and*
>
> *WHEREAS, this dedication and commitment to serve and the value of the services provided is worthy of the highest form of recognition and commendation; therefore, be it*
>
> *RESOLVED, that the Oklahoma Board of Corrections does hereby announce and proclaim to all, its recognition of the employees of the Oklahoma Department of Corrections for the essential services they perform on a daily basis.*
>
> *ADOPTED this 25th day of April, 2013.*

Motion: Mr. Ware made a motion to approve the resolution for Public Service Recognition Week. Mr. Siegfried 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. Siegfried – yes; Mr. Ware – yes.

The resolution was unanimously approved. No further comments were made and the item was closed.

10. Approval of Board Resolutions **Eric Franklin, Deputy Director**

- National Nurses Appreciation Week (May 6-12, 2013) **Employee Development & Offender Services**
- National Teachers Appreciation Week (May 6-10, 2013)

Chair Neal opened the floor to Mr. Franklin for recognition of National Nurses Appreciation Week and National Teachers Appreciation Week. Mr. Franklin greeted the Board and requested approval of two resolutions honoring nurses and teachers. He then read the following resolution into the minutes:

WHEREAS, the Department of Corrections employs 183 professional nurses across the state who work diligently, 365 days per year to provide nursing services to our offenders; and

WHEREAS, these dedicated staff are called on to provide nursing care to an underserved and challenging population, and respond to that vocation unselfishly; and

WHEREAS, the quality services provided by nurses continue to be a critical component of the Oklahoma Department of Corrections health care delivery system both now and in the future; and

WHEREAS, National Nurses Week is celebrated annually from May 6, also known as National Nurses Day, through May 12, the birthday of Florence Nightingale, the founder of modern nursing. This year's theme "Delivering Quality and Innovation in Patient Care" is in celebration of the importance of nurses in the lives of all U.S. citizens; therefore, be it

RESOLVED, that we, the Oklahoma Board of Corrections, request that all Oklahomans join us in honoring the strength, commitment, and compassion of the nursing staff of the Oklahoma Department of Corrections; and be it further

RESOLVED, that we, the Oklahoma Board of Corrections, affirm our appreciation for the accomplishments and efforts of our professional nursing staff to improve the lives and health of the offender patients under their care.

ADOPTED this 25th day of April, 2013.

Motion: Mr. Roach made a motion to approve the resolution for National Nurses Appreciation Week. Mr. Gross 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. Siegfried – yes; Mr. Ware – yes.

The resolution was unanimously approved. Mr. Franklin then introduced Genese McCoy, Medical Services Administrator, and registered nurses Karen Brooks, Oklahoma State Reformatory, and Roberta Richards, Mabel Bassett Correctional Center.

Mr. Franklin then read the following resolution into the minutes:

WHEREAS, the Department of Corrections employs 73 full-time certified teachers and administrators across the state who work diligently to ensure that the educational needs of offenders are served; and

WHEREAS, these certified, professional staff are called upon to provide educational services to offenders with more concentrated special needs in a challenging population who have, for the most part, been unsuccessful in the public school setting; and

WHEREAS, the education staff must meet and maintain rigorous standards to remain accredited through three entities: State Department of Education, North Central Association Commission on Accreditation and School Improvement, AdvancEd, and the American Correctional Association; and

WHEREAS, the knowledge and academic skills provided to offenders through the services of the correctional education unit consistently prove to be one of the main deterrents against offenders recidivating back into the system; and

WHEREAS, the provision of education by the teachers in corrections proves to be a cost savings to the State of Oklahoma each year through reduction in incarceration services; and

WHEREAS, National Teachers' Week will be celebrated from May 6-10, 2013, with May 7 known as National Teachers' Day, a day in which to "Thank a Teacher"; be it therefore

RESOLVED, that we, the Oklahoma Board of Corrections, request that all Oklahomans join us in honoring the professionalism, commitment, and compassion of the education staff of the Oklahoma Department of Corrections; and be it further

RESOLVED, that we, the Oklahoma Board of Corrections, affirm our appreciation for the accomplishments and efforts of our certified education staff to improve the academic achievements, job employability, and lives of the offenders under their care.

ADOPTED this 25th day of April, 2013.

Motion: Mr. Haynes made a motion to approve the resolution for National Teachers Appreciation Week. Mr. Siegfried 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. Siegfried – yes; Mr. Ware – yes.

The resolution was unanimously approved. Mr. Franklin then introduced Pam Humphrey, Education Superintendent, teacher Scott Stieg, Joseph Harp Correctional Center, and Teacher of the Year Carol Bunyard, Joseph Harp Correctional Center.

Director Jones noted he felt Ms. Humphrey was the best superintendent in the state based on her abilities, her skill level and her dedication to education. Director Jones then thanked Ms. Humphrey for her outstanding work. No further comments were made and the item was closed.

11. Program Update — **Sheila Harbert, Chief Community Development Officer**

- Girl Scouts Beyond Bars — **Girl Scouts of Eastern Oklahoma**

Shannon Luper, Director
Girl Scouts Beyond Bars

Chair Neal opened the floor to Ms. Sheila Harbert for discussion on the Girl Scouts Beyond Bars program. Ms. Harbert greeted the Board and Director Jones and stated in May 2013, the program will be celebrating ten years of transporting children to correctional facilities. The program began with five girls and five moms at Turley Residential Center. Ms. Harbert stated she had no idea at the time that the program would grow to its size today. Girl Scouts Beyond Bars not only includes transportation of children to the facilities, but also reentry services for the women who are discharging. Ms. Harbert stated their partnership with ODOC to provide this program is unlike any other correctional agency partnership in the United States.

Ms. Harbert then thanked DS Harrison and Dr. Pitman, as well as every warden she has ever worked with, for their assistance with providing Girl Scouts Beyond Bars to the female offenders. She stated they now not only assist with transporting children to the facilities, but also assist with finding housing and ensuring vocational training is provided to offenders discharging from incarceration. Ms. Neal thanked Ms. Harbert for the information provided; no further comments were made and the item was closed.

12. Budget Update — **Greg Sawyer, Chief Business Operations**

Chair Neal opened the floor for the budget update. Director Jones stated the Budget Committee had met and Mr. Burrage would be presenting an update of their meeting during committee reports. The committee is vetting out and reviewing new protocols before providing a budget report. Director Jones requested the budget update be passed this month, stating by the next meeting, there may be budget items, protocols or policy changes to be voted on by the Board. Mr. Burrage stated it was an accurate statement and he would provide his update when the agenda got to the committee reports. Mr. Siegfried, Budget Committee member, stated he agreed with the passing of this item to allow time to identify new information that could be presented to the Board regarding the budget and spending. Chair Neal was in agreement and the agenda item was passed.

13. Population Update — **Laura Pitman, Ph.D., Deputy Director Institutions, Division I**

Chair Neal opened the floor to Dr. Pitman for the ODOC Population Update as of March 30, 2013. Dr. Pitman provided the following information:

Total System Offender Population = 26,242 EMP = 14

DOC Facilities = 17,982
Private Prisons = 5,113
County Jails with Contracts = 635
Halfway Houses = 1,167
Out Count (jails, hospitals, etc.) = 702
GPS = 628
PPCS = 1
Probation Supervision = 20,949
Parole Supervision Offenders = 2,968
Total System Population = 50,159
County Jail Backup = 1,740

Dr. Pitman stated as of March 29, 2013, the total system offender population had increased by 527 over the last year, with the majority of the increase in private prisons and county jail contracts. Dr. Pitman stated county jail backup continues to be challenging for ODOC and she wished to elaborate on the issue. Oklahoma Statute Title 57, Chapter 3, Section 95, Subsection A. provides, "Any person convicted of an offense against the laws of this state and sentenced to imprisonment that is not to be served in a county jail shall be transported. . .to the Department of Corrections. . ." Dr. Pitman stated Oklahoma is unique as other states allow offenders to be sentenced to county jails for felony convictions for 2 years or less and they never enter the correctional system. In Oklahoma, any conviction of a felony, for any length of time, results in transfer to assessment and reception. Dr. Pitman stated there are numerous offenders, every year, which discharge upon arrival at one of the reception centers because they have completed their sentences in county jail while waiting for transport. Dr. Pitman stated this provision also codifies the expectation that the state will receive and provide for every offender sentenced to the Department's custody from the seventy-seven counties in Oklahoma. Demand for bed space by the counties is determined by the courts.

Oklahoma Statute title 57, Chapter 1, Section 37, Subsection C., "When a county has reached its capacity of inmates as defined in Section 192 of Title 74 of the Oklahoma Statutes . . . The Department shall schedule the reception date and receive the inmate within seventy-two (72) hours of notification that the county jail is at capacity, unless other arrangements can be made with the sheriff." Dr. Pitman stated when invokes occur, other counties scheduled to deliver their offenders often have to be canceled to accommodate the counties that are invoking. She stated this, in turn, results in a "juggling act" of the population and an inconvenience to the other counties.

Dr. Pitman stated there has been an increase in the numbers of offenders in county jail back-up since FY 2008. Based on the Oklahoma Department of Health (ODOH) website, which is responsible for overseeing county jails and their inspections, Oklahoma County currently has a capacity of 2,890 offenders; of those, 196 belong to ODOC as of March 29, 2013 (6.79%) of the county's jail beds. Tulsa County has a capacity of 1,714 offenders; of those, 169 (9.86%) are waiting for reception into ODOC. All other counties combined have a total capacity of 10,062 offenders with 1,375 (13.67%) waiting for transfer to a reception center. Together, all counties have a current combined capacity of 14,666 offenders; of those, 1,740 (11.86%) are waiting for reception into ODOC.

Chair Neal opened the floor for questions or comments. Director Jones clarified of all the state county jail beds available, ODOC only occupies 11.86% of those beds. Although Oklahoma County is 6.78% and Tulsa County is 9.86%, when combined with the rural counties, it averages out to 11.86%. Mr. Siegfried queried the forecast of these numbers over the next year and is there an objective related to this number. Dr. Pitman stated current statute currently does not allow ODOC any authority over the reception of county jail offenders; ODOC is obligated to receive all offenders from the courts. This allows no leeway for ODOC to control the population by not accepting them. The counties also have the option of invoking if they exceed their capacity according to the standards set by the ODOH. Director Jones stated projections from the Council of State Governments indicate ODOC can expect to see up to a 10% growth in the system which includes the county jail backup. The information provided today is to show the Board county jail capacities and how many of the offenders being held belong to ODOC. He stated the objective for ODOC is to expand bed capacity for those offenders backed up in county jail, the largest majority of which are the result of 85% crimes. Director Jones stated those offenders who will be incarcerated for 85% of their sentence will take years to release and the number of offenders sentenced with these crimes will continue to grow. Director Jones stated another objective to consider is eliminating the 72-hour invocation by utilizing available private bed space.

Mr. Siegfried asked if the numbers presented were an acceptable statewide number and how it benchmarks with other states. He also queried if the long-term goal is to see this number decrease. Director Jones responded it is to ODOC's advantage to get the offenders out of the county jails as quickly as possible so they have access to programs and can begin working their way down to lower security. Director Jones stated there are several priority offenders transferred in sooner than normal, such as pregnant offenders or offenders requiring immediate medical attention, those on deferred sentences or those with the balance of their sentence suspended upon completion of a program.

No other comments were made and the item was closed.

14. Offender Classification Overview **Laura Pitman, Ph.D., Deputy Director Institutions, Division I**

Chair Neal opened the floor to Dr. Pitman for an overview of the offender classification system. Dr. Pitman stated classification is the process of assessing offender risks and needs in order to balance security requirements and program needs. Developed first in the 1970s in response to lawsuits claiming the lack of an objective classification system, today's objective prison classification systems are well-established in every state. Factors typically assessed include severity of current conviction, serious offense history, prior felony convictions, escape history, institutional disciplinary history, and age.

Dr. Pitman stated the first classification system was implemented in Oklahoma in the mid-1980s and was modeled after the National Institute of Corrections (NIC) prison classification system. In the mid-1990s, truth-in-sentencing laws were passed and, utilizing NIC technical assistance, the second generation classification system was implemented. Between 2000 and 2002, ODOC utilized national experts to revalidate classification instruments, resulting in updates and separate instruments for males and females. In 2008, ODOC discontinued the use of maximum custody for female offenders, with the exception of death row and segregation, as recommended in the audit conducted by MGT of America, Inc.

Dr. Pitman specified the security classification determines an offender's custody classification and facility assignment while the facility internal classification governs facility-level decisions such as housing assignment and placement in programs or jobs. Oklahoma Statute Title 57, Chapter 8, Section 540 governs parts of the classification or assessment and reception process and involves security and custody classifications, collection of DNA, physical and psychological examination, assessment of educational and training needs, need for substance abuse treatment, and obtaining juvenile records.

When offenders arrive at assessment and reception, the goal of ODOC staff is to identify emergency medical, mental health, and security and safety needs. Dr. Pitman stated it is becoming more common to provide offenders with detoxification from illicit drugs when they arrive from county jails. Some offenders are received with serious mental health issues and may need isolation or placement in a mental health unit. Determination of the most appropriate custody level is made after reception and is more weighted toward criminal history, although there are some exceptions. In security reclassification, the offender's custody level is re-evaluated throughout the period of incarceration and is more heavily weighted toward institutional behavior.

Dr. Pitman listed the four levels of custody as maximum, medium, minimum, and community, stating the higher levels of custody indicates greater risk to the public, staff, and other offenders. She also stated the higher levels of custody warrant more significant internal and external security controls. Community security is considered minimum custody level plus meeting additional criteria such as earned credit levels, days remaining to serve, and absence of exclusionary criteria such as felony detainers and/or domestic violence convictions.

Initial security classification items includes the severity of convictions on current incarceration, serious offense history, escape history, number of prior convictions/incarcerations, disciplinary history, and the offender's current age. Scoring of the items mentioned results in a custody level indicated by the empirically-derived scale. Mandatory overrides sometimes must be applied so that the offender's custody level is not below medium security and discretionary overrides may be applied for both higher and lower custody levels. Mandatory overrides to higher custody apply to offenders with restricted earned credits with excessive days remaining left to serve such as sentences over 50 years or life sentences. Discretionary overrides to higher custody could be due to the circumstances of the offense, history of violence, gang affiliations or leader of a security threat group, escape history, felony detainers, or pending cases. Discretionary overrides to lower custody could be due to mitigating circumstances of the offense, lower length of time to serve, or prior outstanding conduct. Dr. Pitman stated offender program needs are also considered during the classification process. These needs include physical health, mental health, education, substance abuse treatment, vocational training, and/or reentry services. Dr. Pitman noted it is not possible for all needs to be met at only one facility.

Dr. Pitman stated scoring of the previous items results in the initial assessed custody level that is indicated by the empirically-devised scale. There are also mandatory overrides that must be applied so an offender's custody is not lower than medium security and discretionary overrides may also be applied for higher or lower custody levels. Mandatory overrides to higher custody can be applied to individuals with restricted earned credits with excessive days (over fifteen years), time left to serve/highest crime category, Immigration and Customs Enforcement (ICE) detainer/high and highest crime category, and/or life/life without parole. Discretionary overrides to higher custody can be applied for circumstances of offense, history of violence, gang affiliation, escapes, felony detainers, and/or pending cases. Discretionary overrides to lower security can be applied for circumstances of the offense, time left to serve, and/or prior outstanding conduct. In addition, offender program needs, such as physical health, mental health, education, substance

abuse treatment, vocational training and reentry, are taken into consideration when determining placement of the offender at a facility. Dr. Pitman stated, however, it was important to know all needs cannot be met at all facilities.

Dr. Pitman listed the custody levels – maximum, medium, minimum or community – which are assessed after scoring the areas previously mentioned. Community corrections is also broken down into three separate areas and offenders meeting specific criteria can be sent to a work center, work release or halfway house, and Global Positioning System (GPS) program. Offenders at work centers work on Prisoner Public Works Program crews while offenders at work release or halfway houses are employed in the community. GPS offenders are statutorily defined as inmates but are allowed to live at home while working in the community. However, due to their status as inmates, they can immediately be moved up in security level due to misconduct and returned to higher security.

Dr. Pitman reiterated the initial classification scoring which includes the severity of the current conviction, serious offense history, escape history, prior felony convictions, disciplinary history and age to determine the custody level. However, in reclassification, more emphasis is on the offender's institutional behavior and includes active disciplinary convictions, most serious disciplinary conviction during the prior twelve (12) months or certain class "X" offenses, program participation, and earned credit level. Security reclassification can also address mandatory and discretionary overrides to higher security as well as discretionary overrides to lower security.

Dr. Pitman stated a solicitation request was issued in July 2012 and in the fall the contract was awarded to Criminal Justice Institute, Inc., national experts in the field of offender classification. Results of the analysis are anticipated in the fall of 2013. Dr. Pitman then asked for questions or comments. No further comments were made and the item was closed.

15. Private Prison Overview/Update **Greg Williams, Administrator**
Private Prisons and Jails Administration

Chair Neal opened the floor to Mr. Williams to present the private prison overview. Mr. Williams greeted the Board and Director Jones. He stated in the 1980-1990s, Oklahoma experienced enormous growth in the prison population. At the time, there was some legislation to help relieve some of the pressure by awarding time credits when the system population reached 95% capacity. Although somewhat successful, by the mid-1990s, ODOC could not keep pace with the growth of the offender population and a decision was made to implement Title 57 § 561, authorizing providing incarceration, supervision, and residential treatment at facilities not operated by ODOC. As authorized by state statute, in December 1995 the Board of Corrections and the Department of Central Services approved entering into contract to house 560 offenders (510 males and 50 females) at private prisons in Texas. By 1997, the growth expanded the contracts into the following Texas and Oklahoma facilities:

Facility	Capacity	Contractor
Central Texas Parole Violator Facility	140 Male/104 Female	Wackenhut Corrections Corporation
Limestone County Detention Center	560 Male	Capital Correctional Resources, Inc.
Mansfield Law Enforcement Center	215 Male	Mansfield Public Finance Authority
Odessa Detention Center	95 Female	GRW, Inc.
Crystal City Correctional Center	224 Female	Bobby Ross Group, Inc.
Newton County Correctional Center	160 Male	Bobby Ross Group, Inc.
Davis Correctional Facility	960 Male	Corrections Corporation of America
Great Plains Correctional Facility	250 Male	Corrections Corporation of America

By November 1998, all of the offenders had been moved back to Oklahoma and they were housed at the following institutions:

Facility	Capacity	Contractor
Great Plains Correctional Facility	812 Male	Corrections Corporation of America
Davis Correctional Facility	960 Male	Corrections Corporation of America
North Fork Correctional Facility	700 Male	Corrections Corporation of America
Lawton Correctional Facility	1,500 Male	Wackenhut Corrections Corporation (Now GEO Group)
Central Oklahoma Correctional Facility	550 Female (Hawaii Contract)	Dominion Correctional Services

Diamondback Correctional Facility	1,200 male beds	Corrections Corporation of America
Cimarron Correctional Facility	660	Corrections Corporation of America

In December 2000, ODOC had contracts with five (5) private prisons in Oklahoma and one facility, Central Oklahoma Correctional Facility (COCF), housed only offenders from Hawaii:

Facility	Capacity	Contractor
Cimarron Correctional Facility	960 male	Corrections Corporation of America
Davis Correctional Facility	960 male	Corrections Corporation of America
Great Plains Correctional Facility	812 male	Cornell Corrections Corporation
Central Oklahoma Correctional Facility	872 female (Hawaii Contract)	Dominion Correctional Services
Diamondback Correctional Facility	1,200 male	Corrections Corporation of America
Lawton Correctional Facility	1,892 male	Wackenhut Corrections Corporation (now GEO Group)

In 2003, Oklahoma purchased COCF in McLoud from Dominion Correctional Services and moved the female offenders from Mabel Bassett Correctional Center to its current location. ODOC terminated its contract with Diamondback Correctional Facility in 2004 and, after contracting with other states, it closed in 2010. The facility is located in Watonga and it remains empty. In 2007, all Oklahoma offenders were removed from the Great Plains Correctional Facility in Hinton as they had entered into a contract with Arizona. The facility was closed in 2010 and remains empty. In August 2008, ODOC entered into a contract with Davis Correctional Facility for maximum-security beds, which had recently been added at the facility. This was the first time ODOC had contracted for maximum-security beds. In September 2011, the following facilities were in contract with ODOC to house offenders:

Facility	Capacity	Contractor
Cimarron Correctional Facility	660	Corrections Corporation of America
Davis Correctional Facility	1,260 Medium 360 Maximum	Corrections Corporation of America
Lawton Correctional Facility	2,526	GEO Group

In September 2012, Puerto Rico contracted with Cimarron Correctional Facility (CCF) to house offenders and filled 360 empty medium-security beds and 120 maximum-security beds. ODOC offenders were also housed at the facility, but the two groups were kept separate. In July 2012, ODOC increased the contract at CCF adding 240 medium-security beds and in October 2012, fifty additional medium-security beds were contracted at Davis Correctional Facility. Puerto Rico began returning their offenders in April 2013 and on April 15, 2013, ODOC expanded the contract at CCF to add 210 medium-security beds and 180 maximum-security beds.

Mr. Williams stated the average per diem rate for the three facilities is $43.18. As of April 15, with the additional bed added at CCF, there are currently 5,536 beds under contract with private prisons. Of those, 4,496 are medium security and 540 are maximum security. At the average per diem rate, the cost for those beds is approximately $239,044 per day or just over $7.2 million per month.

Davis Correctional Facility has a capacity of 1,720 beds including a 360-bed maximum security unit. DCF, located in Holdenville, is owned and operated by Corrections Corporation of America. Warden Tim Wilkinson currently has approximately 285 staff at the facility. ODOC contracts $44.03 for medium security beds and $57.96 for maximum security beds.

Cimarron Correctional Facility, in Cushing, is also owned and operated by Corrections Corporation of America and has a capacity of 1,720 beds. Chad Miller is the warden and employs approximately 165 staff. The current contract is for 1,160 medium security beds and 180 maximum security beds and the per diem rates are the same as at DCF.

Lawton Correctional Facility, in Lawton, is operated by GEO Group, Inc., and the current warden is Hector Rios. The facility currently has approximately 490 staff employed and they can house 2,526 ODOC offenders. Of those beds, there are 304 set aside for protective custody offenders. The per diem rate is $40.28 for medium security beds.

North Fork Correctional Facility, located in Sayre, houses only California offenders and is currently under contract for 1,670 beds and 720 beds are vacant. It is owned and operated by Corrections Corporation of America.

Mr. Williams stated ODOC currently has 5,146 beds contracted in the above prisons and Puerto Rico and California currently contract for 2,088 beds. In all of the facilities combined, there are still 5,310 beds available for contract. Mr. Williams stated Title 57, Section 561-563 of Oklahoma State Statutes authorizes the Board of Corrections to contract with private prison contractors and public trusts for the operation of a prison. Under the same statute, ODOC employs contract monitors to conduct on-site observations of the security operations of the facility for compliance with contractual obligations. During these frequent inspections, the contract monitor conducts on-site reviews of local records, files, and other documents; personally observes work activities of local staff to determine quality and quantity of work performed, and analyzes and evaluates administration, security, programs and operations on an on-going basis. This monitoring is also conducted at private prisons without Oklahoma offenders.

The floor was then opened for questions. Mr. Siegfried queried of the private prison beds available, did the chart provided reflect across all of the private prisons to include the empty facilities. Mr. Williams confirmed the number of beds included the private prisons currently sitting empty. Mr. Siegfried then queried if the private prisons had already set the per diem rate for the empty beds to which Mr. Williams responded ODOC can expand their contract with the private prisons which are already under contract and include additional beds under the current per diem rates. To begin the process with those facilities sitting empty, ODOC would have to engage in the bid process to negotiate per diem rates before contracting with the private prison companies. Mr. Siegfried asked how the per diem rates compare to ODOC per diem rates. Mr. Williams said ODOC currently houses offenders in medium-security beds at a per diem rate of $38.95 and minimum-security at $37.39. Maximum security is $78.50; however, Director Jones reminded the Board there is currently only one ODOC maximum-security facility, which is Oklahoma State Penitentiary (OSP). OSP is over 100 years old and the older parts of the facility were recently closed, such as F Cell House and G Unit. ODOC reduced the size of the facility and is closing the main building due to the old structures becoming unsafe for both offenders and employees. There was also a need to downsize the number of offenders at the facility due to the staffing patterns.

Mr. Siegfried requested additional information on the vacant private prisons, such as size and capacity and possible per diem rates. Mr. Williams stated he would provide the requested information to the Board before the next meeting. Director Jones stated he has recently spoken to both GEO Group, Inc., and Corrections Corporation of America to discuss their vacant beds available at the two closed facilities in Hinton and Watonga. Both companies are currently in a bid process with a federal entity, but may not be awarded the contract since their competition in other states may be more feasible for use.

No other questions or comments were made and the item was closed.

16. Legislative Update — Neville Massie, Executive Assistant

Chair Neal opened the floor to Ms. Massie for an update on legislative issues. Ms. Massie stated the deadline was this date for final passage of bills from the opposite house so there would be significantly fewer bills available to monitor. She provided an update on the agency's initiatives:

- HB 1069, relating to substance abuse treatment and requirements, has passed both houses and went to the governor on Monday, April 22, 2013.
- SB 162, relating to badge and clothing allowance, was signed by the governor on April 22, 2013.

Ms. Massie then highlighted some of the other bills ODOC is monitoring which will affect the agency.

- HB 1328, the DA's request bill, will authorize a $48 monthly fee to the DAs in addition to any other supervision fees they may be paying to ODOC. The fee can only be assessed for two years, whereas previously it had been assessed for the entire probationary sentence.
- HB 1516 and SB 97 both allow offenders whose licenses have been revoked or suspended to pay a monthly fee and have limited driving privileges. Both bills have had their title stricken and it remains to be seen if one or both will go through.
- HB 1717 and HB 1794, authorizing $1,000 one-time payment to employees, both will be going to conference. HB 1717 requires each agency pay half of the one-time payment which would be a hit to the agency. HB 1794 does not have any specific direction as to how it would be funded.
- HB 1722 modifies pardon and parole board processes, docketing for paroles, commutations and pardons, has some additional notifications to the district attorney, trial judge, attorney general, etc.

- HB 2145, originally the trooper pay raise bill; however, the current version now has raises for the Department of Public Safety, the Alcoholic Beverage Laws Enforcement Commission, the Oklahoma State Bureau of Narcotics and Dangerous Drugs and the Oklahoma State Bureau of Investigation. It also contains the language raising correctional officer salaries from $11.83 per hour to $14.00 as well as a 5% raise for classified employees. There is no appropriation language in this bill as the Senate Appropriations Chair has stated providing raises will be very difficult this year. The outcome of the bill is still unknown at this time.

Ms. Massie stated more bills will become dormant after this date. No further comments or questions were made and the item closed.

17. Committee Reports **Committee Chairs**

Chair Neal then opened the floor for comments from the Committee Chairs.

- Budget Committee – Mr. Burrage stated this was his second meeting as Chair of the Budget Committee and is also the second meeting of committee member, Mr. Haynes. Mr. Burrage then welcomed Mr. Siegfried to the Board and recognized him as the third member of the Budget Committee, stating it was Mr. Siegfried's first meeting for both the Board and the Budget Committee. Mr. Burrage stated the committee meeting held earlier this date centered on information he had requested at the BOC meeting held in March regarding ODOC revolving funds. He stated after requesting and receiving information from staff, he analyzed the data provided about the revolving funds and held a discussion with Director Jones. Mr. Burrage stated after discussion, Director Jones suggested withdrawing the supplemental appropriation request which was submitted in November 2012 after being approved by the Board.

  Mr. Burrage stated the supplemental appropriation request was withdrawn and Director Jones had contacted the director of Office of Management and Enterprise Services (OMES), the Pro Tempore of the Senate, and the Speaker of the House. Mr. Burrage stated there is a conclusion he and Director Jones had no authority to withdraw the supplemental request and he apologized to Chair Neal if this was true. He stated once the supplemental request was withdrawn, it raised questions to him from the chair of the Senate Appropriations Committee. Mr. Burrage stated he responded to the inquiry, advising he had determined from the information provided by staff that ODOC has three revolving funds with average cash balances of $13 million, $4 million, and $5 million. Mr. Burrage stated he advised the Senate Appropriations Committee Chair of the rationale behind the withdrawal of the ODOC supplemental appropriation request which had been approved by the Board in November 2012. Mr. Burrage stated he also responded to the chairman this would be discussed at the meeting on this date. Mr. Burrage stated he upholds his rationale to withdraw the supplemental request. Mr. Burrage also noted he had received correspondence from the governor's office regarding the withdrawal of the supplemental request and a request for a more general explanation of ODOC funding. Mr. Burrage stated he had not responded to the request from the governor's office at this time and was waiting for more accurate information. He stated during the Budget Committee meeting earlier this date, he discussed with ODOC staff he would be obtaining more information from them of the financial standings and operations of the department.

  Mr. Burrage stated the committee will come to the Board next month with a change in how the overall ODOC budget is presented during the meeting. He stated the Board has previously been accustomed to receiving a trending report; however, the committee will be asking the Board to approve terminating the trending report and providing, instead, a report showing beginning appropriated dollars from the legislature, the encumbrances for the period the Board is meeting, the disbursements from those encumbrances of the period the Board is meeting, and the ending unencumbered balance for the three main entities of the agency. He stated it relates to three of the ODOC unrestricted revolving funds in the 200, 205 and 280 accounts. Mr. Burrage stated there were other revolving accounts, but they are restricted accounts and can be used only for certain expenditures. He stated he had discussed this with Director Jones and he felt these funds should be presented in a different manner. He stated it would be a change in philosophy and also in presentation to disclose in the Board meetings the ending cash balances of these three funds; monthly receipts and monthly disbursements for those specific funds will lead to a monthly ending cash balance.

  Mr. Burrage then referenced a recent news article regarding the revolving accounts, stating he had advised the Senate Appropriations Committee Chair of approximately $22 million sitting in the revolving accounts for a nine-month period. Mr. Burrage stated he had also requested information from the Office of State Finance which showed the funds in the accounts probably went back to 2011. Mr. Burrage offered full disclosure to the Board of correspondence between he and the various entities mentioned in his committee report. Mr. Burrage stated he

felt he and Director Jones did not have the authority to withdraw the supplemental request, but he felt it was a moot point at this time.

Chair Neal then asked for an update on this information from Director Jones. Director Jones stated he is in agreement with Mr. Burrage, after discussion in the Budget Committee meeting earlier this date, to bring new options to the Board to vote on regarding the budget update. He stated he also agreed with Mr. Burrage regarding having two different philosophies and one may work better for the agency while one may be more risky for the agency which would need to be further explored. Director Jones also agreed with Mr. Burrage in having violated the policies of the Board in their conversations and subsequent withdrawal of the supplemental request. Director Jones apologized to the Board for this action. Director Jones stated the revolving accounts were created several years ago to fill in gaps in the budget.

Director Jones clarified the 205 revolving account is the inmate welfare account and pays for indigent inmate supplies as well as other needs at facilities for inmate usage, such as ice machines on the housing units. The majority of the funds left in this revolving account at the end of each year will then be applied to medical costs/deficits. Director Jones stated the current philosophy is to budget during the year for those deficits and then unencumber the unspent funds at the end of the year. The opposite philosophy is to budget up front for these expenditures; however, Director Jones cautioned you must still be able to fund emergency purchases, such as generator or boiler replacements and repairs, when budgeting in this manner.

Director Jones stated the 280 account is the Oklahoma Correctional Industries account. All payroll, utilities, and raw materials for the industry are budgeted out of this account. Director Jones stated ODOC has been fortunate the unit has been run extremely well and has increased their profits after the account being depleted approximately two years ago. Director Jones stated at that time, after receiving authorization from the legislature, a part of the net profit from OCI was used by the agency during the downturn in the economy which prevented more furlough days being taken by staff. Only a portion was used so the industry would be able to continue bidding on projects and purchasing raw materials.

Director Jones agreed with Mr. Burrage that the 200 account was unrestricted and stated he had learned much from him during this process. Director Jones stated portions of the funds in this account are included in the budgets for the facilities to use in long-term projects. Because they are revolving accounts, funds not used in one fiscal year can be carried over to the next year thereby assisting with these types of projects which may take an extended length of time. Director Jones stated one example is the door and lock replacement scheduled for Lexington Assessment and Reception Center. Due to the length of time needed for this project, Director stated he would not expect to see a monthly disbursement to fund this project. However, there would be large, one-time disbursements possibly once or twice during a project.

Director Jones stated ODOC staff meets once a year with OMES staff to vet out the budget requests, including information on the revolving accounts. Director Jones agreed, however, it is time to review the accounts and determine if a change is necessary. Director stated ODOC has tried to be transparent in the information provided to the legislature, but will work on becoming even more so in the future. Director Jones thanked Mr. Burrage for pushing him to think outside the normal parameters in this issue and to be more open to suggested changes.

Mr. Ware requested to query Mr. Burrage and Chair Neal approved. Mr. Ware queried Mr. Burrage if the other Board members, those not assigned to the Budget Committee, would be allowed to discuss the recommendation of terminating the trending report. Mr. Burrage stated he would ensure the entire Board receives adequate information in regards to the budgeting transactions of ODOC.

Mr. Burrage then requested to respond and Chair Neal approved. Mr. Burrage stated he agreed with Director Jones' comments. He stated his actions were done to show there would be full and adequate disclosure by the agency. He stated he did not agree with Director Jones' statement of having transparency as it relates to the revolving funds. Mr. Burrage stated he made numerous requests of ODOC staff relating to the accounts' beginning balances, receipts, disbursements, and ending balances before he received the information requested. Mr. Burrage then clarified an earlier statement regarding terminating the trending report, stating it was not his desire to terminate the report but to provide full disclosure to the legislature in a manner they can understand as it relates to ODOC's revolving funds.

Chair Neal then requested former Board member, Robert Rainey, speak to the Board regarding the statements made this date. Chair Neal stated it is important for everyone on the Board to have input when proposing

changes to Board functions and reports. She asked Mr. Rainey to address his experiences on the Board and dealing with transparency issues with the budget and revolving accounts.

Mr. Rainey stated he served nearly thirteen years as a Board member and approximately two years as chair of the Budget Committee. He reminded the Board of the MGT Audit conducted in 2008, noting a statement from the report which he read into the minutes:

> *"Over the last nine years, the legislature has established the practice of intentionally providing only partial year funding for the department using a supplemental appropriation, late in the fiscal year, to supply the rest. . . . .Without a realistic, approved spending plan, the legislature cannot hold the department accountable for complying with its budget allocations and priorities. Instead, DOC must juggle funding in available accounts to address its needs, intentionally reducing staffing below optimal levels to generate budgetary flexibility. . .The present system of ongoing supplemental funding is not effective public policy."*

Mr. Rainey stated the budgetary process, during his tenure on the Board, was always approved by the seven-member Board. Mr. Rainey stated the recent decision to withdraw the supplemental funding request violates approximately twelve policies and procedures of the Board. Mr. Burrage requested Mr. Rainey enumerate on which twelve policies were violated. Chair Neal instructed Mr. Rainey to limit his response to two policy violations due to the lateness of the day. Mr. Rainey agreed and stated his response was pursuant to Section 504, Title 57 of the Oklahoma Statues and Board policy, P-010200, titled Operating Procedures for the Oklahoma Board of Corrections, Section I.H.3.:

> *"The Board will review and approve the proposed DOC budget before it is submitted to the State Budget Office in the fall of each year for review by the Governor."*

Mr. Rainey also read the following, found in Section I.K.:

> *"Any inquiries regarding DOC's operations, actions, or policies received by Board members from the public, employees, or offenders will be referred to the director or designee for response. If those inquiries are of such a nature that referral to the director may be inappropriate, then referral should be made to the chair of the Board for appropriate disposition."*

Mr. Burrage clarified the withdrawal of the supplemental funding request was not sent from him but from Director Jones. Mr. Burrage stated he will continue to respond to requests from any legislative entity.

Mr. Rainey thanked the Board and Chair Neal for allowing him to speak. Chair Neal asked for questions or comments. None were made and the item closed.

- Female Offender Committee – Ms. Neal stated there was nothing to 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 – Ms. Neal stated there was nothing to report from the committee.

18. 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**

Chair Neal opened the floor for any new business. No new business was brought before the Board and the item closed.

19. Announcements **Linda Neal, Chair**

Chair Neal opened the floor for announcements, but nothing was brought before the Board and the item closed.

20 Executive Session – Pending Investigation of Offender Death **Mike Oakley, General Counsel**

A. Consideration of Motion to Adjourn to Executive Session
Pursuant to "Title 25, 307.B" for the following reasons:

4. *"Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation or proceeding in the public interest."*

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

Chair Neal opened the floor to Mr. Oakley who recommended the Board adjourn to Executive Session.

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

The meeting was adjourned for Executive Session at 3:58 p.m. At 4:16 p.m. the Board returned to the meeting room.

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

The meeting resumed at 4:17 p.m. As no vote was required from Executive Session, the item was closed.

21. 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 adjourn the meeting. Mr. Roach seconded the motion. The results of the roll call were as follows: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Ware – yes.

The meeting was adjourned at 4:18 p.m.

Submitted to the Board of Corrections by:

[signature on file]	**5/30/2013**
Kimberley Owen, Minutes Clerk	Date

I hereby certify that these minutes were duly approved by the Board on the 30th day of May, 2013, in which a quorum was present and voting.

Approved by:

[signature on file]	**5/30/2013**
Kevin J. Gross , Secretary of the Board	Date