

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING
 Bill Johnson Correctional Center
 1856 E Flynn Street
 Alva, Oklahoma
 October 25, 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 1:04 p.m. at the Bill Johnson Correctional Center (BJCC) on Friday, October 25, 2013. Chair Gross asked the clerk to call the roll:

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

Calling of the roll reflected a quorum was present.

2. Welcome/Remarks

Janice Melton, Warden
Bill Johnson Correctional Center

Chair Gross requested Warden Melton approach the podium, expressing his appreciation to her for the facility tour and lunch provided prior to the meeting. Warden Melton greeted the Board and welcomed everyone to the facility. She stated BJCC is the newest facility – built by ODOC in 1995 – and the surrounding community is very supportive. BJCC has 614 program beds on the inside and 100 general population beds recently added outside. The two largest housing units on the yard hold 256 offenders on one and 294 offenders on the other. They are arranged on two different floors and are staffed accordingly. There is also a smaller unit which was converted recently from the programs phase to the housing unit and it holds 64 offenders. This smaller unit is used like an honor dorm so it is an additional level the men can promote to and stay on until they are released to their communities. Most of the offenders in this unit have completed the program and are waiting to be released.

Warden Melton stated there were 215 offenders currently participating in the Delayed Sentencing (DS) Program and 400 in the Regimented Treatment Program (RTP). The capacity of the facility is 730 and as of this date, the count is 708 offenders. She said the facility is very active transporting offenders to and from court for sentencing hearings. The facility is budgeted for 103 positions and there are 98 currently filled. The offenders provide the normal services as on other yards, such as food service and laundry. In addition to the normal institutional work, the offenders can also be education tutors and interns. Ten offenders are allowed to remain at the facility as interns and become career counselors after they have successfully completed the program. These interns assist staff with deliverance of entry-level treatment readiness programs.

The facility has ten (10) outside Prisoner Public Works Program (PPWP) crews who support the local communities. When the offenders reach a certain level in the inside programs, they are eligible to work in the community. The crews are employed by the City of Alva, Alva Public Schools, Department of Transportation, and several other city, county and state entities.

Warden Melton stated there are many programs requiring the offender’s participation while they are involved in the DS Program or the RTP. The programs can include anger management, cognitive behavior, marriage preparation, and relationship classes, as well as a reentry component for those returning to their communities. These programs give the offenders the tools necessary to succeed after discharge. Warden Melton stated the final component of the program is offering the offenders aftercare. Once they have completed, the facility commits to providing guidance to each offender. The facility has a toll-free number for the offenders to contact staff if they need assistance after they have discharged.

The facility does not have any ongoing projects, having just completed the expansion phase; however, in the summer, two housing units will receive air conditioning units. The budget for last year was \$6.6 million and this year it is \$6

million. Payroll was \$5.3 million in FY 2013 and this year it will be \$4.8 million. There is also a professional services contract with Northwestern Oklahoma State University, which is part of the operating budget.

Warden Melton introduced a few members of the BJCC Community Advisory Board which provides resources and support for the facility. In attendance from the Board were Liz Smith, Richard Ryerson, Freelin Roberts, and Lynn Martin. Warden Melton expressed her appreciation for their support of the facility.

No further questions or comments were made. Chair Gross expressed his gratefulness to the BJCC Community Advisory Board for their continued support.

3. Old Business

Kevin Gross, Chair

There was no old business brought before the Board.

4. Approval of September 27, 2013, Board Meeting Minutes

Kevin Gross, Chair

The minutes for the BOC Meeting held on September 27, 2013, were provided to the Board for review before the meeting. 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 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. Siegfried – 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 October 11, Interim Director Evans traveled to Savannah, Georgia to attend the Fall business meeting of the Southern States Correctional Association as a part of his Past-President duties. They had a very productive meeting and plans are well under way for the Mid-winter Training Conference/ Business Meeting to be held in February 2014 and the summer training conference to be held in July 2014.
- Dr. Laura Pitman and Interim Director Evans met with Ken McNair, Executive Director of the Oklahoma Sheriff's Association, and Ray McNair, Deputy Director of the Association, to discuss a host of issues facing the 77 county sheriffs and ODOC. The discussion focused on 72-Hour Invokes from the county, per-diem cost, proposed legislation and county lawsuits. The discussion was believed to be productive and an agreement was reached in an effort to educate the Sheriff's Association members on methods to address the needs of ODOC as well as the county jails.
- Central Personnel has been actively recruiting for potential applicants all over the state during the past few months. ODOC hosted booths at several universities and urban centers throughout the state in an effort to address the continued negative gain in the security class staff.
- As of October 9, 2013, the agency had 31.5% fewer FTE filled in the correctional ranks of Correctional Officer Cadet through Chief of Security than were filled as of September 9, 2013.
- In October 2013, four correctional facilities successfully completed their ACA reaccreditation audits: Jess Dunn Correctional Center, scoring 100% mandatory standards and 99.5% on non-mandatory standards; Oklahoma State Penitentiary, scoring 100% mandatory and 99.5% non-mandatory; Cimarron Correctional Facility, scoring 100% mandatory and 99.77% non-mandatory; and Davis Correctional Facility, scoring 100% mandatory and 100% non-mandatory.
- An agreement between Agri-Services and Quest Management was finalized in October 2013. This agreement enables Agri-Services to purchase surplus fresh fruits and vegetables at a reduced cost from the Wal-Mart distribution center in Pauls Valley. Fresh produce is one of the most expensive food products purchased by ODOC. The Innovation, Efficiency, and Reform Act of 2013 (HB1464) will allow ODOC to take advantage of special opportunity food buys beginning on November 1, 2013.
- In April 2013, Mabel Bassett Correctional Center (MBCC) was selected for a dog training program, along the same lines as the Friends for Folks program at Lexington Assessment and Reception Center (LARC). The MBCC training program is tentatively scheduled to begin within the next few months starting with three to four pre-trained dogs from LARC's Friends for Folks program.

- The ODOC Annual Employee Awards and Training Event will be held November 7, 2013, at the Reed Center in Midwest City.

Mr. Siegfried stated he thought it was a great idea to reach out to the Oklahoma Sheriff's Association in regards to having open conversations about the population issues. Mr. Siegfried stated the county jail backup is becoming more of an open item for the agency to discuss with the sheriffs. He thanked Interim Director Evans for approaching the association to discuss ways to collaboratively improve the situation. No further comments were made.

6. Program Update

- Regimented Inmate Discipline (RID)

Jason Bryant, Deputy Warden
Angela Allison, Lead Alcohol and Drug Counselor
Bill Johnson Correctional Center

Deputy Warden Jason Bryant thanked the Board and Interim Director Evans for giving him the opportunity to speak on behalf of the facility and staff. He stated the facility staff had worked extremely hard to make the Regimented Treatment Program (RTP) and Delayed Sentencing (DS) Program successful. He introduced Angela Allison, Lead Alcohol and Drug Counselor for the Delayed Sentencing Program.

Deputy Warden Bryant stated both programs are designed to give offenders tools they can use to assist them in future decision making. He noted everyone who is aware of the cycle of incarceration knows ODOC has to deal with offender behavior. BJCC tries to break this cycle with their programs so when offenders enter and eventually leave the system, either through discharge or parole, they are better equipped for success. With the two programs, staff manages many different types of sentencing the courts may impose on the offender. The DS Program is specifically for offenders who have not been convicted of a crime. They are under the Youthful Offender Act for offenders between the ages of 17-21. The courts remand these offenders to the custody of ODOC temporarily before they return to court for sentencing. BJCC typically has 200-220 delayed-sentencing offenders at any given time. They normally stay at BJCC for six (6) months.

The remaining 400 offenders are in the RTP and have typically been sentenced by the courts (determinate sentences). Approximately 200 of these offenders have sentences which will be suspended upon successful completion of the program. There is great incentive for the balance-suspended offenders to participate in the program as they will be released upon completion. The remaining 200 offenders with determinate sentences will move on to lateral or lower security after completion. The length of the program is normally about 10-12 months, but the program itself is open-ended. The offender's progression is based on his participation in the program and this can sometimes be lengthy. As of January 1, 2013, the program has been completed by 337 offenders. Since inception in 1995, there has been approximately 4,000 offenders complete RTP.

Deputy Warden Bryant stated the facility is fortunate and appreciative of the partnership with Northwestern Oklahoma State University. Deputy Warden Bryant introduced the treatment director, Jeff McAlpin from Northwestern Oklahoma State University, and his staff. ODOC contracts with Mr. McAlpin and his staff to provide treatment for 220 offenders. The facility previously provided Moral Reconciliation Therapy, but is currently transitioning to a curriculum, Cognitive Behavioral Intervention Perception, developed by Mr. McAlpin and his staff.

Ms. Allison stated the DS Program was formerly known as Regimented Inmate Discipline (RID) Program. The mission statement of the DS Program is to provide young offenders the tools to lead a successful life in society and also to introduce pro-social behaviors and attitudes that may enhance their abilities to have positive relationships in their lives. The DS Program began in September 2004 as an overflow from William S. Key Correctional Center (WSKCC). In the beginning, the program had two (2) Drug and Alcohol Counselors and serviced fifty (50) youthful offenders. In March 2009, the entire population of DS offenders was transferred to BJCC but no increase in staffing was approved until 2011. The DS population has approximately 210 offenders and five full-time counselors, two of which are vacant at this time. The number of participants in the DS Program fluctuates daily due to offenders returning weekly to court. From January through October 2013, the DS Program has served 540 delayed sentence offenders.

Ms. Allison stated most delayed sentence offenders have court orders from 6-12 months. Every delayed sentence offender is assessed with a treatment plan upon arrival at BJCC. The staff creates an individualized treatment plan to meet each offender's unique needs. Offenders in the DS Program participate in initial regimented treatment and are in some level of treatment during the entire time they are at BJCC. The programs in the DS Program include anger management, cognitive behavioral treatment and relapse prevention and all within a paramilitary regimented structure followed by a therapeutic community. Each offender is expected to follow the rules of the program, attend education classes as assessed and to attend their treatment as assessed to need. Offenders in the DS Program tend to have many issues with being immature and impulsive which create many staff interventions with officers, unit staff, and/or

counselors. The staff have to work together to keep the offender in line. Each offender leaving BJCC receives a discharge summary which is given to the courts. This summary contains information on their progress in the program.

Ms. Allison stated BJCC is now working on communication between the judiciary system and ODOC. BJCC has hosted tours as well as provided a virtual tour at Oklahoma County Courthouse with the judges, attorneys, and court writers so they better understand BJCC's mission, expectations, issues faced and daily concerns about educating the offenders and helping them meet goals for their lives.

There were no comments or questions from the Board.

7. Approval of Board Policy

Edward L. Evans, Interim Director

- P-020600, Legislative Initiative Process

Interim Director Evans stated P-020600, Legislative Initiative Process, is an annual review and the only change is to the names of the chair and vice-chair. Interim Director Evans recommended approval of the policy as provided.

Motion: Mr. Roach made a motion to approve the policy 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. Siegfried – yes.

The policy was approved by majority vote.

8. Approval/Confirmation of Appointment

Milt Gilliam, Administrator of Probation & Parole
Community Corrections

- James Reed, District Supervisor
Jeffery M. McCoy Central District

Mr. Gilliam introduced Mr. James Reed to the Board, stating he wished to recommend him for approval as the District Supervisor of the Jeffery M. McCoy Central District. He stated Mr. Reed received his Bachelor of Arts in Sociology/Criminology from the University of Oklahoma in 2000. He began working for ODOC in 1998 at Lexington Assessment and Reception Center (LARC) as a correctional officer. He promoted as a probation and parole officer in 2000 and then promoted to team supervisor in 2004. In 2011, he promoted to deputy warden at Dick Conner Correctional Center, later transferring to LARC. In May 2013, he returned to community corrections as the assistant district supervisor for Southwest District. Mr. Gilliam asked for the Board's confirmation as district supervisor.

Motion: Mr. Siegfried made a motion to approve Mr. Reed as Jeffery M. McCoy Central District Supervisor and 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. Reed's appointment was approved by majority vote. Mr. Reed expressed his gratefulness to the Board, Interim Director Evans, Deputy Director Reginald Hines and Mr. Gilliam for the opportunity. He also thanked his wife, Angela, for supporting his facility transfers and changes while he furthered his career. He stated he is looking forward to working in the Jeffery M. McCoy Central District and continuing to carry out the mission of ODOC: protect the public, protect the officer, and protect the offender. He again thanked the Board for their confirmation of his appointment as the District Supervisor.

9. Approval of 2014 Legislative Initiatives

Neville Massie, Executive Assistant

Ms. Massie stated October is the annual month to present proposed legislative initiatives to the Board for consideration and approval for the following year's legislative session. The agency's recommendations for 2014 are:

1. **Clarify list of crimes excluded from eligibility for delayed sentencing** – Ms. Massie stated she would describe this as "clean up" language. The current statute has a paragraph and staff has to check each judgment and sentence to ensure the offender is eligible for the program. The change would give an individual listing with offense descriptions to make it easier to clarify the offender's eligibility for participation.
2. **Amending the Sex Offender Registration Act to clarify registration requirement does not apply while the offender is incarcerated** – Ms. Massie stated while working on the review of the registry after the recent lawsuit, it was determined the Sex Offender Registration Act does not apply to an individual while they are incarcerated at a maximum or medium security facility. Due to the lawsuits, the agency is recommending the registration act does not apply to an individual while they are incarcerated in any state or private correctional facility.
3. **Increasing time frame from six (6) months to twelve (12) months from schedule release for Parole Board docketing of nonviolent offenders when all facilities reach maximum capacity and ODOC contracts for bed space** – These are the offenders who are reviewed by the Pardon and Parole Board and do not require the

Governor’s review. Ms. Massie stated the Pardon and Parole Board reviews them at six (6) months, but it usually takes about three (3) months from the time of appearance before they are released. This recommendation changes the review time to twelve (12) months and would result in an offender having a nine (9) month supervisory period. This would also be in accordance with the statutory change made last year requiring nine months of post-supervision after release.

4. **Amend statute on offender medical care to have ODOC pay Medicaid reimbursement for inpatient hospitalization rather than current network rate** – ODOC worked with the Hospital Association to make these changes. This proposal only affects inpatient hospital care and does not affect outpatient procedures or physician billing.
5. **Exempt offenders serving Life Without Parole (LWOP) from requirement to deposit 20% wages in mandatory savings, payable upon discharge** – Current law requires all offenders maintain a savings of 20% of their wages with the intent being upon discharge they will receive those funds for assistance with reintegration. However, offenders with LWOP sentences will not have the opportunity for release and reintegration.

Mr. Haynes stated the Public Policy/Public Affairs Committee met to discuss the proposed initiatives for 2014. He stated they recommend the Board’s approval of these five initiatives.

Chair Gross stated he would like to vote on initiatives 1-3 and 5 separately from initiative 4 to avoid any conflict of interest.

Motion: Mr. Burrage made a motion to approve initiatives 1-3 and 5 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. Siegfried – yes.

Initiatives 1-3 and 5 were approved by majority vote. Chair Gross then requested a motion on initiative 4.

Motion: Mr. Burrage made a motion to approve initiative 4 and Mr. Siegfried seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – abstain; Mr. Haynes – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Siegfried – yes.

Initiative 4 was approved by majority vote. Ms. Massie stated the bill request filing deadline is December 13, 2013, and the legislative session will begin in February 2014.

10. Budget Update

**Greg Sawyer, Chief
Business Operations**

Mr. Sawyer stated the FY 2014 Budget Activity Report was provided to the Board. Mr. Sawyer began providing the report as of September 30, 2013; however, Ms. Neal noted the information being provided by Mr. Sawyer was not reflected in the report provided to the Board. Mr. Sawyer apologized, stating he was referring to the report from August 2013. Mr. Burrage exited the meeting at this time. Mr. Sawyer corrected his paperwork, then provided the following information as of September 30, 2013:

FY2014 Budget Work Program		
Appropriated		\$463,731,068
200 Fund		\$18,757,331
205 Fund		\$2,957,068
Total – BWP		\$485,445,467*
* Excludes Prison Industries and Community Sentencing and Federal Funds		
Y-T-D Expenditures		\$(98,678,297)
Appropriated	\$(97,921,552)	
200 Fund FY 14	\$(559,237)	
205 Fund FY 14	\$(197,508)	
Encumbrances		\$(138,703,676)
Committed		\$(24,981,011)
Remaining Payroll		\$(187,531,097)
Available Balance		\$35,551,386

Appropriated Operating Funds	
Budgeted	\$463,731,068
Expenditures Y-T-D	\$(97,921,552)
Encumbrance Y-T-D	\$(130,182,048)
Total Committed Y-T-D	\$(24,945,144)
Available Balance	<u>\$210,682,324</u>
Less:	
Payroll	\$(187,531,097)
Available Balance	\$23,151,227

200 Revolving Fund	
Beginning Cash Balance 7/1/2013	\$8,847,121
Revenue Received Y-T-D	\$4,840,076
Expenditures Y-T-D	\$(12,812,826)
Adjustments Y-T-D	\$(500)
Ending Balance	<u>\$873,871</u>

205 Revolving Fund	
Beginning Cash Balance 7/1/2013	\$1,100,947
Revenue Received Y-T-D	\$2,813,573
Expenditures Y-T-D	\$(3,235,511)
Adjustments Y-T-D	\$0.00
Ending Balance	<u>\$679,008</u>

280 Revolving Fund	
Beginning Cash Balance 7/1/2013	\$4,307,972
Revenue Received Y-T-D	\$5,572,161
Expenditures Y-T-D	\$(5,884,377)
Adjustments Y-T-D	\$(4,751)
Ending Balance	<u>\$3,991,004</u>

No further questions or comments were made by the Board.

11. Approval of FY 2015 Budget Request

**Greg Sawyer, Chief
Business Operations**

Mr. Sawyer stated department policy requires the Board's approval for the FY 2015 ODOC Budget Request. Mr. Burrage returned to the meeting at this time. Mr. Sawyer noted there is only one request for the FY 2015 presentation which is to annualize fully funded contract beds for FY 2014. The agency is already obligated for these beds and the request is for an increase of \$31.5 million. Mr. Sawyer noted this would increase the total appropriation to \$495,237,750 if approved.

Chair Gross noted the Budget Committee had spent time on the request and asked Mr. Burrage for his comments. Mr. Burrage stated the request to increase the budget is primarily to fund the contracted beds. Mr. Burrage referred back to conversations in August 2013 stating at that time there had been several million dollars in the revolving fund. These funds have now been utilized and the increase to appropriations is in order to meet the requirements for which the agency is contracted. Mr. Burrage stated the committee recommends the Board approve the FY 2015 Budget Request.

Chair Gross queried if there were any changes to salary. Mr. Sawyer stated there are no changes to personnel or salary and the only item requested is to fully fund the contracts. Mr. Burrage stated the initial request contained an increase in the salary, but it was removed after careful consideration. Mr. Sawyer noted the Governor has an ongoing initiative to review all state employees' salaries which was also a determining factor in not pursuing funding of salary needs. Mr. Evans also noted there will be some opportunity to amend the budget if needed and appropriate. Ms. Neal stated she was concerned and wanted to ensure hiring needs of the agency is addressed and the staffing levels are raised to an appropriate level.

Chair Gross queried when the information would be presented and the timeframes on amending the request if needed at a later date. Mr. Sawyer stated there is ample opportunity to amend it; however, the initial request had to be submitted to the Office of Management and Enterprise Services for inclusion and consideration in the Governor's executive budget which comes out when the legislative session begins. Mr. Sawyer stated the ODOC Budget Meeting will be at the end of November 2013. Mr. Burrage asked Mr. Sawyer to notify the Budget Committee or Chair Gross when the meeting will be held with OMES.

Motion: Mr. Burrage made a motion to approve the budget request as presented and 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.

The budget request was approved by majority vote.

12. Population Update

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

Dr. Pitman provided the following population update as of September 30, 2013:

Total System Offender Population = 26,744	EMP = 15
DOC Facilities = 17,872	PPCS = 1
Private Prisons = 5,813	Probation Supervision = 21,137
County Jails with Contracts = 611	Parole Supervision Offenders = 3,140
Halfway Houses = 1,149	Total System Population = 51,021
Out Count (jails, hospitals, etc.) = 704	County Jail Backup = 1,583
GPS = 579	

Dr. Pitman noted as of September 30, 2013, the majority of the total system offender population growth of 809 was in the private prison population (705) and county jail contract beds (107). The county jail backup as of Wednesday, October 23, 2013, was 1,801 offenders. No further questions or comments were made.

13. Approval of Facility Capacity Change

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

- Dr. Eddie Warrior Correctional Center

Dr. Pitman stated she requests to modify the facility capacity for Dr. Eddie Warrior Correctional Center (EWCC). Dorms 3, 4, 5, 6 and 7, are being increased from 120 to 150. In addition, eight (8) beds were added to the Regimented Treatment Program unit. Dr. Pitman also noted the Fire Marshal has approved all of the changes and the entire facility capacity would increase from 2,273 to 2,431 offenders.

Mr. Siegfried queried how the capacity changes were being accomplished on the dorms. Dr. Pitman stated there are bunks with lockers on the outside edge of each bed. The lockers were removed which allows additional room for more bunks. Mr. Siegfried queried of the total to which Dr. Pitman responded it was an increase of 158 beds. Mr. Siegfried queried about the need for the increase. Dr. Pitman stated it was to accommodate the increase of receptions from the county jails. Mr. Siegfried noted there were also adjustments made at Mabel Bassett Correctional Center (MBCC) for the same reason. Mr. Siegfried queried if there were any adjustments to staff being made to coincide with the increase of offenders. Dr. Pitman stated both EWCC and MBCC have requested additional full-time employees to assist with the offender population growth and it is pending approval by Interim Director Evans.

Motion: Ms. Neal made a motion to approve the capacity changes at EWCC 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. Siegfried – yes.

The capacity change was approved by majority vote. No further comments or questions were made.

14. Committee Reports

Committee Chairs

Chair Gross asked the committee chairs for their reports.

- **Budget Committee**

Mr. Burrage stated the committee met in Tulsa on October 23, 2013, with special guests Representatives Pruett, Martin, McDaniel, and Scott as well as a representative from the Governor's office. The committee discussed the revision to the 2015 Budget Request which was approved by the Board. The committee discussed the agency's appropriated budget, the revolving funds in the 200, 205, and 280 accounts, and the federal funds in the 400 accounts. The committee reviewed the activity for the first quarter of FY 2014.

Mr. Burrage also noted there were representatives from Avalon Correctional Services in attendance at the committee meeting and they presented information on halfway houses. Mr. Burrage stated the presentation was available if anyone would like to review it.

Several ODOC staff were also present at the committee meeting: Dr. Pitman, Greg Sawyer, Ashlee Clemmons, Greg Williams, and Interim Director Evans. Mr. Burrage stated there was nothing else to report.

- **Female Offender Committee**

Ms. Neal stated there was no report from the committee.

- **Public Policy/Public Affairs Committee**

Mr. Haynes stated there was nothing else to report from the committee.

- **Population Committee**

Ms. Neal stated there was nothing else to report from the committee.

- **Executive Committee**

Chair Gross stated the committee met via telephone on October 16, 2013, to discuss the agenda for the meeting. The committee also received an update from Mr. Siegfried on the search for the Director of Corrections and the committee's progress. Chair Gross also mentioned Mr. Rebecca Frazier, Assistant General Counsel for the Governor's Office, is leaving the position and there will be a new contact appointed in the near future.

- **Ad Hoc – Director Search Committee**

Mr. Siegfried stated the committee met on this date to review the progress and status of the search for a new director. Mr. Siegfried stated the committee is still on schedule according to the plan agreed upon by the Board. The committee members are scheduled to begin interviews on November 1-5, 2013. From the initial interviews, the committee will select top candidates to recommend for full interviews by the Board.

15. New Business

Kevin Gross, Chair

No new business was brought before the Board.

16. Announcements

Kevin Gross, Chair

Chair Gross reminded the Board and attendees the meeting in November would be in a different format. The Board will meet on Thursday, November 21, 2013. Dinner will be served at 6:00 p.m. for the Board members and the meeting will begin at 7:00 p.m. The purpose of the meeting is to spend time discussing the population options as the facilities are essentially full and there continues to be an issue with county jail backup.

On November 22, 2013, the committees will have the option of meeting in the morning before proceeding to Oklahoma State Reformatory for the regular meeting.

17. Approval to Adjourn for Executive Session

Mike Oakley, General Counsel

- Pending Investigation of offender suicide: Christopher Short #416706, OSP
- Starkey vs. ODOC

Mr. Oakley advised the Board of the need to adjourn to Executive Session for discussion of the pending investigation regarding the death of offender Christopher Short #416706 and the Starkey vs. ODOC lawsuit.

Motion: Mr. Siegfried 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. Siegfried – yes.

The adjournment was approved by majority vote and the Board adjourned at 1:59 p.m. to Executive Session.

18. Approval to Return from Executive Session

Mike Oakley, General Counsel

At 2:24 p.m., the Board returned from Executive Session. Mr. Oakley advised the Board of the approval needed to return from Executive Session.

Motion: Mr. Siegfried 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. Siegfried – yes.

The return was approved by majority vote and the Board resumed the meeting at 2:25 p.m. 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. Siegfried made a motion to adjourn the meeting 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. Siegfried – yes.

The meeting adjournment was approved by majority vote and the meeting ended at 2:25 p.m. The next Board meeting is scheduled for 1:00 p.m. on Friday, November 22, 2013, at the Oklahoma State Reformatory in Granite, Oklahoma.

Submitted to the Board of Corrections by:

Signature on file

Kimberley Owen, Minutes Clerk

11/22/2013

Date

I hereby certify that these minutes were duly approved by the Board on the twenty-second day of November 22, 2013, in which a quorum was present and voting.

Approved by:

Signature on file

B. Steve Burrage, Secretary of the Board

11/22/2013

Date