

OKLAHOMA BOARD OF CORRECTIONS MEETING
 Central District Community Corrections
 1131 W Sheridan Avenue
 Oklahoma City, Oklahoma

1. Opening and Roll Call

Matthew McBee, Chair

Chair McBee called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 p.m. at Central District Community Corrections on Thursday, February 28, 2013. Chair McBee asked the clerk to call the roll:

Steve Burrage, Member	Present	Michael Roach, Member	Present
Kevin Gross, Member	Present	Earnest Ware, Member	Present
Matthew McBee, Chair	Present	Gerald Wright, Secretary	Present
Linda Neal, Vice Chair	Present		

A quorum was present and the meeting continued. Chair McBee thanked everyone for attending the meeting and also thanked everyone who sent “get well” wishes while he was out ill during the last BOC meeting.

2. Welcome/Remarks

Karen White, District Supervisor
Central District Community Corrections

Chair McBee recognized and opened the floor to Ms. White. Ms. White greeted the BOC and Director Jones, welcoming them to CDCC. She stated CDCC is a unique district as they only service probation and parole offenders. There are approximately 6,000 offenders in their district, most of which are probationers, followed by parolees and GPS clients. She stated there are seventy-four (74) employees in CDCC, of which fifty are probation and parole officers (PPO). Most of the PPOs are Level III, which is considered the top of the PPO job classification. Ms. White also said her staff are unique, as well, with fifteen having master’s degrees in Criminal Justice, Public Administration, Counseling, Criminology, Forensic Psychology, and Adult Education. Two (2) of CDCC’s supervisors with master’s degrees are working on their second master’s degrees and one (1) PPO is expected to complete their degree in counseling later this year.

Ms. White stated because of the talents of her staff, they specialize in unique caseloads containing high-risk offenders and offenders with various criminogenic needs. Some of the high-risk caseloads they manage or which have specialty officers assigned to them are the sex offenders, parole cases, and GPS cases. Ms. White stated drug court, DUI court, and mental health court are also specially assigned cases where they work with the district court for those individual clients. Ms. White stated the average caseload for PPOs in CDCC is approximately 97 offenders and the average specialized caseload is 68.

CDCC continues to have the Oklahoma County Convergence Project, working with the Oklahoma County District Attorney’s office in diverting high-risk offenders from possible incarceration. Although funds are sometimes limited, they continue to work with this special group diverting them from incarceration. Ms. White stated it has been a money-saving endeavor over the years and it is believed to have saved approximately \$6.3 million. She stated they also have an officer with a Spanish-speaking caseload for those offenders who do not speak English and they have a youthful-offender vocational and technical training caseload with offenders enrolled in Interior Design classes at Francis Tuttle VoTech. Offenders participating in these classes will have employment upon completion and certification. Ms. White stated there is also a Second Chance Grant caseload for offender reentry where the officer works directly with offenders at local community corrections centers prior to release.

Ms. White then stated there are also projects which are considered gender-specific. CDCC works with Division I-Institutions, the District Attorney’s Council and also with the District Attorney’s office on the Female Diversion Project to work with local women to prevent incarceration. Northcare and other service agencies are also utilized to assist with the particular needs of women under supervision. Reemergence of Oklahoma County is also a female-offender project and is a result of HB 2998, sponsored and authored by Representative Kris Steele. The ODOC, United Way, and the Department of Mental Health and Substance Abuse Services work together with the district court to assist women who have special needs, children and possible mental health needs.

Ms. White thanked everyone in attendance and extended special appreciation to the BOC for sponsoring the memorial event today in honor of Officer McCoy. She also thanked the McCoy family for allowing Officer McCoy to be honored in this manner.

No other comments were made and the item was closed.

3. Old Business

Matthew McBee, Chair

Chair McBee opened the floor for old business. No comments were noted and the item was closed.

4. Approval of January 17, 2013, Board Meeting Minutes

Matthew McBee, Chair

Chair McBee opened the floor for approval of the minutes from the January 17, 2013, meeting of the Oklahoma Board of Corrections. No comments or questions were raised by the Board regarding the minutes.

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

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

5. Renaming/Dedication of Central District

Justin Jones, Director

- *Reading of Governor's Commendation*
- *Approval of Resolution – Renaming of Central District*
- *Unveiling of Memorial*
- *Jeffery McCoy Family Comments*
- *Dignitaries Comments*
- *Reception*

Gerald W. Wright, Secretary

Reginald Hines, Deputy Director, Community Corrections

Karen White, District Supervisor, Central District Community Corrections

McCoy Family

All Who Wish to Speak

Chair McBee opened the floor to Director Jones for the renaming and dedication of Central District Community Corrections. Director commended Ms. White and all the employees of CDCC for hosting the BOC meeting. He expressed appreciation to the McCoy family for allowing ODOC and the BOC to honor Jeffery McCoy in this manner. Director Jones opened the floor to Mr. Wright for reading of the Governor's Commendation into the minutes:

Governor's Commendation

is hereby presented to

Jeffery McCoy Central District Community Corrections

in recognition of the dedication ceremony for the renaming of the Central District Community Corrections to "Jeffery McCoy Central District Community Corrections". Jeffery M. McCoy served in the U.S. Navy from 1998 to 2002 and then began his career with the Oklahoma Department of Corrections in 2005 as a Probation and Parole Officer I. He was killed in the line of duty while courageously engaged to protect the public, protect the staff; and protect the offender. As a memorial to the legacy of Officer McCoy, we commemorate the true courage and professionalism that he exemplified while serving the State of Oklahoma.

"Heroes are the people who do what has to be done regardless of the consequences" – Unknown Author

February 13, 2013

Mary Fallin, Governor of Oklahoma

Director Jones then opened the floor to Mr. Hines for approval of the BOC Resolution renaming CDCC. Mr. Hines greeted the BOC and Director Jones, stating it was his privilege to present the resolution to them for approval. He then read the resolution:

WHEREAS, *the Oklahoma Department of Corrections is privileged to have a group of men and women who are trained professionals and who serve valiantly to ensure supervision and accountability of probation and parole offenders in communities across the state of Oklahoma; and*

WHEREAS, *Jeffery M. McCoy began his public service with the Oklahoma Department of Corrections on December 19, 2005, as a Probation and Parole Officer I; knowing the dangers associated with conducting office and field contacts with criminal offenders, but accepting the risks; and*

WHEREAS, Jeffery M. McCoy was killed in the line of duty on May 18, 2012, while conducting a home visit in Midwest City where he encountered his untimely fate; and

WHEREAS, the Board expresses its deepest sympathy to the family and friends of Officer Jeffery M. McCoy and its appreciation for his dedication to public service; and

WHEREAS, the sacrifice made by Jeffery M. McCoy will not go unrecognized and will be remembered by future generations to come:

BE IT THEREFORE RESOLVED that the Oklahoma Board of Corrections does hereby announce and proclaim to all that Central District Community Corrections will from this day forward be known as the Jeffery M. McCoy Central District.

ADOPTED this 28th day of February, 2013.

Chair McBee thanked Mr. Hines and requested a motion to approve.

Motion: Mr. Wright made a motion to approve the resolution. Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The resolution was unanimously approved.

Director Jones then requested Ms. White and Ms. Kristie Phillips, Assistant District Supervisor, to step forward for the unveiling of the memorial. Director Jones stated the memorial is a necessity to recognize not only Mr. Jeffery McCoy for his public service to the State of Oklahoma, but is also for the historical presence of the first in-the-line-of-duty killing of a probation and parole officer in Oklahoma. Director Jones then asked Ms. White and Ms. Phillips to reveal the memorial, which will be displayed in Central District. Ms. White and Ms. Phillips removed the ceremonial draping and returned to their seats.

Director Jones then opened the floor to the McCoy family. Ms. Megan McCoy, wife of Officer McCoy, began by thanking the BOC for having them at the ceremony. She thanked ODOC staff and stated the corrections family is their family. She also expressed appreciation for the support from all of the corrections family. Ms. Genese McCoy, mother of Officer McCoy, shared with the BOC that she is a current employee of ODOC and Officer McCoy was a third-generation employee. She stated, “what Officer McCoy did, mattered; what Officer McCoy did, made a difference.” Ms. McCoy stated they are very pleased with the honor being bestowed on her son and they have been amazed with the care and concern expressed by the BOC, Director Jones, District Attorney David Prater, ODOC staff, and the probation and parole family. She stated she did not know if the BOC was aware of the amount of honor they have given to the family with this memorial. Ms. McCoy stated Officer McCoy’s children may not realize the impact of the memorial, but as they grow older, they will understand better the importance of this moment. She closed by again thanking the BOC.

Director Jones then thanked each family member in attendance at the ceremony. Director Jones recognized District Attorney David Prater, present in the audience, and expressed his appreciation for their handling of the loss of Officer McCoy and the support offered by their staff. He also recognized Chief of Midwest City Police Department, Brandon Clabes, who also offered support and staff to assist with Officer McCoy’s death. Director Jones then invited Chief Clabes to the podium.

Chief Clabes began by reading scripture from the Bible and then stated on behalf of the men and women of the Midwest City Police Department, it was an honor to be invited to the ceremony renaming Central District in recognition of Jeffery McCoy. He stated his assistant chief, Sid Porter, was also in attendance with him and he thanked the BOC, Director Jones, and the McCoy family for allowing them to attend and participate. Chief Clabes stated God’s promise in scripture could not be overlooked and elaborated that Jeffery McCoy was a son, a brother, a husband, a father, a coworker and a friend. Chief Clabes also stated he never knew Officer McCoy; however, Officer McCoy has greatly impacted Chief Clabes’ life and also his agency. Chief Clabes stated Officer McCoy’s ultimate sacrifice to the State of Oklahoma stands as a testament to all people who dedicate their lives daily to make everyone safe. As a result, Officer McCoy has many brothers and sisters across the state, as well as the nation, and he will be remembered with great pride. Chief Clabes stated he will never let Officer McCoy’s memory fade and he closed by thanking everyone for upholding his memory as well.

Director Jones then returned the meeting back to Chair McBee for a motion to briefly adjourn the meeting for a small reception. Chair McBee thanked everyone again for attending the dedication in memory of the sacrifice made by the

McCoy family in service to the State. He asked for a motion to take a brief recess for the reception and an opportunity to view the memorial.

Motion: Ms. Neal made a motion to recess the meeting. Mr. Wright seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting was recessed at 1:29 p.m. At 1:42 p.m., Chair McBee requested a motion to return to the meeting.

Motion: Ms. Neal made a motion to return from the recess. Mr. Roach seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The meeting reconvened at 1:42 p.m. No further comments were made in reference to this item and it was closed.

6. Director's Comments

Justin Jones, Director

Chair McBee opened the floor to Director Jones for his comments.

- Under Title 61, Construction and Properties Emergency, Lexington Assessment and Reception Center requested an emergency purchase to repair three (3) boilers that went down in February. The boilers are used for heat, cooking, laundry, domestic hot water, etc. Once approved, a vendor was secured to make the necessary repairs and alleviate the emergency situation. The cost of the repairs for all three boilers was estimated to be less than \$10,000.
- On January 29, 2013, a new organization was presented to Mabel Bassett Correctional Center military veterans. Entitled "Battle Buddy," the program matches offenders with an outside veteran who assists with re-entry needs such as veteran benefits.
- Sixteen offenders at MBCC achieved Fall-semester honor rolls at Seminole State College and Rose State College.
- Craig County Emergency Management System installed a mass-notification system that sends a recorded voice message during emergency events to persons registered on their call list. Northeast Oklahoma Correctional Center was added to the local emergency management system to notify citizens of any escapes from the facility. Primary contact numbers and secondary contact numbers are entered into the system where telephone messages are left; the system has the capability to send text messages as well.
- During 2012, Agri-Services produced a total of 1,140,800 pounds of vegetables for use within the department; 2,780,794 pounds of meat products were produced; and 527,883 gallons of milk were provided to facilities. An income of \$180,605.69 was produced through surplus milk sales.
- Representative Charles Ortega and Senator Mike Schultz visited the Oklahoma State Reformatory (OSR) on January 11, 2013. Topics discussed included OSR's mission, staffing challenges, and the need for more competitive salaries. Further discussion included community benefits received from OSR such as staff reinvesting into the community and tax revenue from the sales at the OSR canteen.
- Oklahoma Correctional Industries (OCI) Modular Homes were purchased by the Talihina Health Center, who advised they also plan to purchase three (3) more in the near future.
- Work began on a new project with the Oklahoma History Center for OCI Data Imaging to digitize approximately 1.5 million photos from the Oklahoma Publishing Company.
- The OCI Furniture Factory refurbishing operation at Mack Alford Correctional Center completely repaired and refurbished three upholstered antique wood chairs for the Speaker of the House of Representative's office at the State Capitol.
- Offender Jimmie Welch, JHCC, was found unresponsive in his cell on February 15. He was pronounced deceased by the facility physician shortly thereafter. He had been submitted for a medical parole. This information is being shared as it was an unattended death meaning he was not in a hospital or an ODOC infirmary at the time.
- Anetta Bullock is transferring to Training, effective March 1, and Kimberley Owen will be taking her place as Executive Assistant. Taking Kimberley's place as Administrative Assistant will be Denise Burgdoff, who joins us from the Division of Community Corrections.

- Associate Director Ed Evans is the current president of the Southern States Correctional Association (SSCA), which recently hosted the winter SSCA this past week in Oklahoma City. SSCA conferences are traditionally held in the home state of the current SSCA president. The SSCA summer conference will also be held in Oklahoma City.
- The execution of Steven Thacker is scheduled for March 12, 2013.

Chair McBee then opened the floor for questions or comments. Mr. Gross queried, in reference to the Craig County Emergency Notification system, if notifications like this were being done statewide at all facilities. Director Jones stated this system was a new initiative as far as an automatic system and Craig County contacted the facility requesting to include their notifications on the system. No other comments or questions were raised and the item was closed.

7. Budget Report

**Greg Sawyer, Chief
Departmental Services**

Chair McBee opened the floor to Mr. Sawyer for the ODOC Budget Report as of January 31, 2013. Mr. Sawyer provided the following information:

- Expenditure Summary – Based on seven months of expenditure data a deficit of \$12.1 million exists for fiscal year 2013. This deficit is \$1.0 million smaller than the deficit reported the previous month. The report does not take into account changes in staffing or offender population that may occur through the course of the fiscal year.
- Payroll – The overall funded payroll is 68.9%; this totals 4,059.1 out of 5,894.6 authorized FTE. At the end of January, 3,960.0 positions were filled for a rate of 67.2% with 99.1 FTE under the funded rate. A surplus of \$2.8 million currently exists.
- Contract Beds – Expenditure trends are based on current offender levels as of the end of January. An \$8.5 million deficit exists at this time. Any offender growth during the course of the fiscal year that would require additional contract bed space will increase this deficit.
- Medical and Mental Health Services – Medical and mental health expenditure trends for January reflect a deficit of \$6.4 million exists should current expenditure trends continue.

Mr. Sawyer then opened the floor for questions or comments. No further questions or comments were noted and the item was closed.

8. Approval of Title 61 § 130, Emergency Declaration

Matthew McBee, Chair

- *Sally-Port Gate Repairs, Mabel Bassett Correctional Center*

Chair McBee stated the BOC, prior to the meeting this date, approved the emergency declaration for the Mabel Bassett Correctional Center sally-port repairs, which exceeded \$35,000. However, the approval needs to be read into the meeting minutes and he requested a motion to approve the purchase.

Motion: Mr. Burrage made a motion to approve the emergency repairs. Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

Director Jones noted the sally-port damage was caused by a private vendor's garbage truck. Due to security issues, the request for emergency repairs was submitted to the BOC once it was determined it would exceed the \$35,000 limit. The insurance company for the vendor is processing the claim and we expect full reimbursement of the costs of repair. No other comments or questions were made and the item was closed.

9. Population Update

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

Chair McBee opened the floor to Dr. Pitman for the ODOC Population Update as of January 31, 2013. Dr. Pitman provided the following information:

Total System Offender Population = 26,352	EMP = 9
DOC Facilities = 18,031	PPCS = 1
Private Prisons = 5,128	Probation Supervision = 21,095
County Jails with Contracts = 642	Parole Supervision Offenders = 3,012
Halfway Houses = 1,202	Total System Population = 50,459
Out Count (jails, hospitals, etc.) = 666	County Jail Backup = 1,535
GPS = 673	

Dr. Pitman stated the entire population, as of January 31, 2013, increased by 871 offenders over last year's count. The majority of the increase is in private prisons, ODOC facilities, and county jail contracts. She also noted the county jail backup was 1,535 on January 31, 2013, but as of February 28, 2013, it is currently 1,847. Chair McBee noted there was an increase in the number of parole recommendations since the last BOC meeting.

Director Jones then stated the spike in county jail backup numbers is indicative of the holiday season and it is not unusual to have small spikes like noticed in the report. He stated ODOC's Population Office is in constant contact with the county sheriffs and working with them to move the offenders into the system as quickly as possible. Director commended Dr. Pitman's staff for their efforts in offender movement.

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

10. Legislative Update

Neville Massie, Executive Assistant

Chair McBee opened the floor to Ms. Massie for an update on legislative issues. Ms. Massie stated this is a deadline week and there will be significantly fewer bills advancing after this date. The next deadline is March 14, 2013, for the bills to pass from the house of origin. She provided an update on the agency's initiatives:

- HB 1069, relating to substance abuse treatment and requirements, passed the House on February 28, 2013, and is on the way to the Senate.
- SB 162, relating to badge and clothing allowance, passed the Public Safety committee, but was not originally heard by the Senate Appropriations Committee. Senator Clark Jolley agreed to add it to the agenda and it was heard on February 27, 2013. It passed with the understanding that the section on the clothing allowance would be stricken due to the fiscal impact associated with the costs.
- SB 234, relating to private prisons, passed the Senate Public Safety Committee and an agreement was reached to pull the bill with the understanding that the private prison vendor would pull another bill they introduced which would have reduced the time frame to review records of incoming out-of-state offenders from thirty calendar days to thirty business days.

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

- HB 1056, relating to Conditional Release of Aging Prisoners Act, which originally stated offenders age 50 and older would be eligible for this act was amended to reflect offenders who are age 65 and older would be eligible. It permits the Pardon and Parole Board to grant conditional release to this category of prisoners who also have served at least ten (10) years in prison and pose minimal public safety risks warranting continued incarceration based on an evidence-based risk assessment. Chair McBee queried how many offenders would be affected annually by this bill. Ms. Massie replied initial numbers showed as many as 600 offenders who would meet the criteria. Chair McBee expressed he felt the initial numbers might be too high. Ms. Massie stated one of the questions that arose during discussion of this bill was how much older people in prison are than their chronological age. She stated they also requested how many natural deaths or natural causes of deaths were listed for the fiscal year, which was sixty-four (64), and the average age was fifty-seven (57).
- HB 1722, relating to the parole process, requires commutation applications to be sent to the governor first and must have the support of sentencing officials in the county from where the charges originated; consecutive cases would not be eligible for parole until the offender served one-third of the sentence; medical paroles would require three members' recommendations before docketing; and strikes the current process of having three (3) members recommend parole consideration of an offender outside of the normal process. Ms. Massie stated these changes would lengthen the parole process. Ms. Massie said there was also a similar bill which had been passed in the Senate.
- HB 2019, relating to an employee bonus program for ODOC employees, passed out of House A and B on February 27, 2013. It does not impact longevity or increase the base salary of employees.
- HB 2042, relating to creation of the Oklahoma Public Safety Act of 2013, amends the membership requirements and gives oversight of criminal justice reforms.
- HB 2146, relating to creation of the Public Safety Act of 2013, addresses the correctional officer salary adjustments and pay raises. It has passed Representative Jeff Hickman's subcommittee, as well as House A and B.

- SB 831, relating to transporting loaded or unloaded weapons in a motor vehicle onto state prison parking areas, was amended last week just before being heard. Ms. Massie stated after discussion with Senator Ralph Shortey, he agreed to share ODOC's concerns regarding this policy and placing in statute director's authority over prison facilities.
- SB 1008, relating to creation of the Oklahoma Office of Privatization act, establishes an entity to be the repository of the best privatization and surplus assess sales practices.

Ms. Massie stated this list would be shortened after this date's activities and her update next month would not be as lengthy. Ms. Massie then asked for questions or comments.

Mr. Burrage queried the status of the appropriation supplemental budget request. Ms. Massie responded leadership has been advised ODOC needs confirmation of support, otherwise changes will have to be made in operations to prepare in the event the supplemental is denied. Director Jones further stated none of the supplemental budget requests submitted by state agencies had been entertained at this point. He stated he met with the Appropriations Chair and with the staff of the former Office of State Finance, requesting an approval or denial as quickly as possible. As of this date, no answer has been received.

Mr. Wright stated the Public Policy/Public Affairs Committee met on February 20, 2013, with the Appropriations Chair and Sub-committee Chair for Public Safety in the House. Mr. Wright stated they let everyone they spoke to know the supplemental budget request is the number one priority. He expressed disappointment with the supplemental budget request not being heard during the past week, as he was advised by both chairs it would be placed on a fast track to be heard. Mr. Wright stated he felt like they received a good reception from the House during their meetings, but was unsure of the contact with the governor's office. Mr. Wright also stated Representative Jeff Hickman was receptive and supportive of the needs of ODOC. Mr. Wright also clarified appropriations bills are not subject to the deadlines, with which Ms. Massie agreed. Mr. McBee recommended Mr. Sawyer present, at next month's BOC meeting, a budget picture which includes a supplemental and one excluding the supplemental.

Mr. Wright asked the other committee members if they would like to add any other perceptions to their meetings with legislators. Mr. Gross confirmed the indication received by the Appropriations Chair and Sub-committee chair of the supplemental budget request being moved through quickly; however, he felt there was not an indication given of whether they would approve or deny the request. Mr. Gross also expressed his disappointment with the lack of movement on the budget request. Mr. Ware agreed with Mr. Wright's and Mr. Gross' perceptions and information.

No further comments or questions were made and the item closed.

11. Approval/Confirmation of Appointment

**David Parker, Deputy Director
Institutions, Division III**

- *Anita Trammell, Warden, Oklahoma State Penitentiary*

Chair McBee opened the floor to Deputy Director Parker for introduction of Ms. Anita Trammell. Deputy Director Parker thanked the BOC for allowing him to present Ms. Trammell for approval as Warden at Oklahoma State Penitentiary (OSP). Deputy Director Parker stated Ms. Trammell will be recognized historically as the first female warden of the Penitentiary once confirmed by the BOC. He then provided her career history with ODOC, highlighting her various positions.

Motion: Mr. Wright made a motion to approve the appointment of Anita Trammell as Warden. Ms. Neal seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

Chair McBee congratulated Warden Trammell and opened the floor for her comments. Warden Trammell thanked Chair McBee and stated she felt it was an honor to be approved as warden of OSP. She also stated since being moved to OSP in November, it has been challenging and exciting, all while the facility is going through a transitional period. She stated she enjoys what she is doing and once again thanked the BOC for their approval. Ms. Neal commended Warden Trammell as a woman in a leadership position, especially for the warden position at OSP. Ms. Neal stated this approval exemplifies Warden Trammell's abilities, resourcefulness, and her career choices to take on the challenge of heading OSP. Chair McBee once again congratulated Warden Trammell. No other comments were made and the item was closed.

12. Approval of Resolution

Gerald W. Wright, Secretary

- *Retirement of Linda Parrish, Deputy Director, Administrative Services*

Chair McBee opened the floor to Mr. Wright for approval of the resolution for Ms. Linda Parrish. Mr. Wright read the following resolution:

WHEREAS, the Oklahoma Board of Corrections received with deep regret the news of the well-deserved retirement of Linda Parrish; and

WHEREAS, Linda Parrish began working for the Oklahoma Department of Corrections in 1983 after being inherited from the Department of Human Services; beginning her employment in 1976 at the Boley State School for Boys as a typist clerk; promoting to many leadership positions during her 37 years in state service including secretary I, secretary II, executive secretary I, warden's assistant, administrative assistant, facility staffing pattern analyst, personnel manager, human resources manager, administrator of personnel and deputy director of administrative services; and

WHEREAS, throughout the career of Linda Parrish, she has been consistently recognized as an exceptional public servant for her compassion toward others, loyalty, initiative, hard work, dependability, competence, professionalism, and commitment to excellence and to the department's mission; and

WHEREAS, Linda Parrish was a dedicated correctional professional and an effective member of Executive Staff, who exemplified team work; contributing immensely to the development and the enhancement of departmental policies, procedures, programs, and the overall operations of the Department of Corrections:

BE IT THEREFORE RESOLVED that the Oklahoma Board of Corrections does hereby acknowledge the outstanding service of Linda Parrish to the Oklahoma Department of Corrections and state of Oklahoma and extends to her sincere congratulations and best wishes for a satisfying retirement.

ADOPTED this 28th day of February, 2013.

Mr. Wright congratulated Ms. Parrish on her retirement and wished her good luck on her future endeavors. The floor was opened for comments by Ms. Parrish. Ms. Parrish thanked everyone and expressed when she began working 37 years ago, she was not thinking about a career and only needed a job at the time. She stated it did not take her long to realize she liked working for the state and although she enjoyed working for the Department of Human Services, she was thankful for the switch to ODOC as there were many opportunities to learn, grow, and promote. Ms. Parrish stated she is looking forward to spending time with her family. She extended thanks to ODOC staff and commended them for their generosity and caring of one another throughout the years. Ms. Parrish then stated she felt Mr. Ed Evans, Associate Director, was a wonderful mentor to her when she became a deputy director and expressed her gratefulness to him. Chair McBee requested a motion on the resolution.

Motion: Mr. Wright made a motion to approve the resolution. Mr. Gross seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

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

13. Committee Reports

Committee Chairs

Chair McBee then opened the floor for comments from the Committee Chairs. No comments or reports were made and the item was closed.

14. 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)

Matthew McBee, Chair

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

15. Announcements

Matthew McBee, Chair

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

16. A. Consideration of Motion to Adjourn to Executive Session

Mike Oakley, General Counsel

Pursuant to "Title 25, 307.B" for the following reasons:

1. "Discussion of employment, hiring, appointment, promotion, salary, demotion, discipline, or resignation of any individual salaried public officer or employee."

[Director's PMP]

- 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 McBee opened the floor to Mr. Oakley, who recommended adjournment to Executive Session to discuss Director Jones' confidential performance management process (PMP) review.

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

All were in approval and Chair McBee adjourned to Executive Session at 2:30 p.m. At 3:48 p.m., the Board returned to the meeting room and Mr. Oakley advised a motion to return from Executive Session was needed.

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. McBee – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

There was nothing to vote on from Executive Session and no other comments or questions were made so the item was closed.

17. Adjournment

Matthew McBee, Chair

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

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

The meeting was adjourned at 3:49 p.m.

I hereby certify that these minutes were duly approved by the Board on the 28th day of March, 2013, in which a quorum was present and voting.

Approved by:

[signature on file]
Kevin J. Gross , Secretary of the Board

March 28, 2013

Submitted by:

[signature on file]
Kimberley Owen, Minutes Clerk