

## OKLAHOMA BOARD OF CORRECTIONS MEETING

Oklahoma Department of Corrections

3400 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 1:00 p.m. at the Oklahoma Department of Corrections Administration on Thursday, May 30, 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	Absent
Linda Neal, Chair	Present		

A quorum was present and the meeting continued.

### 2. Old Business

Linda Neal, Chair

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

### 3. Approval of April 25, 2013, Board Meeting Minutes

Linda Neal, Chair

Chair Neal opened the floor for approval of the minutes from the April 25, 2013, meeting of the Oklahoma Board of Corrections. No comments or questions were raised by the Board regarding the minutes.

**Motion:** Mr. Siegfried made a motion to approve the meeting minutes. 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 – absent.

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

### 4. Director's Comments

Justin Jones, Director

Chair Neal opened the floor to Director Jones for his comments. Director began by thanking District Supervisor Sharon Harrison and Food Service Supervisor Stella Ezugha for providing the lunch to the Board and guests. He then provided the following update to the Board:

- Agri-Services units have planted a total of 71.5 row miles of assorted vegetables, including onions, potatoes, cabbage, carrots, squash, and broccoli.
- Six members of the Honor Guard traveled to Washington D.C. on May 12-16, 2013, to participate in various National Police Week events which honored our own fallen Probation and Parole Officer (PPO) Jeffery McCoy. Officer McCoy and his family were formally recognized during the National Peace Officers' Memorial Service on May 15, 2013.
- In addition to the Honor Guard, several staff from Jeffery McCoy Central District attended the National Peace Officers' Memorial Service events in Washington D.C. PPO Robert Sershon, PPO Nate Brown, PPO Jeff Anthony and PPO Chad Sampson attended as officer escorts to the family of Officer McCoy.
- High school students from Granite and Lone Wolf picked up the back-drops and props for their proms which were made by offenders in the Faith and Character Community Program (FCCP) at Oklahoma State Reformatory.
- Oklahoma Correctional Industries (OCI) delivery staff had an all-time record in April, transporting 7,021 pounds of cardboard to the cardboard recycling plant located at Joseph Harp Correctional Center.
- On May 6, 2013, Director Jones, Deputy Director David Parker, OCI Manufacturing Coordinator Gary Alexander and BOC Member Hastings Siegfried toured the OCI Metal Fabrication and Tag operations at Dick Conner Correctional Center (DCCC).

- The month of April brought forth two records for Metal Fabrication/Delivery. ASSI, a private-industry partner (PIE) who produces above- and below-ground storm shelters, had a FY 2013 record invoicing month of \$52,939.56, exceeding the prior record by more than 37%.
- An “indefinite date indefinite quantity” (IDIQ) was submitted for the Lexington Assessment and Reception Center (LARC) doors and locks replacement project, which mirrors the Dick Conner Correctional Center process (DCCC). A meeting was held at the facility with the A&E Company and Kaighn Associates has submitted their scope of work for the project.
- Work on the air conditioner replacement project at Oklahoma State Penitentiary (OSP) is underway and completion is scheduled for June 2013.
- The new footprint effort at OSP continues with the architect and engineer working on drawings of the new administration building. Security fence supplies are all on-site along with the rock which will be between the security fences. The stun fence electrical consultants have made two visits and their work is underway. The first stage will be to assess the security fence route and design to ensure no conflict exists with the final stun fence design.
- All of the air conditioner units from the Oklahoma Juvenile Authority Raider Center are set at DCCC, LARC, James Crabtree Correctional Center (JCCC), and Joseph Harp Correctional Center (JHCC). DCCC is operational and JHCC hooked up electrical the week of May 13, 2013. LARC is completing their electrical run and JCCC is completing their directional boring through the fence for electrical feed.
- Graduations were held at several facilities this month: Bill Johnson Correctional Center had 137 GED graduates; Eddie Warrior Correctional Center had 36 GED graduates; and Jess Dunn Correctional Center had 22 GED graduates and 5 college graduates.
- The Tulsa Reentry One-Stop partnership is currently serving 116 entrants. The transition coordinator assigned to the project visited six (6) facilities during April to educate and encourage enrollment of offenders returning to the Tulsa area following discharge. Fifty-four (54) offenders were provided information concerning the reentry services offered and seventeen were enrolled.
- Seventy-seven (77) male and 101 female offenders completed the HIV peer education class. Sixty-seven (67) male and thirteen (13) female offenders completed Living Longer, Living Stronger health education courses.
- The recent tornadoes in Oklahoma have affected multiple ODOC employees across the state and correctional agencies across the United States have reached out to assist with needs. One ODOC employee living in the Shawnee area lost their home in the May 19, 2013, tornadoes and five employees living in the Moore area lost their homes in the May 20 tornadoes. In addition, multiple employees received major damages to their homes and property. ODOC Employee Fund has requested monetary donations to help assist these families impacted by the storms. Missouri DOC has already donated quilts and toys made by the offenders in their system and will be sending more in the next week. Arizona DOC has also indicated they will be sending donations as well to assist ODOC employees. After distribution to ODOC employees, any items remaining will then be distributed to various charities assisting storm victims across the state.
- James DeRosa is scheduled for execution on June 18, 2013, and Brian Davis is scheduled for execution on June 25, 2013.

Chair Neal encouraged everyone in attendance to contact Kimberley Owen for more information on donating to the ODOC Employee Fund.

## 5. Approval/Confirmation of Appointment

**Renee Watkins, Deputy Director  
Institutions, Division II**

- Michael Wade, Warden, Jim E. Hamilton Correctional Center

Chair Neal opened the floor to Deputy Director Watkins for introduction of Michael Wade. Deputy Director Watkins greeted the Board and stated she was proud to ask consideration of appointing Mr. Wade as warden at Jim E. Hamilton Correctional Center (JEHCC). She stated Mr. Wade graduated from high school in Mason, Oklahoma, and received his Bachelor of Science Degree in Business Administration from Northeastern State University. She stated Mr. Wade has acquired vast knowledge in both finance and security through his experiences with ODOC. Mr. Wade began his career with ODOC in 1989 as a correctional officer, promoting to correctional counselor in 1992, administrative officer I in 1994, business manager II in 1995, business manager III in 2009, and deputy warden in 2010. She stated Mr. Wade has been a

great employee and is ready to serve the agency anywhere he is needed. She asked the Board to confirm Mr. Wade's appointment as the warden at JEHCC.

**Motion:** Mr. Siegfried made a motion to approve Mike Wade as warden at JEHCC. 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; Mr. Ware – absent.

The appointment/confirmation was approved and Chair Neal congratulated Mr. Wade on his appointment. Mr. Wade greeted the Board, thanking them for the opportunity to serve the State of Oklahoma as the warden at JEHCC. He stated there has been a history of outstanding leaders at this facility and he will strive to continue that legacy. He stated JEHCC was a very nice facility; one which he is proud to be a part of and will continue to ensure it operates as effectively as possible. He thanked his wife, Jennifer, his children and his parents for their support throughout his career. He also thanked coworkers throughout his work career for all their support and noted they had always been like family to him. No further comments or questions were made and the item was closed.

## 6. Program Update

**Leon Hawkins, Coordinator  
Second Chance Program**

- Second Chance Reentry Program

Chair Neal opened the floor to Mr. Hawkins from the Second Chance Program. Mr. Hawkins greeted the Board, thanking them for allowing him to provide an update on the Second Chance Reentry Program. The program is a male offender reentry program funded by the Bureau of Justice Assistance Grant. ODOC implemented the program in March 2010 at Oklahoma City Community Corrections Center (OKCCCC). Mr. Hawkins stated the program targets moderate to high-risk male offenders who are returning to Oklahoma, Canadian, Cleveland, Logan, Lincoln and Pottawatomie Counties. The overall goal is to reduce recidivism by addressing high-risk needs of the offenders.

Mr. Hawkins stated each offender participates in the Second Chance Program for a total of eighteen (18) months. The program consists of three different phases: institutional, transitional, and post-release. Upon arrival at OKCCCC, each offender completes an interview with the program coordinator and is assigned to a program specialist. At this time, the program specialist interviews the offender and determines risk needs to be targeted for that offender. Some of the classes the offenders may be placed in include substance abuse, fatherhood, family relations, and anger management. Mr. Hawkins stated one of the programs they target is changing offender behavior which is an evidence-based class.

Once the offender completes the first phase, they move to the second phase which is considered as work release. Mr. Hawkins stated the offenders participate in life skills courses, develop their resumes, attend job fairs, and are placed in a class called Work Keys Program. During this phase, they also attend classes called Transition Time to develop a realistic transition plan to help them transition back into society. The offenders are given assistance with work clothes, finding housing or transitional housing, utilities, jobs available for them, etc. Mr. Hawkins stated over fifty offenders were served over the last month in these areas.

Mr. Hawkins stated the Second Chance Program is a great tool for the offenders to begin successful changes in their lives. ODOC collaborates with several city and state agencies so the offenders receive continuous, positive support both inside and outside of prison with the hope they will become productive citizens and reduce the chances of their returning to prison. Mr. Hawkins stated the goal when the program began in 2010 was to reduce recidivism by 24%. Seventy-one offenders have graduated from the program and Mr. Hawkins believes the program is moving towards this goal with less than 1% of the graduates having returned to prison.

Mr. Hawkins opened the floor for questions or comments. Chair Neal stated the current program results were impressive. Director Jones queried how the offenders were selected to participate in the program since the funding is limited. Mr. Hawkins responded he or other staff currently contacts the different facilities to interview the offenders to ensure they meet the criteria for the program. If the offender meets the criteria, the offender's information is provided to Mr. Hawkins and the offender is scheduled for transfer to OKCCCC once eligible for community security. Mr. Hawkins stated they have served over 243 offenders with 74 having completed the 18-month program. No further comments were made and the item was closed.

## 7. Approval of Budget Report Format

**Greg Sawyer, Chief  
Business Operations**

Chair Neal opened the floor to Mr. Sawyer and Mr. Burrage for presentation of the recommended budget report format. Mr. Burrage stated the documents displayed on the overhead projection look at the financial statements of ODOC. He stated they had been broken down into two primary groups and the statements being shown give overall data of the agency's current financial situation. The financial statements as shown will be presented each month to the Board for

their review. He stated the Budget Committee will review the statements every month and he leaves it to the Board's discretion if they all wish to review the documents as well.

Mr. Burrage stated the first section of the statement deals with the appropriated funds received by ODOC from the legislature for the yearly budget. The schedule shows the total appropriation given to ODOC and details the budget for fiscal year 2013, which was \$470 million. The schedule presented each month will show the Board the amount of money spent for the fiscal year plus what is encumbered and pre-encumbered. It will also show what funding is left to finish the fiscal year. Mr. Burrage stated the agency started with \$470 million and, as of April 30, 2013, has spent \$370 million. There are currently encumbrances (current bills) to pay for \$49 million and pre-encumbrances to pay in the future of \$500,000, so ODOC has expended \$420 million. This leaves approximately \$50 million to finish this fiscal year; however, approximately \$46 million is earmarked for payroll for the next two months. This will leave the agency approximately \$5.3 million out of the original appropriation to finish the fiscal year on June 30, 2013.

Mr. Burrage then displayed a statement of the revolving fund accounts as of April 30, 2013. The 200 Fund are funds ODOC receives from fines and fees; the 205 Fund is the canteen account; and the 280 Fund is the Oklahoma Correctional Industries/Agri-Services account. The revolving funds are very material to the operation of ODOC. Mr. Burrage noted the statement reflects total revenue of \$32 million in all three revolving accounts since the beginning of the fiscal year, but total expenditures out of the accounts are approximately \$33 million. Mr. Burrage stated the funds in the revolving accounts are needed for the agency to meet the mandates required. The schedule displayed for the Board shows all three revolving accounts began with a total balance of approximately \$21 million and ODOC has received approximately \$32 million in revenues. Since July 1, 2012, approximately \$33 million has been spent, leaving a balance of approximately \$20 million. Mr. Burrage reminded the Board the \$20 million reflected as the ending cash balance is not a reoccurring amount.

Mr. Burrage stated the \$32 million is considered reoccurring revenue. ODOC knows this revenue will be received at the beginning of the fiscal year, July 1, 2013, and they are material to the operations of the agency; however, the amount of the reoccurring revenue funds received will not be known until that date. Mr. Burrage stated the 280 Fund (OCI Account) can be historically tracked, as can the 200 and 205 Fund. Mr. Burrage stated since these revolving funds are needed to operate the agency, he recommends the surplus be budgeted at the end of each fiscal year plus 90-95% of the revenue estimated to be collected. For example, if the agency were appropriated \$470 million, there will be approximately \$38-\$40 million revenue in the revolving fund accounts.

Mr. Burrage stated the statements provided on this date are full documented information on the agency and leaves no room for doubt on the monies received, monies spent and where those monies were spent. He stated this was full and adequate disclosure on the finances of ODOC and he believes the trending reports provided by Mr. Sawyer are very important. He stated his recommendation is to fully implement a budget report structure which includes the revolving funds and provide to the Budget Committee each month how the agency stands and is performing in relation to the appropriated funds.

Mr. Burrage stated in addition to these three revolving funds, there are also three other revolving funds, or 400 funds, which are federal monies and are mandated as to how they will be used. Mr. Burrage stated the reports provided to the Board regarding the account statements can also be viewed at the end of every month throughout the year by any entity wishing to have more information on the state of ODOCs budget. Mr. Burrage noted the OCI account, Fund 280, is a major part of the agency and they have approximately \$30 million in assets comprised of inventory, raw materials, projects in progress and finished goods. He stated OCI operates just like a private entity with accounts payable and accounts receivable and the Budget Committee would like to ensure there are proper accounting controls within OCI to safeguard the assets.

Mr. Burrage stated the reports he recommended will offer full disclosure so the people who are in control of the funding can determine where the agency stands financially. Mr. Burrage then opened the floor for questions or comments. Mr. Gross queried how much was anticipated to be in the revolving funds at the end of June. Mr. Burrage stated there are commitments already made of the remaining funding and he referred Mr. Gross back to Director Jones and his staff for further discussion. He stated the agency's revenue is still good and he does not see much change in the ending balance. Mr. Haynes stated the one piece missing is the non-payroll expenses for the last two months. Mr. Burrage stated the information is known but he would like a reporting mechanism or form which will have all of the information along with the accounting information. Mr. Haynes stated the Budget Committee would take the accounting information and Mr. Sawyer's trending information to anticipate what the expenses will be for the remainder of the year.

Mr. Roach requested clarification regarding the approval of the budget report format and Mr. Burrage responded the information provided this date is a suggestion for the Board to consider. He stated he has been on several public and

private boards and the statement format used this date is one used in more of the private sectors, but this data plus the historical data will be beneficial to the Board. Chair Neal thanked Mr. Burrage and Mr. Sawyer for the presentation and entertained a motion to accept the report. Mr. Haynes then requested the Budget Committee and the other Board members receive the reports in advance of the meeting; Chair Neal agreed with Mr. Haynes. Mr. Burrage stated he would also like to thank Mr. Sawyer and his staff for helping develop the information provided this date. Chair Neal then asked Mr. Sawyer and Mr. Burrage if the trending report would still be provided. Mr. Burrage stated he suggested retaining the trending report and Mr. Sawyer agreed to provide it.

**Motion:** Mr. Roach made a motion to approve the budget report format. 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 – absent.

The budget report format was approved. Chair Neal then asked if Mr. Sawyer would provide the trending report. Mr. Sawyer stated because of the re-budgeting, at the end of April 2013 there was surplus of \$7.1 million which includes money put into private beds, medical, and payroll and are expected to be spent by the end of the fiscal year. Mr. Sawyer stated although there is currently surplus, it is expected for all of it be gone by the end of June 2013. Mr. Haynes queried if the \$7.1 million was just in appropriations or if it included revolving account funds. Mr. Sawyer stated it was the total budget because the 200 Funds are included in the private prison beds and medical expenses. Mr. Haynes requested clarification the \$7.1 million surplus reported included appropriations and revolving account funds. Mr. Sawyer stated the trending report is not the entire budget but only covers private prison beds, medical and payroll expenditures which represent 80% of the agency's budget. He stated ODOC anticipates a small deficit in utility payments because of the length of the cold spell this year. This is not reflected in the trending report but is several thousand dollars nonetheless. Director Jones requested Mr. Sawyer reiterate the three items in the trending report, which are the private prison beds, medical services, and payroll. Mr. Sawyer stated the trending report is through April 30, 2013, and at the end of May 2013, all of the surplus monies are expected to be gone.

Mr. Haynes queried about the \$7.1 million and what it represents. Mr. Sawyer stated the trending report shows out of the three main items, if things remain the way they were through the end of April 2013, there will be \$7.1 million at the end of the fiscal year. The \$7.1 million is the entire ODOC budget and includes all funds in the revolving accounts. Mr. Sawyer stated there is historical data to show surplus monies are needed at the end of the fiscal year to cover deficits between the end of April and June 30. Mr. Sawyer stated the trending report is somewhat artificial because the money will be spent by the end of the fiscal year. Mr. Haynes stated he would like to know how much non-payroll expenses are expected to be between the end of April and June 30. Mr. Siegfried asked the finance and accounting team to create a report based upon the information discussed in the Budget Committee meeting so the committee can see the gap between the encumbrances and pre-encumbrances which are expected to tie into the impact of the 200 Funds. Mr. Burrage stated when performance-based budgeting is implemented for the agency, whether it is revolving or appropriated funds, all of the information and data being requested will be available at the end of each month. No further questions or comments were noted and the item was closed.

## **8. Approval of Board Policy**

**Justin Jones, Director**

- P-150500, Five Year, System-wide Capital Improvement Program

Chair Neal opened the floor to Director Jones to discuss the annual review of Board policy P-150500. Director Jones stated is an American Correctional Association (ACA) standard for all policies and procedures to be reviewed annually. P-150500 regards the five-year, system-wide capital improvement program which is mandated by statute. The Executive Committee reviewed the policy during its meeting on May 21, 2013. Director Jones noted the only changes to the policy, other than the names of the Board Chair and Vice Chair, are in Section II, regarding the web address for Long-Range Capital Planning Commission, and Section II.A., regarding the title change to the chief of Business Operations. Director Jones recommended approval of the changes to the policy as stated.

**Motion:** Mr. Haynes made a motion to approve the policy changes. 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 – absent.

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

## **9. 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 April 30, 2013. Dr. Pitman provided the following information:

Total System Offender Population = 26,363	EMP = 16
DOC Facilities = 17,922	PPCS = 1
Private Prisons = 5,335	Probation Supervision = 20,980
County Jails with Contracts = 634	Parole Supervision Offenders = 2,986
Halfway Houses = 1,168	Total System Population = 50,329
Out Count (jails, hospitals, etc.) = 664	County Jail Backup = 1,106
GPS = 623	

Dr. Pitman stated the entire total system offender population had increased by 624 as of April 30, 2013, and the majority of the increase had been in private prison beds (602) and county jail contract beds (161). County jail backup continues to be a challenge for ODOC and has increased by 482 offenders over the last year. No other comments were made and the item was closed.

Chair Neal then asked Dr. Pitman to provide her report for the Female Offender Committee, which met earlier this date. Dr. Pitman stated during the meeting earlier, the committee discussed female offender receptions and releases. She stated the trend over the last year is a decrease in releases (1,162 offenders) and it is predicted to continue to decline this year (1,008 offenders). Dr. Pitman stated it is anticipated the end of the year will show a decline in receptions (1,139 offenders) but the number of female offenders released is lower than the number of offenders received resulting in a net increase. Oklahoma County shows a trend of decreased receptions: in fiscal year (FY) 2010, ODOC received 326 female offenders; in FY 2011, the agency received 234 females; in FY 2012, the agency received 222 females; and in FY 2013, ODOC anticipates 193 female offenders. Dr. Pitman stated both Oklahoma and Tulsa Counties have female offender diversion programs which are making a difference in the number of female offenders received. In Oklahoma County, 203 female offenders are expected to be released at the end of the year, which is slightly more than the number of expected receptions. Dr. Pitman stated Tulsa County's expected receptions for FY 2013 is 225 female offenders and expected releases are 206 female offenders.

Dr. Pitman stated the Board should also be aware the county jail backup for women is increasing. In FY 2010 and 2011, the number of women being held in county jails was 25 and 29 respectively, indicating the female offenders were received almost as quickly as they were sentenced. As of today, there are 75 women in county jail backup waiting for reception at MBARC. Chair Neal opened the floor for questions or comments.

Mr. Haynes queried the reasons for the decrease of female offenders' releases. Dr. Pitman stated the enhanced sentencing, 85% crimes, are the main reason as the offenders must serve more time on their sentences. No further questions or comments were made and the item was closed.

## 10. Legislative Update

**Neville Massie, Executive Assistant**

Chair Neal opened the floor to Ms. Massie for an update on legislative issues. Ms. Massie stated session ended May 24, 2013, which is one week earlier than the mandatory adjournment. Session began with over 2,600 bills and resolutions introduced and there are currently 525 still active. The governor has fifteen days after adjournment, which is June 8, 2013, to disclose of matters passed during the final week of session. Ms. Massie then noted several bills which might be of interest to the Board:

- The governor signed HB 1069 which is the second initiative related to allowing ODOC substance abuse treatment programs to satisfy treatment requirements for reinstatement of driver's licenses that were suspended or revoked due to substance abuse charges.
- HB 1464 is one of the bills impacting operations of the Office of Management and Enterprise Services (OMES) which affects all state agencies. The bill addresses state purchasing and was amended to include language that the state purchasing director would allow ODOC to save up to \$15,000 to \$80,000 each year through spot buys.
- SB 97 was signed and will impact offender reentry. It allows DPS to issue provisional drivers' licenses on a monthly basis for a minimal fee.
- SB 596 is another bill impacting OMES operations which affects all state agencies. It requires all state agencies to submit program management performance reports by October 1 of each year to the chair and vice chair of House and Senate Appropriations as well as to the director of OMES.
- SB 889 requires sex offenders who fail to register during their required period to satisfy the entire length required. Previously, if the offender failed to register for a length of time, there was no further issue and their

name was removed from the sex offender registry upon the completion date. Now the offender must complete the entire length of time of registration, even if there is a break in reporting by the offender.

Ms. Massie stated when the legislature passes a general appropriations bill where every agency is included it is not necessarily every agency that has a subsequent limits bill which directs how the money is spent. ODOC had a limits bill filed but it was never heard, so it allows the agency more flexibility as there is nothing specified in statute how much money must be spent in any particular category. No further comments or questions were made and the item closed.

**11. Committee Reports**

**Committee Chairs**

Chair Neal stated the committees who met over the last month had already provided their reports and there was nothing further to add so the item was closed.

**12. 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.

**13. Announcements**

**Linda Neal, Chair**

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

**14. 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. Burrage made a motion to approve adjourning the meeting. 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 – absent.

The meeting was adjourned at 1:55 p.m.

Submitted to the Board of Corrections by:

**[signature on file]**

Kimberley Owen, Minutes Clerk

**6/21/2013**

Date

I hereby certify that these minutes were duly approved by the Board on the 21<sup>st</sup> day of June, 2013, in which a quorum was present and voting.

Approved by:

**[signature on file]**

Kevin J. Gross , Secretary of the Board

**6/21/2013**

Date