

OKLAHOMA BOARD OF CORRECTIONS MEETING
Northeast Oklahoma Correctional Center
442606 E 250 Road
Vinita, Oklahoma
November 30, 2012

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 Northeast Oklahoma Correctional Center (NOCC) on Friday, November 30, 2012. 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 welcomed everyone and thanked them for their attendance at the meeting.

2. Welcome/Remarks

Mike Wade, Acting Warden

Northeast Oklahoma Correctional Center

Chair McBee recognized and opened the floor to Acting Warden (AW) Mike Wade. AW Wade welcomed the Board, Director Jones, and meeting attendees to the facility. He stated NOCC first received offenders in December 1994 after the legislature transferred three buildings from Eastern State Hospital to ODOC for use as prison bed space. On November 18, 2011, the facility capacity was increased from 420 to 501, which is the current offender count. AW Wade provided the current demographics of the facility: 54% white, 46% non-white; the average offender age is 47 years; and 40% of the current population is incarcerated for drug-related offenses. AW Wade stated the facility currently has 93 staff and programs include education classes such as Literacy, Adult Basic Education, General Education, and Life Skills. The chapel also provides several programs such as Victim Impact and Alcoholics Anonymous, which are provided by volunteers. AW Wade said volunteers keep the chapel busy almost every night with various religious activities and programs. There are also peer-led groups, HIV Prevention and Awareness Class as well as Living Longer, Living Stronger. In addition to these programs, AW Wade said there are currently 101 job slots in the Prisoner Public Works Program, which send offenders to work in the surrounding community. The facility also has 1,700 acres, utilized by Agri-Services, and employs 35 offenders to maintain 300 head of cattle plus the calves and bulls.

AW Wade thanked the Board and the item was closed.

3. Old Business

Matthew McBee, Chair

Chair McBee opened the floor for discussion of old business; however, none was brought before the Board and the item was closed. Mr. Ware excused himself from the meeting at this time.

4. Approval of October 30, 2012, Board Meeting Minutes

Matthew McBee, Chair

Chair McBee opened the floor for approval of the minutes from the October 30, 2012, meeting of the Oklahoma Board of Corrections. No comments or questions were raised by the Board regarding the minutes.

Motion: Ms. Neal made a motion to approve the meeting minutes. 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 – absent; Mr. Wright – yes.

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

5. Director's Comments

Justin Jones, Director

Chair McBee opened the floor to Director Jones for his comments as Mr. Ware returned to the meeting. Director Jones provided the following information to the Board:

- ODOC donated fifty confiscated cell phones to the YWCA as permitted by 57 O.S. § 21, which became effective November 1, 2012.
- Warden Janice Melton, Bill Johnson Correctional Center (BJCC), delivered a presentation to the Legislative Safety Committee at the Capitol on October 11, 2012, in support of increased compensation for ODOC staff.
- Seventeen offenders participated in the “Messages Project” at John Lilley Correctional Center. The offenders read books while being videotaped and these videos are then sent to their children.
- On November 1, 2012, the Dick Conner Correctional Center (DCCC) held a pre-construction meeting for the cell door and lock replacement project. The start date for the project is March 2013 and temporary offender housing is being constructed in the DCCC Leisure Library to house sixty Oklahoma Correctional Industry (OCI) offender workers throughout the duration of the project.
- Senator Bobby Cleveland and Representative Mike Jackson toured the Lexington Assessment and Reception Center (LARC) on October 30, 2012.
- Two new above-ground storm shelters were introduced for the OCI partnership at DCCC. The prototype units were recently displayed at the outdoor home show at the Oklahoma City Fairgrounds by OCI’s partner company.
- The OCI Garment Operation, for the last several years, uses remnant fabric to make children’s coats which are then donated to needy children in the state. This year, 350 warm coats were made and distributed and OCI plans to increase this number for winter 2013.
- The Dental Clinic at Hillside Community Corrections Center (HCCC) has completed the fire alarm installation as well as the sprinkler system. The mechanical work is underway and both the electrical and plumbing inspections are complete.
- As mentioned several months ago, the closing of the Raider Unit in Sand Springs by the Office of Juvenile Affairs, allowed ODOC to receive several air conditioning units and they have been installed at DCCC and James Crabtree Correctional Center. Joseph Harp Correctional Center is scheduled to receive some of the units as well.
- The new footprint work at Oklahoma State Penitentiary continues (OSP), with completion of the ground density study. The order is being prepared for the security fencing and it is in the planning stages with final preparation due in the near future. The new administration building in the final design stages and will be submitted for site adaptation drawings from the A&E company shortly.
- On October 9, 2012, Clara Waters Community Corrections Center (CWCCC) hosted the Youth Leadership Exchange, which consists of high schools students ranging in ages from sixteen to eighteen years old who are a part of the Leadership of Oklahoma City Initiative. Three male offenders from CWCCC and three female offenders from HCCC participated in a “speak out” where the offenders shared their life stories and experiences with the students.
- Friday, October 26, 2012, was the preliminary hearing on Lester Kinchion, who is charged with killing ODOC’s Probation and Parole Officer Jeffrey McCoy. Oklahoma County District Attorney, David Prater, is seeking the death penalty. Director Jones noted there were several ODOC employees in attendance at the hearing to show support for the family.
- The Victim Services Unit has united with Oklahoma Partnership for Successful Reentry over the last year to implement the Healing Communities project across Oklahoma. Healing Communities offers an exceptional model for working with all who have been impacted by crime, including the victim and their family, as well as the offender and their family.
- Seven new teachers were hired during the last two months at the following facilities: Mabel Bassett Correctional Center; James E. Hamilton Correctional Center; William S. Key Correctional Center; LARC; and BJCC. Since the Board meeting in October, seventy-eight offenders earned their GED.
- In October, an HIV Peer Intervention Class, designed to prevent HIV and other sexually transmitted diseases, was completed by 125 male and 67 female offenders. In addition, 45 male offenders completed Living Longer, Living Stronger.

- Forty female offenders completed the four-month long Helping Women Recover program and thirty-one completed the one-month long program. Also, twenty-one female offenders completed an Early Childhood Development course, earning them two college credits.
- Gary Allen was executed on November 6, 2012, and the execution of George Ochoa is scheduled for December 4, 2012, at OSP.
- The first budget hearing with the Office of Finance and the Governor's Office was held on November 9, 2012, and the supplemental request previously approved by the Board was discussed. Director Jones stated he felt it was a very productive meeting.
- Citizenship Leadership graduation was held recently and included in the class this time was a district judge and a state representative. There is a waiting list to participate and there is consideration of shortening the length of the program from nine weeks to six weeks. This would allow ODOC to host three academies a year, allowing more citizens to participate throughout the year.

Director Jones closed his comments and Chair McBee opened the floor for questions or comments. No further comments were made and the item was closed.

6. Budget Report

**Greg Sawyer, Chief
Departmental Services**

Chair McBee opened the floor to Mr. Sawyer for the ODOC Budget Report as of October 31, 2012. Mr. Sawyer provided the following information:

- Expenditure Summary – Based on four months of expenditure data a deficit of \$14.4 million exists for fiscal year 2013. This deficit is \$700,000 larger 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 October, 3,992.8 positions were filled for a rate of 67.7% with 66.3 FTE under the funded rate. A surplus of \$3.6 million currently exists.
- Contract Beds – Expenditure trends are based on current offender levels as of the end of October. An \$11 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 October reflect a deficit of \$7 million exists should current expenditure trends continue.

Mr. Sawyer then opened the floor for questions or comments. Chair McBee queried about the reason for the medical deficit to which Mr. Sawyer replied he would have to research to determine why there was a deficit; however, he stated it is generally through third-party payer accounts, but he is not aware of any specific reasons.

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

7. Population Report

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

Chair McBee opened the floor to Dr. Pitman for the ODOC Population Update as of October 31, 2012. Dr. Pitman provided the following information:

Total System Offender Population = 26,239	EMP = 13
DOC Facilities = 17,939	PPCS = 1
Private Prisons = 5,119	Probation Supervision = 21,070
County Jails with Contracts = 603	Parole Supervision Offenders = 3,057
Halfway Houses = 1,175	Total System Population = 50,366
Out Count (jails, hospitals, etc.) = 662	County Jail Backup = 1,681
GPS = 727	

Dr. Pitman noted an error included in the booklets provided to the audience and provided a corrected Population Update to the Board. According to Dr. Pitman, the error was a calculation of totals in the sections for Governor's Actions and Effective Parole Rates. The document in the booklet and the corrected document showed the following information:

Governor's Actions	Females	Males	Total	Corrected Total
Month: October 2012				
Reviewed	8	106	109	114
Approved	5	23	38	28
Denied	3	83	71	86
Percentage Approved	62.50%	21.70%	34.86%	24.56%

Effective Parole Rate	Females	Males	Total	Corrected Total
Month: October 2012				
Percentage Recommended by Board	44.19%	23.17%	24.90%	24.90%
Percentage Approved by Governor	62.50%	21.70%	34.86%	24.56%
Effective Parole Rate	27.62%	5.03%	8.68%	6.12%

Dr. Pitman then directed the Board's attention to the growth increase in the total system offender population over the last year. The increase was 763 offenders; of those, males represent 86% (655 offenders) and females represent 14% (108 offenders). Of the increase in males, 378 are housed in private prison beds (58%) and 176 are housed in county jail contract beds (27%). Of the increase in females, 96 are housed in contracted halfway house beds (89%). Over the same period, county jail inmate backup - comprised of offenders waiting for transfer to assessment and reception centers - has increased by 136 and currently stands at 1,681 offenders. To compare, this would be the same amount of offenders housed in a facility with a population count between that of Joseph Harp Correctional Facility or Lawton Correctional Facility. Dr. Pitman stated the trend being observed in population growth is translating to a demand for contract beds.

Director Jones stated if the offender net growth continues along the same path, ODOC will need to increase the number of private prison beds which are currently not funded. This could cause a change to the supplemental request recently submitted and also to the budget request in the next legislative session. The growth rate will also increase the trending report in contract beds. Director Jones also stated ODOC will need to provide some type of relief to the county jails holding offenders as they wait for bed space within the system. Chair McBee queried the number of available private prison beds if funding were provided. Director Jones stated there are approximately 5,000 beds under current existing contracts, two empty stand-alone facilities and there are still some available beds at Cushing under existing contracts. Director Jones stated if those beds were to be filled and then legislators deny the funding, it could lead to an issue. Chair McBee then queried if Director knew the largest number of offenders ever held in county jail backup to which Director Jones replied approximately 1,800 offenders. Mr. Roach queried the locations of the two empty stand-alone facilities to which Director Jones replied Hinton and Watonga. Director Jones stated suggestions were made to the company owning the facility in Hinton to replace wooden doors in high-security cells and the facility is available if ODOC receives the funding to contract with the facility.

Mr. Wright queried if capacity had been lost from the closing of the units at OSP. Director Jones stated the cells had been closed out of concern for major safety issues; however, those maximum-security offenders went to Davis Correctional Facility, which is a private prison with a maximum-security unit. Mr. Wright stated losing some capacity at OSP meant moving offenders to private prisons and this was budgeted into the supplemental budget request. Mr. Wright asked for clarification on the county-jail backup increasing the total system population, especially at private prisons. Director Jones and Dr. Pitman both confirmed the increase. Mr. Wright stated this would require additional discussion of the budget in January when they begin speaking to legislators. Director Jones agreed with Mr. Wright and stated the legislative committee chairs have not been selected nor have the budget hearing dates been set. Director Jones then stated there is normally a period of leveling off in the numbers of offenders in county-jail backup due to the holidays which will hopefully slow down ODOC's net growth.

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

8. Approval of Board Policy

Matthew McBee, Chair

- *P-010200, Operating Procedures and Policies for the Oklahoma Board of Corrections*

Chair McBee opened the floor for discussion of changes to Board policy P-010200, Operating Procedures and Policies for the Oklahoma Board of Corrections. Chair McBee stated the policy had been previously been sent to each Board member for review and asked if there were any comments regarding the changes. No discussion or comments were made.

Motion: Mr. Ware motioned to approve the Board policy. 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 policy was unanimously approved. No further comments or questions were made and the item closed.

9. Confirmation/Approval of Appointment

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

- *Jim Farris, Warden, Lexington Assessment and Reception Center*

Chair McBee opened the floor to Deputy Director Parker for introduction of and request to approve Mr. Farris as Warden of the Lexington Assessment and Reception Center (LARC). Mr. Parker provided the career progression of Mr. Farris with ODOC and recommended the Board approve him as Warden.

Motion: Mr. Burrage made a motion to approve the appointment of Jim Farris 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.

The floor was opened to Warden Farris for comments. Warden Farris thanked Chair McBee, members of the Board and Director Jones for the opportunity to oversee a great facility. He assured the Board the high level of standards already in place would continue under his supervision. He stated Mr. Parker’s high expectations are not any higher than those he had set for himself. He expressed his excitement and nervousness to begin his leadership of LARC. He recognized his parents, who were present in the audience, as being very supportive of him throughout his career with ODOC. He again thanked the Board for their appointment.

No other comments were made and the item was closed.

10. Program Update

**Dolores Verbonitz, Program Manager
Tulsa Reentry One-Stop**

- *Tulsa Reentry One-Stop*

Chair McBee opened the floor to Ms. Verbonitz to provide information on the Tulsa Reentry One-Stop program. She stated she was very excited to share information about the program with the Board. According to Ms. Verbonitz, there were over 1,700 men and women returned to Tulsa after release from incarceration. The men and women face tremendous barriers when returning to society which impacts not only the ex-offenders, but also their families and their communities. The Community Service Council recently received a grant from the Department of Labor to strengthen these communities by providing an employment program for the ex-offenders returning to Tulsa. The Community Service Council previously had a reintegration program and they used the knowledge from the first program to design a new pilot program to address the greatest unmet needs and to use the strategies most effective in assisting ex-offenders.

Ms. Verbonitz stated the One-Stop location was opened in north Tulsa and they are sub-contracting with local organizations who are experts in a specific component of services. All of the project staff in these organizations are co-located at the One-Stop and the case management services are coordinated so it is easier and less complicated for participants to access their services. Counseling and Recovery Services, a local mental health clinic, provides coordinated case management, assessing barriers to reentry and employment, such as housing, transportation, health, and assisting participants with addressing those needs. The participants are able to access substance and mental health substance abuse services provided by this organization through their regular process. The One-Stop is located next to Neighbor for Neighbor, which is a basic needs agency that provides food, emergency financial assistance, dentists, optometrists, and many other services. They prioritize to those who need these services in order to obtain employment so One-Stop’s participants will be able to easily access them. In addition, Counseling and Recovery Services employs a peer-support specialist who has a history of substance abuse, mental health issues, and incarceration. This individual teaches a reentry 101 class to participants and their families as well as providing support in other classes from the viewpoint as someone who has already been through the system. Ms. Verbonitz stated this gives credibility to ex-offenders of the services provided.

Workforce Oklahoma provides employment and training services which includes work-readiness training, career assessment and planning, and direct job placement. Their employment specialists work with local employers and training providers to develop training options and career leads. They are also able to access Workforce investment act funds for on-the-job training and other services. Once employed, One-Stop follows up with participants and employers for one year to promote job retention and replacement, if necessary, or further training to promote a career path for better employment.

Ms. Verbonitz stated the Metropolitan Tulsa Urban League recruits, trains, and matches volunteer mentors, or coaches, to participants in an effort to provide ongoing, informal support for work and family issues. The organization has a long history in the community and helps provide One-Stop access and credibility in the community. Ms. Verbonitz stated ODOC is also a strong partner in this initiative. In their previous work, they learned successful programs were the ones that had a presence in the facilities and had developed relationships with the offenders prior to release. ODOC has provided a transition coordinator who works with the facilities to identify and recruit offenders within three months of release who will be returning to the Tulsa area. Because ex-offenders are considered most vulnerable in the time period immediately following release, they make every effort to get them to One-Stop in a timely manner. Ms. Verbonitz stated they are also targeting ex-offenders released without supervision, primarily because there are other programs providing employment services in Tulsa to those still under supervision. Ex-offenders under supervision often have access to assistance programs, unlike those without further supervision. One-Stop partners with and accepts referrals from other reentry programs whose focus is not on employment and they also accept walk-ins from the street who have been referred by other entities in the neighborhood.

Ms. Verbonitz said the project has funds available to pay for outside training, to assist with barriers and to provide incentives to assist with participation. Participants receive gift cards when they reach milestones in the program, such as completion of work readiness training or when they get a job. When the participant is determined to be job-ready, they are provided with vouchers for interview clothing and a monthly bus pass to help them look for work. In order to keep the participants connected to the One-Stop after employment and to help them retain employment, the participants are given gift cards every month for maintaining employment, up to six months. One-Stop's goal is to serve approximately 175 participants a year and place 60% in employment. Once the participants are employed, their goal is for 70% to retain employment for at least one year. Their target average earning is \$9 per hour and they hope to match at least 60% of their participants with mentors or coaches. The Department of Labor is placing more emphasis on training and certifications with a completion rate of 50%, so One-Stop is hoping for a resulting recidivism rate of 22%, or half the national average. Ms. Verbonitz stated with interest from employers and referrals from other agencies, they believe they have gotten off to a good start.

Ms. Verbonitz opened the floor for questions or comments. Chair McBee queried the number of clients currently participating. Ms. Verbonitz stated it changes daily, but as of November 29, 2012, they had 25 participants. Chair McBee then queried how many of those were already employed. Ms. Verbonitz stated this too changes daily, but there were eight participants employed as of the same date. Chair McBee queried if the remaining were in job training or seeking employment to which Ms. Verbonitz replied in the affirmative. Ms. Neal asked if the program was using volunteers or paid personnel. Ms. Verbonitz stated it was paid personnel from the Department of Labor and the mentors would be volunteers; however, the mentor coordinator is a paid position. Ms. Verbonitz stated they also have two employment specialists, two case managers, and a peer support specialist. Director Jones queried if they service participants by zip code. Ms. Verbonitz stated they determined through data analysis what area they would service. The area had to have at least 30% poverty, a higher-than-average recidivism rate, and a higher-than-average crime rate than the rest of the city, in addition to a few other criteria. Director Jones then stated the program is in the highest risk area, to which Ms. Verbonitz stated it is actually larger than north Tulsa and includes parts of east Tulsa and southwest Tulsa.

Chair McBee queried about the ex-offenders who have already contacted One-Stop and how they heard about the program. Ms. Verbonitz stated they have been referred by the transition coordinator, the probation and parole officers, and simply word of mouth in the neighborhood. Chair McBee also queried about employers contacting One-Stop. Ms. Verbonitz stated there have been several including Alpha Manufacturing, who has, because of the demand in the machining industry, attended Open Houses at One-Stop to provide information to participants about their business. Chair McBee queried and Ms. Verbonitz confirmed a partnership with Workforce Tulsa. She stated they sub-contract with all of the entities they mentioned, paying them for their employees who work in the One-Stop offices.

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

15. Committee Reports

Committee Chairs

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

- **Budget – Chair Gerald Wright, Members Steve Burrage and Matthew McBee**
Mr. Wright stated there will be a committee meeting soon, but nothing new to report at this time.
- **Female Offender – Chair Linda Neal, Members Michael Roach and Earnest Ware**
Ms. Neal stated the committee met prior to the Board meeting and she felt it was a very informative meeting. She stated Dr. Pitman shared information about a new program in Cleveland County that has great potential. Dr.

Pitman will be emailing the committee with additional information. Ms. Neal said other programs they had seen had been very costly and this one utilizes local resources. She again said it had great potential and she was excited to see more information on the program.

- **Public Policy – Chair Gerald Wright, Members Kevin Gross and Earnest Ware**
Mr. Wright stated there was nothing else to report at this time but the committee would be very active in the early part of 2013, once the legislative session got started.
- **Population/Private Prisons – Chair Linda Neal, Members Steve Burrage and Michael Roach**
Ms. Neal stated the committee had no report for the Board at this time.
- **Public Affairs/State Boards Interface – Chair Earnest Ware, Members Kevin Gross and Michael Roach**
Mr. Ware stated the committee had no report for the Board and with the change in the Board policy earlier in the meeting, is now merged with the Public Policy Committee.
- **Executive – Chair Matthew McBee, Members Linda Neal and Gerald Wright**
Chair McBee stated the committee had met and minutes were provided to the Board members in their packets. There was nothing further to report for the Board at this time.

16. 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 other new business was brought before the Board and the item closed.

17. Announcements Matthew McBee, Chair

Chair McBee opened the floor for announcements. Mr. Wright stated since there was not a meeting in December, he wished to tell staff he thought they had a great year, safety-wise, and he wished everyone a Merry Christmas. Chair McBee announced the next meeting would be held at Joseph Harp Correctional Center on January 17, 2013. Director Jones thanked the Warden and all the staff of NOCC for their hospitality during the tours and the lunch.

18. A. Consideration of Motion to Adjourn to Executive Session Mike Oakley, General Counsel

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

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

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 confidential information on offender deaths.

Motion: Mr. Ware made a motion to adjourn to Executive Session. Mr. Burrage 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 the meeting at 1:37 p.m. At 2:14 p.m., the Board returned to the meeting room and Mr. Oakley advised that a motion to return from Executive Session was needed.

Motion: Mr. Burrage 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.

19. Adjournment

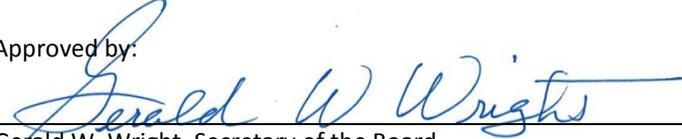
Matthew McBee, Chair

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

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

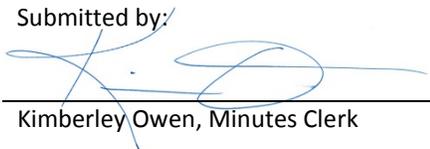
The meeting was adjourned at 2:15 p.m.

I hereby certify that these minutes were duly approved by the Board on the 17th day of January, 2013, in which a quorum was present and voting.

Approved by:


Gerald W. Wright, Secretary of the Board

January 17, 2013

Submitted by:


Kimberley Owen, Minutes Clerk