

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING**

Union City Community Corrections Center  
700 North State Highway 81  
Union City, Oklahoma  
April 3, 2014

**1. Opening and Roll Call**

**Kevin Gross, Chair**

Chair Gross called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:01 p.m. at the Union City Community Corrections Center (CCC) on Thursday, April 3, 2014. Chair Gross asked the clerk to call the roll:

|                          |         |                           |         |
|--------------------------|---------|---------------------------|---------|
| Steve Burrage, Secretary | Present | Linda Neal, Member        | Present |
| Kevin Gross, Chair       | Present | Michael Roach, Vice Chair | Absent  |
| Gene Haynes, Member      | Present | Earnest Ware, Member      | Present |
| Frazier Henke, Member    | Present |                           |         |

Calling of the roll reflected a quorum was present.

**2. Welcome/Remarks**

**Mike Carr, District Supervisor  
Northwest District Community Corrections**

Chair Gross thanked District Supervisor (DS) Carr for the tour of the facility and the hospitality shown to the Board for the meeting. DS Carr welcomed everyone to the Union City Community Corrections Center and provided information about the facility. It was constructed in 1999 by the Avalon Corporation as a high-security juvenile facility. The Oklahoma Department of Corrections (ODOC) assumed occupancy in 2005 and in March 2006, an open-house event was held to recognize the official opening of the Union City CCC. The facility is authorized thirty-six (36) full time employees (FTE) and as of this date, there are thirty (30) FTE. The offender housing capacity is 228 beds and includes eight (8) transit detention – maximum security – beds.

DS Carr stated Union City CCC is accredited by the American Correctional Association; its primary mission is the Prisoner Public Works Program and Offender Pre-release Programming. Each day, one hundred (100) offenders assigned to nine different communities provide a cost-effective labor pool. In turn, the offenders get the opportunity to give something back to society. Staff also delivers other programs to the offenders, including adult basic education, Thinking for a Change, and a 100 Hour Transition Program which targets long-term offenders. The facility also contracts with Dr. Scotty Haskins, COPE Inc., to provide a Department of Mental Health and Substance Abuse Services certified substance abuse treatment program. In addition, Union City CCC maintains a work release program to afford offenders the opportunity to sustain full-time employment, pay program support fees and court costs, help with family expenses and child support, and save money for a successful reentry.

DS Carr stated they are also proud of the new Oklahoma Workforce National Emergency Grant Program which has helped over twenty-seven (27) offenders secure meaningful employment helping with disaster relief programs in the Moore and Oklahoma City areas. DS Carr also recognized the long-standing partnership with the Oklahoma Department of Career Technology to provide certification in carpentry and fork-lift operation. Union City CCC is the host facility for Center Point Halfway House and Catalyst Behavioral Services HWH which includes sentence administration and trust fund management.

No further comments or questions were made.

**3. Old Business**

**Kevin Gross, Chair**

No old business was brought before the Board.

#### 4. Approval of Board Meeting Minutes

Kevin Gross, Chair

- Regular Meeting on March 6, 2014

Chair Gross stated the minutes were provided to the Board prior to the meeting this date for review. He requested a motion to approve the minutes from the Regular Meeting on March 6, 2014.

**Motion:** Mr. Henke made a motion to approve the minutes and Ms. Neal seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Ms. Neal – yes; Mr. Ware – yes.

The minutes were approved by majority vote.

#### 5. Director's Comments

Robert Patton, Director

Director Patton stated the month since the Board meeting in April had been very exciting and staff all over the agency were working hard to bring a new vision to the agency. During the month, Director Patton and executive team members toured Jim Hamilton Correctional Center, Jess Dunn Correctional Center and Eddie Warrior Correctional Center to meet and interact with staff. He stated the morale is very good and everyone seems excited about the changes being implemented.

Director Patton stated he continues to have large, group meetings with correctional officers and probation and parole officers. The message he shares in his meetings is clear that he wants their input, suggestions and ideas on the new vision for corrections in Oklahoma. As those recommendations and suggestions are received, they are forwarded to his executive team for review and possible implementation.

Director Patton stated one recommendation he is excited about implementing is regional training academies for correctional officer cadets. Cadets are paired with seasoned officers but when staffing levels are low, waiting for the cadet to be trained becomes a burden on the facility. The cadet cannot be placed on a security post alone until after academy training. Although the agency has a contract with a college to conduct training academies, it was not getting the correctional officer cadets trained quickly enough and the waiting list continued to grow. Beginning April 7, 2014, a regional academy will begin in the Alva area with twenty (20) cadets and another academy will begin on April 21, 2014, in McAlester with forty (40) cadets. This regional academy model will then be spread throughout the state so cadets can be trained at their facility. Not only will this allow more officers to be trained and get them onto a post, but it also allows them to remain with their family during the training process. The current academy structure takes them away from their families for six (6) weeks before they are ready to return to the facility.

Director Patton stated the RAND Corporation released the final report on correctional education, concluding that education is definitely cost effective. The report stated that "a \$1 investment reduces incarceration costs by \$5 during the first three years post-release." It also specified that states with the most prisoners had a sharper decline in spending during the economic downturn of 2008. The report suggests that the curtailment of prison education would likely increase prison system costs in the long term. Director Patton stated this information goes hand-in-hand with his message to the program staff; to get offenders educated before they leave our custody. Director Patton noted Jim Hamilton Correctional Center hosted a graduation ceremony with forty-four (44) students having completed their GED. He stated he will be sending out the message to all facilities that the agency is going to get programs, like education, to the offenders to address their program needs.

Director Patton stated Dr. Pitman will be providing an update on the recent changes in the population but he wanted to share just a few comments with the Board. He stated a large part of the budget is payment to county jails for housing offenders who have been sentenced to our custody but are waiting to be received due to a lack of bed space. Staff has been working extremely hard to move into assessment and reception centers approximately 1,900 offenders who are backed up in county jails. The hope is to get the backlog of offenders waiting for reception to zero, which has a potential cost savings of millions of dollars for the state; dollars which could then be spent on needed programs as stated earlier. New practices have been implemented to speed up the reception processes to allow for more offenders to be assessed and moved to the appropriate facility. One of the processes reviewed for better efficiency of moving offenders from county jails was the initial reception and assessment, which went from a nine-day procedure to four days only. Because the offenders are moving through reception faster, the agency went from processing thirty-five (35) offenders a day to bringing in one hundred (100) offenders a day.

Staff is also working to place offenders in the appropriate facility through classification procedures which are being

reviewed. Director Patton stated staff is ensuring the community corrections and work centers are full with appropriately classified offenders who are being prepared for their return to the community.

No further comments or questions were made.

## 6. Approval of Board Policies

**Robert Patton, Director**

- P-010700, Oklahoma Department of Corrections Victim Justice Advisory Council
- P-060100, Classification and Case Management of Offenders
- P-100100, Training and Staff Development Standards
- P-150500, Five Year, System-wide Capital Improvement Program

Director Patton stated there were four Board policies in annual review this date. All policies were updated to reflect the current Board chair name and removal of the vice-chair signature line. There were minor wording changes in P-010700 and P-100100, but the intent of the policy was not affected by the changes. Director Patton recommended approval of the policies as provided to the Board.

**Motion:** Mr. Haynes made a motion to approve all four policies as noted and Mr. Burrage seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Ms. Neal – yes; Mr. Ware – yes.

The policies were approved by majority vote.

## 7. Approval of Board Resolution

**Leo Brown, Coordinator  
Religious and Volunteer Services**

- National Volunteer Appreciation Week (April 6-12, 2014)

Mr. Brown stated it was an honor to recognize the volunteers throughout the agency. The contributions of the agency volunteers have a significant impact in many areas of the agency, especially in the areas of rehabilitation. National Volunteer Week began in 1974 when President Richard Nixon signed an executive order establishing the week as an annual celebration of volunteering. Every president since 1974 has signed a proclamation promoting National Volunteer Appreciation Week as a time set aside to show appreciation for volunteers across the country and to call the public's attention to all they do to improve our communities. April 6-12, 2014, has been recognized this year as National Volunteer Appreciation Week.

Mr. Brown stated ODOC currently has over 3,000 active volunteers within the agency. Last year, volunteers donated in excess of 131,000 hours of service. Mr. Brown stated the monetary value of their services, using figures provided from Independent Sector, a well-recognized leadership forum for charities, foundations, and corporations, would be worth more than \$2.3 million.

The largest category of volunteers is those providing religious services. Many success stories of ex-offenders have traced their transformation to a faith decision made while incarcerated. According to Mr. Brown, an increasing number of our volunteers are providing faith-based programs which address criminogenic needs from a faith perspective, such as substance abuse, anger management, and family relationships. Programs, such as AA and NA, and have hundreds of volunteers that help offenders deal with addictive behaviors. Other programs like New Life Behavior, Character First, and I Can address thinking and behavioral patterns that need to be changed for the offender to be successful. The Oklahoma Marriage Initiative, Girl Scouts Beyond Bars, Long Distance Dads, the Messages Project and other family relationship programs can help offenders restore and maintain family and marriage relationships. This can improve their chances to be successful when they reenter the community as well as create healthier families and fewer generational incarcerations.

Mr. Brown stated volunteers facilitate programs like Thinking for a Change and Cage Your Rage. These programs were, at one time, provided almost exclusively by ODOC staff. Many organizations work with offenders on reentry. Organizations like Genesis One, Oxford House, Hand Up, Living Faith, TEEM, etc., are providing housing, mentoring, job skill training and placement, and other programs needed to help offenders successfully reenter our communities.

Mr. Brown stated these are just a very few of the services and programs offered through our volunteers. Services, programs, and faith groups are far too numerous to name individually; but individually, each one is making a contribution to our agency. Mr. Brown stated each year staff chooses a Volunteer of the Year as well as a Volunteer Organization of the Year. Mary Painter was named as the 2013 Volunteer of the Year for her work over the last ten

(10) years at the Dr. Eddie Warrior Correctional Center. She serves as the facility's main volunteer assistant chaplain and has earned the respect of both staff and offenders. Mr. Brown recognized and introduced Ms. Painter, who was seated in the audience. Mr. Brown stated the Grove Church of Christ was selected as the 2013 Volunteer Organization of the Year. The Grove Church of Christ has volunteered at Northeast Oklahoma Correctional Center since 2001 and they provide the New Life Behavior Program to offenders at the facility.

Mr. Brown then requested the Board's approval of the following resolution:

*WHEREAS, millions of volunteers work in their communities across our nation and throughout our state utilizing their time and their talents daily to make a difference in the lives of others; and*

*WHEREAS, the Oklahoma Department of Corrections is privileged to have thousands of men and women, many of whom serve as part of a faith community, who tirelessly give of themselves to provide much needed programmatic and occupational services in facilities, districts and units across the great state of Oklahoma; and*

*WHEREAS, these volunteers are dedicated to serving as positive role models for the offender population, leading offenders toward pro-social behavior while incarcerated, supporting offenders in reentry, and providing much needed resources that assist the Oklahoma Department of Corrections in fulfilling its mission in a professional manner; and*

*WHEREAS, April 6-12, 2014, is National Volunteer Week and provides a most appropriate time to recognize these volunteers for demonstrating, on a daily basis, the true spirit of giving; therefore, be it*

*RESOLVED that the Oklahoma Board of Corrections does hereby announce and proclaim to all its recognition and sincere appreciation of Oklahoma Department of Corrections volunteers and the invaluable services they provide.*

*ADOPTED this third day of April, 2014.*

**Motion:** Ms. Neal made a motion to approve the resolution and Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Ms. Neal – yes; Mr. Ware – yes.

The resolution was approved by majority vote.

**8. Budget Update**

**Ashlee Clemmons, Acting Chief  
Business Operations**

Ms. Clemmons provided the following budget update as of February 28, 2014:

|   |                 |                     |
|---|-----------------|---------------------|
| FY2014 Budget Work Program  |                 |                     |
| Appropriated  |                 | \$471,443,633       |
| 200 Fund  |                 | \$18,772,094        |
| 205 Fund  |                 | \$2,985,595         |
| Total – BWP   |                 | \$493,201,322*      |
| <i>*Excludes Prison Industries and Community Sentencing and Federal Funds</i> |                 |                     |
| Y-T-D Expenditures  |                 | \$(299,297,538)     |
| Appropriated  | \$(295,327,344) |                     |
| 200 Fund FY 14  | \$(3,088,325)   |                     |
| 205 Fund FY 14  | \$(881,869)     |                     |
| Encumbrances  |                 | \$(91,028,047)      |
| Committed   |                 | \$(1,918,068)       |
| Remaining Payroll   |                 | \$(84,477,638)      |
| <b>Available Balance</b>  |                 | <b>\$16,480,031</b> |
| Appropriated Operating Funds  |                 |                     |
| Budgeted  |                 | \$471,443,633       |
| Expenditures Y-T-D  |                 | \$(295,327,344)     |
| Encumbrance Y-T-D   |                 | \$(83,293,766)      |
| Total Committed Y-T-D   |                 | \$(393,196)         |
| Available Balance   |                 | \$92,429,327        |

|                                 |                    |
|---------------------------------|--------------------|
| Less:                           |                    |
| Payroll                         | \$(84,477,638)     |
| <b>Available Balance</b>        | <b>\$7,951,689</b> |
|                                 |                    |
| 200 Revolving Fund              |                    |
| Beginning Cash Balance 7/1/2013 | \$8,847,121        |
| Revenue Received Y-T-D          | \$10,611,015       |
| Expenditures Y-T-D              | \$(18,083,398)     |
| Adjustments Y-T-D               | \$(500)            |
| Ending Balance                  | \$1,374,238        |
|                                 |                    |
| 205 Revolving Fund              |                    |
| Beginning Cash Balance 7/1/2013 | \$1,100,947        |
| Revenue Received Y-T-D          | \$4,151,976        |
| Expenditures Y-T-D              | \$(4,257,262)      |
| Adjustments Y-T-D               | \$0.00             |
| Ending Balance                  | \$995,661          |
|                                 |                    |
| 280 Revolving Fund              |                    |
| Beginning Cash Balance 7/1/2013 | \$4,307,972        |
| Revenue Received Y-T-D          | \$17,092,930       |
| Expenditures Y-T-D              | \$(14,537,668)     |
| Adjustments Y-T-D               | \$(4,751)          |
| Ending Balance                  | \$6,858,483        |

Mr. Burrage made a motion to approve the budget as provided; however, this item was an update only and did not require approval by the Board. Mr. Burrage withdrew his motion.

**9. Approval of Budget Fund Transfer**

**Ashlee Clemmons, Acting Chief  
Business Services**

Ms. Clemmons stated she requested the Board’s approval to re-balance the payroll budget by transferring funds. Chair Gross requested Ms. Clemmons provide additional information regarding the need to transfer funds for this activity. Ms. Clemmons stated when initially budgeting for payroll needs funds are distributed evenly to each facility providing a staffing level at 67.4% throughout the year. With staffing shortages in some facilities, there is additional payroll which could be redistributed to other facilities but the fund transfer requires the Board’s approval.

**Motion:** Mr. Burrage made a motion to approve the transfer to accommodate the payroll needs and Mr. Henke seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Ms. Neal – yes; Mr. Ware – yes.

The transfer of funds was approved by majority vote.

**10. Population Update**

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

Dr. Pitman provided the population update as of February 28, 2014:

|   |                                      |
|---|--------------------------------------|
| Total System Offender Population = 26,673 | EMP = 12                             |
| DOC Facilities = 17,973                   | PPCS = 1                             |
| Private Prisons = 5,822                   | Probation Supervision = 21,353       |
| County Jails with Contracts = 554         | Parole Supervision Offenders = 3,198 |
| Halfway Houses = 1,107                    | Total System Population = 51,224     |
| Out Count (jails, hospitals, etc.) = 653  | County Jail Backup = 1,996           |
| GPS = 551                                 |                                      |

Dr. Pitman stated the county jail backup, as just noted, was 1,996 offenders as of February 28, 2014; however, as of April 2, 2014, the backup was 1,605 offenders. A number of actions were taken to accommodate more offenders being brought in from county jail backup.

The first phase was accomplished by reducing the incarceration population. Beginning on March 10, 2014, offenders who had received misconduct sanctions of lost earned credits were reviewed for possible restoration of those lost credits if the return resulted in immediate discharge. By statute, ODOC can award earned credits as well as restore them. As of March 28, 2014, approximately 436 offenders were discharged as a result of restoring lost earned credits. Additional reviews of offender records will be forthcoming in the next few weeks to achieve the same results. Due to the limitations of the Offender Management System, correctional records officers are reviewing each file individually to determine if there are other eligible offenders. Dr. Pitman stated as a result of increasing offender receptions, the agency needed to find additional bed space. Six (6) facilities were identified where an additional 270 temporary, minimum-security beds could be located. Three (3) facilities were also identified where an additional 220 medium-security beds could be located. The beds will be placed in the identified locations once the fire marshal reviews and approves the plans.

Dr. Pitman stated the second phase includes identifying four (4) facilities where an additional 180 medium-security beds, subject to fire marshal review and approval. The reception and assessment intake cycle was reduced from nine (9) days to four (4) days so offenders spend less time at the assessment and reception center before being sent to the housing facility. The most major change in this reduction involved replacement of the Level of Service Inventory-Revised (LSI-R) with the Justice System Assessment Training (JSAT) policy. Those two measures are used to determine risk and also to assess for substance abuse treatment needs. LSI-R testing was administered to each offender and usually lasted forty-five (45) minutes to one hour. The JSAT is administered more quickly and allows for the offender to be processed through assessment faster. In addition, testing for adult basic education (ABE) was eliminated from the assessment and reception process. All facilities have the capability of ABE testing, so the offenders can be assessed at the first facility post-reception for education needs.

The second phase also includes increasing the number of offender receptions daily from the county jails. Prior to March 18, 2014, receptions for male offenders averaged about thirty-five per day to match the available bed space. On March 18, 2014, male receptions were increased to fifty (50) per day and on March 25, 2014, it was increased to sixty (60) offenders per day. On March 27, 2014, receptions were again increased to eighty (80) offenders per day and the reception center is receiving one hundred (100) offenders per day as of April 1, 2014.

Dr. Pitman stated working to reduce the offender county jail backup is a dynamic process because as offenders are received into the system every week, more judgment and sentences are received as well. During the week of March 16, 2014, for example, Muskogee County transported all backup offenders to the reception center. Since that date, however, an additional eight judgment and sentences were received so there are still backup offenders in Muskogee County Jail. The schedule for the remaining counties is based on those counties notifying the agency they are over capacity in the last fourteen months. Receptions from county jail backup beginning March 31, 2014 were:

|                 |                  |                |
|-----------------|------------------|----------------|
| Blaine County   | Cherokee County  | Johnson County |
| Bryan County    | Cleveland County |                |
| Canadian County | Garfield County  |                |

Receptions from county jail backup beginning April 7, 2014 were:

|               |                 |                     |
|---------------|-----------------|---------------------|
| Caddo County  | Logan County    | Okmulgee County     |
| Creek County  | McIntosh County | Pottawatomie County |
| Hughes County | Oklahoma County |                     |

Offender receptions from Oklahoma County and Tulsa County continue to alternate each week.

Dr. Pitman stated staff is working to increase movement to lower security levels so exceptions to policy have been approved for classification. Although exceptions at this time, the policy changes will become permanent in approximately sixty (60) days to increase the number of offenders at minimum security, community corrections, and halfway houses. The changes will result in an additional 297 offenders being eligible for movement from minimum to community and 373 offenders will be eligible for movement from community corrections and community work centers to halfway houses.

Another portion of these policy changes is to decrease the number of offenders who discharge from medium security to the streets when they complete their sentences. In CY 2013, approximately 1,167 male offenders discharged from

medium security. Policy changes were implemented to move a significant number of offenders to lower security before they discharge their sentence. Based on the changes being made, there will be approximately 540 medium security offenders eligible for movement to minimum security and approximately 144 minimum security offenders eligible for movement to community corrections. These changes will be reevaluated at a later date to determine if they are providing successful outcomes.

Mr. Haynes queried if the halfway house population numbers on the update included community corrections centers. Dr. Pitman stated the community corrections information was included with the "DOC Facilities" section on the Population Update. Chair Gross stated the changes Dr. Pitman discussed were great progress for the agency. Dr. Pitman stated both uniform and non-uniform staff has contributed greatly to making these changes throughout the agency.

No further comments or questions were made.

#### **11. Legislative Update**

**Neville Massie, Legislative Liaison**

Ms. Massie stated two of the agency's initiatives remain active as of this date. HB 2486, which exempts offenders with a life sentence without the possibility of parole from wage apportionment to offender mandatory savings, passed the Senate Public Safety Committee on this date and it can now be considered on the Senate floor. SB 1842, which modifies language related to the Delayed Sentencing Program for Young Adults, passed out of the House Judiciary Committee on April 1, 2014, and can now be considered by the full House.

Ms. Massie also provided information on the following bills:

- SB 1248, which allows the director to authorize a \$100 uniform allowance, passed the House Appropriations and Budget Committee.
- Two bills regarding pension reform are advancing on both the Senate and House sides and will be reconciled to the conference committee process.
- HB 3293 and HB 3294, regarding an overhaul of the Merit System, are both advancing and will ultimately be in the conference committee process.
- HB 3012, allowing correctional officers to retain their sidearm and badge after retirement, has been amended to include inspector general agents and probation and parole officers; it is now on the Senate floor agenda.
- HB 2804, modifying jail reimbursement rates, passed the Senate Public Safety Committee and it has been assigned to Senate Appropriations Committee but has not yet been heard in committee.

Ms. Massie noted Mr. Henke's executive nomination was approved by the Senate Public Safety Committee on this date and will now be forwarded for full Senate confirmation.

No further questions or comments were made.

#### **12. Program Services Update**

**Clint Castleberry, Chief Administrator  
Program Services**

Mr. Castleberry stated the Board had received information in their packets comparing program participants and completions by gender for FY 2013 and FY 2014 as of February 28, 2014. Participation and completion data is collected through an online system of a variety of programs. Mr. Castleberry stated the Education Department is an accredited school system which is unique to corrections and the educators work very hard to maintain education requirements. GED testing is being converted to an online electronic testing process and the pilot project at Dr. Eddie Warrior Correctional Center is in place. Training is currently ongoing for the educators so they can begin administering the test electronically. Information Technology staff believes the shift with the computer piece will be completed by July 1, 2014, and all of the teachers will have completed their training. Mr. Castleberry stated once the electronic testing is in place, the agency cannot revert back to a paper test, so they are moving forward very cautiously with full implementation. Ms. Neal queried when the electronic testing would be fully implemented. Mr. Castleberry stated they can continue using paper-based testing through December 2014. Ms. Neal also queried how the agency is paying for the increased cost of GED testing. Mr. Castleberry stated it is included in his appropriated operating budget. Mr. Castleberry stated the college numbers remain steady through funding assistance from community organizations and

private entities. The RAND study, as mentioned earlier this date, shows a correlation between recidivism reduction and education.

Mr. Castleberry stated the substance abuse treatment and cognitive behavioral programs appear on track to at least mimic the numbers from FY 2013. There is generally an increase year-to-year based on the cycle of the program meaning one year there will be a few more participants and completions than in the prior year. The cognitive behavior programs are offered through case management staff or by volunteers from the community. Mr. Castleberry stated the numbers for this fiscal year are almost equal to the numbers for the last fiscal year, as indicated in the information provided.

Mr. Castleberry stated the support groups and volunteer, peer-led groups offer a variety of programming to meet the needs of the offender population. These programs not only speak to the interests of the offenders, but assist in management of the facility population preparing the offenders prior to their release. Finally, the faith-based program and specific volunteer-led faith-based programs such as the Faith and Character Community program are still in operation. The Faith and Character Community programs offers the offender a choice between participation in the faith track or a comparable secular track that addresses behavioral issues and character building.

Ms. Neal queried about clarification on the reported numbers for education participation to ensure they are not declining. Mr. Castleberry stated the GED numbers are a little less than last year because of a scoring issue with the vendor. There are tests from January 2014 which have not been scored yet so the number of completions appears to be lower. Scores should be back in soon and the number of completions will be comparable to FY 2013 numbers. Mr. Castleberry affirmed there had not been a decline in GED completions.

No further comments or questions were made.

### 13. Mabel Bassett Correctional Center Dog Program Update

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

Dr. Pitman stated the Guardian Angels program at Mabel Bassett Correctional Center received a special visit on March 4, 2014, from Sister Pauline Quinn, founder of Prison Service Dog Programs, during the unveiling ceremony of the kennel construction plans. Sister Quinn conducted a training seminar for the offender trainers and the trainers also had the opportunity to demonstrate their progress with the initial three dogs they received. Other attendees at the event included representatives from the Humane Society, University of Oklahoma, Veterinarian Association, Oklahoma City Community College, etc.

Five offenders are currently participating in the program and there are three dogs. Once the construction of the kennel is completed, more dogs and trainers will be involved in the program. The anticipated number of participants once the kennels are completed will include sixteen offenders: six trainers, six assistant trainers, two kennel workers and two housekeeping orderlies.

No other questions or comments were made.

### 14. Committee Reports

**Committee Chairs**

Chair Gross asked the committee chairs for their reports.

- **Budget Committee**

Mr. Burrage stated there was not a report.

- **Female Offender Committee**

Ms. Neal stated there was no report.

- **Public Policy/Public Affairs Committee**

Mr. Ware stated there was no report.

- **Population/Private Prisons Committee**

Ms. Neal stated the committee had met this date and everything discussed in the meeting had been shared in the meeting this date by Director Patton and Dr. Pitman. She stated the changes discussed are interesting and the staff have come up with innovative ways to attack the population problem. She stated the agency is

on the right track and noted it was exciting to see the progress being made to address the population issues.

- **Executive Committee**

Chair Gross stated the committee met on March 24, 2014, to review the agenda for the meeting this date.

**15. New Business** **Kevin Gross, Chair**

There was no new business discussed.

**16. Announcements** **Kevin Gross, Chair**

No announcements were made.

**17. Approval to Adjourn for Executive Session** **Kevin Gross, Chair**

- Discussion of Execution Protocols Lawsuit

Mr. Oakley advised the next item required a motion to adjourn the meeting for Executive Session to discuss the execution protocols lawsuit.

**Motion:** Mr. Henke made a motion to adjourn to Executive Session and Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Ms. Neal – yes; Mr. Ware – yes.

The adjournment to Executive Session was approved by majority vote and the Board adjourned at 1:49 p.m.

**18. Approval to Return from Executive Session** **Kevin Gross, Chair**

At 2:11 p.m., the Board returned from Executive Session. Mr. Oakley advised the Board of the approval needed to return from Executive Session.

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

The return was approved by majority vote and the Board resumed the meeting at 2:12 p.m.

**19. Adjournment** **Kevin Gross, Chair**

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

**Motion:** Mr. Henke made a motion to adjourn the meeting and Mr. Burrage seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Ms. Neal – yes; Mr. Ware – yes.

The adjournment was approved by majority vote and the meeting ended at 2:13 p.m.

Submitted to the Board of Corrections by:

**[signature on file]**

\_\_\_\_\_  
Kimberley Owen, Minutes Clerk

\_\_\_\_\_  
Date

I hereby certify that these minutes were duly approved by the Board on the first day of May 2014 in which a quorum was present and voting.

Approved by:

**[signature on file]**

\_\_\_\_\_  
B. Steve Burrage, Secretary of the Board

\_\_\_\_\_  
Date