

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING**

Cimarron Correctional Facility  
3200 S Kings Highway  
Cushing, Oklahoma  
July 10, 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 1:00 p.m. at the Cimarron Correctional Facility (CCF) on Thursday, July 10, 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	Present
Gene Haynes, Member	Present	Earnest Ware, Member	Absent
Frazier Henke, Member	Absent		

Calling of the roll reflected a quorum was present.

**2. Welcome/Remarks**

**Chad Miller, Warden  
Cimarron Correctional Facility**

Chair Gross recognized Warden Miller, thanking him for the hospitality shown by the staff at the facility during the tour earlier in the day. Warden Miller stated he appreciated the opportunity to host the BOC meeting. Corrections Corporation of America (CCA) has a long-standing partnership with the agency; CCF opened in 1997 and has been in contract with ODOC since that time. The facility currently houses 1,470 medium security offenders and 180 maximum security offenders.

**3. Old Business**

**Kevin Gross, Chair**

There was no old business to be discussed.

**4. Approval of Board of Corrections Meeting Minutes**

**Kevin Gross, Chair**

- Regular Meeting on June 5, 2014

Chair Gross stated the minutes from the regular meeting on June 5, 2014, were provided to the Board prior to the meeting this date. He requested a motion to approve the minutes as presented to the Board.

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

The minutes were approved by majority vote.

**5. Director's Comments**

**Robert Patton, Director**

Director Patton introduced Ms. Terri Watkins as the newest member of the executive team, providing information on her background prior to employment with the agency. Ms. Watkins was hired as the new director of Communications for the agency and Director Patton noted she will be a valuable addition to the team.

Director Patton stated the past month had been filled with facility tours and meeting staff. Director Patton visited with staff at Oklahoma State Penitentiary, John Lilley Correctional Center, Mabel Bassett Correctional Center, Oklahoma State Reformatory, Lexington Assessment and Reception Center, Joseph Harp Correctional Center, and the administrative offices of Field Support, Health Services, Analytics and Systems Quality Services and Program Services. Director Patton met with Oklahoma County Sheriff John Whetsel on June 18, 2014, to tour the county's Detention Center. Director Patton also noted he attended the Safety and Security Cabinet Meeting on June 24, 2014.

**6. Approval of Board Policy**

**Kevin Gross, Chair**

- P-020800, Guidelines for Research and Research-Related Activities
- P-080100, Mission and Management of Correctional Industries
- P-110300, Drug Free Workplace Program
- P-140100, Offender Medical, Mental Health, and Dental Care

Director Patton stated there were four policies on the agenda for approval by the Board. He noted the policies were up for annual review and the only changes noted were updating the name of the Chair and clarification of wording which did not alter the intent of the policies. Director Patton recommended the Board’s approval of the policies as presented.

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

The policies were approved by majority vote.

**7. Approval of Board Resolution**

**Reginald Hines, Division Manager  
Community Corrections**

- 2013 Probation and Parole Officer of the Year  
Tamika L. Ross, Probation and Parole Officer III, TCDC

Division Manager Hines introduced Ms. Tamika Ross as the 2013 Probation and Parole Officer of the Year. He then read the following resolution into the minutes:

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

*WHEREAS, the Oklahoma Department of Corrections is fortunate to have nearly 300 probation and parole officers who are dedicated and committed to carrying out the agency’s mission in a professional manner; and*

*WHEREAS, each year one probation and parole officer is selected as the outstanding officer for his or her district; and*

*WHEREAS, the district officers are interviewed and the Oklahoma Department of Corrections selects an Agency Probation and Parole Officer of the Year who exemplifies the highest standards of professionalism in “Protecting the Public, the Employee, and the Offender”; therefore, be it*

*RESOLVED, that the Oklahoma Board of Corrections does hereby announce and proclaim to all its recognition of Tamika L. Ross, Probation and Parole Officer III, Tulsa County District Community Corrections, as the 2013 Agency Probation and Parole Officer of the Year.*

*ADOPTED this tenth day of July, 2014.*

Mr. Hines requested the Board’s approval of the resolution as presented to the Board.

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

The resolution was approved by majority vote. Ms. Ross was invited to the podium and she thanked the Board and Director Patton for their recognition of her accomplishment.

**8. Budget Update**

**Ashlee Clemmons, Acting Chief Administrator  
Business Services**

Ms. Clemmons provided the following budget update as of May 31, 2014:

FY2014 Budget Work Program	
Appropriated	\$484,443,633
200 Fund	\$18,772,094
205 Fund	\$10,335,595
Total – BWP	<u>\$513,551,322*</u>

*\*Excludes Prison Industries and Community Sentencing and Federal Funds*

Y-T-D Expenditures		\$(433,573,577)
Appropriated	\$(424,697,251)	
200 Fund FY 14	\$(6,209,395)	
205 Fund FY 14	\$(2,666,931)	
Encumbrances		\$(42,224,576)
Committed		\$(1,097,150)
Remaining Payroll		\$(23,163,005)
<b>Available Balance</b>		<b>\$13,493,014</b>

Appropriated Operating Funds		
Budgeted		\$484,443,633
Expenditures Y-T-D		\$(424,697,251)
Encumbrance Y-T-D		\$(31,377,445)
Total Committed Y-T-D		<u>\$(275,327)</u>
Available Balance		\$28,093,610
Less:		
Payroll		\$(23,163,005)
<b>Available Balance</b>		<b>\$4,930,605</b>

200 Revolving Fund		
Beginning Cash Balance 7/1/2013		\$8,847,121
Revenue Received Y-T-D		\$13,371,506
Expenditures Y-T-D		\$(21,949,606)
Adjustments Y-T-D		<u>\$(1,169)</u>
Ending Balance		\$267,852

205 Revolving Fund		
Beginning Cash Balance 7/1/2013		\$1,100,947
Revenue Received Y-T-D		\$5,445,227
Expenditures Y-T-D		\$(6,054,945)
Adjustments Y-T-D		<u>\$0.00</u>
Ending Balance		\$491,229

280 Revolving Fund		
Beginning Cash Balance 7/1/2013		\$4,307,972
Revenue Received Y-T-D		\$23,011,311
Expenditures Y-T-D		\$(21,895,917)
Adjustments Y-T-D		<u>\$(4,751)</u>
Ending Balance		\$5,418,615

Chair Gross stated the Board would not be meeting again until September and queried when the FY 2014 report would be ready. Ms. Clemmons stated she was working on the final report and would be sending it to Director Patton in the next week for review. After his review, it would then be forwarded to the Board. No further questions were asked.

Director Patton advised the Board that Ms. Clemmons would become the chief administrator of Business Services effective July 12, 2014. The Board congratulated Ms. Clemmons on her appointment.

## 9. FY 2015 Budget Outlook

**Edward Evans, Associate Director  
Field Operations**

**Tina Hicks, Associate Director  
Administrative Operations**

Ms. Hicks stated she would be providing an overview of the FY 2015 Budget, but first wanted to begin by speaking about the differences between the FY 2014 and FY 2015 Appropriated Budgets. In FY 2014, the agency received an initial appropriation of \$463 million. Throughout FY 2014, there were additional sources of funds identified and

provided for agency operation. Those funds included an additional \$7.7 million carried over from FY 2013 appropriations and a \$13 million supplemental appropriation that was authorized by the legislature. In addition, the legislature authorized the agency to utilize \$4 million from the Oklahoma Correctional Industry funds and \$7.35 million from the offender welfare and recreation funds.

Ms. Hicks stated at the beginning of FY 2015, many agencies were seeing their appropriations cut; however, ODOC received notice the amount of appropriations for FY 2015 would remain equal to the FY 2014 appropriation amount. The agency was also notified of an additional \$7.7 million appropriation for specifically funding pay raises identified in SB 2131. As the budget process began, the agency again received notification of a miscalculation error made by the legislature and the FY 2015 appropriation was cut by \$550,608. The final FY 2015 appropriation was noted as \$470,900,943 with \$7.7 of it designated for pay raises in accordance with SB 2131.

The goal in developing the budget this year was to fund all categories fully with the expected expenditure needs for the year. To do so, the budget had to be built from the ground up by looking closely at past years' expenditures. Areas were noted where funds could be cut and aggressive cost-savings activities were identified to allow the agency to function within the budget. Ms. Hicks stated she was very pleased to report to the Board that the agency presented a balanced budget to the Office of Management and Enterprise Services for FY 2015. The budget totals \$530,862,749 and the plan is for the agency to operate within those funds without seeking any additional funding from the legislature. The real challenge begins now as the agency begins to implement this budget and move forward. Throughout the year, staff will continue to monitor and adjust as needed to move forward.

Director Patton noted agency staff was working closely with the members of the Board's Budget Committee to prepare a presentation at the next Board meeting outlining the full budget as indicated on this date. Chair Gross queried if the pay raises specified in SB 2131 had already been implemented and Ms. Hicks affirmed they had been processed.

#### 10. Population Update

Laura Pitman, Ph.D., Division Manager  
Field Support

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

Total System Offender Population = 27,990	EMP = 17
DOC Facilities = 19,099	PPCS = 1
Private Prisons = 5,824	Probation Supervision = 21,492
County Jails with Contracts = 575	Parole Supervision Offenders = 3,184
Halfway Houses = 1,263	Total System Population = 52,666
Out Count (jails, hospitals, etc.) = 628	County Jail Backup = 321
GPS = 583	

Chair Gross queried what the expected county jail backup would be from this point forward and if it would ever reach zero. Dr. Pitman stated it would never reach zero because new sentences are issued daily in every county across the state. Dr. Pitman noted the last few weeks had seen the county jail backup hovering around 150 offenders total; however, there are ebbs and flows to issuances of judgments and sentences, so some weeks would be higher and other weeks would be lower. The target number is 250 offenders in county jail backup at any given time. Chair Gross commended the agency's staff on all their hard work to reduce the number of offenders waiting to be received into the system.

#### 11. Committee Reports

Committee Chairs

Chair Gross asked the committee chairs for their reports.

- **Budget Committee**  
Mr. Burrage stated there was no report.
- **Female Offender Committee**  
Ms. Neal stated there was no report.
- **Public Policy/Public Affairs Committee**

Mr. Haynes stated there was no report.

- **Population/Private Prisons Committee**

Ms. Neal stated there was no report.

- **Executive Committee**

Chair Gross stated the committee met on June 23, 2014, to review the agenda for the meeting this date.

**12. New Business**

**Kevin Gross, Chair**

There was no new business.

**13. Announcements**

**Kevin Gross, Chair**

There were no announcements.

**14. Approval to Adjourn for Executive Session**

**David Cincotta, General Counsel**

- Discussion of Investigation Regarding Alleged Excessive Use of Force by Staff at Clara Waters Community Corrections Center
- Discussion of Investigation Regarding Suicide of Offender Donald Robinson #86239
- Discussion of Investigation Regarding Suicide of Offender David Hammock #512080

Ms. Michele Minietta, acting on behalf of Mr. Cincotta, advised the next items on the agenda would require adjournment to Executive Session for engaging in confidential communication between the Board and its attorney. She recommended Chair Gross entertain motions to adjourn.

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

The adjournment was approved by majority vote and the Board adjourned at 1:23 p.m. to Executive Session.

**15. Approval to Return from Executive Session**

**David Cincotta, General Counsel**

The Board returned to the meeting room at 1:41 p.m. Ms. Minietta advised the Board of the approval needed to return from Executive Session.

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

The return was approved by majority vote and the Board resumed the meeting at 1:42 p.m. Chair Gross advised there was not any actions to take after Executive Session.

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

The adjournment was approved by majority vote and the meeting ended at 1:42 p.m. The next Board meeting is scheduled for 1:00 p.m. on Thursday, September 11, 2014, at the Enid Community Corrections Center in Enid, Oklahoma.

Submitted to the Board of Corrections by:

**[signature on file]**

Kimberley Owen, Minutes Clerk

**9/19/2014**

Date

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

Approved by:

**[signature on file]**

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B. Steve Burrage, Secretary of the Board

**9/25/2014**

\_\_\_\_\_  
Date