Oklahoma Board of Corrections

REGULAR MEETING

May 7, 2015

Clara Waters Correctional Center
Oklahoma City, Oklahoma

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING

Clara Waters Community Corrections Center
9901 N I-35 Service Road
Oklahoma City, Oklahoma
1:00 p.m., May 7, 2015

AGENDA

Members of the Board of Corrections will be dining together before the Board meeting.
No business will be conducted during this time period.

	ITEM	PRESENTER
1.	Call to Order and Roll Call	Kevin Gross, Chair
2.	Welcome/Remarks	Brian Thornburgh, District Supervisor Oklahoma County Community Corrections
3.	Old Business	Kevin Gross, Chair
4.	Discussion and Approval of Board of Corrections Meeting Minutes ▪ Regular Meeting on April 9, 2015	Kevin Gross, Chair
5.	Director's Comments with Possible Discussion	Robert Patton, Director
6.	Discussion and Approval of Board Policies ▪ P-010200, Operating Procedures and Policies for the Oklahoma Board of Corrections	Robert Patton, Director
7.	Discussion and Approval of Board Resolutions ▪ Correctional Officer of the Year ▪ Correctional Officer Supervisor of the Year	Appropriate Division Manager
8.	Discussion and Confirmation/Approval of Appointment ▪ Carl Bear, Warden Joseph Harp Correctional Center ▪ Debbie Aldridge, Warden Mabel Bassett Correctional Center	David Parker, Division Manager East Institutions
9.	Monthly Update and Discussion of Agency Budget	Ashlee Clemmons, Chief Administrator Business Services

10. Quarterly Update and Discussion of Financial Internal Audits — Gharzuddin Baksh, Auditor IV, Auditing and Compliance
    - FY 2015, 3rd Quarter

11. Update and Discussion of Offender Population — Laura Pitman, Ph.D., Division Manager, Field Support

12. Update and Discussion of Legislative Initiatives — Marilyn Davidson, Executive Assistant

13. Committee Reports — Committee Chairs

    Standing Committees:
    - Audit/Finance – Chair Frazier Henke, Members Gene Haynes and Michael Roach
    - Female Offender – Chair Irma Newburn, Members Frazier Henke and Todd Holder
    - Public Policy/Affairs – Chair Gene Haynes, Members Irma Newburn and Matt Tilly
    - Population/Private Prisons – Chair Michael Roach, Members Todd Holder and Matt Tilly
    - Executive – Chair Kevin Gross, Members Michael Roach and Frazier Henke

14. New Business — Kevin Gross, Chair

    "Any matter not known about or which could not have been reasonably foreseen prior to the time of posting." 25 O.S. § 311.A.9.

15. Announcements — Kevin Gross, Chair

16. Approval to Adjourn for Executive Session: — David Cincotta, General Counsel
    - Discussion of Pending Investigation:
      - Suicide of offender Ronnie Hannon #572489 (IG 15-0046)
      - Homicide of offender Shawn Moore #536629 (IG 15-0059)
      - Homicide of offender Bryan Blackburn #447668 (IG 15-0063)
    - Discussion of Pending Litigation:
      - *Glossip et al v. Gross et al*, Oklahoma Western District Court, case number 2014-CV-00665

    "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." 25 O.S. § 307.B.4.

17. Approval to Return from Executive Session — David Cincotta, General Counsel

18. Adjournment — Kevin Gross, Chair

The next regular meeting of the Board of Corrections is scheduled for 1:00 p.m. on Thursday, June 4, 2015, at Jim E. Hamilton Correctional Center in Hodgen, Oklahoma.

Updated on 4/30/2015 4:31:27 PM

Meeting Minutes from April 9, 2015

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING

Davis Correctional Facility
6888 East 133rd Road
Holdenville, Oklahoma
April 9, 2015

1. Call to Order 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. on Thursday, April 9, 2015, in the Davis Correctional Facility (DCF) at 6888 East 133rd Road in Holdenville, Oklahoma. The final agenda was posted at 11:00 a.m. on Wednesday, April 8, 2015, at the Oklahoma Department of Corrections (ODOC), which is at least twenty-four hours prior to the commencement of the meeting. Chair Gross asked the clerk to call the roll:

Kevin Gross, Chair	Present	Irma Newburn, Member	Present
Gene Haynes, Member	Absent	Michael Roach, Vice Chair	Present
Frazier Henke, Secretary	Present	Matt Tilly, Member	Absent
Todd Holder, Member	Present		

Calling of the roll reflected a quorum was present.

2. Introduction of Board of Corrections Members **Kevin Gross, Chair**

- James M. Tilly
- Irma J. Newburn
- J. T. Holder

Chair Gross announced and welcomed three new members to the BOC: Mr. James M. Tilly from Oklahoma City; Ms. Irma J. Newburn, from Lawton; and Mr. J. T. Holder, from Alva.

3. Welcome/Remarks **Tim Wilkinson, Warden**
Davis Correctional Facility

Warden Wilkinson welcomed the BOC and guests to Davis Correctional Facility (DCF). He stated he believed his staff were the best in the State of Oklahoma and were responsible for making DCF run as efficiently as it does. He thanked the BOC for allowing DCF to host the BOC meeting and offered an additional tour after the meeting for those wishing to see a little more of the facility. Chair Gross thanked Warden Wilkinson for the hospitality shown to the BOC.

4. Old Business **Kevin Gross, Chair**

There was no old business to discuss.

5. Discussion and Approval of Board of Corrections Meeting Minutes **Kevin Gross, Chair**

- Regular Meeting on March 12, 2015

Chair Gross stated the minutes from the regular meeting on March 12, 2015, were provided to the BOC for review prior to the meeting this date. He requested a motion to approve the minutes as presented to the Board.

Motion: Mr. Roach made a motion to approve the minutes and Mr. Henke seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes.

The minutes were approved by majority vote and there was no further discussion.

6. Director's Comments with possible discussion on the following: **Robert Patton, Director**

- Tour of Avalon Facilities in Tulsa
- Tour of Women in Recovery Program

- Focus for Coming Months

Director Patton thanked Warden Wilkinson for the hospitality shown by DCF during the tour earlier in the day.

Director Patton and staff toured the halfway houses Avalon Tulsa and Turley Residential Center in Tulsa on March 17, 2015. He stated he was impressed with the improvements he observed and continues to see from those facilities. During his tour at Turley Residential Center, he met briefly with a small group to discuss community involvement during pre- and post-incarceration. He thanked Avalon Correctional Services for hosting the tours of the facilities.

Director Patton noted he also met the same day with leaders in the Women in Recovery program in Tulsa. He stated it was his intention to bring some speakers from the program to a BOC meeting in the future so they can share information about their program. He lauded the George Kaiser Family Foundation for their support of the remarkable program and the work being done to follow the progress of the participants.

Associate Directors (AD) Edward Evans and Tina Hicks as well as their staff have refocused on security within the agency. The core functions of the ODOC will be evaluated through security audits conducted by the Inspector General's staff and through Financial Internal Audits, also conducted by the Inspector General's staff. The core functions of the agency include keys, searches, perimeter, tools, movement, counts and tours. Within the Executive team, the philosophy that "people respect what leaders inspect" has been adopted. Key management staff, such as wardens and chiefs of security, are out there day-in-day-out watching what staff are doing and ensuring that policy is being followed.

Director Patton welcomed the new BOC members, thanking them for the their service to the State of Oklahoma and taking time out of their personal lives to provide guidance to the agency.

No further comments were made.

7. Discussion and Approval of Board Resolution **Leo Brown, Coordinator**

- National Volunteer Appreciation Week (April 12-18, 2015) **Religious and Volunteer Services**

Mr. Brown greeted the BOC and Director Patton, noting that the following week was National Volunteer Appreciation Week. He stated it was a time when the country recognizes the impact that volunteers make in everyone's lives. He stated that over the last year, volunteers for the ODOC gave over 120,000 hours of service with an estimated value of over $2.5 million. Mr. Brown stated volunteers provide programs, religious services, staff support and reentry services.

Mr. Brown requested the BOC recognize the Volunteer of the Year and Volunteer Organization of the Year as part of the National Volunteer Appreciation Week. He stated the Volunteer of the Year was named as Virginia Brindle. Ms. Brindle volunteers at Mabel Bassett Correctional Center (MBCC) and has been serving there since 2000. She has served as a volunteer chaplain, program leader, and providing religious services for Seventh-day Adventist Church members at the facility. Ms. Brindle was also a key player in the MBCC Chapel Building Project by coordinating fund-raising, soliciting donations, coordinating meals and lodging for the numerous volunteers who worked at MBCC during the initial building phase. Mr. Brown noted that Ms. Brindle brings joy, commitment, and compassion to everything she does at the facility. Ms. Brindle was asked to stand and be recognized as the Volunteer of the Year.

Mr. Brown then introduced the Volunteer Organization of the Year, Battle Buddies at James Crabtree Correctional Center (JCCC). Battle Buddies is a volunteer organization open to all American veterans. Veterans on the outside work with incarcerated veterans prior to their release to help them find housing offers, employment opportunities, assist with re-filing for veteran benefits, and mentoring. Mr. Brown noted that although Battle Buddies was available at all facilities, JCCC was the first facility to host the program. Since the program was initiated, Ron and Jerletta Pandos along with Gary Hendrick have provided unending support and encouragement to incarcerated veterans. The volunteers from Battle Buddies were invited to stand and be recognized as the Volunteer Organization of the Year.

Mr. Brown then requested to present the following resolution to the BOC for approval.

> *WHEREAS, millions of volunteers serve 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 12-18, 2015, 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.

Motion: Mr. Henke made a motion to approve the resolution and Mr. Roach seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes.

No further comments were made.

8. Discussion and Approval of Board Resolution **Tina Hicks, Associate Director**

- National Administrative Professionals Week (April 19-25, 2015) **Administrative Operations**

Ms. Hicks stated she would be recognizing a group of employees within the ODOC who play a significant role in the daily operations and success of the department. She stated there are approximately 250 administrative professionals within ODOC who make lives easier and more organized on a day-to-day basis. Ms. Hicks noted there were a few administrative professionals in attendance and invited them to stand for recognition.

Ms. Hicks stated in recognition of all administrative professionals throughout the department, she requested the BOC approve the following resolution.

WHEREAS, Administrative Professionals play an essential role in coordinating the office operations of government, businesses, educational institutions and other organizations; and

WHEREAS, the work of Administrative Professionals today requires advanced knowledge and expertise in communications and research, integrated computer software applications, project management, organization and scheduling, customer service and public relations as well as other vital office management responsibilities; and

WHEREAS, April 19-25, 2015 is Administrative Professionals' Week and April 22, 2015 is Administrative Professionals' Day and is observed annually in workplaces around the world to recognize the integral and central role that secretaries, administrative assistants, receptionists, and other administrative support professionals play in modern business; therefore, be it

RESOLVED that the Oklahoma Board of Corrections does hereby announce and proclaim to all its recognition and sincere appreciation of the agency's Administrative Professionals for their dedication, effectiveness and hard work.

Motion: Ms. Newburn made a motion to approve the resolution and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes.

No further comments were made.

9. Discussion and Approval of Board Resolution **Borman Stell, Coordinator**

- National Public Service Recognition Week (May 3-9, 2015) **Recruitment, Retention and Recognition**
- National Correctional Officer's Week (May 3-9, 2015)

Mr. Stell stated he had two resolutions for BOC approval on this date. The first, in honor of Public Service Recognition Week, recognizes everyone in attendance at the meeting. He stated there were a large number of hard-working individuals who provide service to the state of Oklahoma. He requested approval of the following resolution.

WHEREAS, May 3-9, 2015, is Public Service Recognition Week; and

WHEREAS, the Oklahoma Department of Corrections has over 3,000 employees who dedicate themselves to providing countless hours of essential services to the citizens of the state of Oklahoma; and

WHEREAS, these employees provide these services with the highest degree of professionalism, proficiency, honor, and dedication and are committed to fulfilling the Department of Corrections mission of "Protecting the Public, the Employees, and the Offenders," 24 hours a day, 365 days a year; and

WHEREAS, this dedication and commitment to serve and the value of the services provided is worthy of the highest form of recognition and commendation; therefore, be it

RESOLVED, that the Oklahoma Board of Corrections does hereby announce and proclaim to all, its recognition of the employees of the Oklahoma Department of Corrections for the essential services they perform on a daily basis.

Motion: Mr. Henke made a motion to approve the resolution and Ms. Newburn seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes.

Mr. Stell stated the second resolution for the BOC to approve was to recognize National Correctional Officers Week. He requested BOC approval on the following resolution.

WHEREAS, May 3-9, 2015, is National Correctional Officers Week; and

WHEREAS, the Oklahoma Department of Corrections has over 1,500 officers who dedicate themselves to providing countless hours of essential services to the citizens of the state of Oklahoma; and

WHEREAS, these officers provide these services with the highest degree of professionalism, proficiency, honor, and dedication and are committed to fulfilling the Department of Corrections mission of "Protecting the Public, the Employees, and the Offenders," 24 hours a day, 365 days a year; and

WHEREAS, this dedication and commitment to serve and the value of the services provided is worthy of the highest form of recognition and commendation; therefore, be it

RESOLVED, that the Oklahoma Board of Corrections does hereby announce and proclaim to all, its recognition of the correctional officers of the Oklahoma Department of Corrections for the essential services they perform on a daily basis.

Motion: Ms. Newburn made a motion to approve the resolution and Mr. Roach seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes.

No further comments were made.

10. Discussion and Approval of Board Resolution **Pam Humphrey, Superintendent Education**

- National Teacher Appreciation Week (May 4-8, 2015)

Ms. Humphrey stated she was presenting the resolution for National Teachers Appreciation Week. She noted that the Education department within ODOC issues approximately 1,000-1,100 General Education Development (GED) tests every year with a pass rate of 90%. She stated this is the highest pass-rate in the nation at this point; the national average is around 70%. Education programs are available from zero level to associate and bachelor degree in college. She stated the education staff enjoys providing these programs to the offenders, striving to push them as far as they can in their education during the time they are incarcerated. Ms. Humphrey introduced the Teacher of the Year, Ms. Lisa Bennett from Mabel Bassett Correctional Center (MBCC). She stated Ms. Bennett began her career with ODOC in probation and parole but had always had a passion for teaching.

WHEREAS, the Department of Corrections employs 68 full-time certified teachers and administrators across the state who work diligently to ensure that the educational needs of offenders are served; and

WHEREAS, these certified, professional staff are called upon to provide educational services to offenders with more concentrated special needs in a challenging population who have, for the most part, been unsuccessful in the public school setting; and

WHEREAS, the education staff must meet and maintain rigorous standards to remain accredited through three entities: State Department of Education, AdvancEd, and the American Correctional Association; and

WHEREAS, the knowledge and academic skills provided to offenders through the services of the correctional

education unit consistently prove to be one of the main deterrents against offenders recidivating back into the system; and

WHEREAS, the provision of education by the teachers in corrections proves to be a cost savings to the State of Oklahoma each year through reduction in incarceration services; and

WHEREAS, National Teachers' Appreciation Week will be celebrated from May 4-8, 2015, with Tuesday, May 5 known as National Teachers' Day, a day in which to "Thank a Teacher"; be it therefore

RESOLVED, that we, the Oklahoma Board of Corrections, request that all Oklahomans join us in honoring the professionalism, commitment, and compassion of the education staff of the Oklahoma Department of Corrections; and be it further

RESOLVED, that we, the Oklahoma Board of Corrections, affirm our appreciation for the accomplishments and efforts of our certified education staff to improve the academic achievements, job employability, and lives of the offenders under their care.

Motion: Mr. Henke made a motion to approve the resolution and Ms. Newburn seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes.

Ms. Humphrey reminded everyone in attendance to "Thank a Teacher" who impacted their lives. No further comments were made.

11. Discussion and Approval of Board Resolution **Eric Franklin, Division Manager**

- National Nurses Appreciation Week (May 6-12, 2015) **Health Services**

Mr. Franklin stated National Nurses Appreciation Week will be celebrated May 6-12, 2015. He introduced several staff from Medical Services: Genese McCoy, administrator of Medical Services; Sean Baker, nurse manager from Lexington Assessment and Reception Center; Mary Kekahban, registered nurse from Dick Conner Correctional Center; Mallory Woten, registered nurse from Jackie Brannon Correctional Center; Denise Hunter, registered nurse from William Key Correctional Center; and 2015 Agency Nurse of the Year, Julie Brown, licensed practical nurse from Jackie Brannon Correctional Center. Mr. Franklin asked for the following resolution to be approved by the BOC:
WHEREAS, the Department of Corrections employs 170 professional nurses across the state who work diligently, 365 days per year to provide nursing services to our offenders; and

WHEREAS, these dedicated staff are called on to provide nursing care to an underserved and challenging population, and respond to that vocation unselfishly; and

WHEREAS, the quality services provided by nurses continue to be a critical component of the Oklahoma Department of Corrections health care delivery system both now and in the future; and

WHEREAS, National Nurses Week is celebrated annually from May 6, also known as National Nurses Day, through May 12, the birthday of Florence Nightingale, the founder of modern nursing; and

WHEREAS, this year's theme "Ethical Practice. Quality Care" is in celebration of the importance of ethics in nursing and acknowledges the strong commitment, compassion and care nurses display in their practice and profession; be it therefore

RESOLVED, that we, the Oklahoma Board of Corrections, request that all Oklahomans join us in honoring the strength, commitment, and compassion of the nursing staff of the Oklahoma Department of Corrections; and, be it further

RESOLVED, that we, the Oklahoma Board of Corrections, affirm our appreciation for the accomplishments and efforts of our professional nursing staff to improve the lives and health of the offender patients under their care.

Motion: Mr. Holder made a motion to approve the resolution and Mr. Roach seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes.

Chair Gross stated on behalf of the BOC, he would like to thank all of the volunteers, administrative professionals, teachers, nurses, correctional officers and public servants for their commitment and dedication to their professions. He expressed his appreciation for all employees and volunteers within the agency. No further comments were made.

12. Monthly Update and Discussion of Agency Budget **Ashlee Clemmons, Chief Administrator Business Services**

Ms. Clemmons provided the following budget update as of February 28, 2015:

FY2015 Budget Work Program		
Appropriated		$472,639,727
200 Fund		$17,314,741
205 Fund		$4,802,152
280 Fund		$2,256,000
Total – Budget Work Program		$497,012,620*

**Excludes Prison Industries funds not part of the ODOC operating budget, Community Sentencing and Federal funds*

Y-T-D Expenditures		$(303,802,062)
Appropriated	$(296,327,049)	
200 Fund FY 15	$(6,165,450)	
205 Fund FY 15	$(1,309,563)	
280 Fund FY 15	$(44,702)	
Encumbrances		$(88,702,247)
Committed		$(287,191)
Remaining Payroll		$(86,051,640)
Available Balance		**$18,169,480**

Appropriated Operating Funds	
Budgeted	$472,639,727
Expenditures Y-T-D	$(296,327,049)
Encumbrance Y-T-D	$(82,707,234)
Total Committed Y-T-D	$(2,000)
Available Balance	$93,603,444
Less:	
Payroll	$(86,051,640)
Available Balance	$7,551,804

200 Revolving Fund	
Beginning Cash Balance 7/1/2014	$180,636
Revenue Received Y-T-D	$10,265,178
Expenditures Y-T-D	$(9,596,078)
Adjustments Y-T-D	$(1,688)
Ending Balance	$848,048

205 Revolving Fund	
Beginning Cash Balance 7/1/2014	$1,721,954
Revenue Received Y-T-D	$3,759,781
Expenditures Y-T-D	$(4,656,208)
Adjustments Y-T-D	$0.00
Ending Balance	$825,527

280 Revolving Fund	
Beginning Cash Balance 7/1/2014	$3,972,741
Revenue Received Y-T-D	$17,397,653
Expenditures Y-T-D	$(17,243,300)
Adjustments Y-T-D	$0.00
Ending Balance	$4,127,094

Chair Gross queried if there was any indication where the agency stood in the budget request process. Director Patton stated staff continue to meet with members of both the House and Senate to discuss the agency's needs. He

stated as the session winds down, budget discussions become more important. Director Patton stated staff had met the week prior with finance staff that seemed to be very optimistic and understanding of the agency's needs. There was no further discussion of the budget update.

13. Update and Discussion of Offender Population **Laura Pitman, Ph.D., Division Manager Field Support**

Dr. Pitman provided the population update as of February 27, 2015:

Total System Offender Population = 28,660	EMP = 19
DOC Facilities = 19,255	PPCS = 1
Private Prisons = 5,831	Probation Supervision = 21,998
County Jails with Contracts = 562	Parole Supervision Offenders = 3,077
Halfway Houses = 1,436	Total System Population = 53,735
Out Count (jails, hospitals, etc.) = 753	County Jail Backup = 241
GPS = 803	

Director Patton asked Dr. Pitman to explain the percentage of occupancy as of this date. Dr. Pitman stated on February 27, 2015, for the number of offenders needing beds compared to the number of rated beds, the following information provided the percentage rates:

Assessment and Reception Centers	100%
Institutions	120%
Community Corrections Centers	108%
Community Work Centers	103%
STATE FACILITIES CAPACITY	116%

Chair Gross requested this information also be included in the Population Update each month.

14. Committee Reports **Committee Chairs**

Chair Gross asked the committee chairs for their reports.

- **Audit/Finance Committee**
  Mr. Henke stated the committee met on April 8, 2015, via teleconference to review the financial statements and audits which were presented this date. He stated the committee felt the financials were in good order and the audit reports showed demonstrable positive results.
- **Female Offender Committee**
  No report.
- **Public Policy/Public Affairs Committee**
  No report.
- **Population/Private Prisons Committee**
  No report.
- **Executive Committee**
  Chair Gross stated the committee met on April 2, 2015, to review and approve the agenda for the meeting this date.

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

There was no new business to discuss.

16. Announcements **Kevin Gross, Chair**

There were no announcements.

17. Approval to Adjourn for Executive Session: **Gary Elliott, Assistant General Counsel**

- Discussion of Pending Investigation
  - Suicide of offender Ronnie Hannon #572489 (IG 15-0046)

Mr. Elliott advised the next items on the agenda would require adjournment to Executive Session for engaging in confidential communication between the Board and its attorney. He recommended Chair Gross entertain motions to adjourn.

Motion: Mr. Roach made a motion to adjourn to Executive Session and Mr. Henke seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes.

The adjournment was approved by majority vote and the BOC adjourned at 1:34 p.m. to Executive Session.

18. Approval to Return from Executive Session **Gary Elliott, Assistant General Counsel**

The BOC returned to the meeting room at 1:55 p.m. Mr. Elliott advised the BOC of the approval needed to return from Executive Session.

Motion: Mr. Roach made a motion to return from Executive Session and Ms. Newburn seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes.

The return was approved by majority vote and the meeting resumed at 1:55 p.m. Chair Gross advised there were not any actions to take after Executive Session.

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 Ms. Newburn seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Ms. Newburn – yes; Mr. Roach – yes.

The adjournment was approved by majority vote and the meeting ended at 1:56 p.m.

Submitted to the Board of Corrections by:

_____ _____

Kimberley Owen, Minutes Clerk Date

I hereby certify that these minutes were duly approved by the Board on the seventh day of May, in the year 2015, in which a quorum was present and voting.

Approved by:

_____ _____

Frank X. Henke IV, Secretary of the Board Date

Board Policy
P-010200

Kevin J. Gross , Chair
Oklahoma Board of Corrections _____

Operating Procedures and Policies for the Oklahoma Board of Corrections

The Oklahoma Board of Corrections (BOC) will establish and maintain written policy pursuant to Section 504 of Title 57 of the Oklahoma Statutes, which govern decision making, monitoring of operations, and meetings conducted within the Department of Corrections (ODOC). (4-4001, 4-APPFS-3D-01)

I. Operating Procedures

A. Duties and Responsibilities

Upon selection by the Governor to the BOC, the prospective new BOC member(s) shall promptly receive a copy of these Operating Procedures and Policies and its attachments, including the "Performance Expectations for Members of the Board of Corrections" which is incorporated by reference (Attachment A, attached).

The duties and responsibilities outlined in these Operating Procedures and Policies will be reviewed annually by the BOC and the ODOC director. The BOC will have the following powers and duties:

1. Establishment of Policies

The BOC will establish policies for the operation of the ODOC. The BOC also must approve cancellation of, and amendments to, established policy statements.

2. Approval of Personnel Matters (2-CO-1A-10)

a. The BOC may require the director and any other ODOC personnel, when deemed necessary by the BOC, to give bond for the faithful performance of their duties (57 O.S. 504(5)).

b. The BOC will appoint and fix the salary of the director.

(1) The maximum salary of the director is established by law.

(2) The term of office of the director is continuous and may only be terminated for good cause and after a formal and open hearing on specific charges, if requested by the director or by the BOC.

(3) The BOC will consider for confirmation and vote on the appointments of wardens, district supervisors, and other staff members required by law to be confirmed as submitted to the BOC by the director.

3. Approval of Contracts and Budgets

a. The BOC will be involved in the selection of architectural firms for projects when the architect's fee is over $200,000. The BOC will also approve requisitions for construction contracts for projects where estimated construction costs are greater than $500,000. Approval of construction documents must occur before acceptance of a bid.

b. The BOC will be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities.

c. The BOC will review and approve the proposed ODOC budget before it is submitted to the State Budget Office in the fall of each year for review by the Governor.

d. The BOC will review and approve all emergency expenditures of money that exceed the director’s authority as allowed by law.

4. Private Prison Construction or Operation

a. If ODOC proposes to enter into a contract for the construction or the operation, or both, of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC (57 O.S. 561, 561.1D-4 &G).

b. ODOC shall then deliver to the BOC the top three (3) qualified prospective private prison contractors identified pursuant to law together with the information reviewed and analyzed by ODOC during analysis of the proposals. The BOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information (57 O.S.561.1.H).

c. Should ODOC choose to negotiate with current private prison contractors for a new contract for the operation, lease, or lease/purchase of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by

ODOC. The BOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. Additional time may be provided, when necessary (57 O.S. 561, 561.1).

B. Orientation

Within three (3) months of their appointment, all newly appointed BOC members shall attend an orientation to become familiar with ODOC operations.

C. Officers, Terms of Office, and Qualifications

1. The BOC, composed of seven members, will have the following offices: a chair, vice chair, and secretary. These offices will be filled by BOC election at the regular meeting held annually in June.

2. Members who have demonstrated leadership, while adhering to these operating procedures and policies, and shown commitment to the missions of both the BOC and ODOC are eligible for election by a majority vote of the BOC. Whenever possible, a member shall not serve as chair until serving a term as vice chair.

3. An incumbent officer may be re-elected as often as such officer receives the necessary votes. Newly elected officers will assume their offices at the next meeting of the BOC.

D. BOC Vacancies and Succession

1. If a vacancy occurs in the office of the chair, the vice chair will automatically succeed to the office of the chair and complete the remaining term of office.

2. Upon assuming the office of chair, the office of vice chair will become vacant through succession, and the chair may appoint a vice chair to complete the remaining term of office.

3. Any vacancy occurring in the office of vice chair or secretary may be filled by the chair by appointment for the remaining term of office.

4. A newly appointed officer will assume office at the next meeting of the BOC.

5. A newly appointed BOC member nominated, but not confirmed by the Senate, shall not vote during a BOC meeting unless the new member has been designated by the Governor as an interim member to fill a vacancy that occurred during a term of office. An incumbent member scheduled to leave office may continue to act

as a member of the BOC until a successor is duly appointed and confirmed according to law. A reappointed member may continue to vote unless denied confirmation by the Senate.

E. Facility/Office Tours

Besides the tours or inspections, which may be taken during the regular BOC meetings, each BOC member is encouraged to conduct at least one visit of an ODOC institution, community corrections center, and community work center or probation and parole office per year.

F. Inquiries

Any inquiries regarding ODOC's operations, actions, or policies received by BOC members from the public, employees, or offenders will be referred to the director or designee for response. If those inquiries are of such a nature that referral to the director may be inappropriate, then referral should be made to the chair of the BOC for appropriate disposition.

II. Administration of BOC Functions

A. Rules of Order

1. The *Modern Rules of Order* shall act as a guide to the BOC in the transaction of business during meetings, unless otherwise provided by law or these BOC operating procedures and policies.

2. A quorum of the BOC consists of four (4) BOC members.

3. A roll-call vote of the BOC is taken on the following:

   a. All actions requiring BOC approval or confirmation as identified in this policy;

   b. Convening an executive session of the BOC; and/or

   c. On any other action at the request of any BOC member or upon the advice of legal counsel.

B. BOC Meetings

The BOC will normally meet with the director at least monthly to review the administration and activities of the ODOC to include reports on the operation and performance of facilities and units, review BOC policies as needed, and other appropriate matters.(4-ACRS-7D-34)

1. The chair will preside over BOC meetings. The vice chair will preside in the absence of the chair.

2. The monthly meetings will be conducted at a time and place designated by the chair (or vice chair in the chair's absence), and published by ODOC.

   a. Members who know that they will be unable to attend will notify the ODOC of their intended absence at least one week before the scheduled meeting.

   b. A majority of affirmative votes of a quorum will be required to conduct and transact the business of the BOC.

3. ODOC support staff will be responsible for the following:

   a. Recording the minutes of every BOC meeting;

   b. The certification of the approval of the minutes;

   c. Ensuring whenever possible, all documents and information relevant to the BOC meeting is provided to the BOC in electronic form, no less than five (5) days prior to the scheduled BOC meeting; and

   d. Maintaining the official records of the BOC as required by law.

4. Upon approval of the minutes, the BOC Secretary will execute the following:

   Certificate of Approval

   I hereby certify that these minutes were duly approved by the Board of Corrections on _____ ___, 20____, in which a quorum was present and voting.

   Date: _____ _____ Secretary of the Board of Corrections

5. All meetings of the BOC will be conducted according to Oklahoma's "Open Meeting Law" (25 O.S. 301-314).

   a. The director will ensure that notice is given in writing to the Secretary of State, by December 15 of each calendar year, of the regularly scheduled meetings of the BOC for the next calendar year.

   b. The director will ensure that the proposed agenda is posted at least 24 hours before each meeting. The agenda will be posted in prominent public view at ODOC Administration, 3400 N Martin Luther King Avenue in Oklahoma City.

c. If any change is to be made in the date, time, or place of the regularly scheduled meeting, then notice in writing will be given to the Secretary of State not less than ten days before the implementation of the change.

6. BOC executive sessions are authorized only under the following circumstances, or as otherwise provided by Oklahoma law:

   a. Discussion of the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any salaried public officer or employee, including a periodic performance evaluation of the director.

   b. Confidential communication with the BOC's attorneys only to discuss a pending investigation, claim, case, matter, or action where disclosure would seriously impair the ability of the BOC to proceed in the public interest.

   c. Any vote or action must be taken in public meeting with the vote of each member publicly cast and recorded. At the end of each executive session, a public announcement will be made memorializing the executive session discussion and announcing whether a vote is necessary.

7. Special meetings may be called by the chair or by a majority of the BOC as necessary and according to the "Open Meeting Law."

8. In the event any meeting is to be continued or reconvened, public notice of the action, including date, time, and place of continued meeting, will be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting that is continued will be discussed at the continued or reconvened meeting.

9. An emergency meeting of the BOC as permitted by the Open Meetings Act may be held without public notice. The person calling an emergency meeting will give as much advance public notice as is reasonable and possible under the existing circumstances.

10. Matters of business that require further investigation or detailed study may be delegated to an ad hoc BOC committee appointed by the chair with the advice and consent of the Executive Committee.

11. At each meeting, the chair may provide an opportunity for any relevant business to be introduced by any BOC member, the director, a member of the news media, or any citizen attending the meeting, however, business may not be transacted unless such business constitutes "new business" within the meaning of the Open Meeting Act.

12. Every meeting of the BOC will be electronically taped (except executive session) from which minutes will be transcribed in summary form. A copy of the minutes will be forwarded to the BOC before the next meeting for their review. After formal approval of the minutes, as submitted or as amended, the taped recordings shall be destroyed, unless the BOC or the Executive Committee requests that the tape recording not be destroyed. A certified copy of the approved minutes will constitute the official record of the BOC.

13. Members of the BOC will be reimbursed for travel expenses, as provided by law for other state officers and employees, while attending meetings of the BOC or performing other official duties.

C. BOC Committees

The chair of the BOC shall appoint or reappoint up to three (3) members of the BOC to a standing committee at the beginning of a fiscal year. Any BOC member may offer a motion to create a standing or ad hoc committee, which shall include the proposed committee's specific tasks and/or goals. If approved, the chair shall appoint up to three (3) members to the committee and name a member to act as chair of the newly created committee.

Each committee may meet as required by the respective chair of the committee and report their findings and recommendations to the full BOC for formal approval and action. After each meeting of any committee, a report will be made during the next regular or special BOC meeting as required. Committee meetings will be coordinated with the director and staff schedules.

The following committees are standing committees:

1. Executive Committee

   a. The Executive Committee shall consist of the following BOC members:

      (1) Chair of the BOC;

      (2) Vice chair of the BOC; and

      (3) The immediate past chair of the BOC. In the event the past chair is no longer serving as a BOC member, the secretary of the BOC shall succeed to the Executive Committee.

   b. Duties of the Executive Committee shall include:

(1) Ensuring that the director's annual written performance evaluation is conducted by the BOC;

(2) Developing, reviewing, and approving the monthly BOC agenda;

(3) Performing BOC self-assessments by developing performance targets and assessing annually their achievement using a survey, interviews, or by other methods the BOC deems appropriate; and

(4) Any matter referred to it by the BOC chair or director.

2. Audit/Finance Committee

a. The Audit/Finance Committee will meet with the director and designated staff to conduct business, including but not limited to:

(1) Reviewing and analyzing the ODOC's annual budget request;

(2) Recommending to the BOC the type and scope of the audits to be performed for the agency, the Oklahoma Correctional Industries and Agri-Services;

(3) Recommending to the BOC the entity, firm or person to perform audits;

(4) Determining the type, content and frequency of financial reports to fulfil proper financial oversight and compliance with Oklahoma Statutes; and

(5) Ensuring controls are in place to safeguard the assets of the agency as well as controls for proper financial reporting.

b. The Audit/Finance Committee will meet as needed to review the budget request due in October of each fiscal year.

c. The Audit/Finance Committee chair or a designee will report to the BOC and request formal approval of the budget request for the following fiscal year.

3. Population/Private Prison Committee

a. The Population/Private Prison Committee will meet as needed with the director and designated staff to conduct

business, including but not limited to the review of the ODOC's population status, policies, and the review and approval of facilities' authorized capacity.

b. The Population/Private Prison Committee will review and approve requests for proposals, determine contract performance standards, propose rules and regulations, review and approve proposed per diem costs for the ensuing fiscal year, and review the cost benefit analysis required by law.

c. The Population/Private Prison Committee chair or a designee will report to the full BOC their recommendations and request formal approval thereof.

4. Public Policy/Affairs Committee

a. The Public Policy/Affairs Committee will meet with the director and designated and appropriate staff to conduct business, including but not limited to the review and approval of the specific language of the legislative initiatives of the ODOC.

b. The Public Policy/Affairs Committee will meet prior to each legislative session, and from time to time during the legislative session, to review and discuss any necessary changes.

c. The Public Policy/Affairs Committee, the director and designated staff will interface, as necessary, with members of other state boards, associations, organizations, agencies and designated appropriate staff to coordinate activities relating to the above named entities.

d. The Public Policy/Affairs Committee chair or a designee will report to the BOC their recommendations and request formal approval thereof.

5. Female Offender Committee

a. The Female Offender Committee will meet as necessary with the director and designated staff to conduct business, including but not limited to the review and approval of ODOC policies and procedures which may affect female offenders to ensure a level of parity that avoids and/or minimizes any discrimination.

b. The Female Offender Committee chair or a designee will report to the BOC their recommendations and request formal approval thereof.

D. Committee Sunset Provision

All committees not designated as a standing committee shall expire after one calendar year from the date of the committee's inception, unless the BOC approves the committee's continued existence.

E. BOC Agenda

The chair and/or the Executive Committee shall be contacted in order for any item to be placed on the BOC agenda for a regular or special BOC meeting. Proposed agendas will be prepared and posted at least seven days prior to any BOC meeting. A final agenda will be posted at least 24 hours in advance of any BOC meeting. After final posting, no additions to the agenda will be considered unless it falls under the item of new business in compliance with the Open Meeting Act. The decision of the chair will be final for placing items on the agenda for the next meeting unless requested by three members of the BOC in a timely manner.

F. Requests for Information by BOC Members

Any BOC member or committee may request information from ODOC that is within the BOC's statutory authority, provided such request is presented to the director who may refer the request to the appropriate member of the ODOC staff. Copies of such information shall be provided to all members of the BOC, as deemed appropriate by the director and/or the BOC Executive Committee. Any requests that cause significant increases in workload for the director or ODOC staff should be referred to the BOC Executive Committee for approval or placed on the next BOC meeting's agenda for consideration by the BOC. The director will determine whether the request presents a significant increase in workload and the time required responding to the request. If required, the director will request that the BOC member contact the BOC chair to place the item on the agenda for the next BOC meeting.

III. Public Access

The ODOC and its BOC share the responsibility to provide information concerning ODOC to Oklahoma citizens. The BOC will allow public and press inquiry of each BOC member after each BOC meeting, as each individual BOC member's schedule permits. All requests for information from BOC members shall be referred to the director for appropriate response.

A. Requests for Information

Requests for information from the public regarding an individual offender

must meet the following requirements:

1. The request must comply with OP-060212 entitled "Maintenance and Access of Offender Records" and "Authorization to Release Department of Corrections Record Information" form (DOC 060212F).

2. If the request is regarding questionable policy practices or possible criminal behavior by staff or an inmate, specific facts must be provided by the requesting party prior to any response.

For any request that does not involve possible criminal behavior by the offender or that places the requesting party in jeopardy, the information gathered for the response shall be provided to the offender by the unit staff. The offender shall then have the opportunity to forward the information to the requesting party. The offender shall be encouraged to utilize the grievance procedure, when appropriate.

This section will not apply to open records requests or requests by an offender's attorney of record or elected public officials.

Unless otherwise provided by the Open Meeting Act, all BOC meetings will be open and accessible by the public. All members of the public attending BOC meetings shall be subject to any security procedures deemed necessary by the ODOC. Any person who has been denied access to any ODOC facility or institution may be allowed to attend a BOC meeting, provided the person meets all security concerns, and shall be limited to the specific room where the meeting is held, and shall be required to arrive within a reasonable time before the meeting and leave within a reasonable time after the adjournment of the meeting.

IV. Members Representing the BOC

Only members or committees authorized by the chair and/or the Executive Committee or pursuant to a duly adopted BOC resolution may represent the BOC before the executive or legislative branch or before any other branch or agency of the state or federal government or before any private entity, including the press. Except as noted above, media comments may be made stating only the personal views or positions of the member on matters that may come before the BOC. Members may express their personal views on any proposed legislation affecting the ODOC.

V. References

OP-060212 entitled "Maintenance and Access of Offender Records"

25 O.S. 301-314

57 O.S. 503, 504, 506, 510, 561, 561.1

74 O.S. 2.2

577 P. 2nd 1310 (Okla. 1978)

VI. Action

The director is responsible for compliance with this policy.

The director and the Board of Corrections are responsible for the annual review and revisions.

Any exceptions to this policy statement will require prior written approval of the Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-010200 entitled "Operating Procedures and Policies for the Oklahoma Board of Corrections" dated September 30, 2014

Distribution: Policy and Operations Manuals
Agency Website (Public)
Board Website (Private)

Referenced Forms	Title	Location
DOC 060212F	"Authorization to Release Department of Corrections Record Information"	OP-060212

Attachments	Title	Location
Attachment A	"Performance Expectations for Members of the Board of Corrections"	Attached

PERFORMANCE EXPECTATIONS FOR MEMBERS OF THE BOARD OF CORRECTIONS

Board members recognize that being selected by the Governor of the State of Oklahoma to serve as a member is a significant honor and a statement of the Governor's trust in the appointee in terms of his or her dedication to excellence. Because Oklahoma's incarceration rates are so high, our Oklahoma Department of Corrections (ODOC) system includes a 77-county, 24-hour, 7-day a week, comprehensive network of institutions, community corrections centers, community work centers, statewide probation and parole services, correctional industries, agriculture operations, treatment programs, work release, halfway house and private prison contracting and oversight, medical, programs, community sentencing acts, and a variety of other mandates, expectations, and operations. Couple these with death penalty requirements, life and death decisions with hostage and riot situations, and the need to constantly educate all stakeholders, and ODOC has one of the most complex and comprehensive correctional systems in the nation.

This complexity is enhanced by a system that has antiquated facilities in dire need of refurbishment, funding, and staffing shortages, yearly net increases in offender populations, and other increasing demands on the system. ODOC has a budget of approximately a half billion and approximately 4,000 employees. Thus, the Board member position is comparable to that of a large corporate director position, as the demands, expectations, qualifications, and external interactions, resemble those of many of our country's major corporations.

The Board sets challenging goals that focus on educating, directing and holding accountable the ODOC to relentlessly seek improvement, while advocating correctional excellence. Because the Board seeks to lead and set an example for all of ODOC's stakeholders, the Board of the State of Oklahoma has adopted certain performance expectations for its members. The following are legal and moral responsibilities, operational responsibilities, professional development requirements, and essential Board duties:

A. <u>Legal and Moral Responsibilities</u>

Board members are expected to conduct themselves above reproach in all of their public and private affairs, and wherever possible, avoid even the appearance of impropriety. They are expected to be models of integrity in their working relationships that demonstrates trust, honesty, and ethical behavior. They realize their high calling and place great importance on their roles as members, and possess a strong belief in the mission and goals of the Board and ODOC.

B. <u>Operational Responsibilities</u>

Board members provide effective oversight to ODOC in the enabling legislative Board guidelines. Board members are expected to:

1. Be completely knowledgeable of the Standard Operating Procedures for the Board and understands the history and purpose of the ODOC.

2. Attend all meetings, Board retreats, advancements, training, and strategic planning events, unless unavoidable personal, family, or business issues preclude them from doing so.

3. Arrive prepared for meetings, having read the agenda, minutes of previous meetings, and any reports and information sent out earlier.

4. Sit as Chair and/or members of the various Board standing and/or ad hoc committees.

5. Treat other Board members with respect and appropriate decorum. Sidebar conversations during meetings should be avoided as being potentially disruptive and discourteous.

6. Be open to members with diverse views, opinions, and expectations.

7. Create an environment that encourages learning, growth, and development of its members.

8. Have relationships with other Board members that demonstrate openness, trust, and mutual respect.

9. Foster an atmosphere open to the exchange of ideas and dialogue before, during, and after Board meetings.

10. Participate fully in Board business during meetings.

11. Use skills and talent to positively influence and impact areas within the Board and the ODOC.

12. Put aside personal positions when compromise is necessary.

13. Continuously challenge themselves to improve.

14. Assure themselves that they know what was decided in meeting and any responsibilities that were assigned to them.

15. Be comfortable with changing established ways of doing business.

16. Understand the ODOC, both financially, and operationally to enable knowledgeable discussion of existing or prospective ODOC policies, including, but not limited to the financial impact of such policies.

C. <u>Professional Development Requirements</u>

Like ODOC employees, Board members are expected to engage in continuous professional development. This includes Board members who:

1. Attend, as a newly appointed Board member, an ODOC orientation to become familiar with ODOC operations.

2. Are knowledgeable of the Modern Rules of Order.

3. Participate in training opportunities.

4. Actively and critically read recommended professional development materials and actively incorporate the lessons learned into action.

5. Develop new skills to contribute to the Board and ODOC.

D. Essential Board Duties

Board members are required by law to:

1. Appoint the director of the ODOC and fix his or her salary (The maximum salary of the director is established by law).

2. Consider appointments of wardens, district supervisors and other staff members as required by law that are submitted to the Board by the Director.

3. Select architectural firms for projects when the architect's fee is over $200,000.

4. Approve requisitions for construction contracts where estimated construction costs are greater than $500,000.

5. Be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities.

6. Review and approve the proposed ODOC budget before it is submitted to the Office of Management and Enterprise Services in the fall of each year for review by the Governor.

7. Review and approve all emergency expenditures of money that exceed the director's authority as allowed by law.

8. Make the final decision in selecting a contractor for the construction, operation or both from a list of the top three qualified prospective private prison contractors identified by ODOC.

9. Evaluate material furnished by ODOC regarding proposed new contracts for the operation, lease, or lease/purchase of a private prison and make a final decision selecting the contractor.

10. Authorize the director of ODOC to issue a letter or memorandum of support for any project involving construction or operation of a correctional facility other than the State of Oklahoma according to established procedures.

Board members are required by Board operating procedures to:

11. Establish policies for the operation of ODOC. The Board also must approve cancellation of, and amendments to, established policy statements.

12. Refer to the director or designee for response any inquiries regarding ODOC's operations, actions, or policies received by Board members from the public, employees, or offenders. If those inquiries are of such a nature that referral to the

director may be inappropriate, then referral should be made to the chairperson of the Board for appropriate disposition.

13. Encouraged to annually conduct at least one visit to a ODOC institution, community corrections center, community work center, or probation and parole district.

14. Conduct in person, informed, and rigorous Performance Evaluation of the ODOC director, at least once per fiscal year.

15. Serve on or chair one or more of the Board's standing or ad hoc committees.

(R 5/15)

Correctional Officer of the Year and Correctional Officer Supervisor of the Year

Confirmation/Approval of Appointments
Wardens

CARL BEAR

OBJECTIVE

To obtain the position of Warden III at Joseph Harp Correctional Center, which will offer challenges and responsibilities where my abilities and skills can be fully utilized.

SUMMARY OF QUALIFICATIONS

- Skilled and very knowledgeable in Department of Corrections policy and procedures while planning, directing and coordinating activities of others; to include the scope of security , budgeting, purchasing and numerous other facets directly involving interpretation, application of laws, rules and regulations pertaining to the operations of a correctional institution.

- Personally motivated with a proven ability to build and work collaboratively in a team concept environment, and independently; maintain focus, being versatile, dependable, multi task oriented, flexible and positive while adapting effectively in challenging situations.

- Analytical problem-solver, able to anticipate issues and create new systems that streamline operations, resolves concerns and improve efficiency while maintaining loyalty, integrity and accountability as established in the policies and procedures of the Oklahoma Department of Corrections.

- Skilled in building excellent rapport with peers, co-workers and supervisors. Able to conduct professionalism courteously, tactfully while maintaining effectiveness both orally and written in a variety of situations.

- Skilled in the use of the following computer applications/programs, Microsoft Word, Outlook, Access, Excel, Word Perfect and the Offender Management System.

- Skilled and knowledgeable in departmental operations of a correctional institution to include, food service, classification, recreation, programmatic and religious activities, maintenance and educational services provided to those incarcerated.

PROFESSIONAL EXPERIENCE

October 1, 1996 – 2007 Food Service Supervisor
September 1, 1999 Promoted Food Service Manager I
May 1, 2001 promoted to Food Service Manager III

May 1, 2007 thru June 1, 2009 Detailed to Unit Manger
June 1, 2008–April 30, 2012 Administrative Programs Officer I/ Warden's Assistant.
May 1, 2012 – Probation and Parole Officer I

November 1, 2012- present Deputy Warden III –Dick Conner Correctional Center
As the Deputy Warden III, under the direct supervisor of the Warden, I am responsible for meeting and upholding the agency mission of protecting the public, the employees and the offender by conducting security/internal and physical plant audits. I am responsible for a multitude of administrative tasks and facility day to day operations, and procedures while planning, directing and coordinating activities of others; to include the scope of security, budgeting, purchasing and numerous other facets directly involving interpretation, application of laws, rules and regulations pertaining to the operations of a correctional institution.
I understand who the internal and external customers are and take personal interest in their satisfaction, I take personal responsibility in ensuring my customers receive a high quality of service and if an issue or problem does arise, I personally oversee a resolution to completion.
I understand the importance of team work, problem solving and providing leadership to others by encouraging cooperation, collaboration and esprit-de-corps while initiating creative solutions to problems, modeling desired behaviors, demonstrating loyalty, dedication and integrity and giving credit where credit is due.

September 27, 2014 - February 17, 2015 Interim Warden Dick Conner Correctional Center

EDUCATION

United States Navy- U.S.S.Saratoga (CV-60) Mayport, Florida (Desert Shield/ Desert Storm), Honorable Discharge March 1989- March 1992

Redlands Community College, El Reno, OK- Associate Degree in Criminal Justice graduated May of 2009 "Summa cum Laude"

Mid-America Christian College, Bachelor of Science, Oklahoma City, Ok. – Behavioral Science Graduated August 2011, "Magna cum Laude"

PROFESSIOANL AFFILIATIONS

United States Deputy Wardens Association
American Correctional Association
Oklahoma Corrections Association – President 2015
Southern States Correctional Association
C.AR.E Golf Committee

AWARDS AMD ACCOMPLISHMENTS

Oklahoma State Reformatory Supervisor of the Year 2002
Oklahoma Department of Correction Innovation Award 2002
Letter of Commendation 2008- Deputy Director Bob Boone

Debbie A. Aldridge

EDUCATION

COLLEGE ***Southeastern Oklahoma State University***
Durant, Oklahoma
Bachelor of Arts Degree, December 2005
Major: Criminal Justice

PROFESSIONAL EXPERIENCE: Howard McLeod Correctional Center

Deputy Warden/Acting Warden November 2013 – Present

I began November 2013 as Deputy Warden with duties as secondary command for overall facility operations and administrative duties. Supervision of department heads included food service, all Unit Managers, Chief of Security, laundry, Chaplain, classification coordinator, canteen and secretary. Coordinated work assignments/tasks, created/composes special projects and daily tasks, ensured tasks were performed and completed according to policy by monitoring and supervising. Also, any necessary disciplinary actions taken to ensure compliance.

The Warden left on extended leave as of February 10, 2014; I assumed his duties and supervision as well as my own then was detailed as Warden effective March 1, 2014 and assumed as Warden until February 16, 2015 (currently Deputy Warden now). All duties and aspects of the facility decisions, processes and procedures were conducted. Also, continued the duties as the Deputy Warden as Acting Warden. I also assumed the administrative duties as the Chaplain for approximately a year since HMCC does not have a Chaplain.

PROFESSIONAL EXPERIENCE: Oklahoma State Penitentiary

Unit Manager July 2003 – November 2013

At OSP worked as unit manager on all units which included A, C & F Units (maximum General Population), D & E Units (Mental Health units); G & I (medium security), THMU (minimum security) and H Unit (death row, SHU and administrative segregation units) and Medical. Was responsible for the overall security, classification, unit staff and day and evening shift officers on those units and all the offenders. Determined cell assignments, recommendations of movements/transfers, disciplinary, sanitation, security decisions. Composed reports including but not limited to staff progressive discipline, serious incident reports, unit scheduling and correspondences etc.

Procedures Officer September 1997 – July 2003

Ensure all FMs were in compliance with OP's and reviewed annually and updated when needed. Ensured OSP was in compliance with ACA standards and was documented as the ACA Compliance Coordinator. Was utilized extensively on internal audits at numerous facilities

within the state. Trained staff in ACA and FMs compliancy. Conducted quarterly audits at OSP to ensure compliance of ACA. Was extremely knowledgeable of policies and procedures.

Secretary I, Typist Clerk III & II May 1993 – September 1997

In these positions I worked in the following areas conducting clerical duties: Warden and Deputy Warden's office, personnel, maintenance, offender housing unit secretary, Chief of Security office, procedures office, records/classification office, and assisted training officer.

SPECIAL TRAINING, KNOWLEDGE, ACCOMPLISHMENTS

- Warden's Peer Interaction Training (Sam Houston State University)
- Correctional Leadership Development II, III, & IV
- NIC Media Relations Training
- ACA/OCA and SSCA Member

Agency Budget Update

Department of Corrections
FY-15 Budget Activity Report
As of March 31, 2015

Department of Corrections
FY-15 Summary of Budget Projections
As of March 31, 2015

FY2015 Budget Work Program				
Appropriated			$ 472,639,727	
200 Fund			$ 17,314,741	
205 Fund			$ 4,802,152	
280 Fund			$ 2,256,000	
Total - BWP			$ 497,012,620	*

** Excludes Prison Industries funds not part of the D.O.C operating budget; Community Sentencing and Federal funds.*

Y-T-D Expenditures			$ (342,223,858)	
Appropriated	$	(332,760,614)		
200 Fund FY 15	$	(7,094,079)		
205 Fund FY 15	$	(1,608,099)		
280 Fund FY 15	$	(761,066)		
Encumbrances			$ (76,530,246)	
Committed			$ (287,191)	
Remaining Payroll			$ (65,756,447)	
Available Balance			**$ 12,214,878**	

Department of Corrections
Appropriated Operating Funds
As of 3/31/2015

Budgeted	$	472,639,727
Expenditures Y-T-D	$	(332,760,614)
Encumbrance Y-T-D	$	(71,169,755)
Total Committed Y-T-D	$	(2,000)
Available Balance	$	68,707,358
Less:		
Payroll	$	(65,756,447)
Available Balance	$	2,950,911

Department of Corrections

200 Revolving Fund Summary

As of 3/31/2015

Beginning Cash Balance 07/01/2014	$	180,636
Revenue Received Y-T-D	$	11,162,745
Expenditures Y-T-D	$	(10,672,989)
Adjustments Y-T-D	$	(1,769)
Ending Balance 3/31/2015	$	668,623

Description of Fund:
Revolving fund that uses revenues in conjunction with appropriated funds to maintain the Department's operating budget. Revenue comes from a variety of sources:

Program Support
Offenders on work release give up to 50% of their net pay or the per diem rate, whichever comes first to supplement the cost of their incarceration.

Probation & Parole Fees
Probationers & Parolees pay a court ordered supervision fee of up to $40.00 a month. The fee is used toward probation officers' salaries.

Medical Co pays
Inmates are required to pay a co pay of $4.00 for medical treatment

Prisoner Public Work Crews
Facilities receive payment from federal, state, and local government entities for inmate labor, officer supervision when applicable, and transportation charges.

State Criminal Alien Assistance Funding
Federal Funds for the reimbursement of expenses for incarcerated aliens

Other Reimbursed Amounts
Funds from overpayments, returns, copies, FEMA, GPS, Private Prison monitoring (Non Oklahoma used facilities) and other miscellaneous reimbursements.

Misc. - Vendors, Copies, Notary, Rent, Sales, Refunds etc.

Department of Corrections
205 Revolving Fund Summary
As of 3/31/2015

Beginning Cash Balance 07/01/2014	$	1,721,954
Revenue Received Y-T-D	$	3,797,180
Expenditures Y-T-D	$	(4,968,773)
Adjustments Y-T-D		
Ending Balance 3/31/2015	$	550,361

Description of Fund:
Funds are generated through Canteen sales and a portion of telephone revenues, along with other miscellaneous sources (i.e. vending machines and crafts). This revenue provides funding for Offender and Staff needs, maintains the canteens and Offender Banking System.

Department of Corrections
280 Revolving Fund Summary
As of 3/31/2015

Beginning Cash Balance 07/01/2014	$	3,972,741
Revenue Received Y-T-D	$	19,835,799
Expenditures Y-T-D	$	(20,464,616)
Adjustments Y-T-D		
Ending Balance 3/31/2015	$	3,343,924

Description of Fund

Revenue received from Manufactured and Agricultural goods and services for services for use by the department, other State Agencies and for sale to other not-for-profit entities. Funds received from sale of products are used for labor costs and materials.

Oklahoma Department of Corrections

FY 2015 Appropriated Operating Budget for March 2015

Account Code		Budgeted	Expenditures	Encumbered	Pre-Encumbered	Total Committed	Available Balance
11,12,13	Payroll	$ 253,843,066.00	$ 186,763,349.70	$ 2,066,397.09		$ 188,829,746.79	$ 65,013,319.21
15	Professional Services	131,658,040.00	86,686,745.80	44,281,268.82		130,968,014.62	690,025.38
17	Moving Expenses					-	-
19	Inter/Intra Agency Payments	60,000.00	51,568.58	8,431.42		60,000.00	-
21, 22	Travel	462,814.00	626,108.37	205,501.84		831,610.21	(368,796.21)
31	Misc. Admin. Expenses	14,130,783.00	10,074,234.73	3,769,695.26		13,843,929.99	286,853.01
32	Rent	3,429,556.00	2,286,801.96	978,121.64		3,264,923.60	164,632.40
33	Maintenance and Repair	6,140,847.00	2,849,982.08	834,609.00		3,684,591.08	2,456,255.92
34	Specialized Supplies and Materials	30,576,915.00	22,136,577.27	10,532,800.99		32,669,378.26	(2,092,463.26)
35	Production, Safety and Security	1,981,727.00	1,183,633.22	567,618.51		1,751,251.73	230,475.27
36	General Operating Expenses	752,563.00	413,778.68	64,393.74		478,172.42	274,390.58
37	Shop Expense	1,335,880.00	977,554.21	581,731.00		1,559,285.21	(223,405.21)
41	Furniture and Equipment	329,918.00	280,379.00	144,621.04	2,000.11	427,000.15	(97,082.15)
42	Library Equipment and Resources	15,592.00	1,077.41			1,077.41	14,514.59
43	Lease Purchases	2,321,000.00	1,927,919.39	392,908.04		2,320,827.43	172.57
44	Livestock - Poultry					-	-
45,46	Building, Construction and Renovation	41,460.00	175,298.43	23,951.50		199,249.93	(157,789.93)
48	Debt Service	3,000,000.00	2,246,228.80	752,377.58		2,998,606.38	1,393.62
51	Offender Pay and Health Services	3,132,756.00	1,572,162.81	1,035,190.10		2,607,352.91	525,403.09
52	Tuitions, Awards and Incentives	17,600.00	3,372.06			3,372.06	14,227.94
53	Refunds and Restitutions	238,784.00	175,444.48			175,444.48	63,339.52
54	Jail Backup, County Jails and Other	5,053,000.00	4,707,872.54	512,829.25		5,220,701.79	(167,701.79)
55,59	Assistance Payments to Agencies					-	-
60	Authority Orders			3,606,142.09		3,606,142.09	(3,606,142.09)
61	Loans, Taxes and Other Disbursements	1,800.00	1,318.49			1,318.49	481.51
62	Transfers - Out Sourced Health Care	13,100,000.00	7,138,976.41	661,023.59		7,800,000.00	5,300,000.00
64	Merchandise for Resale	1,015,626.00	480,229.54	150,142.45		630,371.99	385,254.01
	TOTAL	$ 472,639,727.00	$ 332,760,613.96	$ 71,169,754.95	$ 2,000.11	$ 403,932,369.02	$ 68,707,357.98

Funding							
19431	GRF - Carryover	$ 1,738,784.00	$ 1,738,757.81			$ 1,738,757.81	$ 26.19
19530	GRF - Duties	451,006,943.00	311,127,856.15	71,169,754.95	2,000.11	382,299,611.21	68,707,331.79
57604	Duties	19,894,000.00	19,894,000.00			19,894,000.00	-
	TOTAL	$ 472,639,727.00	$ 332,760,613.96	$ 71,169,754.95	$ 2,000.11	$ 403,932,369.02	$ 68,707,357.98
						Remaining Payroll	65,756,446.71
							2,950,911.27

Oklahoma Department of Corrections

Statement of Revenues, Expenditures and Changes in Fund Balances

Non- Appropriated Funds

July 1, 2014 through March 31, 2015

Revenue Code		200 Fund	205 Fund	280 Fund	Funds
	Revenues				
	Current:				
331	Other Fines, Forfeits, Penalties	$ 268,717.17	$ -	$ -	$ 268,717.17
431	Rent from Land	35,045.88	-	-	35,045.88
520	Reimbursement for Administrative Expense	539,798.55	-	-	539,798.55
521	Reimbursement for Data Processing Expense	9,880.00	-	-	9,880.00
522	Reimbursement for Telecommunication Exp.	-	-	-	-
530	Reimbursement for Travel Expense	2,888.58	-	-	2,888.58
541	Reimbursement of Funds Spent	-	-	-	-
552	Reimbursement of Federal Payroll	562,135.00	-	-	562,135.00
556	Federal Funds from Other State Agency	-	-	-	-
581	Reimbursement for Funds Expended	2,230,706.84	-	250,000.00	2,480,706.84
711	Farm Products General	-	-	8,049,578.06	8,049,578.06
731	Laboratory and Medical Services	169,404.97	-	-	169,404.97
741	Canteen and Concession Income	6,841.32	3,797,179.61	11,486,808.84	15,290,829.77
791	Other Sales and Services	3,995.63	-	2,245.00	6,240.63
811	Offender Medical Co-pays and Judgments	2,631,592.21	-	-	2,631,592.21
821	Deposits by Patients and Offenders	4,657,430.62	-	47,166.83	4,704,597.45
836	Sale of Salvage	36,038.81	-	-	36,038.81
881	Purchase Card Payments	8,269.34	-	-	8,269.34
	Total Revenues	11,162,744.92	3,797,179.61	19,835,798.73	34,795,723.26
Account Code	**Expenditures**				
	Current:				
11,12,13	Payroll	44,459.06	(186,848.02)	4,809,787.63	4,667,398.67
15	Professional Services	6,321,685.11	271,323.84	334,047.88	6,927,056.83
21, 22	Travel	55,423.13	8,267.42	41,540.72	105,231.27
31	Misc. Admin. Expenses	84,853.53	131,989.87	687,420.96	904,264.36
32	Rent	12,453.98	111,307.97	34,883.81	158,645.76
33	Maintenance and Repair	566,294.52	173,372.43	685,078.33	1,424,745.28
34	Specialized Supplies and Materials	583,325.21	2,890,059.47	516,316.92	3,989,701.60
35	Production, Safety and Security	217,325.98	5,626.11	325,674.63	548,626.72
36	General Operating Expenses	36,495.06	49,169.27	85,626.90	171,291.23
37	Shop Expense	192,082.05	61,085.10	1,088,170.63	1,341,337.78
41	Furniture and Equipment	252,854.17	86,475.86	313,988.73	653,318.76
42	Library Equipment and Resources	-	2,153.85	3,271.81	5,425.66
43	Lease Purchases	-	-	-	-
44	Livestock and Poultry	-	-	-	-
45	Land and Right-of-way	215,564.00	-	-	215,564.00
46	Building, Construction and Renovation	1,146,773.82	13,729.96	183,947.25	1,344,451.03
48	Debt Service	-	-	-	-
51	Offender Pay and Health Services	13,163.61	655,307.25	1,294,680.20	1,963,151.06
52	Tuitions, Awards and Incentives	-	153.50	-	153.50
53	Refunds and Restitutions	-	-	-	-
54	Jail Backup, County Jails and Other	654,353.93	-	1,989,495.00	2,643,848.93
55	Payment to Gov. Sub-Division	-	-	-	-
59	Assistance Payments to Agencies	199,281.36	-	-	199,281.36
61	Loans, Taxes and other Disbursements	-	-	94.01	94.01
62	Transfers - Out Sourced Health Care	60,059.10	695,598.76	-	755,657.86
64	Merchandise for Resale	16,541.76	-	8,070,590.40	8,087,132.16
	Total Expenditures	10,672,989.38	4,968,772.64	20,464,615.81	36,106,377.83
	Excess of Revenues Over (Under) Expenditures	489,755.54	(1,171,593.03)	(628,817.08)	(1,310,654.57)
	Special and Extraordinary Items				
	Carried Over Cash	-	-	-	-
	Total Special and Extraordinary Items	-	-	-	-
	Net Change in Fund Balances	489,755.54	(1,171,593.03)	(628,817.08)	(1,310,654.57)
	Cash				
	Beginning Cash Balance	180,635.58	1,721,953.87	3,972,741.14	5,875,330.59
	Revenue Received this Year	11,162,744.92	3,797,179.61	19,835,798.73	34,795,723.26
	Expenditures made this Year	(10,672,989.38)	(4,968,772.64)	(20,464,615.81)	(36,106,377.83)
	Beginning Change in Liabilities	-	-	-	-
	Transfers	-	-	-	-
	Adjustments	(1,767.63)	-	-	(1,767.63)
	Ending Cash Balance	$ 668,623.49	$ 550,360.84	$ 3,343,924.06	$ 4,562,908.39

Oklahoma Department of Corrections

Statement of Revenues, Expenditures and Changes in Fund Balances

Non- Appropriated Funds

For the Month of March 2015

Revenue Code		200 Fund	205 Fund	280 Fund	Funds
	Revenues				
	Current:				
331	Other Fines, Forfeits, Penalties	$ 16,870.75	$ -	$ -	$ 16,870.75
431	Rent from Land	3,518.87	-	-	3,518.87
520	Reimbursement for Administrative Expense	90,904.27	-	-	90,904.27
521	Reimbursement for Data Processing Expense	950.00	-	-	950.00
522	Reimbursement for Telecommunication Exp.	-	-	-	-
530	Reimbursement for Travel Expense	40.00	-	-	40.00
541	Reimbursement of Funds Spent	-	-	-	-
552	Reimbursement of Federal Payroll	-	-	-	-
556	Federal Funds from Other State Agency	-	-	-	-
581	Reimbursement for Funds Expended	4,607.52	-	-	4,607.52
711	Farm Products General	-	-	1,399,325.47	1,399,325.47
731	Laboratory and Medical Services	22,372.10	-	-	22,372.10
741	Canteen and Concession Income	295.40	37,398.54	1,033,464.30	1,071,158.24
791	Other Sales and Services	52.91	-	180.00	232.91
811	Offender Medical Co-pays and Judgments	362,239.83	-	-	362,239.83
821	Deposits by Patients and Offenders	395,170.68	-	5,175.59	400,346.27
836	Sale of Salvage	544.33	-	-	544.33
881	Purchase Card Payments	-	-	-	-
	Total Revenues	897,566.66	37,398.54	2,438,145.36	3,373,110.56
Account Code	**Expenditures**				
	Current:				
11,12,13	Payroll	-	-	554,098.98	554,098.98
15	Professional Services	647,263.81	21,712.03	59,767.87	728,743.71
21, 22	Travel	8,992.60	-	3,402.50	12,395.10
31	Misc. Admin. Expenses	12,401.83	26,869.12	85,407.53	124,678.48
32	Rent	4,023.71	8,892.78	1,231.21	14,147.70
33	Maintenance and Repair	111,378.78	20,120.50	67,619.06	199,118.34
34	Specialized Supplies and Materials	75,483.66	107,362.71	22,384.36	205,230.73
35	Production, Safety and Security	17,984.82	1,385.95	43,111.02	62,481.79
36	General Operating Expenses	4,209.46	3,081.42	37,057.06	44,347.94
37	Shop Expense	5,949.04	-	144,985.87	150,934.91
41	Furniture and Equipment	6,071.06	3,092.14	118,576.98	127,740.18
42	Library Equipment and Resources	-	-	488.00	488.00
43	Lease Purchases	-	-	-	-
44	Livestock and Poultry	-	-	-	-
45	Land and Right-of-way	-	-	-	-
46	Building, Construction and Renovation	146,961.00	775.96	200.00	147,936.96
48	Debt Service	-	-	-	-
51	Offender Pay and Health Services	1,516.32	106,783.06	140,354.18	248,653.56
52	Tuitions, Awards and Incentives	-	-	-	-
53	Refunds and Restitutions	-	-	-	-
54	Jail Backup, County Jails and Other	2,565.00	-	716,364.00	718,929.00
55	Payment to Gov. Sub-Division	-	-	-	-
59	Assistance Payments to Agencies	24,187.88	-	-	24,187.88
61	Loans, Taxes and other Disbursements	-	-	-	-
62	Transfers - Out Sourced Health Care	-	12,489.08	-	12,489.08
64	Merchandise for Resale	7,922.30	-	1,226,266.26	1,234,188.56
	Total Expenditures	1,076,911.27	312,564.75	3,221,314.88	4,610,790.90
	Excess of Revenues Over (Under) Expenditures	(179,344.61)	(275,166.21)	(783,169.52)	(1,237,680.34)
	Special and Extraordinary Items				
	Carried Over Cash	-	-	-	-
	Total Special and Extraordinary Items	-	-	-	-
	Net Change in Fund Balances	(179,344.61)	(275,166.21)	(783,169.52)	(1,237,680.34)
	Cash				
	Beginning Cash Balance	952,083.27	860,662.26	4,612,309.91	6,425,055.44
	Revenue Received this Month	897,566.66	37,398.54	2,438,145.36	3,373,110.56
	Expenditures made this Month	(1,076,911.27)	(312,564.75)	(3,221,314.88)	(4,610,790.90)
	Beginning Change in Liabilities	(104,035.21)	(35,135.21)	(485,216.33)	(624,386.75)
	Transfers	-	-	-	-
	Adjustments	(79.96)	-	-	(79.96)
	Ending Cash Balance	$ 668,623.49	$ 550,360.84	$ 3,343,924.06	$ 4,562,908.39

Oklahoma Department of Corrections

Statement of Revenues, Expenditures and Changes in Fund Balances

Federal Funding

July 1, 2014 through March 31, 2015

		410 Fund	430 Fund	Funds
Revenue Code	**Revenues**			
	Current:			
556	Federal Funds Rec'd from Non-Gov. Ag.	$ 262,285.54	$ 487,962.87	$ 750,248.41
561	Private Grants and Donations for Opns.	-	548,934.57	548,934.57
581	Reimbursements	-	-	-
	Total Revenues	262,285.54	1,036,897.44	1,299,182.98
Account Code	**Expenditures**			
	Current:			
11,12,13	Payroll	-	-	-
15	Professional Services	150,466.73	655,198.87	805,665.60
21, 22	Travel	17,660.02	11,284.19	28,944.21
31	Misc. Admin. Expenses	-	4,585.10	4,585.10
32	Rent	11,238.50	-	11,238.50
33	Maintenance and Repair	9,752.98	-	9,752.98
34	Specialized Supplies and Materials	-	1,991.51	1,991.51
35	Production, Safety and Security	-	959.15	959.15
36	General Operating Expenses	47,613.49	3,791.10	51,404.59
37	Shop Expense	-	-	-
41	Furniture and Equipment	80,627.78	4,263.22	84,891.00
42	Library Equipment and Resources	3,852.82	2,636.44	6,489.26
43	Lease Purchases	-	-	-
44	Livestock and Poultry	-	-	-
45	Land and Right-of-way	-	-	-
46	Building, Construction and Renovation	-	-	-
48	Debt Service	-	-	-
51	Offender Pay and Health Services	-	-	-
52	Tuitions, Awards and Incentives	-	-	-
53	Refunds and Restitutions	-	-	-
54	Jail Backup, County Jails and Other	-	48,325.90	48,325.90
55	Payment to Gov. Sub-Division	-	-	-
59	Assistance Payments to Agencies	-	360,294.25	360,294.25
61	Loans, Taxes and Other Disbursements	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-
64	Merchandise for Resale	-	-	-
	Total Expenditures	321,212.32	1,093,329.73	1,414,542.05
	Excess of Revenues Over (Under) Expenditures	(58,926.78)	(56,432.29)	(115,359.07)
	Special and Extraordinary Items			
	Carried Over Cash	-	-	-
	Total Special and Extraordinary Items	-	-	-
	Net Change in Fund Balances	(58,926.78)	(56,432.29)	(115,359.07)
	Cash			
	Beginning Cash Balance	331,097.50	327,646.88	658,744.38
	Revenue Received this Year	262,285.54	1,036,897.44	1,299,182.98
	Expenditures made this Year	(321,212.32)	(1,093,329.73)	(1,414,542.05)
	Beginning Change in Liabilities	-	-	-
	Transfers	-	-	-
	Adjustments	-	-	-
	Ending Cash Balance	$ 272,170.72	$ 271,214.59	$ 543,385.31

Oklahoma Department of Corrections

Statement of Revenues, Expenditures and Changes in Fund Balances

Federal Funding

For the Month of March 2015

Revenue Code		410 Fund	430 Fund	Funds
	Revenues			
	Current:			
556	Federal Funds Rec'd from Non-Gov. Ag.	$ -	$ -	$ -
561	Private Grants and Donations for Opns.	-	100,588.71	100,588.71
581	Reimbursements	-	-	-
	Total Revenues	-	100,588.71	100,588.71
Account Code	**Expenditures**			
	Current:			
11,12,13	Payroll	-	-	-
15	Professional Services	49,774.80	155,272.05	205,046.85
21, 22	Travel	2,367.71	1,346.96	3,714.67
31	Misc. Admin. Expenses	-	-	-
32	Rent	-	-	-
33	Maintenance and Repair	-	-	-
34	Specialized Supplies and Materials	-	-	-
35	Production, Safety and Security	-	-	-
36	General Operating Expenses	10,787.00	204.81	10,991.81
37	Shop Expense	-	-	-
41	Furniture and Equipment	-	3,840.00	3,840.00
42	Library Equipment and Resources	-	-	-
43	Lease Purchases	-	-	-
44	Livestock and Poultry	-	-	-
45	Land and Right-of-way	-	-	-
46	Building, Construction and Renovation	-	-	-
48	Debt Service	-	-	-
51	Offender Pay and Health Services	-	-	-
52	Tuitions, Awards and Incentives	-	-	-
53	Refunds and Restitutions	-	-	-
54	Jail Backup, County Jails and Other	-	-	-
55	Payment to Gov. Sub-Division	-	-	-
59	Assistance Payments to Agencies	-	9,510.40	9,510.40
61	Loans, Taxes and Other Disbursements	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-
64	Merchandise for Resale	-	-	-
	Total Expenditures	62,929.51	170,174.22	233,103.73
	Excess of Revenues Over (Under) Expenditures	(62,929.51)	(69,585.51)	(132,515.02)
	Special and Extraordinary Items			
	Carried Over Cash	-	-	-
	Total Special and Extraordinary Items	-	-	-
	Net Change in Fund Balances	(62,929.51)	(69,585.51)	(132,515.02)
	Cash			
	Beginning Cash Balance	335,100.23	385,103.87	720,204.10
	Revenue Received this Month	-	100,588.71	100,588.71
	Expenditures made this Month	(62,929.51)	(170,174.22)	(233,103.73)
	Beginning Change in Liabilities	-	(44,303.77)	(44,303.77)
	Transfers	-	-	-
	Adjustments	-	-	-
	Ending Cash Balance	$ 272,170.72	$ 271,214.59	$ 543,385.31

FY 2015, 3RD Quarter
Financial Internal Audit Update

Oklahoma Department of Corrections

Internal Audit Summary Report

3rd QUARTER

During the 3rd quarter of FY 15, the internal audit team closed and submitted 15 audit reports to the State Auditor and Inspector's office. The facilities audited were:

1. Jeffery McCoy Central District
2. Kate Barnard Community Corrections Center
3. Private Prisons and Jail Administration
4. Oklahoma County Community Corrections/Residential Services
5. Division of Community Corrections
6. Community Sentencing
7. Health Services
8. Analytics and Systems Quality Services
9. OCI Records Conversion at Joseph Harp Correctional Center
10. OCI Garment Factory at Oklahoma State Reformatory
11. OCI Factory at James Crabtree Correctional Center
12. OCI Factory at John Lilley Correctional Center
13. Program Services
14. Oklahoma State Penitentiary
15. Jackie Brannon Correctional Center

The Fiscal Management compliance and Internal Controls over the following financial activities were examined, to include: Accounts Payables, Accounts Receivables (Prisoner Public Works Projects), Purchasing, Receiving, Purchase Cards, Express Checks, Debit Cards, Canteen (OBS and Inventory), Trust Fund, Warehouse Inventory, Factory Inventory, Probation Parole Restitution Receipts and Fixed Assets Management System.

The following is a summary of the Noncompliance Findings in accordance with Fiscal Management Policy:

Purchase Cards – Finding: The statements and supporting documents were received in the p card comptroller's office after the deadline date. The plan of corrective action instructed the cardholders to comply with policy.

This finding was reported against the following facility:

1. Oklahoma County Community Corrections/Residential Services

Purchase Cards – Finding: Twenty percent of the statements sampled, 1 out of 5, were submitted to the purchase card comptroller without any invoices or supporting documents. The payments to vendors were subsequently processed without invoice verification. The plan of corrective action required the cardholders to obtain all invoices,

originals or copies, and submit them to the audit team for verification. The information was then provided to the comptroller for filing. The cardholders were instructed to comply with policy.

This finding was reported against the following facility:

1. Oklahoma County Community Corrections/Residential Services

Accounts Payables – Finding: From the sample of 425 invoices tested, 4 (1%) were paid after 45 days from the date of receipt at the facilities. The Plan of Corrective Action requires the business office to abide by the 45-day limit set in accordance with OS Title 62 section 34.71.

This finding was reported against the following facilities:

1. Community Sentencing

RISK (1) The Department may expose itself to reactions from vendors for untimely payments.

Accounts Payables – Settlement Agreements Finding: The department paid two invoices by way of settlement agreements. The plan of corrective action requires business offices to review all accounts for outstanding balances.

This finding was reported against the following facilities:

1. Division of Community Corrections

RISK (1) Failing to encumber and disclose liabilities puts a demand on current fiscal year's funds.

Prisoner Public Works Project – Accounts Receivables; the facility was not billing for services provided on a timely basis. The accounts receivables were $ 1,712.18 with an ageing averaging 140 days. The plan of corrective action requires the business manager to monitor the billing and receiving process.

Recommendation: Add a clause in future contracts specifying a payment deadline of 45 days per OS Title 62 section 34.71;

This finding was reported against the following facility:

1. Oklahoma County Community Corrections/Residential Services

The following is a summary of Internal Control Weaknesses

Canteen Inventory at JBCC – Sixteen percent of the shelf items sampled (8 of 50) were not in agreement with the OBS closing inventory balances.

Canteen Inventory at OSP – Sixteen percent of the shelf items sampled (8 of 49) were not in agreement with the OBS closing inventory balances.

RISKS

(1) Theft of Inventory may go undetected.

(2) Loss of revenue.

(3) Inadequate supplies to meet demand.

(4) Inaccurate disclosed Balance Sheet valuation.

To mitigate these risks the Plan of Corrective Action for Canteen Inventory included a comprehensive review and implementation of controls over Receiving, Issuing, pat down searches of offender workers and random inventory audits to be conducted by a team appointed by the Warden.

Express Checks at OCCC/RS – Three checks were cashed and cleared the banking system without the required two signatures on the checks. Policy requires two authorized signors to sign all checks before leaving the facility. The Plan of Corrective Action requires the business manager to review all checks before distribution.

Express Checks at KBCCC – One check was cashed and cleared the banking system without the required two signatures on the checks. Policy requires two authorized signors to sign all checks before leaving the facility. The Plan of Corrective Action requires the business manager to review all checks before distribution.

RISKS

(1) Unauthorized expenditures.

(2) The Department's check reconciliation system does not focus on signatures.

(3) Circumventing the Internal Controls

RECOMMENDATION: The Department considers moving away from manual signatures towards implementation of an electronic signature application system.

Trust Funds at OCCC/RS – Undelivered cash of $168 returned from a work center was placed in the daily work envelope and filed away. The cash remained in the envelope for approximately 10 months until discovered during the audit. The plan of corrective action requires a review of all returned draw slips before filing.

RISK

(1) The returned cash could disappear.

RECOMMENDATION: Checks instead of cash should be issued to half way houses or work centers to meet payroll.

FIXED ASSETS MANAGEMENT SYSTEM

Safeguarding and Accountability

The 100% verification of fixed assets listed on the FAIS started in FY14 continues into FY 15. The methodology adopted shows positive improvements in the Department's safeguarding and accounting for the assets spread across the geography of its operations. The FY 15 period covers the first 9 months of the fiscal year.

	PRE AUDIT $M	POST AUDIT $M	ADJUSTMENT $M
FY 14	45.9	43.4	-2.5 (6%)
FY 15	32.8	32.8	0.0 (0%)

The FY14 adjustment resulted from items which were being reported on the FAIS but met one of the following conditions: unserviceable, broken, unsafe, used for parts, overstated cost, sold at state surplus or traded in on purchase of another piece of equipment and policy limit of certain non-reportable items costing less than $2,500.

Population Update

Population Update

Population Information as of March 31, 2015

Compared to March 31, 2014

Total System Offender Population	Females	Males	Total
Current Population	3,065	25,618	28,683
Population Last Year	2,881	23,603	26,484
Change from last year	184	2,015	2,199

Total System Population	Females	Males	Total
Current System Population	8,875	45,039	53,914
Population Last Year	8,434	42,719	51,153
Change	441	2,320	2,761

DOC Facilities	Females	Males	Total
Current Population	2,475	16,832	19,307
Population Last Year	2,349	15,488	17,837
Change	126	1,344	1,470

County Jail Inmate Backup	Females	Males	Total
March 31, 2015	59	338	397
Population Last Year	48	1,725	1,773
Change	11	(1,387)	(1,376)

Private Prisons	Females	Males	Total
Current Population	0	5,813	5,813
Population Last Year	0	5,825	5,825
Change	0	(12)	(12)

Pardon & Parole Board Results	Females	Males	Total
Month: March 2015			
Considered	21	359	380
Denied	17	326	343
Recommended	4	33	37
Percentage Recommended	19.05%	9.19%	9.74%

County Jail Contracts	Females	Males	Total
Current Population	0	544	544
Population Last Year	0	535	535
Change	0	9	9

Governor's Actions	Females	Males	Total
Month: March 2015			
Reviewed	0	6	6
Approved	0	3	3
Denied	0	3	3
Percentage Approved	0.00%	50.00%	50.00%

Halfway Houses	Females	Males	Total
Current Population	299	1,144	1,443
Population Last Year	281	805	1,086
Change	18	339	357

Out Count	Females	Males	Total
Current Population	55	711	766
Population Last Year	65	574	639
Change	(10)	137	127

GPS	Females	Males	Total
Current Population	236	554	790
Population Last Year	186	362	548
Change	50	192	242

EMP	Females	Males	Total
Current Population	0	19	19
Population Last Year	0	13	13
Change	0	6	6

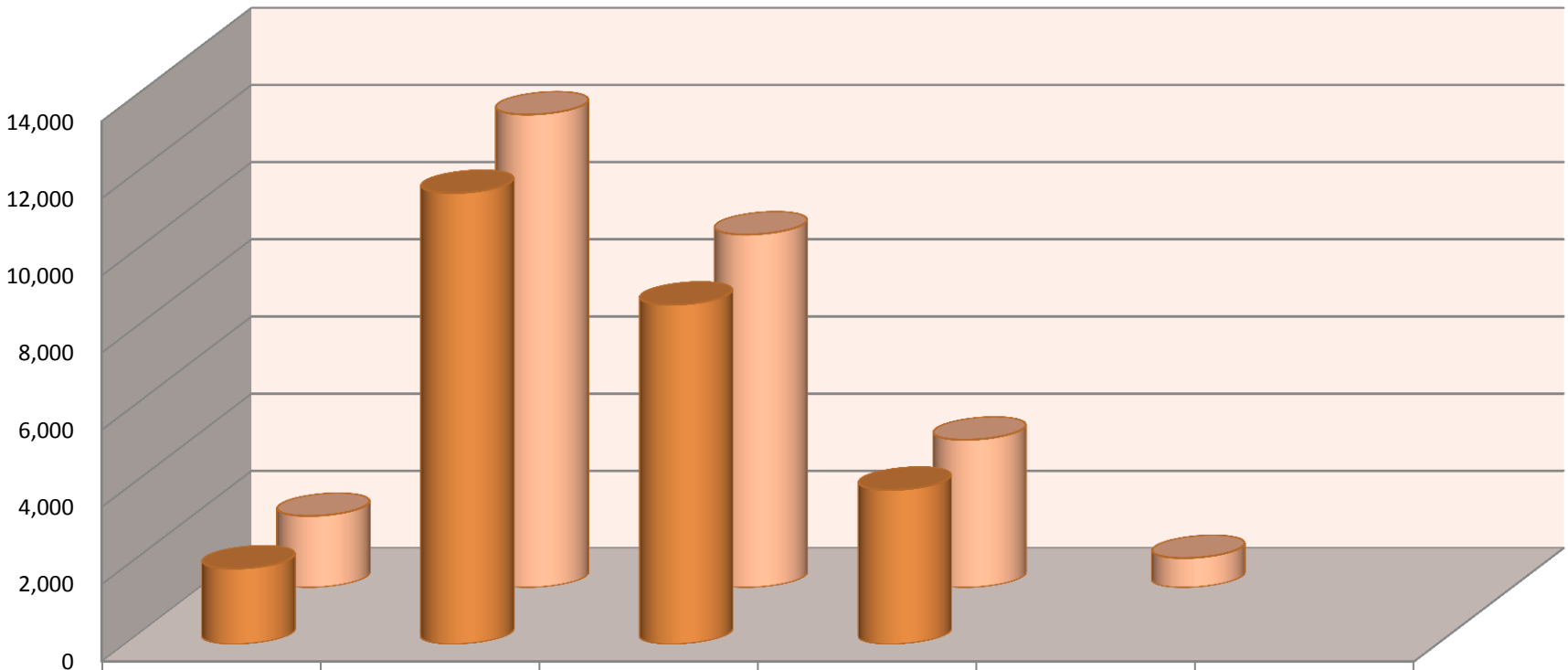
State Facility Capacity Percentages	
Assessment & Reception Centers	96%
Institutions	121%
Community Corrections Centers	97%
Community Work Centers	104%
TOTAL STATE BEDS	**117%**

PPCS	Females	Males	Total
Current Population	0	1	1
Population Last Year	0	1	1
Change	0	0	0

Probation Supervision	Females	Males	Total
Current Population	5,381	16,779	22,160
Population Last Year	5,074	16,392	21,466
Change	307	387	694

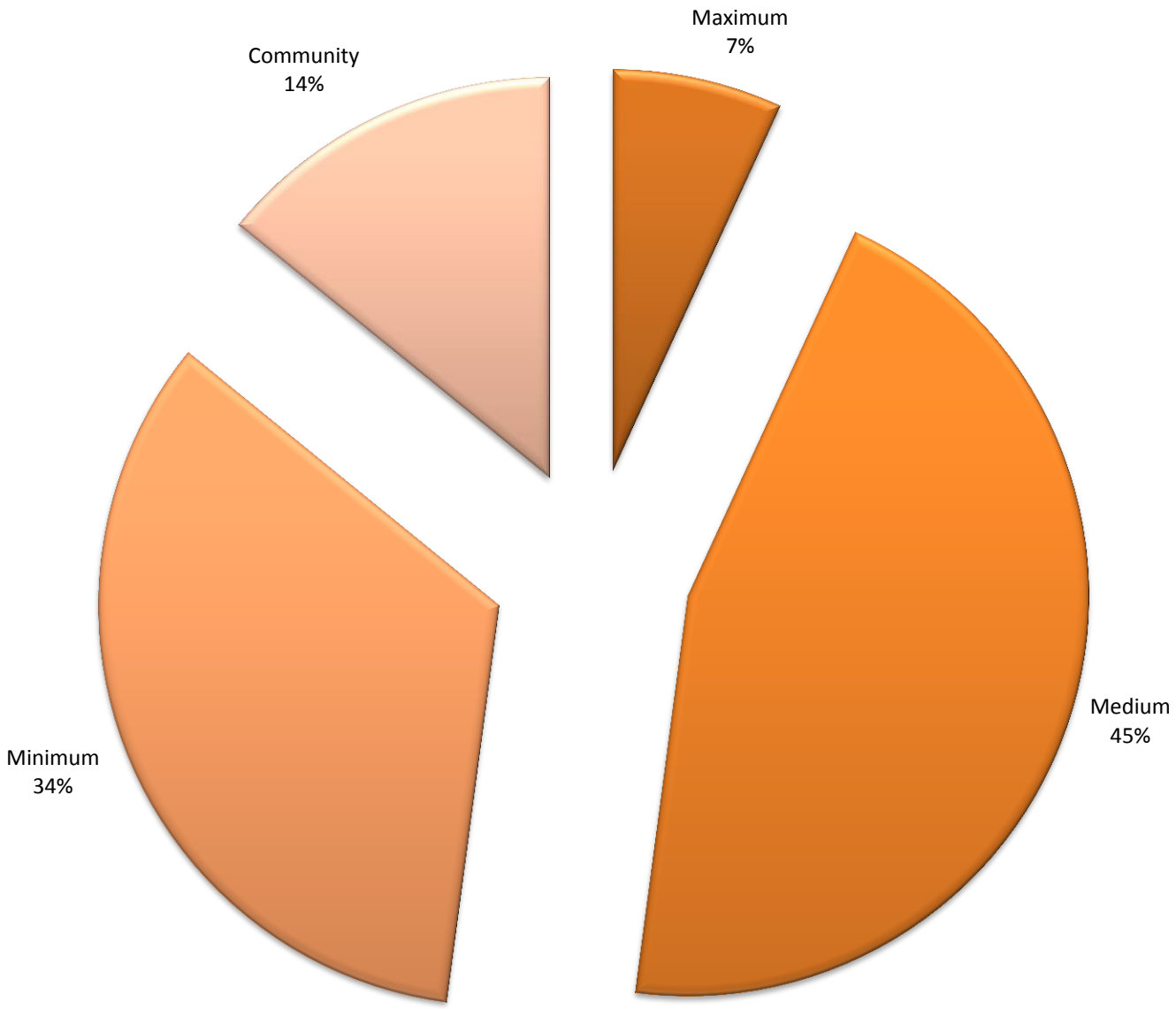
Parole Supervision	Females	Males	Total
Current Population	429	2,642	3,071
Population Last Year	479	2,724	3,203
Change	(50)	(82)	(132)

Offender and Bed Distribution
March 31, 2015

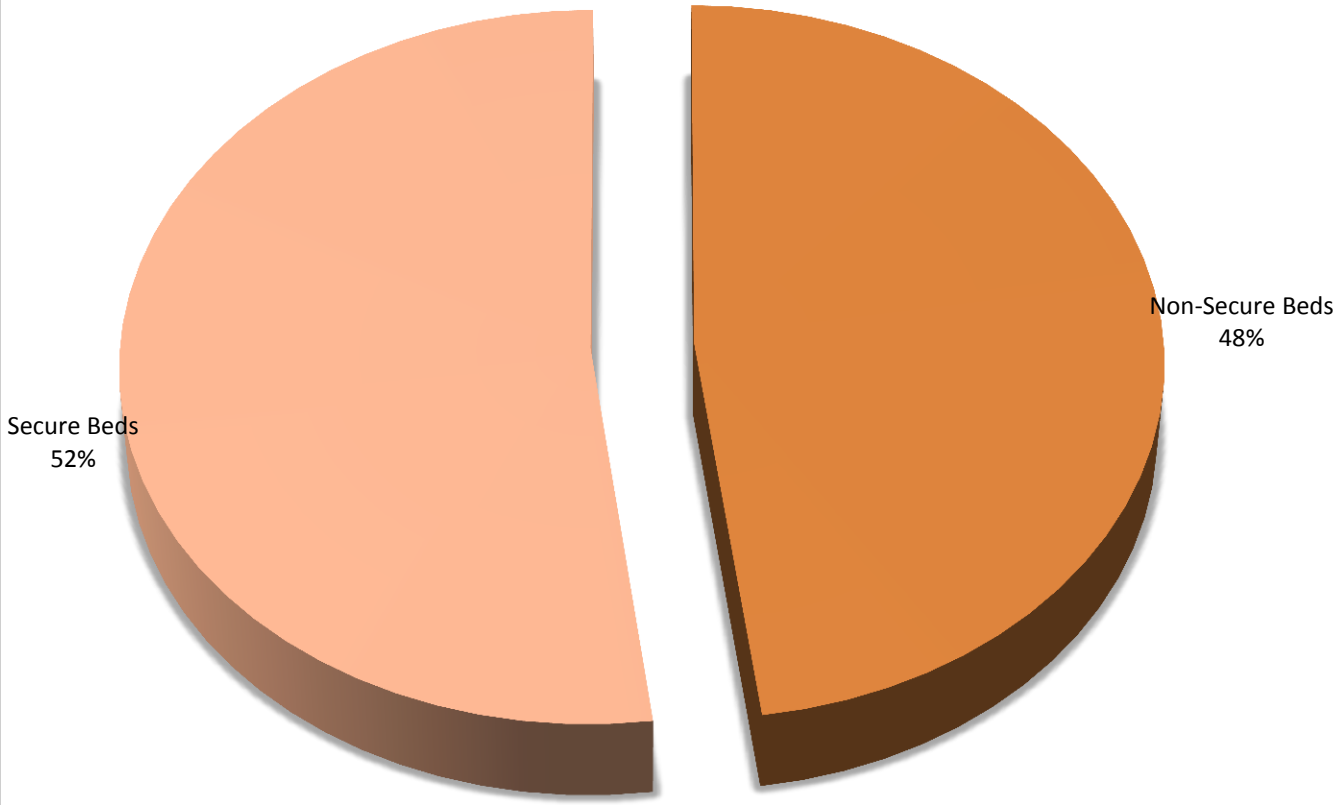
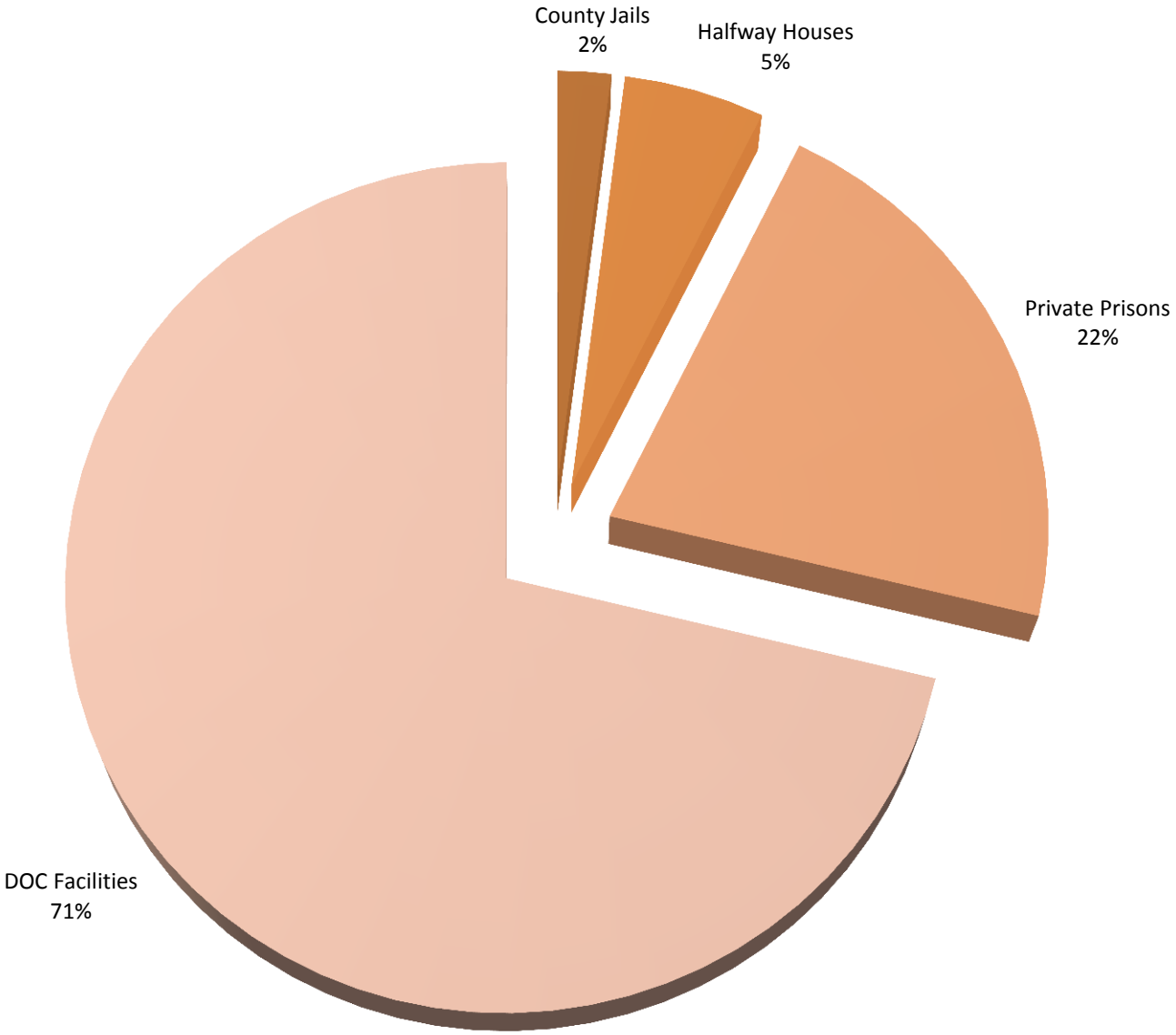


	Maximum	Medium	Minimum	Community	Outcount	
Beds	1,961	11,694	8,800	4,002		
Offenders	1,857	12,260	9,149	3,830	766	

Offender Distribution by Security Level
March 31, 2015



Percentage of Offenders in Secure and Non-Secure Beds
March 31, 2015



Offenders in DOC Facilities v. Contract Facilities
March 31, 2015