

**OKLAHOMA
BOARD OF CORRECTIONS
MEETING**

February 28, 2013

Central District Community Corrections
Oklahoma City, Oklahoma





Approval of January 17, 2013,
Board Meeting Minutes

OKLAHOMA BOARD OF CORRECTIONS MEETING

Joseph Harp Correctional Center

16161 Moffat Road

Lexington, Oklahoma

1. Opening and Roll Call

Linda Neal, Vice Chair

Chair McBee was absent for the meeting, so Vice Chair Neal called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:01 p.m. at Joseph Harp Correctional Center (JHCC) on Thursday, January 17, 2013. Vice Chair Neal asked the clerk to call the roll:

Steve Burrage, Member	Present	Michael Roach, Member	Present
Kevin Gross, Member	Present	Earnest Ware, Member	Present
Matthew McBee, Chair	Absent	Gerald Wright, Secretary	Present
Linda Neal, Vice Chair	Present		

A quorum was present and the meeting continued. Vice Chair Neal welcomed everyone and thanked them for their attendance at the meeting.

2. Welcome/Remarks

**Mike Addison, Warden
Joseph Harp Correctional Center**

Vice Chair Neal recognized and opened the floor to Warden Addison. Warden Addison welcomed the Board, Director Jones and other guests to the facility. He stated the meeting was a chance for staff to display their hard work in maintaining the facility and he appreciated the opportunity. Vice Chair Neal thanked Warden Addison for the tour of JHCC and stated it was very informative. She encouraged everyone in attendance to tour and commended the facility staff on their caliber of maintenance. No other comments were made and the item was closed.

3. Old Business

Linda Neal, Vice Chair

Vice Chair Neal opened the floor for discussion of old business, but nothing was brought forward at this time. Vice Chair Neal then recognized Representative Bobby Cleveland, District 22, and also Cody Inman, Governor Fallin's office, and welcomed them to the meeting. Vice Chair Neal also recognized Brian Costello, President, and Chris Villalobos, Vice President, from Avalon Correctional Services, Inc., who were also present at the meeting.

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

Linda Neal, Vice Chair

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

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

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

5. Director's Comments

Justin Jones, Director

Vice Chair Neal opened the floor to Director Jones for his comments. Director Jones first commended the staff at JHCC for the tour and thanked them for their hard work, with special compliments paid to the maintenance staff and their area. Director Jones then provided the following information to the Board:

- On November 1, 2012, Bill Johnson Correctional Center opened and received the first offenders on Unit 4, which was a building previously occupied by CareerTech.
- The Jackie Brannon Correctional Center canine tracking team and additional officers provided assistance to the McAlester Police Department in tracking a robbery suspect from a local convenience store; a second request for canine tracking team assistance was provided to Hughes County in the apprehension of a fleeing suspect.

- For the first time, a pecan crop has been harvested from the pecan trees at Howard McLeod Correctional Center. Crews harvested approximately 30,000 pounds of pecans, which will be sold on the outside market.
- Agri-Services will be utilizing a greenhouse at Northeast Oklahoma Correctional Center to facilitate herb production for facilities; the OSU Food and Ag Production Center has assisted in converting a discarded cooler into a dehydrator to dry the herbs.
- Sales of license plates in FY 2013 to date (six months) of State and Indian Nation license plates are currently ahead of FY 2012 sales by slightly more than 29%. The operation is currently over \$1.4 million. In addition, four new license plates are approved and ready for production. Two are for the Muskogee Creek Nation - the Veteran Seal and the Purple Heart plates - and the other two are for the Oklahoma Tax Commission - the new "DON'T TREAD ON ME" and the "OLYMPIC" plate.
- Oklahoma State Penitentiary changes continue with the architects and engineering of the new administration building starting. The security fencing is coming out for bid in the near future. The stun fence remains in the planning stages with final preparation in the near future. Infrastructure planning is at the final planning stage and, if approved, bid processes will begin on this work in the upcoming weeks.
- The lock replacement process has started at Lexington Assessment and Reception Center, mirroring the process at Dick Conner Correctional Center, and the first site meeting was held with the architects and engineers.
- Mabel Bassett Correctional Center refinancing of bond issue goes to market on January 10, 2013, and closing will be January 30, 2013. This was previously approved by the Board.
- Work began on the education building at Bill Johnson Correctional Center to convert the old chapel into another classroom. A new teacher was hired to begin in December and one new part-time teacher began teaching evening instruction.
- Since the BOC meeting in November 2012, there has been 141 offenders graduate with GEDs and 11 offenders graduated with associate degrees.
- 176 male and 182 female offenders completed an HIV peer intervention class designed to prevent HIV and other STD's in November and in December 100 male and 114 female offenders completed the program. 100 male and 60 female offenders completed chronic care management during November, and 31 male and 2 female offenders completed in December.
- 24 female offenders completed the one month Helping Women Recover in November. 20 female offenders completed Early Childhood Development and Parenting and 34 completed Woman to Woman.
- Applications were submitted for a series of Office of Women's Health grants, and received approximately \$407,000 in grants and contracts for CY 2013.
- There were a total of seven (7) suicide completions in CY2012; three (3) at private facilities and four (4) at state facilities. Two (2) alleged suicide are still pending the Medical Examiner's report, both from private facilities.
- The department is working on a veteran specific reentry program with Major General (retired) Rita Aragon, Oklahoma State Secretary of Veteran and Military Affairs. The program, 'Battle Buddy' Reentry, is to assist incarcerated veterans upon being released or paroled from the Department of Corrections. A core group of veteran volunteers (all badged ODOC Volunteers) will be scheduling visits to ODOC facilities (including private prisons) to meet with soon to be released veteran offenders. Secretary Aragon is currently recruiting community-based volunteers who will work with veteran offenders post-release.
- In December, a historical interagency agreement was finalized between ODOC and the Department of Rehabilitative Services, Disability Determination Division (DRS-DDD). For the first time, this agreement allows credentialed DRS-DDD staff to access ODOC electronic health records for the sole purpose of Social Security benefit determination. This, in turn, will streamline a process with an already high approval rate and will decrease the timeframe for approving reentry disability benefits for severely mentally ill offenders.
- On December 10, Dr. Don Suttmiller, ODOC's Chief Medical Officer, met with executive staff at Morton Clinic in Tulsa, to discuss renewal of the agreement between Morton and ODOC, through which Morton provides primary care for Tulsa Halfway House offenders.
- Enid Community Corrections Center participated and provided 20 wishes for DHS foster children, which provided two gifts each for 10 different children in the Garfield County area.

- On December 19, 2012, a groundbreaking ceremony was held in Waurika at the site where the new Waurika Community Work Center is being constructed.
- The Internal Affairs Fugitive Apprehension Unit assisted the United States Marshal's Violent Crime Task Force with 80 arrests during CY 2012.
- There was an execution on December 4, 2012, and the next one will be in March 2013.
- Jeffery McCoy's family accepted a plea bargain of Life Without Parole for the defendant who assassinated Probation and Parole Officer Jeffery McCoy in May 2012.

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

6. Budget Report

**Greg Sawyer, Chief
Departmental Services**

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

- Expenditure Summary – Based on six months of expenditure data, an estimated deficit of \$13.1 million exists for fiscal year 2013. This deficit is \$1.4 million larger than the deficit reported the previous month. The report does not take into account changes in staffing or offender population that may occur through the course of the fiscal year.
- Payroll – The overall funded payroll is 68.9%; this totals 4,059.1 out of 5,894.6 authorized FTE. At the end of December, 3,960.0 positions were filled for a rate of 67.2% with 99.1 FTE under the funded rate. A surplus of \$605,346 currently exists.
- Contract Beds – Expenditure trends are based on current offender levels as of the end of December. A \$7.6 million deficit exists at this time. Any offender growth during the course of the fiscal year that would require additional contract bed space will increase this deficit.
- Medical and Mental Health Services – Medical and mental health expenditure trends for December reflect a deficit of \$6.1 million exists should current expenditure trends continue.

Mr. Sawyer then opened the floor for questions or comments. No further questions or comments were noted and the item was closed.

7. Adoption of Average Daily Rate Per Inmate

**Greg Sawyer, Chief
Departmental Services**

Vice Chair Neal opened the floor to Mr. Sawyer who stated this item is per statutory requirement in accordance with Title 57 § 561.1 ¶E., which states:

"At the beginning of each fiscal year, the Department of Corrections shall determine the budgeted average daily cost per inmate. There shall be a separate computation of budgeted average daily cost for maximum security, medium security, minimum security, and community facilities. This information shall be presented to the State Board of Corrections for informational purposes only. After the close of each fiscal year, the Department shall determine the actual average daily cost per inmate for the operational costs at each major category of correctional facility. There shall be a separate computation of the average daily rate for maximum security, medium security, minimum security, and community facilities. The Department shall present to the Board of Corrections at its January meeting comparative data on budgeted daily cost versus actual daily cost, and, after appropriate review and analysis, the Board shall adopt as a final action of the Board an average daily cost per inmate by facility category for the immediately preceding fiscal year."

Mr. Sawyer stated the information required by statute is provided as follows:

Public Only			
Facility Type	FY 2012 Budgeted	FY 2012 Actual	FY 2013 Budgeted
Maximum Security	\$68.47	\$78.50	\$68.93

Medium Security – Male	\$40.64	\$39.33	\$40.60
Medium Security – Female	\$36.67	\$36.50	\$36.95
Medium Security – Combined Average	\$40.07	\$38.94	\$40.07
Minimum Security – Male	\$38.11	\$37.47	\$37.82
Minimum Security – Female	\$34.61	\$36.76	\$34.74
Minimum Security – Combined Average	\$37.71	\$37.39	\$37.47
Community Correction Centers – Average	\$34.22	\$40.07	\$33.87
Community Work Centers – Average	\$30.34	\$35.55	\$30.66

Director Jones stated the Budget Committee held a meeting to discuss how the amounts are calculated. Mr. Burrage stated he recommended the Board approve the FY 2012 actual average daily cost per inmate. Mr. Gross queried the differences between costs for female and male offenders. Mr. Sawyer responded ODOC has more male facilities than female facilities; therefore costs associated with the number of male offenders will generally be higher due to higher staff costs, maintenance costs, etc. Mr. Gross then queried if the amounts included capital costs and depreciation. Mr. Sawyer responded these amounts do not include those figures and only reflects what it costs ODOC to operate a facility. Mr. Gross then asked if the amounts incorporated all operating costs to which Mr. Sawyer replied there are detailed documents, used for internal purposes, which include every dollar spent. Mr. Burrage stated the documents include full blown allocations under general cost accounting standards acceptable in the industry.

Mr. Wright queried why the FY 2013 budget would not include the FY 2012 actual costs for maximum security and community corrections. Mr. Sawyer stated the FY 2013 budget request was prepared in July 2012, but the actual numbers from FY 2012 were not available until November 2012. Mr. Sawyer stated a comparison review of each actual average daily rate from years past would show the budgeted and actual amounts are much closer. Mr. Wright stated a \$10 difference is significant to which Mr. Sawyer replied when FY 2013 is completed, the actual budgeted amount will be closer to the budgeted amount. Mr. Sawyer further stated the numbers are truly affected by the timing of the submission of the budget request and when the final, actual numbers are available from the previous fiscal year. Mr. Wright asked if a change, amendment or supplemental can be submitted. Mr. Sawyer stated ODOC can request a supplemental, if the Board chooses to do so, but at this point in time, ODOC must compute the daily rates as instructed by statute.

Director Jones added the costs of maximum security will be affected by the downsizing of Oklahoma State Penitentiary, since offenders will be moved to lower security, which has lower rates.

Motion: Mr. Burrage made a motion to approve the average daily rate per inmate. Mr. Gross seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – absent; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The average daily rate per inmate was approved; no other comments or questions were made and the item was closed.

8. Population Update

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

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

Total System Offender Population = 26,252	EMP = 9
DOC Facilities = 17,917	PPCS = 1
Private Prisons = 5,139	Probation Supervision = 20,974
County Jails with Contracts = 631	Parole Supervision Offenders = 3,041
Halfway Houses = 1,187	Total System Population = 50,267
Out Count (jails, hospitals, etc.) = 664	County Jail Backup = 1,618
GPS = 704	

Dr. Pitman stated the total growth from last year has been 880 offenders and the majority of the growth has been in private prison and county jail contract beds. Dr. Pitman then opened the floor for questions or comments. Vice Chair Neal stated the Population/Private Prisons Committee met earlier in the day to discuss the information provided. No further questions or comments were made and the item was closed.

9. Approval of Facility Capacity Modification

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

- *Hillside Community Corrections Center*

Vice Chair Neal opened the floor to Dr. Pitman for approval of the offender general population capacity modification at Hillside Community Corrections Center. Dr. Pitman stated when Mabel Bassett Correctional Center (MBCC) occupied the grounds the facility had a mental health unit as well as a medical unit, which were single-cell units. Since Hillside does not have a need for either of these types of units, the cells have been converted back to two-person cells, allowing for an increase in facility capacity from 249 to 269, a growth of 11 beds. Dr. Pitman requested the Board approve the increase at the facility.

Motion: Mr. Roach motioned to approve the facility capacity modification. Mr. Burrage seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – absent; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The capacity modification was approved; no further comments or questions were made and the item closed.

10. Approval/Confirmation of Appointment

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

- *William Monday, Warden, William S. Key Correctional Center*
- *Kameron Harvanek, Warden, John Lilley Correctional Center*

Vice Chair Neal opened the floor to Deputy Director Watkins for introduction of Mr. William Monday. Deputy Director Watkins provided the career progression of Mr. Monday within ODOC. She stated she feels he is ready for the next step in his career as Warden of William S. Key Correctional Center (WSKCC) and asked for the Board's approval and confirmation of his appointment.

Motion: Mr. Wright made a motion to approve the appointment of William Monday as Warden. Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – absent; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The floor was opened to Warden Monday for comments after Vice Chair Neal introduced his wife, Robin Monday, present in the audience. Warden Monday thanked the Board and Director Jones for the opportunity to serve as Warden of WSKCC and stated he will work hard to make it the strongest facility he possibly can. He also thanked his family for their support.

Deputy Director Watkins then introduced Mr. Kameron Harvanek. She provided his career progression within ODOC and recommended his approval and confirmation as Warden at John Lilley Correctional Center.

Motion: Mr. Burrage made a motion to approve the appointment of Kameron Harvanek as Warden. Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. McBee – absent; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes; Mr. Wright – yes.

The floor was opened to Warden Harvanek for comments. Warden Harvanek thanked the Board and Director Jones for allowing him the opportunity to lead John Lilley Correctional Center (JLCC). He stated JLCC is a very nice facility and they will continue to make it a positive environment. He thanked his family, who were unable to attend, for their support while he pursued his career choices.

No other comments were made and the item was closed.

11. Program Update

**Ricky Whisenhunt, Psychological Clinician
JHCC SAT Program Director**

- *Substance Abuse Treatment Program (SAT)*

Vice Chair Neal opened the floor to Mr. Whisenhunt. Mr. Whisenhunt thanked the Board for allowing him to speak about the Substance Abuse Treatment Program at JHCC. He stated the program had been active for four months and it is a residential substance abuse program which emphasizes the importance of pro-social behaviors. The cognitive behavioral approach of the program comes from the second edition of Criminal Conduct and Substance Abuse Treatment Workbook: Strategies for Self-Improvement and Change written by Wanberg and Milkman. The program has modules and sessions directed towards completion in three phases. The phase topics of the fifty sessions are challenges to change, commitment to change, and taking ownership of change.

Mr. Whisenhunt said the program began in October 2012 with three groups currently meeting three days a week for three-hour sessions. Along with the workbook, each participant meets with staff weekly to discuss treatment plans, receive assistance with homework, and after-care plans. Criteria for admission into the program are based on the LSI scores, the offender's sentence, and days remaining to serve. Qualifications for the program are moderate-to-high on the LSI score, adjudicated for substance abuse treatment and pro-social education, balance suspended upon completion of program or parole stipulation, and 2,500 days remaining. For the offenders who work hard, completion of the objectives and goals can be accomplished in six months and earns the participant a graduation certificate and either release from incarceration to home or transitional housing.

Vice Chair Neal queried the current number of participants. Mr. Whisenhunt stated there are three groups with each group having ten men enrolled in the program. Vice Chair Neal asked if there had been any feedback at this point, since the program had only been active for four months. Mr. Whisenhunt stated there have been a few participants removed from the program due to positive urinalysis tests and feedback indicates offenders understand the seriousness of the program requirements. Vice Chair Neal requested and Mr. Whisenhunt verified the participants are close to discharge. Vice Chair Neal then asked if the participants were housed with other non-participants. Mr. Whisenhunt stated the participants are housed together on one pod within a unit. Director Jones queried the number of participants who were court-ordered to substance abuse treatment with the balance of their sentence suspended upon completion. Mr. Whisenhunt stated he did not have the exact amount, but it was a large percentage of participants. Director Jones also clarified the JHCC SAT program is the only medium-security SAT program in the system at this time.

Vice Chair Neal wished Mr. Whisenhunt luck with the program and thanked him for the information provided. No further comments or questions were made and the item was closed.

12. Committee Reports

Committee Chairs

Vice Chair Neal then opened the floor for comments from the Committee Chairs.

- **Budget – Chair Gerald Wright, Members Steve Burrage and Matthew McBee**
Mr. Wright stated there was nothing new to report.
- **Female Offender – Chair Linda Neal, Members Michael Roach and Earnest Ware**
Ms. Neal stated she had nothing new from the committee.
- **Public Policy/Affairs – Chair Gerald Wright, Members Kevin Gross and Earnest Ware**
Mr. Wright stated there will be a committee meeting in February before the Board meeting.
- **Population/Private Prisons – Chair Linda Neal, Members Steve Burrage and Michael Roach**
Ms. Neal stated there was nothing new to report.
- **Executive – Chair Matthew McBee, Members Linda Neal and Gerald Wright**
Vice Chair Neal stated the committee meeting was held without Chair McBee, but he should be back to chair the next committee and Board meeting in February.

13. New Business (*Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.* 25 O.S. § 311)

Linda Neal, Vice Chair

Vice Chair Neal opened the floor for any new business. No other new business was brought before the Board and the item closed.

14. Announcements

Linda Neal, Vice Chair

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

15. A. Consideration of Motion to Adjourn to Executive Session

Mike Oakley, General Counsel

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

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

B. Adjourn to Executive Session

C. Return from Executive Session

D. Announcement by the Chair as to the necessity of any Board action, if necessary, as a result of the Executive Session

E. Vote, if necessary

Vice Chair Neal opened the floor to Mr. Gary Elliott, representing Mr. Oakley, who recommended adjournment to Executive Session to discuss confidential information on offender deaths.

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

All were in approval and Vice Chair Neal adjourned to Executive Session at 1:38 p.m. At 2:40 p.m., the Board returned to the meeting room and Mr. Elliott advised a motion to return from Executive Session was needed.

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

There was nothing to vote on from Executive Session and no other comments or questions were made so the item was closed.

16. Adjournment

Linda Neal, Vice Chair

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

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

The meeting was adjourned at 2:41 p.m.

I hereby certify that these minutes were duly approved by the Board on the 28th day of February, 2013, in which a quorum was present and voting.

Approved by:

February 28, 2013

Gerald W. Wright, Secretary of the Board

Submitted by:

Kimberley Owen, Minutes Clerk

The next regular meeting of the Board of Corrections is scheduled for 1:00 p.m. on February 28, 2013, at Central District Community Corrections, in Oklahoma City, OK.



Renaming/Dedication of Central
District Community Corrections

Oklahoma Board of Corrections

Resolution

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

WHEREAS, Jeffery M. McCoy began his public service with the Oklahoma Department of Corrections on December 19, 2005, as a Probation and Parole Officer I; knowing the dangers associated with conducting office and field contacts with criminal offenders, but accepting the risks; and

WHEREAS, Jeffery M. McCoy was killed in the line of duty on May 18, 2012, while conducting a home visit in Midwest City where he encountered his untimely fate; and

WHEREAS, the Board expresses its deepest sympathy to the family and friends of Officer Jeffery M. McCoy and its appreciation for his dedication to public service; and

WHEREAS, the sacrifice made by Jeffery M. McCoy will not go unrecognized and will be remembered by future generations to come:

BE IT THEREFORE RESOLVED, that the Oklahoma Board of Corrections does hereby announce and proclaim to all that Central District Community Corrections will from this day forward be known as the Jeffery M. McCoy Central District.

ADOPTED this 28th day of February, 2013.

Matthew Hunter McBee, Chair

Linda K. Neal, Vice Chairman

Gerald W. Wright, Secretary

Steve Burrage, Member

Kevin J. Gross, Member

Michael W. Roach, Member

Earnest Ware, Member



Budget Report

MEMORANDUM

February 21, 2013

To: Matthew H. McBee, Chairman, Board of Corrections
Linda Neal, Vice Chairman, Board of Corrections
Ged Wright, Secretary, Board of Corrections
Earnest D. Ware, Member, Board of Corrections
Steve Burrage, Member, Board of Corrections
Kevin Gross, Member, Board of Corrections
Michael Roach, Member, Board of Corrections
Justin Jones, Director
Ed Evans, Associate Director, Field Operations
Linda Parrish, Deputy Director, Administrative Services
Eric Franklin, Deputy Director, Treatment and Rehabilitative Services
Dr. Laura Pitman, Deputy Director of Division I Institutions
Renee Watkins, Deputy Director of Division II Institutions
David Parker, Deputy Director of Division III Institutions
Reginald Hines, Deputy Director, Community Corrections
Sharon Neumann, Deputy Director, Community Sentencing and Information Services
Joyce Jackson, Executive Communications Manager

From: Greg Sawyer, Chief of Departmental Services

Subject: FY 2013 Fiscal Expenditure Trending Report as of 01/31/2013

The report continues to focus on the major expenditure categories that historically represent 80% of all department costs: payroll, contract beds, and offender medical services.

Expenditure Summary

Based on seven months of expenditure data a deficit of \$12.1 million exists for fiscal year 2013. This deficit is \$1.0 million smaller than the deficit reported the previous month. The report does not take into account changes in staffing or offender population that may occur through the course of the fiscal year.

Payroll

The overall funded payroll is 68.9%; this totals 4,059.1 out of 5,894.6 authorized FTE. At the end of January, 3,960.0 positions were filled for a rate of 67.2% with 99.1 FTE under the funded rate. A surplus of \$2.8 million currently exists.

Contract Beds

Expenditure trends are based on current offender levels as of the end of January. An \$8.5 million deficit exists at this time. Any offender growth during the course of the fiscal year that would require additional contract bed space will increase this deficit.

Medical and Mental Health Services

Medical and mental health expenditure trends for January reflect a deficit of \$6.4 million exists should current expenditure trends continue.

- CC Marilyn Anderson, House Fiscal Staff
- Jose Salinas, Senate Fiscal Staff
- Josh Maxey, Office of State Finance
- Neville Massie
- Dr. Don Suttmiller
- Jerry Massie
- Greg Thomas
- Tom James
- Greg Williams
- Ashlee Clemmons
- Ron Wiser
- Chris Kennedy



Population Update

Population Update

Population Information as of January 31, 2013

Compared to January 31, 2012

Total System Offender Population	Females	Males	Total
Current Population	2,677	23,675	26,352
Population Last Year	2,583	22,898	25,481
Change from last year	94	777	871

DOC Facilities	Females	Males	Total
Current Population	2,158	15,873	18,031
Population Last Year	2,103	15,639	17,742
Change	55	234	289

Private Prisons	Females	Males	Total
Current Population	0	5,128	5,128
Population Last Year	0	4,744	4,744
Change	0	384	384

County Jail Contracts	Females	Males	Total
Current Population	0	642	642
Population Last Year	0	437	437
Change	0	205	205

Halfway Houses	Females	Males	Total
Current Population	297	905	1,202
Population Last Year	266	928	1,194
Change	31	(23)	8

Out Count	Females	Males	Total
Current Population	52	614	666
Population Last Year	53	620	673
Change	(1)	(6)	(7)

GPS	Females	Males	Total
Current Population	170	503	673
Population Last Year	157	525	682
Change	13	(22)	(9)

EMP	Females	Males	Total
Current Population	0	9	9
Population Last Year	4	5	9
Change	(4)	4	0

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

Probation Supervision	Females	Males	Total
Current Population	4,906	16,189	21,095
Population Last Year	4,887	16,237	21,124
Change	19	(48)	(29)

Parole Supervision	Females	Males	Total
Current Population	489	2,523	3,012
Population Last Year	512	2,660	3,172
Change	(23)	(137)	(160)

Total System Population	Females	Males	Total
Current System Population	8,072	42,387	50,459
Population Last Year	7,982	41,795	49,777
Change	90	592	682

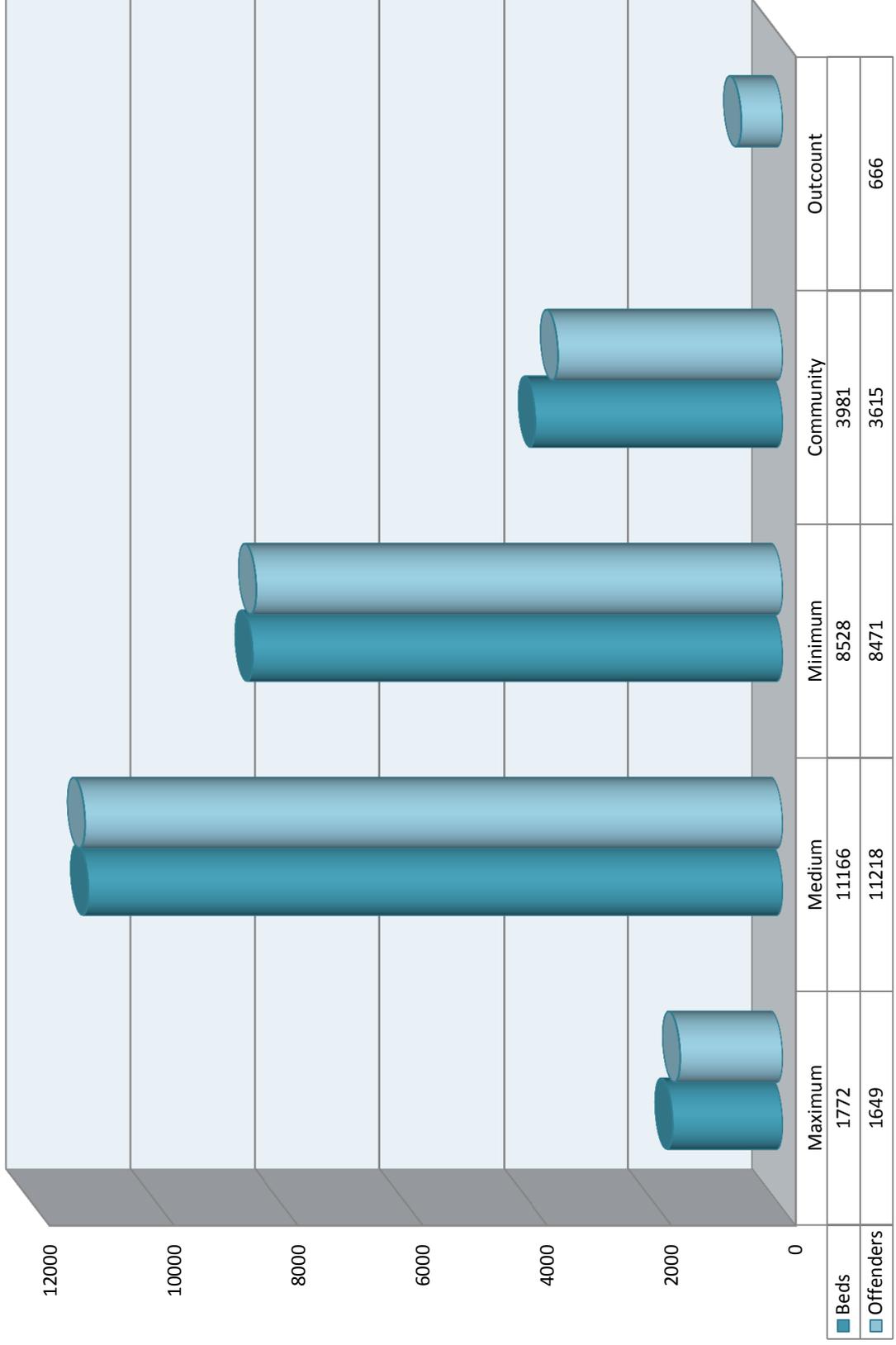
County Jail Inmate Backup	Females	Males	Total
January 31, 2013	106	1,429	1,535
Population Last Year	44	1,424	1,468
Change	62	5	67

Pardon & Parole Board Results	Females	Males	Total
Month: December 2012			
Considered	51	523	574
Denied	22	361	383
Recommended	29	162	191
Percentage Recommended	56.86%	30.98%	33.28%

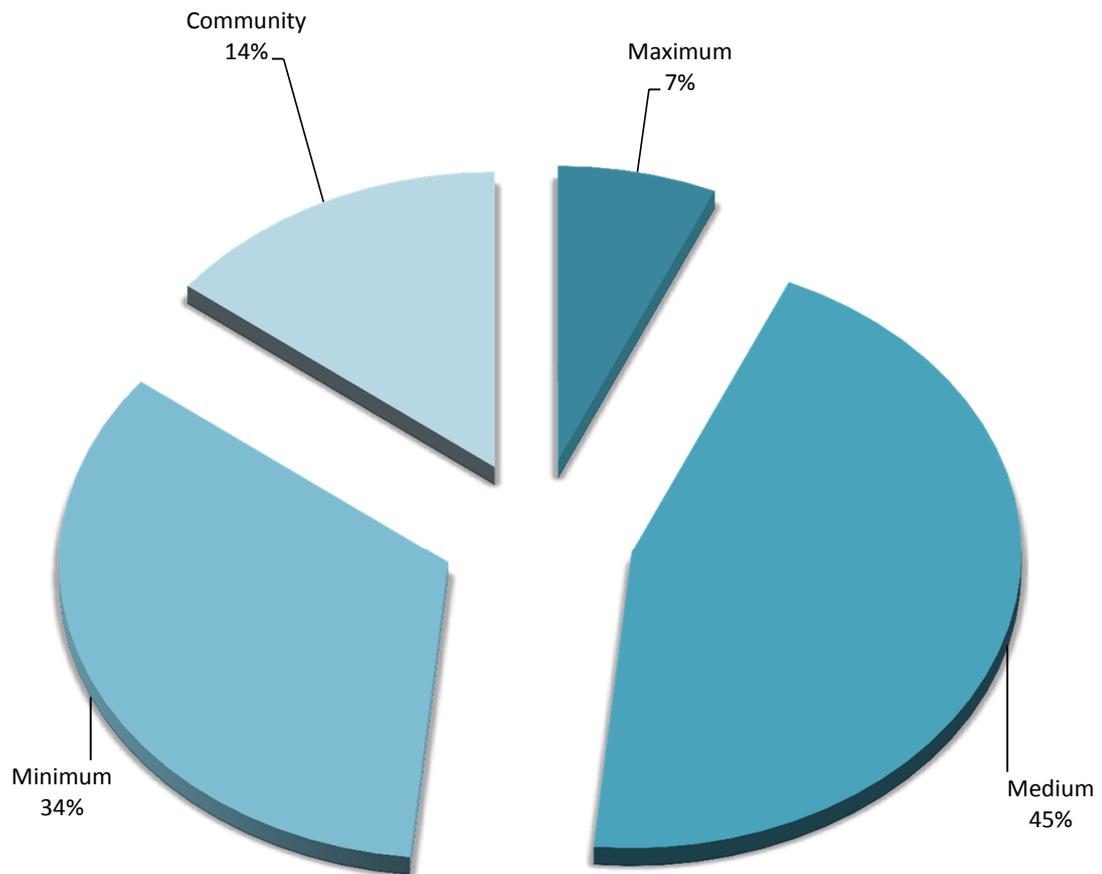
Governor's Actions	Females	Males	Total
Month: January 2013			
Reviewed	9	76	85
Approved	4	24	28
Denied	5	52	57
Percentage Approved	44.44%	31.58%	32.94%

Effective Parole Rate	Females	Males	Total
Month: January			
Percentage Recommended by Board	56.86%	30.98%	33.28%
Percentage Approved by Governor	44.44%	31.58%	32.94%
Effective Parole Rate	25.27%	9.78%	10.96%

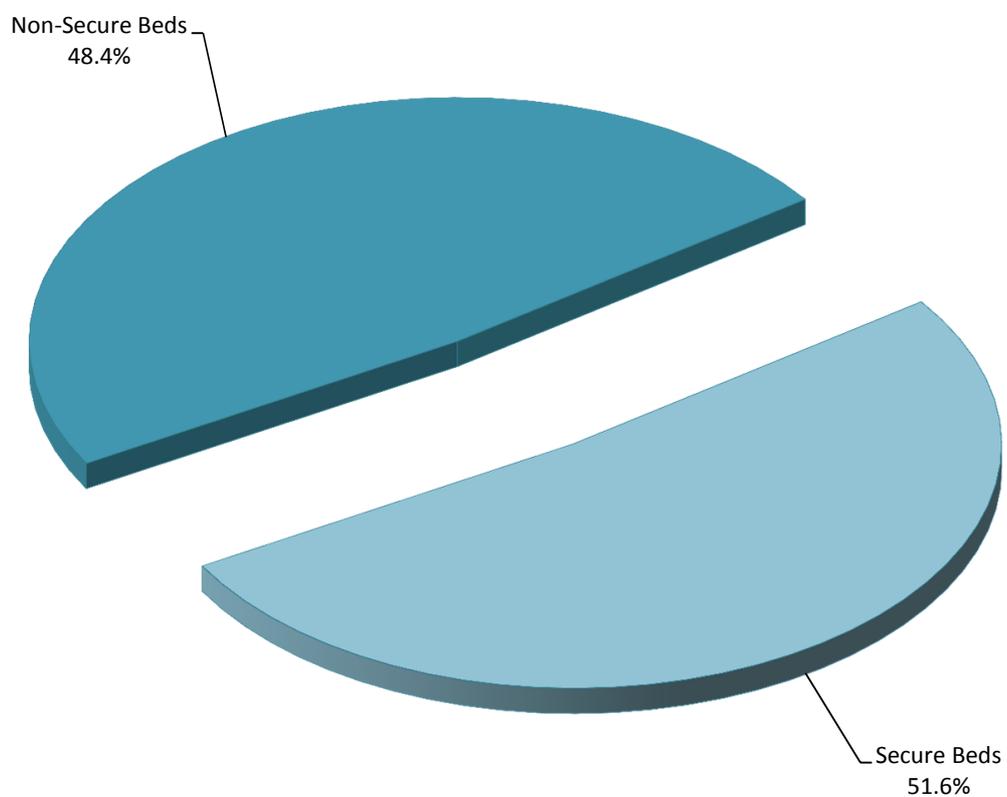
Offender and Bed Distribution 01/31/2013



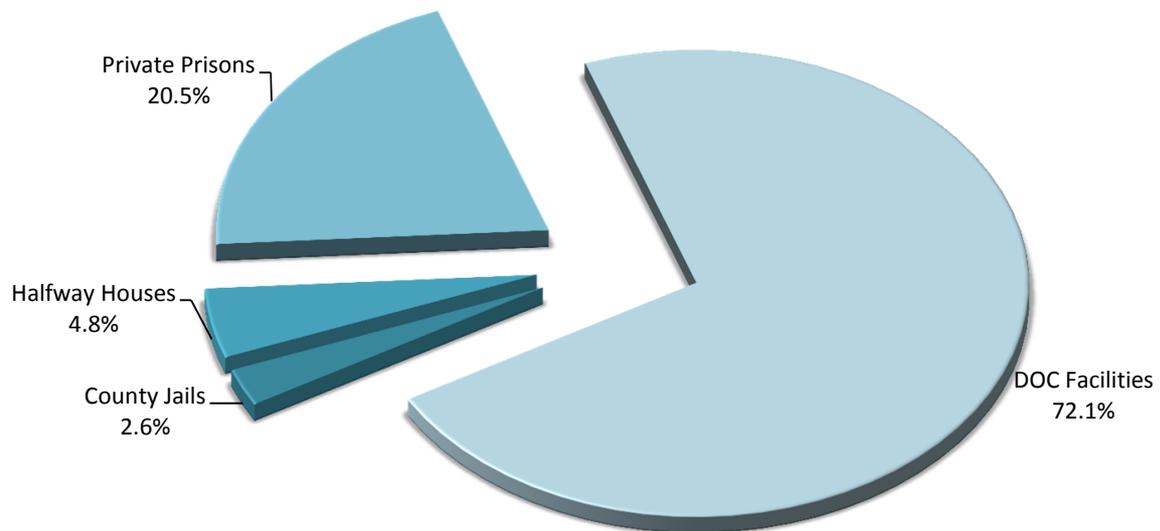
Offender Distribution By Security Level 1/31/2013



**Percentage Of Offenders In Secure And Non-Secure
Beds
1/31/2013**



Offenders In DOC Facilities v. Contract Facilities 1/31/2013





**Approval/Confirmation of
Appointment**
Anita Trammell, Warden, OSP

EDUCATION

Bachelor of Arts

May 1982

Southeastern Oklahoma State University, Durant, OK

Major: Sociology

Minors: Psychology/Biology

WORK EXPERIENCE

Interim Warden III

September 2012 – Present

Oklahoma State Penitentiary, McAlester, OK

- Responsible for the overall operation and administrative function of an 800 bed maximum security facility and a capacity of 363 FTE. The facility includes a high maximum unit that houses death row offenders; high risk/high profile offenders, administrative segregation offenders and disciplinary segregated offenders. Also included are two specialized Mental Health Units and a complete care medical unit, along with 11 mental health staff and 23 medical staff.
- Ensures facility is in compliance with departmental policies/procedures and applicable statutory requirements.
- Provides facility operational oversight to ensure all security is being carried out effectively in accordance with Departmental guidelines.
- Provides leadership at the facility to include supervision of warden's direct report staff.
- Oversees the facility budgeted and physical resources for the facility.

Warden III

April 2010 – Present

Mack Alford Correctional Center, Stringtown, OK

- Responsible for the overall operation and administrative functions of a 542 bed medium and 263 minimum security correctional facility. This includes security and custodial care, classification food service, health services, physical plant maintenance, offender programmatic activities, religious activities, education, laundry, mail, canteen, correctional industries and agri-services.
- Ensures facility is in compliance with departmental policies/procedures and applicable statutory requirements.
- Provides facility operational oversight to ensure all security, administrative, and programmatic functions are being carried out effectively in accordance with Departmental guidelines.
- Provides leadership at the facility to include supervision of warden's direct report staff.
- Oversees the facility budget and physical resources for the facility.

Deputy Warden II

June 2006-March 2010

Mack Alford Correctional Center, Stringtown, Oklahoma

- Responsible for daily operations of the facility to include ensuring conditions of confinement are secure, sanitary and safe.
- Provides leadership and supervision to all areas of the facility to include security, unit management, maintenance, training, procedures, safety officer, case management supervisor, substance abuse coordinator and chaplain.
- Assist the warden on initiating and planning facility strategies to include budgetary operations, resource management and security issues.
- Provide information, guidance and serve as a resource for developing, implementing and interpreting policy and procedure pertaining to the operation of the facility.

Interim Deputy Warden II

October 2005 – May 2006

Mack Alford Correctional Center, Stringtown, OK

- Responsible for daily operations of the facility to include ensuring conditions of confinement are secure, sanitary and safe.
- Provides leadership and supervision to all areas of the facility to include security, unit management, maintenance, training, procedures, safety officer, case management supervisor, substance abuse coordinator and chaplain.
- Assist the warden on initiating and planning facility strategies to include budgetary operations, resource management and security issues.
- Provide information, guidance and serve as a resource for developing, implementing and interpreting policy and procedure pertaining to the operation of the facility.

Unit Manager

June 1997 – September 2005

Mack Alford Correctional Center, Stringtown, OK

- Responsible for supervising daily operations and activities of a male offender housing unit. The units have consisted of a minimum-security unit to include a segregated therapeutic substance abuse program and two medium security units to include an open bay orientation unit.
- Responsible for supervising staff (i.e., 8-4 shift and 4-12 shift correctional security officers, two case managers, two counselors, one secretary).
- Responsible for ensuring that security was maintained in prevention of escapes, prevention of assaults on staff and offenders as well as holding offenders accountable for complying with departmental and facility level policy and procedure.
- Responsible for the safety of staff and offenders. Responsible for sanitation of five housing quads, individual cells, dining hall, visiting building and grounds. Ensured that inspections are conducted daily, weekly and monthly to provide compliance with fire and safety, sanitation and health department concerns as well as policy and procedure.

- Responsible for ensuring case managers complied with all aspects of classification, case management, parole and disciplinary procedures.
- Responsible for ensuring counselors provided basic necessities for the offenders on their case loads, supervised housing orderlies and the sanitation in their sections, conducted various inspections and served as disciplinary investigator.
- Ensured that case managers and counselors provided programs to offenders.
- Prepared various weekly and monthly reports. Audited 15% of the offender population monthly for classification compliance.
- Chaired orientation, job change, bed move and unit classification committees.
- Inspected each cell, section, building and grounds weekly.
- Ensured compliance for the American Correctional Association (ACA) standards assigned.
- Served as facility duty officer, served as acting deputy warden and served on and chaired various committees and projects for the facility and region.

Case Manager Supervisor

May 1989 – May 1997

Mack Alford Correctional Center, Stringtown, OK

- Responsible for supervising the recreational department, records department and typist clerk III.
- Coordinated, monitored and ensured quality control of unit classification reviews, reclassification and parole documentation. Prepared the monthly double-celling report and quarterly racial balance report.
- Coordinated and chaired in-depth orientation and job change committee on a weekly basis. Served as liaison between unit staff and the reintegration specialist.
- Monitored the restrictive housing unit to ensure proper reclassification and expedient transfer of the offenders assigned to this status. Coordinated the transfers of offenders with special needs. Served as liaison between this facility and population office.
- Ensured compliance with ACA standards assigned to classification, records and recreation.
- Prepared special reports, projects and tasks analysis assigned by deputy warden.
- Served on the Escape Intelligence Team. Member of the Employee Recreational Committee and Canteen Board Committee.

Administrative Officer/Warden's Assistant

September 1986 – April 1989

Mack Alford Correctional Center, Stringtown, OK

- Responsible for supervising postal staff, property officer, law library supervisor and typist clerk III.
- Researched and prepared staff/offender grievance responses, offender disciplinary appeal responses and correspondence for warden's signature. Special report writer, public information officer, overseen the budget for domestic services, and ensured compliance for ACA standards. Affirmative Action Chairperson.

Senior Case Manager/Case Manager
Mack Alford Correctional Center, Stringtown, OK

May 1982 – August 1986

- Responsible for maintaining a caseload of 120 offenders (i.e., counseling, processing classification forms, parole summaries). Facility classification chairperson and member, disciplinary chairperson, staff representative, law library coordinator, and non-violent intermediate and 120 day judicial review case manager.
- Served as auditor of offender field files to include calculating earned credits and projected release dates. Alternated records officer, supervised clerk III and processed correspondence to state agencies.

SPECIALIZED TRAINING

- Total Quality Management Training
- Hostage Negotiation Training
- Management Development for the Future
- Correctional Leadership for Women

RECOGNITION

- Supervisor of the Year, *Mack Alford Correctional Center*, 2005
- Supervisor of the Year, *Mack Alford Correctional Center*, 1992
- Employee of the Year, *Division II, Department of Corrections*, 1986
- Employee of the Year, *Mack Alford Correctional Center*, 1986

Oklahoma Department of Corrections

certifies that

Anita Trammell

has been duly confirmed and appointed to the position of

WARDEN

of the Oklahoma State Penitentiary
by the Oklahoma Board of Corrections on the
Twenty-eighth day of February in the year Two Thousand and Thirteen

Justin Jones, Director
Oklahoma Department of Corrections

Linda K. Neal, Vice Chairman
Oklahoma Board of Corrections

Matthew H. McBee, Chairman
Oklahoma Board of Corrections

Gerald W. Wright, Secretary
Oklahoma Board of Corrections



Approval of Resolution
Retirement of Linda Parrish
Deputy Director, Admin Services

Oklahoma Board of Corrections

Resolution

WHEREAS, the Oklahoma Board of Corrections received with deep regret the news of the well-deserved retirement of Linda Parrish; and

WHEREAS, Linda Parrish began working for the Oklahoma Department of Corrections in 1983 after being inherited from the Department of Human Services; beginning her employment in 1976 at the Boley State School for Boys as a typist clerk; promoting to many leadership positions during her 37 years in state service including secretary I, secretary II, executive secretary I, warden's assistant, administrative assistant, facility staffing pattern analyst, personnel manager, human resources manager, administrator of personnel and deputy director of administrative services; and

WHEREAS, throughout the career of Linda Parrish, she has been consistently recognized as an exceptional public servant for her compassion toward others, loyalty, initiative, hard work, dependability, competence, professionalism, and commitment to excellence and to the department's mission; and

WHEREAS, Linda Parrish was a dedicated correctional professional and an effective member of Executive Staff, who exemplified team work; contributing immensely to the development and the enhancement of departmental policies, procedures, programs, and the overall operations of the Department of Corrections:

BE IT THEREFORE RESOLVED, that the Oklahoma Board of Corrections does hereby acknowledge the outstanding service of Linda Parrish to the Oklahoma Department of Corrections and state of Oklahoma and extends to her sincere congratulations and best wishes for a satisfying retirement.

ADOPTED this 28th day of February, 2013.

Matthew Hunter McBee, Chair

Linda K. Neal, Vice Chair

Gerald W. Wright, Secretary

Steve Burrage, Member

Kevin J Gross, Member

Michael W. Roach, Member

Earnest Ware, Member