

**OKLAHOMA
BOARD OF CORRECTIONS
MEETING**

July 26, 2013

Mabel Bassett Correctional Center
McLoud, Oklahoma



OKLAHOMA BOARD OF CORRECTIONS MEETING

Mabel Bassett Correctional Center
29501 Kickapoo
McCloud, Oklahoma
1:00 p.m., Friday, July 26, 2013

AMENDED AGENDA

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

1. Opening and Roll Call Kevin Gross, Chair
2. Welcome/Remarks Rickey Moham, Warden
Mabel Bassett Correctional Center
3. Old Business Kevin Gross, Chair
4. Approval of June 21, 2013, Board Meeting Minutes Kevin Gross, Chair
5. Director's Comments Justin Jones, Director
6. Approval of Board Resolution Reginald Hines, Deputy Director
Community Corrections
 - ODOC Probation and Parole Officer of the Year
Sandy L. Hadley, Probation & Parole Officer III, NEDCC
7. Approval of Board Resolution Kevin Gross, Chair
 - Justin Jones
8. Approval of Board Policy Justin Jones, Director
 - P-050100, Emergency Plans for the Oklahoma Department
of Corrections
 - P-090200, Public Works Programs of the Oklahoma
Department of Corrections
9. Programs Update Clint Castleberry, Administrator
Programs
10. Budget Update Greg Sawyer, Chief
Business Operations
11. Approval of Private Prison Contract Extension Mike Oakley, General Counsel
 - GEO Group, Inc.
12. Population Update Laura Pitman, Ph.D., Deputy Director
Institutions, Division I
13. Approval of Director Job Description Tina Hicks, Chief
Administrative Services

OKLAHOMA BOARD OF CORRECTIONS

Mission Statement

We are a select group of Governor-appointed, politically diverse volunteers which directs, advocates, and holds accountable stakeholders to effect best correctional practices.

"Advocating Correctional Excellence"

14. Committee Reports Committee Chairs
 Standing Committees:
 • Budget – Chair Steve Burrage, Members Gene Haynes and T. Hastings Siegfried
 • Female Offender – Chair Linda Neal, Members Michael Roach and Earnest Ware
 • Public Policy/Public Affairs – Chair Earnest Ware, Members Gene Haynes and T. Hastings Siegfried
 • Population/Private Prisons – Chair Linda Neal, Members Steve Burrage and Michael Roach
 • Executive – Chair Kevin Gross, Members Linda Neal and T. Hastings Siegfried
 Ad Hoc Committee:
 • Director Search – Chair T. Hastings Siegfried, Members Michael Roach and Earnest Ware
15. 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.
16. Announcements Kevin Gross, Chair
17. Approval to Adjourn for Executive Session Mike Oakley, General Counsel
 • Appointment of Interim Director
“Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any salaried public officer or employee.” 25 O.S. § 307.B.1.
18. Approval to Return from Executive Session Mike Oakley, General Counsel
19. Approval of Appointment of Interim Director Kevin Gross, Chair
20. Adjournment Kevin Gross, Chair
The next regular meeting of the Board of Corrections is scheduled for 1:00 p.m. on September 27, 2013, at William S. Key Correctional Center in Fort Supply, Oklahoma.

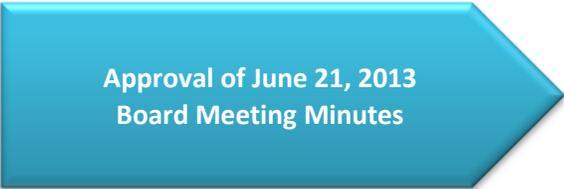
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OKLAHOMA BOARD OF CORRECTIONS

Mission Statement

We are a select group of Governor-appointed, politically diverse volunteers which directs, advocates, and holds accountable stakeholders to effect best correctional practices.

“Advocating Correctional Excellence”



Approval of June 21, 2013
Board Meeting Minutes

OKLAHOMA BOARD OF CORRECTIONS MEETING
Lexington Assessment and Reception Center
15151 Highway 39
Lexington, Oklahoma

1. Opening and Roll Call

Linda Neal, Chair

Chair Neal called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 p.m. at the Lexington Assessment and Reception Center (LARC) on Friday, June 21, 2013. Chair Neal asked the clerk to call the roll:

Steve Burrage, Member	Present	Michael Roach, Member	Present
Kevin Gross, Secretary	Present	Hastings Siegfried, Member	Present
Gene Haynes, Member	Absent	Earnest Ware, Vice Chair	Present
Linda Neal, Chair	Present		

Calling of the roll reflected a quorum was present. Chair Neal welcomed those in attendance at the meeting and thanked Warden Farris for the tour of the facility earlier in the day as well as the service of lunch prior to the meeting.

2. Welcome/Remarks

Jim Farris, Warden
Lexington Assessment and Reception Center

Warden Farris greeted the Board and welcomed them to LARC for the meeting. He stated the facility is probably the most complex in Oklahoma. He stated the staff's management process is outstanding and he expressed his pride of their accomplishments. Warden Farris stated the reason for the complexity of the facility is due to the assessment and reception of offenders from county jails. He stated the capacity in assessment and reception is 418 offenders housed in Units 1 and 2. The offenders are assessed and then can be moved to a housing facility, including the medium security units at LARC. The facility has many programs available for the offenders, but those most noted are the Friends For Folks dog program, Oklahoma Correctional Industries (OCI), and CareerTech. The capacity count at LARC is currently 1,451 offenders and includes assessment and reception, medium security units, segregated housing unit, medical infirmary, and the minimum security unit. Warden Farris again thanked the Board for visiting the facility and invited the meeting attendees to tour after the meeting.

Chair Neal noted the referral by Warden Farris to the Friends For Folks dog program and encouraged the meeting attendees to view The Dogs of Lexington documentary which provides information about the program. She stated the video will impress viewers and allow them to see the program's innovation. No further comments or questions were made and the item was closed.

3. Old Business

Linda Neal, Chair

There was no old business brought before the Board.

4. Approval of May 30, 2013, Board Meeting Minutes

Linda Neal, Chair

No comments or questions were raised by the Board regarding the minutes from the May 30, 2013, meeting of the Oklahoma Board of Corrections. Chair Neal requested a motion to approve the minutes as provided by the clerk.

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

The meeting minutes were approved by majority vote.

5. Director's Comments

Justin Jones, Director

Director Jones provided the following update to the Board:

- Twelve women graduated from the Female Diversion Program in May 2013. The Female Diversion Program was one of only three programs highlighted in the May 2013 Bureau of Justice Assistance State Criminal Justice Profile. Unfortunately, the District Attorney's Council elected not to fund the Justice Assistance Grant program in FY 2014 and the program will be seeking other funding sources.

- Oklahoma Department of Human Services (DHS) Child Welfare and Child Protective Services staff toured Mabel Bassett Correctional Center and met with Deputy Director Laura Pitman and Warden Rickey Moham on May 24, 2013, regarding the procedures for notifying DHS when an offender is pregnant and services for pregnant female offenders.
- Dick Conner Correctional Center (DCCC) Employees raised \$575, and the Offender Council donated \$600, for a total of \$1,175 donated to the tornado disaster relief fund.
- On May 23, 2013, a representative from the Oklahoma Messaging System videotaped offenders who wanted to read a story for their children and/or grandchildren.
- Replacement has begun on 30 telephone poles and 36 lights at the Mack Alford Correctional Center. The lights are being replaced with LED lighting and the expectation is to greatly reduce the amount of electricity used at the facility, provide better visibility, and require less maintenance labor.
- The fundraiser for Run Against Child Abuse at Oklahoma State Reformatory (OSR) was a great success. Through a partnership with Pizza Hut Mangum and Pizza Hut Hobart, the offenders at OSR raised a total of \$801 to donate to local charities for the prevention of child abuse.
- On May 10, 2013, Chair Neal and Deputy Director David Parker ate lunch at the pavilion with OSR staff. Before the lunch, Deputy Director Parker recognized Warden McCollum for his 25 years of state service.
- Oklahoma Correctional Industries (OCI) garment operations manufactured 7,483 offender uniform tops, 5,766 offender uniform pants and 688 offender coats for finished goods inventory. The goal is to maintain approximately 18,000 tops and pants and 2,000 coats in inventory to facilitate faster delivery of offender garments as needs arise in the facilities
- Two modular houses, constructed by OCI, were completed in May for delivery to Camp Gruber for the Oklahoma National Guard and seven more are scheduled for delivery in June.
- The contractor is finished with one side of one unit at Dick Conner Correctional Center for the Doors and Locks Replacement Project. The facility moved offenders into the recently finished side of the first unit and out of the next side to be worked on. Several minor design issues were detected with the completed unit and the warden and C&M project coordinator are working through these with the contractor. Work is progressing normally.
- The Kate Barnard Community Corrections Center Dental Clinic project is in the punch list stage for construction. As the final weeks are completed, the planning for durable medical equipment installation will start which includes delivery of several large x-ray machines.
- The new footprint work continues at Oklahoma State Penitentiary with the architect and engineer working on drawings of the new administration building. Security fence supplies are all on site along with the rock for between the fences. The stun fence electrical consultants have made two visits and their work is underway. They have approved the security fence plans and construction on fences has started with the construction of gates which will allow secure access between fences for the much needed security upgrades.
- In May, 114 males and 142 females completed the HIV peer education class. 90 males and 40 females completed Living Longer Living Stronger health education courses.
- On May 9, 2013, Chief Medical Officer Dr. Don Suttmiller, Dr. Ross Fisher from Lexington Assessment and Reception Center and Nurse Practitioner Melissa Rosas from Mabel Bassett Correctional Center met with OU Health Science Center Oncology/Hematology staff to discuss Oncology treatment and orders, and to improve communication between OU and ODOC staff.
- On May 30, 2013, Dr. Suttmiller participated as a presenter for a national webinar. *Aging Inmates: The Continual Graying of America's Prisons*, was presented by the Southern Regional Office of the Council of State Governments. Dr. Suttmiller discussed historical and current accommodations being made by ODOC for aging offenders and the challenges the growing population of older offenders present to any corrections agency.
- A multi-year contract for FY2014-FY2018 was awarded to Hibbs Funeral Home for indigent cremation services at a cumulative estimated amount of \$44,999.25.

- Director Jones attended and provided training to new directors on hot topics in corrections at the Association of State Correctional Administrators meeting June 14-16, 2013.
- An execution was held on June 18, 2013, and another is scheduled for June 25, 2013.

Chair Neal requested comments or questions from the Board but none were made.

6. Approval of Board Policy

Justin Jones, Director

- P-120100, Management of State Funds and Assets

Director Jones stated the approval of Board policy P-120100 Management of State Funds and Assets is an annual review and is required by ODOC accreditation with the American Correctional Association. He stated the policy was reviewed by the Executive Committee during their teleconference meeting on June 10, 2013. Changes in the policy were simple; the name of the Office of State Finance was corrected to read the Office of Management and Enterprise Services and the name of the Department of Central Services was corrected to read the Division of Capital Assets Management. The only other change in the policy was the names of the Board Chair and Vice Chair. Chair Neal requested a motion to approve the Board policy.

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

The policy was approved by majority vote.

7. Approval of Board Resolution for Condolences

Linda Neal, Chair

- Family of Theodore “Ted” R. Logan, Former Board of Corrections Member

Chair Neal stated a dear friend to the Board had passed away on June 13, 2013. She stated Mr. Theodore “Ted” Logan served on the Board for many years and was the first African American Warden in Oklahoma while employed with ODOC. Chair Neal expressed her sadness to have lost such a strong supporter of ODOC. She requested a motion to approve the Board Resolution for Condolences.

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

The resolution was approved by majority vote and was then read into the meeting minutes by Mr. Gross, BOC Secretary.

WHEREAS, the Oklahoma Board of Corrections has learned with great sorrow of the death of former board member Theodore “Ted” R. Logan, who served on the Oklahoma Board of Corrections from April 2004 until March 2012; and

WHEREAS, the Oklahoma Board of Corrections acknowledges the profound public service of Theodore “Ted” R. Logan, who served distinctly in the capacities of secretary (July 1, 2007—June 30, 2008), vice-chair (July 1, 2008—June 30, 2009), and chair (July 1, 2010—June 30, 2011) during his eight-year tenure on the Board; and

WHEREAS, the Oklahoma Board of Corrections and the Oklahoma Department of Corrections greatly benefitted from the experience and expertise of Theodore “Ted” Logan, whose background in criminal justice included serving as a counselor at the United States Disciplinary Barracks at Ft. Leavenworth, Kansas, retired employee of the Oklahoma Department of Corrections, and criminal justice instructor and department head at Rose State College; and

WHEREAS, Theodore “Ted” R. Logan was an active and effective member of the Oklahoma Board of Corrections and contributed to the efficiency and betterment of the operations of the Oklahoma Department of Corrections by serving on several Board committees, including executive committee, budget committee, female offender committee, legislative/public policy committee, population/private prisons committee, public affairs/state boards interface committee and Ad Hoc training committee; and

WHEREAS, Theodore “Ted” R. Logan was a true friend and loyal supporter of corrections with genuine care and concern for the Oklahoma Department of Corrections, its employees and offenders, including the establishment of a female offender division and also the Oklahoma Chapter of the National Association of Blacks in Criminal Justice; therefore, be it

RESOLVED that the Oklahoma Board of Corrections does hereby acknowledge the leadership, support, and service of Theodore "Ted" R. Logan and expresses deepest sympathy to his sons and daughters as well as other family members and friends upon his passing.

ADOPTED this 21st day of June, 2013.

Chair Neal thanked Mr. Gross and stated the family would receive the resolution after all Board signatures had been obtained.

8. Program Update

**Joe Ely, Ph.D., Instructional Leader
Lexington Skills Center**

- CareerTech

Mr. Joe Ely stated he was an instructional leader at LARC for the Lexington CareerTech Skills Center which currently has four programs at the Skills Center: Plumbing Technology, HVAC/R, Cabinet Making Apprenticeship, and Electrical Trades. He stated their mission is to prepare the students for success in the workplace and in their community. The plumbing program started in January 2013 and currently has twelve students participating in the program. Mr. Ely stated one student graduated in June, receiving his GED and completing the Life Skills program. The offender visited with the transition specialist prior to his discharge and after his release to the Oklahoma City area, the offender was employed very quickly. Mr. Ely stated the diploma program can accommodate twelve students and has three students currently enrolled who, upon completion of the program, will be transferred to other institutions for employment on the offender maintenance crews. The other nine offenders are six months to one year from discharge to their communities.

Mr. Ely stated the HVAC program began in 2001 and has a current enrollment of thirteen students. As in the plumbing program, there are currently three students who will transfer after completion to other institutions for assignment to offender maintenance crews. After the offenders serve their apprenticeship time, they will be allowed to return to Lexington CareerTech Skills Center and test for their journeyman license. Even though the offenders have long-term sentences, there have been many students discharge to the streets after a few years and are able to find high-paying jobs in the HVAC industry. Mr. Ely stated the HVAC program has a training-related placement of 89.2% with a starting wage of \$12.56 per hour.

The Cabinet Making Program has thirty-three students, currently with eight in training and the remaining working at the Joseph Harp Correctional Center Furniture Factory. Presented to each Board member was a personalized nameplate made from scrap lumber by the four-year students in the program. Mr. Ely stated the students learn the technical skills needed for designing, cutting, staining and assembly of the finished product.

Mr. Ely stated their academic program supports the three programs mentioned, such as assisting the offenders with math skills needed for HVAC and cabinet building. The offenders also go through a green technology course and receive a Career Readiness credential before they are discharged which helps them when they return to their communities and are seeking employment through Workforce Oklahoma.

The Journeyman Licensing program brings offenders back to LARC from all ODOC institutional maintenance departments to participate in testing preparatory classes before being tested by PSI (Professional Services Industries, Inc.) at the facility to receive their license. To date, 150 students have obtained their journeyman licenses since the program began in 1998 at Mack Alford Correctional Center.

The Life Skills program was initiated to assist the offenders with reintegration. Mr. Ely stated (9) standards were identified in the program to help the offenders overcome the stumbling blocks they may encounter after release: seeking and maintaining employment; positive character traits; family and relationships; personal, family, and business management; legal rights and responsibilities; managing finances successfully; personal interactions and human relation skills; and anger management. Mr. Ely stated they conduct mock interviews as part of the academic program, bringing in people from businesses and industries along with ODOC staff and Career Tech staff, to perform an actual job interview with each offender. Current job advertisements are reviewed by the offenders and they complete an employment portfolio to prepare them for the mock interviews. The portfolio contains their current resume, reference letters from Career Tech instructors and pictures of the documented skills the offenders have acquired from completed projects. Mr. Ely stated the offenders also receive OSHA ten-hour safety training certification before they discharge from incarceration so they are ready to work when they show up on a work site.

Mr. Ely stated Career Tech employs two transition specialists; one in Tulsa and the other in Oklahoma City. The transition specialists visit with the offenders before they discharge from incarceration to determine their housing and clothing needs, location they will return to after release, etc. Mr. Ely stated recidivism studies conducted on Skill Center

graduates who are placed in training-related jobs have an 85% chance of survival when released to the streets while those students who are not placed in training-related jobs have a 67% chance of survival.

No further questions or comments were made by the Board.

9. Budget Update

**Greg Sawyer, Chief
Business Operations**

Mr. Sawyer stated the Board had received the agency's financial statements regarding appropriations for review prior to the meeting. He stated there is approximately \$3.5 million to finish the fiscal year which is above and beyond ODOC encumbrances and payroll. The deficits previously reported to the Board are covered by the funds available.

Mr. Ware asked if the agency had any surplus money for emergencies. Mr. Sawyer stated the \$3.5 million would be considered available for emergency purchases or payments. Mr. Ware queried if there were any encumbered monies to which Mr. Sawyer responded no. Mr. Burrage stated the Budget Committee met earlier this date and, as indicated by Mr. Sawyer, the agency has in excess of \$3.5 million as related to appropriated funds. He stated there was also the balance left in the revolving funds which was provided in the statement of appropriated funds, encumbrances, disbursements, and remaining balance. He stated the Board should have received a statement on Fund 200, Fund 205, and Fund 280 which reflected the beginning and ending balance for this year along with receipts and disbursements from the accounts throughout the year.

Mr. Burrage advised the Board he would respond to questions relating to the financial statements previously provided to them. Mr. Ware queried why there was not a budget report in the packets on this date. Mr. Burrage stated he felt there was some misleading information in the financial statements provided to the Board and reflected beginning balances, receipts, and disbursements in the revolving funds plus an estimate of the agency's encumbrances and threw the agency in a negative cash balance, which is illegal. Mr. Ware stated he respected Mr. Burrage's and Mr. Sawyer's expertise but he considers himself a "lay person" and requested they speak in a vernacular he understands. Mr. Ware stated the comment by Mr. Burrage of things being misleading brings more questions than answers. Mr. Burrage stated it was his intent for the report to be provided in a language everyone can understand. Mr. Burrage stated he had been in discussion with the committee and Mr. Sawyer on the report so there is no confusion on what is reported out of the Budget Committee and the general public can review the statements to understand them.

Mr. Burrage stated the Budget Committee also discussed the financial statements regarding the enterprise funds of the for-profit entities - Oklahoma Correctional Industries and Agri-Services - which have the same characteristics as a private business. He stated they are material in relation to the whole of ODOC and have assets in excess of \$30 million. They also have revenues which will reach \$27-\$37 million annually. Mr. Burrage stated the committee will be discussing their accounting procedures to ensure there is an adequately controlled environment and systems in place to protect the assets of these two entities.

Mr. Siegfried stated his understanding of the financial reports sent to the Board indicates ODOC has approximately \$3.5 million in excess, which Mr. Sawyer confirmed, to cover any surprise or emergency expenditures between this date and June 30, 2013. Mr. Siegfried stated if there are overages, there is the possibility of utilizing the \$3.5 million as well as using the funds in the revolving accounts. Mr. Sawyer agreed, noting there must be balances available in the revolving accounts. Mr. Siegfried stated this is to cover any event such as an emergency expenditure outside of the planned budget provided by the legislature and allows ODOC to not request supplemental funding. Again, Mr. Sawyer agreed with Mr. Siegfried's statement. Mr. Burrage stated the funds in the three accounts are approximately \$20 million. Director Jones clarified the majority of the unrestricted revolving accounts is currently being spent to finish the fiscal year in reference to offender growth, medical beds, backup county jail beds, and additional private prison beds. Director Jones stated the unrestricted revolving accounts, with the exception of the Canteen account, are assisting with the needs caused by offender growth and underfunding in areas ODOC has no control over. Director Jones queried of Mr. Sawyer if he expects the unrestricted account and Fund 200 account monies to be spent. Mr. Sawyer stated he expects the majority of the monies to be spent although there is \$2 million already earmarked for a project and will not be touched. He stated ODOC is relying on the Fund 200 to finish out the fiscal year. Director Jones also clarified the Fund 280 account requires legislative authorization to access those funds for expenditures.

No further questions or comments were made by the Board.

10. Approval of Private Prison Contract Extension

Mike Oakley, General Counsel

- GEO Group, Inc.

Mr. Oakley stated ODOC is on the final year of the GEO Group, Inc., contract for the Lawton Correctional Facility but have not been able to reach an agreement on the final terms of the contract for the upcoming year. Mr. Oakley asked the Board for approval of a thirty-day extension while the contract is negotiated.

Motion: Mr. Gross made a motion to approve the GEO Group, Inc., contract extension. Mr. Roach seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – absent; Ms. Neal – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Ware – yes.

The contract extension was approved by majority vote. No further comments were made and the item was closed.

11. Approval of Private Prison Contract Renewal

Mike Oakley, General Counsel

- Corrections Corporation of America (CCA)

Mr. Oakley stated the CCA contract is also in the final year and he is requesting approval to continue the contract for one more year. Mr. Siegfried queried if the contract allowed ODOC to make modifications between this date and the end of the final contract next year such as capacity or rates. Mr. Oakley stated ODOC can discuss and renegotiate for additional capacity throughout the year. Chair Neal clarified even though the contract is just being renewed for another year there can be revisions made to the contract. Mr. Oakley stated the contract can be revised at any time to contract for additional beds provided CCA has the beds available.

Motion: Mr. Siegfried made a motion to approve the CCA contract renewal. Mr. Roach seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – absent; Ms. Neal – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Ware – yes.

The contract renewal was approved by majority vote. No further comments were made and the item was closed.

12. Population Update

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

Dr. Pitman provided the following population update as of May 31, 2013:

Total System Offender Population = 26,510	EMP = 16
DOC Facilities = 17,937	PPCS = 1
Private Prisons = 5,453	Probation Supervision = 21,026
County Jails with Contracts = 611	Parole Supervision Offenders = 3,004
Halfway Houses = 1,155	Total System Population = 50,540
Out Count (jails, hospitals, etc.) = 675	County Jail Backup = 1,697
GPS = 662	

Dr. Pitman stated the entire total system offender population had increased by 641 from May 31, 2012, and the majority of the increase had been in private prison beds (678) and county jail contract beds (115). County jail backup continues to be a challenge for ODOC and has increased by 148 since May 31, 2012. Director Jones noted this report was dated May 31, 2013, but the offender population has grown and as of this date there is an additional 684 net growth since June 21, 2012. The past year has seen tremendous growth which is causing ODOC many issues. Director Jones stated ODOC staff will meet with the Population/Private Prisons Committee next month to discuss housing options for the continued growth in county jails and ODOC facilities. Director Jones noted as more counties reach capacity they will invoke the 72-hour rule and ODOC will struggle to comply with housing needs.

Chair Neal asked Dr. Pitman to explain the 72-hour rule referenced by Director Jones. Dr. Pitman stated Oklahoma State Statute allows for counties who are over capacity, in accordance with Oklahoma Department of County Health guidelines, to invoke their excess offenders to be received by ODOC within 72 hours. Director Jones stated when the counties invoke this rule ODOC does not have any option but to accept those offenders immediately even if there are not any beds available. Mr. Roach queried how often this happens to which Dr. Pitman replied almost weekly and sometimes daily depending on the county. She noted Tulsa County has been invoking every Monday for the last several weeks and it is expected they will do so again on Monday, June 24, 2013. No further questions or comments were made and the item was closed.

13. Election of Officers

Linda Neal, Chair

Mr. Roach nominated Board members Mr. Gross as Chair, Mr. Siegfried as Vice Chair and Mr. Burrage as Secretary for the upcoming year.

Motion: Mr. Roach made a motion to approve the nominations as stated. Mr. Burrage seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – absent; Ms. Neal – no; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Ware – no.

The elections were approved by majority vote. No further comments or questions were made and the item closed.

14. Committee Reports

Committee Chairs

No reports or updates were provided by the committee chairs.

15. 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, Chair

No new business was brought before the Board and the item closed.

16. Announcements

Linda Neal, Chair

No announcements were brought before the Board and the item closed.

17. Executive Session

Mike Oakley, General Counsel

- Resignation of Director
- Succession Plan for Hiring and Appointment of Director
- Pending Investigation of Offender Death

Mr. Oakley advised the Board of the need to adjourn to Executive Session.

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

The adjournment was approved by majority vote and the Board adjourned at 1:40 p.m. to Executive Session. At 3:10 p.m., the Board returned from Executive Session.

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

The return was approved by majority vote and the Board resumed the meeting at 3:11 p.m. Chair Neal asked for a motion to approve the formation of a search committee for the new director of ODOC.

Motion: Mr. Burrage made a motion to form an Ad Hoc Director Search Committee. Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – absent; Ms. Neal – yes; Mr. Roach – yes; Mr. Siegfried – yes; Mr. Ware – yes.

The Ad Hoc Director Search Committee was approved by majority vote. Chair Neal noted the new Board chair, Mr. Gross, will assign members to the committee prior to the next meeting.

18. Adjournment

Linda Neal, Chair

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

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

The meeting adjournment was approved by majority vote and the meeting ended at 3:15 p.m. The next meeting will be on Friday, July 26, 2013, at 1:00 p.m. at the Mabel Bassett Correctional Center in McLoud, Oklahoma.

Submitted to the Board of Corrections by:

Kimberley Owen, Minutes Clerk

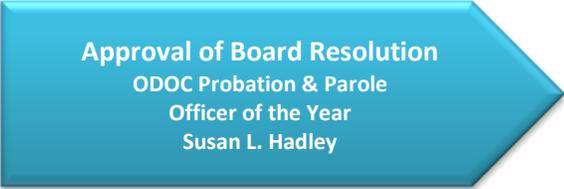
Date

I hereby certify that these minutes were duly approved by the Board on the twenty-sixth day of July, 2013, in which a quorum was present and voting.

Approved by:

Kevin J. Gross , Secretary of the Board

Date



Approval of Board Resolution
ODOC Probation & Parole
Officer of the Year
Susan L. Hadley

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

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

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

RESOLVED, that the Oklahoma Board of Corrections does hereby announce and proclaim to all its recognition of **Sandy L. Hadley**, Probation and Parole Officer III, Northeast District Community Corrections, as the **2012 Agency Probation and Parole Officer of the Year**.

ADOPTED on the 26th day of July, 2013.

Kevin J. Gross, Chair

T. Hastings Siegfried, Vice-Chair

Steve Burrage, Secretary

Gene Haynes, Member

Linda K. Neal, Member

Michael W. Roach, Member

Earnest D. Ware, Member



Approval of Board Resolution
Justin Jones

Oklahoma Board of Corrections

Resolution

WHEREAS, Justin Jones began his career with the Oklahoma Department of Corrections on September 12, 1977, as a probation and parole officer and during his 35 year tenure with the department has served in many responsible positions, including warden, regional director, deputy director and director since 2005; and

WHEREAS, Justin Jones was a loyal and faithful public servant, persistent and dedicated in his tireless advocacy for the department, effecting best correctional practices and providing evidence-based data and information to internal and external shareholders; and

WHEREAS, the Oklahoma Department of Corrections has benefitted greatly from the leadership of Justin Jones and his commitment to excellence, evident by the reputation the agency holds as a leader in corrections and demonstrated by the effective management through many difficult years of shrinking resources and increasing offender growth; establishing partnerships with the non-profit and private sectors to develop and implement interventions in multiple domains across the criminal justice continuum to address the criminogenic needs of the offender in the community, rather than through incarceration, to reduce the likelihood of future law violations; encouraging the highest standards for agency operations at all facilities, community corrections centers, and probation and parole districts in accordance with accreditation standards of the American Correctional Association; and

WHEREAS, Justin Jones, a leader of great integrity, competency, professionalism, efficiency and honesty, has earned the respect and gratitude of all those he so faithfully served, as well as those who were privileged to have served with him and under his authority; therefore, be it

RESOLVED, that the Oklahoma Board of Corrections does hereby recognize the outstanding leadership and many contributions of Justin Jones and extends to him sincere appreciation and best wishes for his future endeavors.

ADOPTED on the 26th day of July, 2013.

Kevin J. Gross, Chair

T. Hastings Siegfried, Vice-Chair

Steve Burrage, Secretary

Gene Haynes, Member

Linda K. Neal, Member

Michael W. Roach, Member

Earnest D. Ware, Member

Approval of Board Policy

P-050100

P-090200

Section-05 Emergency Plans	P-050100	Page: 1	Effective Date: 08/14/2013
Emergency Plans for DOC	ACA Standards: 2-CO-3B-01M, 2-CO-3B-02M, 4-4206M, 4-4218, 4-4220M, 4-4221M, 4-4223, 4-4224M, 4-4225, 4-ACRS-1C-02M, 4-ACRS-1C-04M, 4-ACRS-1C-06, 4-ACRS-1C-07, 4-ACRS-1C-09M, 4-ACRS-2B-01M, 4-APPFS-3F-02M		
Kevin J. Gross, Chair Oklahoma Board of Corrections _____ T. Hastings Siegfried, Vice-Chair Oklahoma Board of Corrections _____			

Emergency Plans for the Oklahoma Department of Corrections

The Oklahoma Department of Corrections has established written procedures for emergency situations for all department operations. (2-CO-3B-01M, 4-4220M, 4-APPFS-3F-02M) The director ensures that written policies and procedures are established for implementation in the event of an emergency to ensure protection of the public, employees and the offender. Plans are made available, and training is provided, to all applicable personnel. (4-4220M, 4-ACRS-1C-04M)

- I. Development of Emergency Plans (2-CO-3B-02M, 4-4206M, 4-4218, 4-4221M, 4-4223, 4-4224M, 4-4225, 4-ACRS-1C-02M, 4-ACRS-1C-07, 4-ACRS-1C-09M, 4-ACRS-2C-02M)

Emergency plans address the following:

- A. Fires, riots, disturbances, natural disasters, escapes, or other causes which may be deemed as an emergency;
- B. Hostage situations;
- C. Job actions or walkouts by correctional officers;
- D. Utility failures;
- E. Use of Correctional Emergency Response Teams (CERT);
- F. Use of force; and
- G. Other situations which may threaten the life or safety of the public, employees, or offenders.

II. Action

The director is responsible for this policy.

The director is responsible for the annual review and revision.

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

This policy statement is effective as indicated.

Replaced: Policy Statement No. P-050100 entitled "Emergency Plans for the Oklahoma Department of Corrections" dated August 23, 2011

Distribution: Policy and Operations Manuals
Department Website

Section-09 Programs	P-090200	Page: 1	Effective Date: 08/14/2013
Public Works Programs of the Oklahoma Department of Corrections	ACA Standards: 2-CO-5A-01, 4-4452, 4-ACRS-6D-01		
Kevin J. Gross, Chair Oklahoma Board of Corrections _____ T. Hastings Siegfried, Vice-Chair Oklahoma Board of Corrections _____			

Public Works Programs of the Oklahoma Department of Corrections

The Oklahoma Department of Corrections will actively pursue public works programs consistent with state statute by engaging in public service activities and projects that serve and benefit a public purpose. These activities may require the utilization of state resources and offender labor. Projects may take place on public property or on private land as provided by law. Any projects on private land must serve a public purpose benefiting the public as a whole. The director will ensure that written policies and procedures are maintained for the proper utilization of state resources and that all approved activities are for the purpose of a public benefit. (2-CO-5A-01, 4-4452, 4-ACRS-6D-01)

I. Prisoner Public Works Projects (PPWP)

A. Assignment of Offenders

As authorized by state law, offenders under the custody of the Oklahoma Department of Corrections may be assigned to municipalities, counties, or other state agencies or political subdivisions, the federal government and its agencies, and Oklahoma Indian tribes, for the purpose of working on projects that benefit a public purpose.

B. Procedures

Procedures governing this process address and include the following:

1. Contract agreements for Residential Prisoner Public Works Programs;
2. Contract agreements for Nonresidential Prisoner Public Works Programs and Inter-local Cooperation Act Agreements;
3. Criteria for selection and exclusion of offenders to be assigned; and
4. Monitoring and accountability measures to ensure contract compliance and proper utilization of the state's resources.

II. References

57 O.S. § 510A (15)

57 O.S. § 215 et. seq.

74 O.S. § 1001 et. seq.

Title 170, O.A.C. Chapter 10

III. Action

The director is responsible for compliance with this policy.

The director is 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.

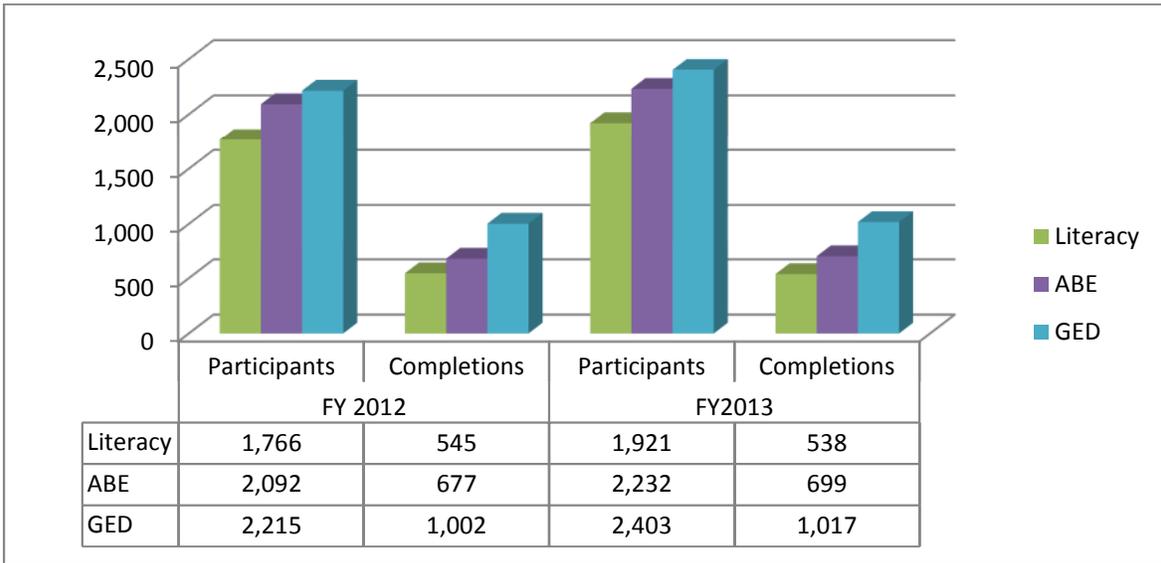
Replaced: Policy Statement No. P-090200 entitled "Public Works Programs of the Oklahoma Department of Corrections" dated November 22, 2011

Distribution: Policy and Operations Manual
Department Website

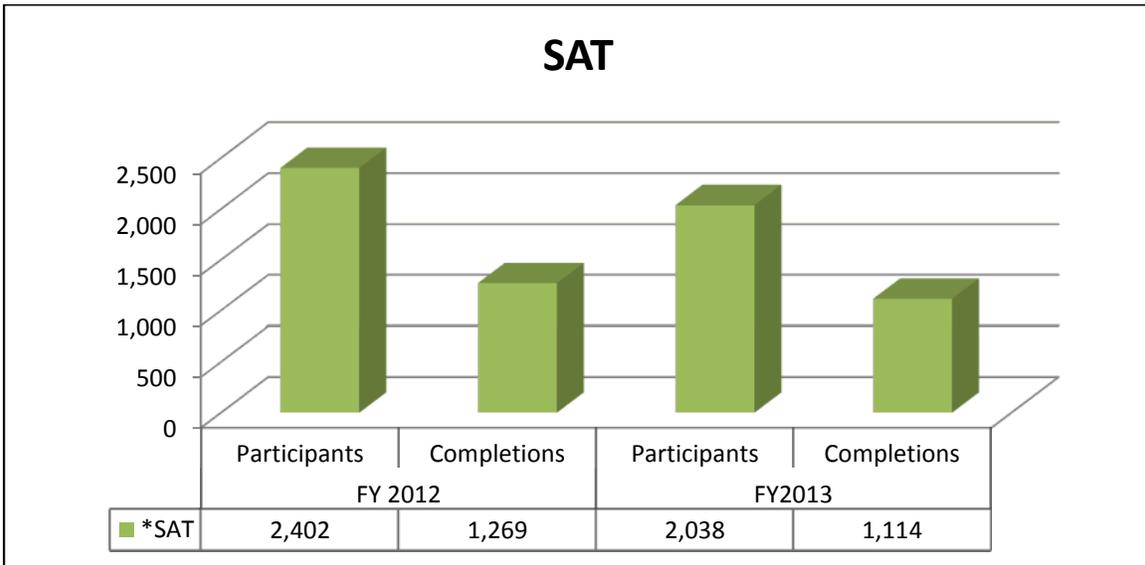


Programs Update

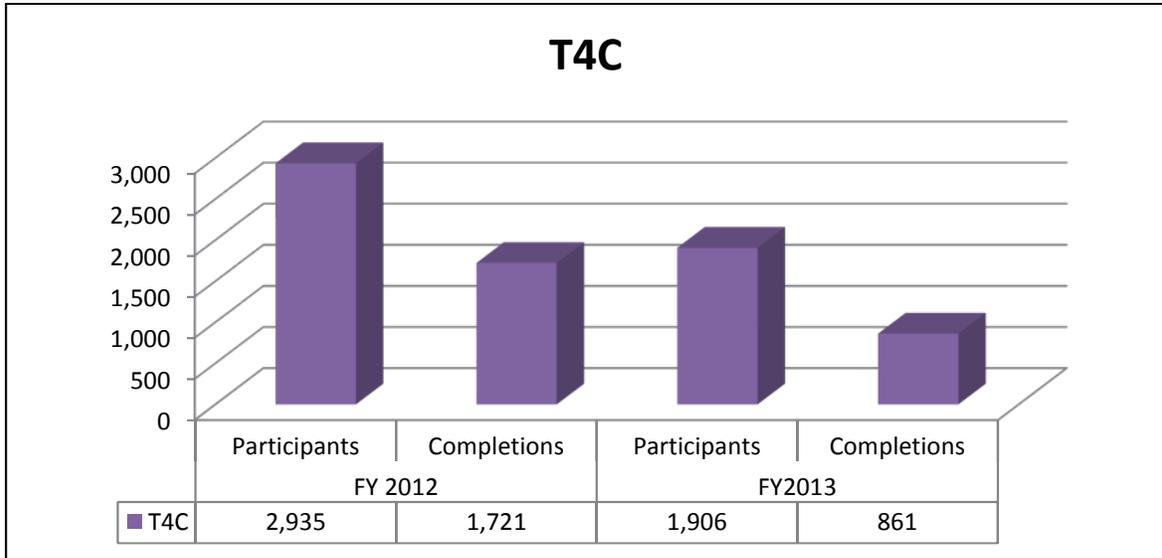
FY 12-13 Education Participation and Completion Totals



FY 12-13 Substance Abuse Treatment Programs Participation and Completion Totals



FY 12-13 "Thinking for a Change" Participation and Completion Totals





Budget Update

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Total Committed	Available Balance
11,12,13 Payroll	\$ 258,169,496.00	\$ 253,132,543.72	\$ 1,401,185.17	\$ -	\$ 254,533,728.89	\$ 3,635,767.11
15 Professional Services	110,905,153.00	105,204,647.85	5,601,684.41	396.17	110,806,728.43	98,424.57
17 Moving Expenses		6,108.79			6,108.79	(6,108.79)
19 Inter/Intra Agency Payments		39,020.26	55,979.74		95,000.00	(95,000.00)
21, 22 Travel	514,079.00	804,928.29	122,528.90		927,457.19	(413,378.19)
31 Misc. Admin. Expenses	14,869,888.00	11,714,340.74	1,290,160.68	2,559.78	13,007,061.20	1,862,826.80
32 Rent	3,237,050.00	2,502,001.71	290,213.10		2,792,214.81	444,835.19
33 Maintenance and Repair	10,426,062.00	4,935,032.97	399,909.97	3,782.09	5,338,725.03	5,087,336.97
34 Specialized Supplies and Materials	29,251,169.00	28,585,527.42	1,257,332.99		29,842,860.41	(591,691.41)
35 Production, Safety and Security	1,588,206.00	1,418,303.89	542,130.58		1,960,434.47	(372,228.47)
36 General Operating Expenses	1,048,086.00	671,390.09	67,568.00		738,958.09	309,127.91
37 Shop Expense	1,435,103.00	1,147,761.38	157,964.82		1,305,726.20	129,376.80
41 Furniture and Equipment	2,850,070.00	2,028,722.67	711,286.90	3,099.53	2,743,109.10	106,960.90
42 Library Equipment and Resources	48,673.00	18,547.94	1,219.50		19,767.44	28,905.56
43 Lease Purchases	2,617,797.00	2,267,276.92			2,267,276.92	350,520.08
44 Livestock - Poultry		176,157.50			176,157.50	(176,157.50)
45,46 Building, Construction and Renovation	2,907,532.00	371,914.32	295,898.19	158,100.00	825,912.51	2,081,619.49
48 Debt Service	3,704,530.00	2,825,034.02	8,947.81		2,833,981.83	870,548.17
51 Offender Pay and Health Services	2,797,652.00	2,479,281.72	593,296.19		3,072,577.91	(274,925.91)
52 Tuitions, Awards and Incentives	3,500.00				-	3,500.00
53 Refunds and Restitutions	100,000.00	89,715.16			89,715.16	10,284.84
54 Jail Backup, County Jails and Other	13,619,302.00	13,678,856.00	117,815.00		13,796,671.00	(177,369.00)
55,59 Assistance Payments to Agencies		1,057.99			1,057.99	(1,057.99)
60 Authority Orders			7,317,254.96		7,317,254.96	(7,317,254.96)
61 Loans, Taxes and Other Disbursements		1,350.37	158.95		1,509.32	(1,509.32)
62 Transfers - Out Sourced Health Care	8,664,803.00	7,300,000.00			7,300,000.00	1,364,803.00
64 Merchandise for Resale	2,015,626.00	1,800,966.24	38,502.26		1,839,468.50	176,157.50
TOTAL	\$ 470,773,777.00	\$ 443,200,487.96	\$ 20,271,038.12	\$ 167,937.57	\$ 463,639,463.65	\$ 7,134,313.35
Funding						
19231 GRF - Duties Carryover	\$ 7,042,709.00	\$ 6,772,526.09	\$ 270,182.91	\$ -	\$ 7,042,709.00	\$ -
19330 GRF - Duties	443,731,068.00	416,427,961.87	20,000,855.21	167,937.57	436,596,754.65	7,134,313.35
57602 Duties	20,000,000.00	20,000,000.00			20,000,000.00	-
TOTAL	\$ 470,773,777	\$ 443,200,487.96	\$ 20,271,038.12	\$ 167,937.57	\$ 463,639,463.65	\$ 7,134,313.35
					Committed for Remaining Payroll	3,997,298.00
					(FY13 accruals paid in FY14)	3,137,015.35

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non- Appropriated Funds
July 1, 2012 through June 30, 2013

	<u>200 Fund</u>	<u>205 Fund</u>	<u>280 Fund</u>	<u>Funds</u>
Revenue Revenues				
<u>Code</u> <u>Current:</u>				
331 Other Fines, Forfeits, Penalties	\$169,105.35			\$169,105.35
431 Rent from Land	61,518.27			61,518.27
520 Reimbursement for Administrative Expense	1,267,448.45			1,267,448.45
521 Reimbursement for Data Processing Expense	10,260.00			10,260.00
522 Reimbursement for Telecommunication Exp.	1,354.77			1,354.77
530 Reimbursement for Travel Expense	12,917.86			12,917.86
552 Reimbursement of Indirect Costs	715,385.00			715,385.00
581 Reimbursement for Funds Expended	1,937,526.83			1,937,526.83
711 Farm Products General			7,753,126.20	7,753,126.20
731 Laboratory and Medical Services	1,186,562.15			1,186,562.15
741 Canteen and Concession Income	13,250.34	4,241,006.19	14,093,154.36	18,347,410.89
791 Other Sales and Services	2,625.94		13,471.06	16,097.00
811 Offender Medical Co-pays and Judgments	2,170,196.62			2,170,196.62
821 Deposits by Patients and Offenders	4,977,248.76		36,243.56	5,013,492.32
836 Sale of Salvage	913,548.25			913,548.25
881 Purchase Card Payments	277,018.92			277,018.92
<i>Total Revenues</i>	<u>13,715,967.51</u>	<u>4,241,006.19</u>	<u>21,895,995.18</u>	<u>39,852,968.88</u>
Account Expenditures				
<u>Code</u> <u>Current:</u>				
11,12,13 Payroll	(828,559.13)		6,622,383.90	5,793,824.77
15 Professional Services	6,609,446.71	140.00	878,574.44	7,488,161.15
21, 22 Travel	15,779.80	17,440.00	43,173.79	76,393.59
31 Misc. Admin. Expenses	109,022.30	198,639.77	738,028.09	1,045,690.16
32 Rent	96,278.69	141,587.96	121,241.58	359,108.23
33 Maintenance and Repair	479,334.59	777,158.28	997,462.37	2,253,955.24
34 Specialized Supplies and Materials	413,524.39	1,537,239.27	623,395.83	2,574,159.49
35 Production, Safety and Security	102,966.67	77,548.59	548,606.70	729,121.96
36 General Operating Expenses	45,418.02	105,731.35	76,581.31	227,730.68
37 Shop Expense	120,537.83	7,836.72	1,778,388.76	1,906,763.31
41 Furniture and Equipment	476,803.32	1,215,593.42	712,306.35	2,404,703.09
42 Library Equipment and Resources		8,199.29	1,257.46	9,456.75
43 Lease Purchases				-
44 Livestock and Poultry				-
45 Land and Right-of-way		285.98		285.98
46 Building, Construction and Renovation	2,579,269.62	983,500.80	51,774.08	3,614,544.50
48 Debt Service				-
51 Offender Pay and Health Services			1,248,301.79	1,248,301.79
52 Tuitions, Awards and Incentives		732.15		732.15
53 Refunds and Restitutions	207.28	873.60	1,458.07	2,538.95
54 Jail Backup, County Jails and Other	4,883,715.64		250.00	4,883,965.64
55 Payment to Gov. Sub-Division				-
59 Assistance Payments to Agencies	209,003.94			209,003.94
61 Loans, Taxes and other Disbursements			83.06	83.06
62 Transfers - Out Sourced Health Care	1,448,792.46	2,017,675.38		3,466,467.84
64 Merchandise for Resale	15,513.53		8,238,667.94	8,254,181.47
<i>Total Expenditures</i>	<u>16,777,055.66</u>	<u>7,090,182.56</u>	<u>22,681,935.52</u>	<u>46,549,173.74</u>
<i>Excess of Revenues Over</i>				
<i>(Under) Expenditures</i>	<u>(3,061,088.15)</u>	<u>(2,849,176.37)</u>	<u>(785,940.34)</u>	<u>(6,696,204.86)</u>
Special and Extraordinary Items				
Carried Over Cash				-
<i>Total Special and Extraordinary Items</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Net Change in Fund Balances</i>	(3,061,088.15)	(2,849,176.37)	(785,940.34)	(6,696,204.86)
Cash				
Beginning Cash Balance	11,913,240.68	3,950,123.32	5,089,161.27	20,952,525.27
Revenue Received this Year	13,715,967.51	4,241,006.19	21,895,995.18	39,852,968.88
Expenditures made this Year	(16,777,055.66)	(7,090,182.56)	(22,681,935.52)	(46,549,173.74)
Beginning Change in Liabilities	(5,032.00)			(5,032.00)
Transfers				-
Adjustments				-
<i>Ending Cash Balance</i>	<u>\$8,847,120.53</u>	<u>\$1,100,946.96</u>	<u>\$4,303,220.93</u>	<u>\$14,251,288.42</u>

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
July 1, 2012 through June 30, 2013

		410 Fund	430 Fund	490 Fund	Funds
Revenue Revenues					
<u>Code</u>	<u>Current:</u>				
556	Federal Funds Rec'd from Non-Gov. Ag.	\$473,013.73	\$692,732.35		\$1,165,746.08
561	Private Grants and Donations for Opns.	-	253,169.16	721,552.02	974,721.18
	<i>Total Revenues</i>	<u>473,013.73</u>	<u>945,901.51</u>	<u>721,552.02</u>	<u>2,140,467.26</u>
Account Expenditures					
<u>Code</u>	<u>Current:</u>				
11,12,13	Payroll	-	-	-	-
15	Professional Services	105,284.64	472,235.83	4,863.88	582,384.35
21, 22	Travel	23,434.25	296.00	-	23,730.25
31	Misc. Admin. Expenses	200.00	6,716.15	-	6,916.15
32	Rent	15,067.86	-	-	15,067.86
33	Maintenance and Repair	30,563.85	-	-	30,563.85
34	Specialized Supplies and Materials	-	3,498.31	-	3,498.31
35	Production, Safety and Security	-	-	-	-
36	General Operating Expenses	127,050.07	6,084.97	-	133,135.04
37	Shop Expense	-	1,765.00	-	1,765.00
41	Furniture and Equipment	148,280.34	187,331.67	-	335,612.01
42	Library Equipment and Resources	5,499.45	899.00	-	6,398.45
43	Lease Purchases	-	-	-	-
44	Livestock and Poultry	-	-	-	-
45	Land and Right-of-way	-	-	-	-
46	Building, Construction and Renovation	99.46	-	-	99.46
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	-	106,642.60	-	106,642.60
55	Payment to Gov. Sub-Division	-	-	-	-
59	Assistance Payments to Agencies	-	222,442.76	260,810.59	483,253.35
61	Loans, Taxes and Other Disbursements	-	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-	-
64	Merchandise for Resale	-	-	-	-
	<i>Total Expenditures</i>	<u>455,479.92</u>	<u>1,007,912.29</u>	<u>265,674.47</u>	<u>1,729,066.68</u>
	<i>Excess of Revenues Over (Under) Expenditures</i>	<u>17,533.81</u>	<u>(62,010.78)</u>	<u>455,877.55</u>	<u>411,400.58</u>
Special and Extraordinary Items					
	Carried Over Cash	-	-	-	-
	<i>Total Special and Extraordinary Items</i>	-	-	-	-
	<i>Net Change in Fund Balances</i>	17,533.81	(62,010.78)	455,877.55	411,400.58
Cash					
	Beginning Cash Balance	465,304.16	312,483.73	88,093.94	865,881.83
	Revenue Received this Year	473,013.73	945,901.51	721,552.02	2,140,467.26
	Expenditures made this Year	(455,479.92)	(1,007,912.29)	(265,674.47)	(1,729,066.68)
	Beginning Change in Liabilities	-	-	-	-
	Transfers	-	-	-	-
	Adjustments	-	-	-	-
	<i>Ending Cash Balance</i>	<u>\$482,837.97</u>	<u>\$250,472.95</u>	<u>\$543,971.49</u>	<u>\$1,277,282.41</u>



Approval of Private Prison Contract
Extension
GEO Group, Inc.

**EXTENSION OF THE
CORRECTIONAL SERVICES CONTRACT
BETWEEN
GEO GROUP, Inc.
AND
OKLAHOMA DEPARTMENT OF CORRECTIONS**

THIS CORRECTIONAL SERVICES CONTRACT, dated as of the 1st day of AUGUST 2013, by and between the GEO GROUP, Inc. (the Contractor) and the OKLAHOMA DEPARTMENT OF CORRECTIONS (the "STATE").

WITNESSETH:

NOW, THEREFORE, in consideration of the joint and mutual exercise of their powers, and in consideration of the mutual covenants herein contained, the parties hereto recite and agree to amend the current Contract, with existing amendments, previous annual and renewals still applying to this renewal contract, unless otherwise specified, with the agreements as described herein as follows:

ARTICLE 2: TERM OF CONTRACT

Section 2.2. Term of Agreement. The Contractor agrees to extend the Contract with the STATE for a period beginning August 1, 2013 and ending September 30, 2013.

All other terms and conditions of the Correctional Services Contract, including all amendments, remain the same and continue in effect through the term of this annual renewal contract.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the ____st/th day of _____, 2013.

State of Oklahoma

The GEO Group, Inc.

Edward L. Evans, Associate Director
Department of Corrections

Amber Martin, Vice President

Approved as to Form:

Approved as to Form:

Michael Oakley
General Counsel
Department of Corrections

Tim Tuck
Deputy General Counsel
Office of Management & Enterprise Services

The undersigned authorities, each of them respectively, have reviewed the contract for compliance with the provisions of applicable statutes 57 O.S 1997 Supp sections 561 and 561.1 as well as all other applicable statutes and the contract conforms with those requirements.

Approved:

Approved:

Kathryn Savage
Assistant Attorney General
Attorney General's Office

Michelle Day
Director
Division of Capital Assets Management



Population Update

Population Update

Population Information as of June 28, 2013

Compared to June 29, 2012

Total System Offender Population	Females	Males	Total
Current Population	2,700	23,832	26,532
Population Last Year	2,650	23,215	25,865
Change from last year	50	617	667

DOC Facilities	Females	Males	Total
Current Population	2,188	15,681	17,869
Population Last Year	2,186	15,935	18,121
Change	2	(254)	(252)

Private Prisons	Females	Males	Total
Current Population	0	5,509	5,509
Population Last Year	0	4,770	4,770
Change	0	739	739

County Jail Contracts	Females	Males	Total
Current Population	0	637	637
Population Last Year	0	497	497
Change	0	140	140

Halfway Houses	Females	Males	Total
Current Population	278	893	1,171
Population Last Year	226	906	1,132
Change	52	(13)	39

Out Count	Females	Males	Total
Current Population	51	617	668
Population Last Year	53	620	673
Change	(2)	(3)	(5)

GPS	Females	Males	Total
Current Population	183	478	661
Population Last Year	184	481	665
Change	(1)	(3)	(4)

EMP	Females	Males	Total
Current Population	0	16	16
Population Last Year	1	6	7
Change	(1)	10	9

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	4,926	16,170	21,096
Population Last Year	4,884	15,931	20,815
Change	42	239	281

Parole Supervision	Females	Males	Total
Current Population	500	2,557	3,057
Population Last Year	498	2,571	3,069
Change	2	(14)	(12)

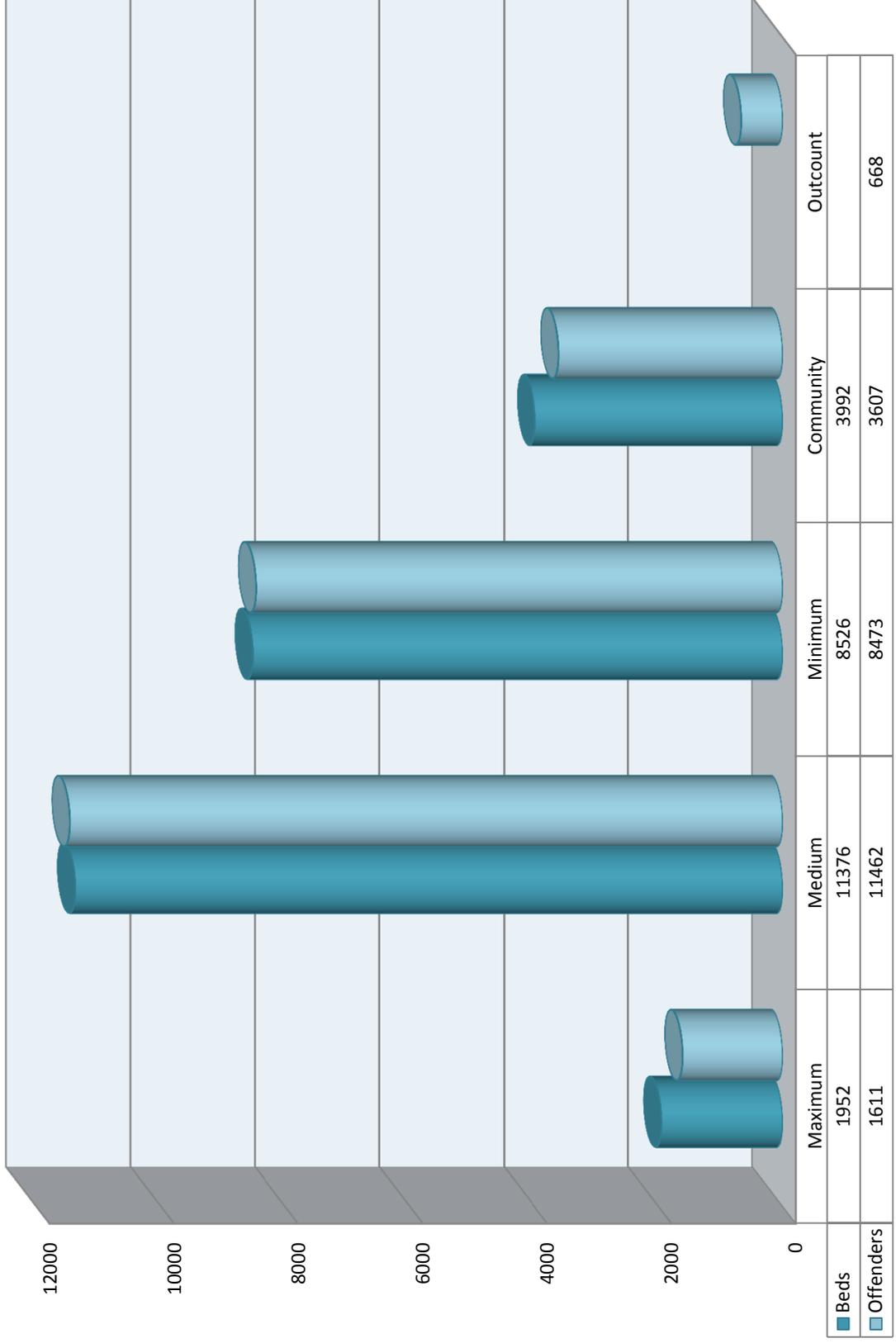
Total System Population	Females	Males	Total
Current System Population	8,126	42,559	50,685
Population Last Year	8,032	41,717	49,749
Change	94	842	936

County Jail Inmate Backup	Females	Males	Total
June 28, 2013	196	1,575	1,771
Population Last Year	29	1,532	1,561
Change	167	43	210

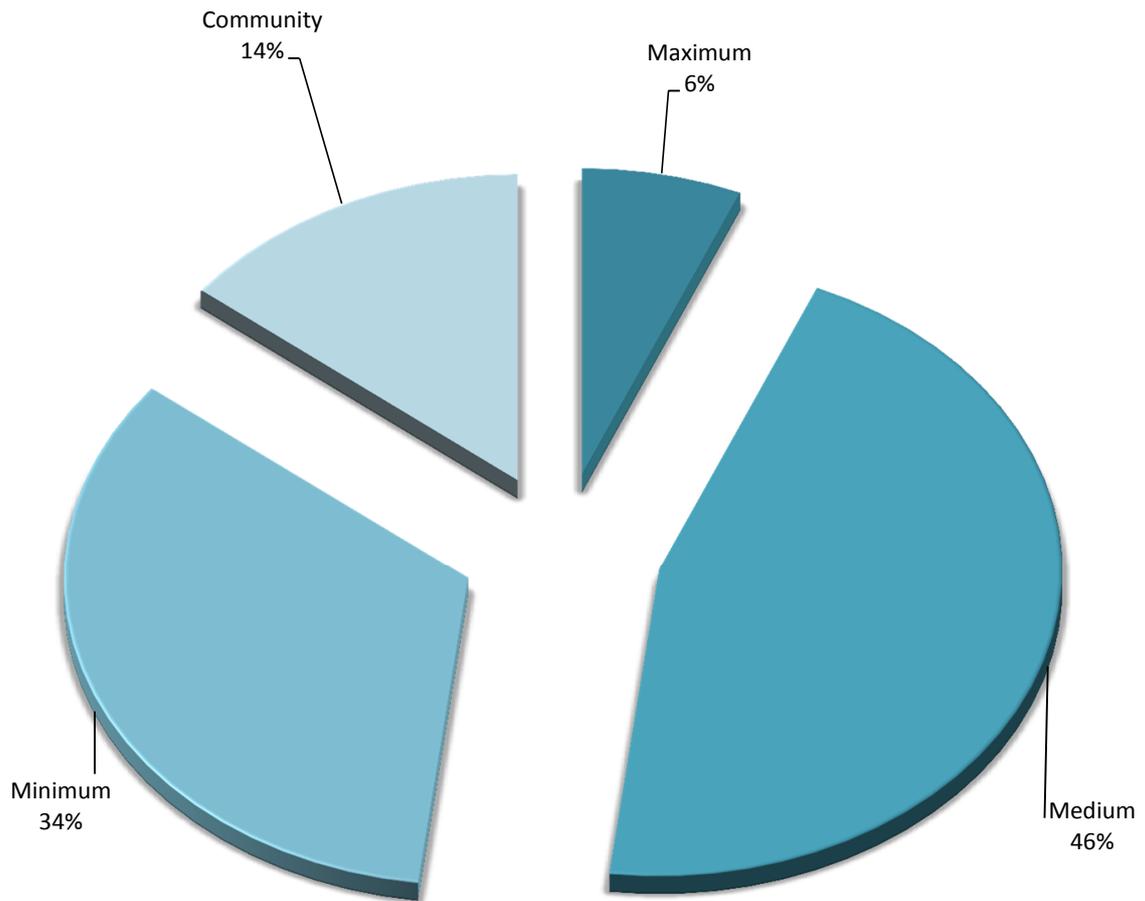
Pardon & Parole Board Results	Females	Males	Total
Month: June 2013			
Considered	49	604	653
Denied	25	411	436
Recommended	24	193	217
Percentage Recommended	48.98%	31.95%	33.23%

Governor's Actions	Females	Males	Total
Month: June 2013			
Reviewed	1	17	18
Approved	0	2	2
Denied	1	15	16
Percentage Approved	0.00%	11.76%	11.11%

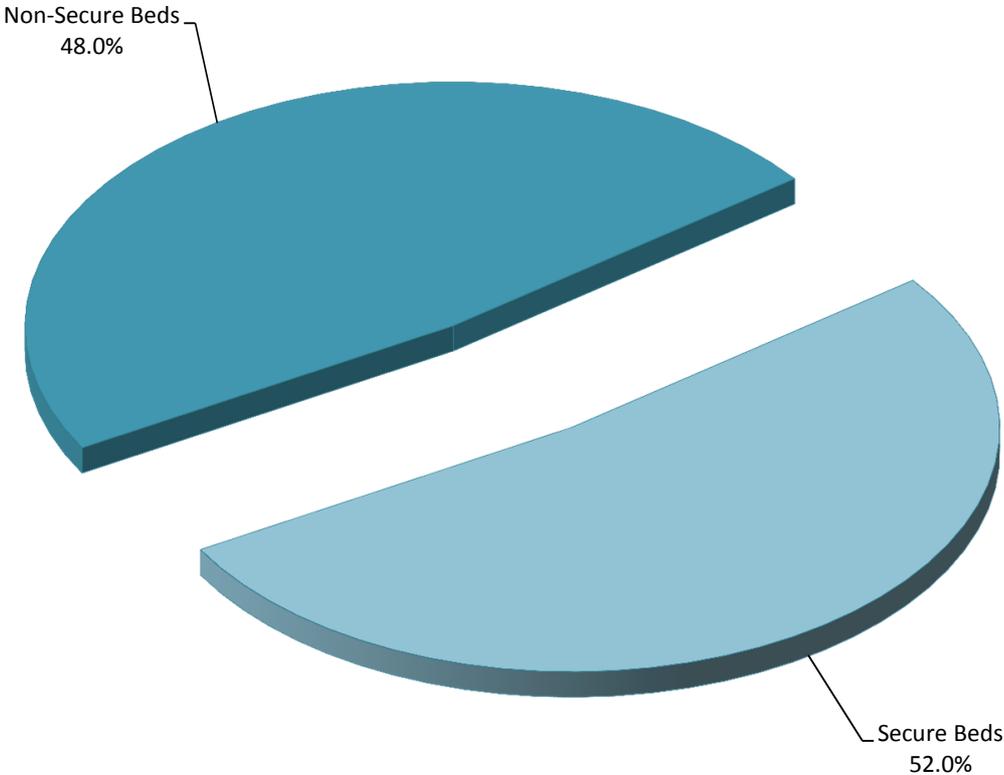
Offender and Bed Distribution 06/28/2013



Offender Distribution By Security Level 6/28/2013

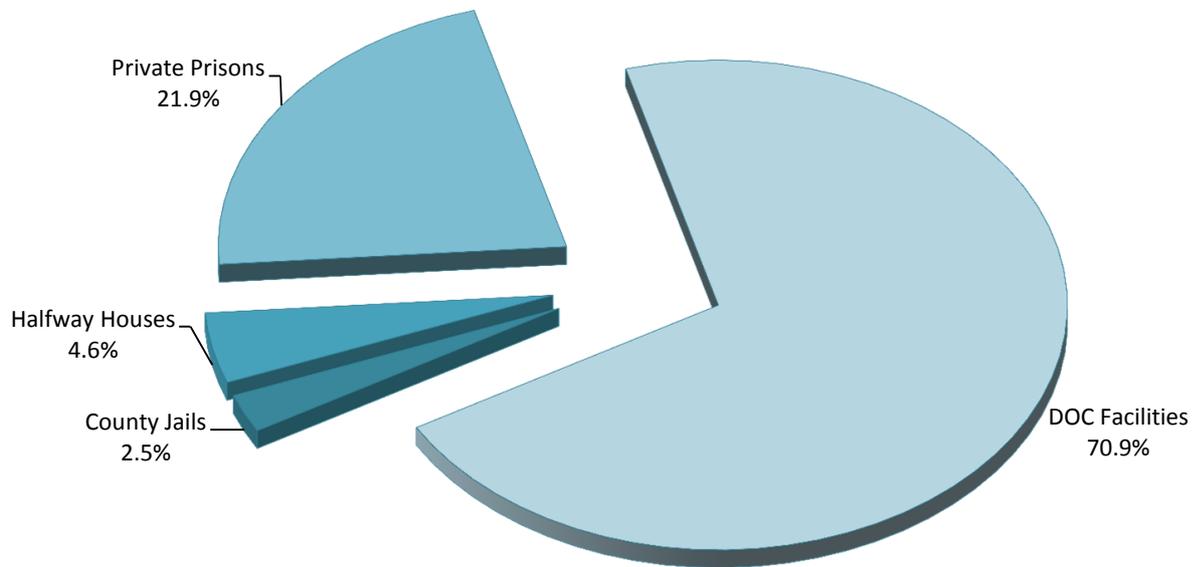


**Percentage Of Offenders In Secure And Non-Secure
Beds
6/28/2013**



Offenders In DOC Facilities v. Contract Facilities

6/28/2013





Approval of Director Job Description



OKLAHOMA DEPARTMENT OF CORRECTIONS

Position Announcement

Job Title: Director

Type of Employment: Full Time

Salary Range: \$132,000 - \$187,292

Contact: Tina Hicks, Chief of Administrative Services
Phone: (405) 425-2721
or
Greg Thomas, Administrator of Personnel
Phone: (405) 425-2844

Email: jobs@doc.state.ok.us

Location: Department of Corrections Administration Building
3400 Martin Luther King Ave. Oklahoma City, Oklahoma

Application Closing Date: August 31, 2013, 5:00 p.m. CDT

Application Method: Resume and cover letter

Agency Overview:

The Oklahoma Department of Corrections (ODOC) is the second largest agency of the State of Oklahoma and is responsible for the administration of the state adult prison and probation and parole system. The mission of the ODOC is *To Protect the Public, To Protect the Employee and To Protect the Offender*. ODOC utilizes outcome-based business practices that are data-driven and results-oriented and is dedicated to the highest attainable quality of excellence in the corrections profession. ODOC is currently responsible for the operation of 17 state correctional institutions and 21 community corrections centers/work centers and also administers contracts with a number of private prisons and halfway houses. The total number of adult incarcerated offenders under state custody is approximately 25,000 and the total number of offenders on state-supervised probation and parole is approximately 25,000. ODOC currently is authorized approximately 5,900 full time employees by statute and has a current operating budget of approximately \$525 million. Oklahoma is a death penalty state. ODOC is seeking highly qualified candidates to fill the role of Director.

Job Characteristics:

Under the direction of the Board of Corrections, the Director serves as the chief executive officer of the Oklahoma Department of Corrections. The Director provides the leadership and vision for ODOC and is ultimately responsible for the direction, coordination, management, and administration of all aspects of the department. The incumbent must be an innovative leader with strong business management skills, thorough knowledge of prison operations, and an understanding of the ODOC mission.

Principal Activities:

- Ensures maximum public safety by operating an effective, efficient correctional system.
- Acts for the department in all matters subject to the policies of the state Board of Corrections and statutes of the state of Oklahoma.
- Serves as the primary contact for the Governor's office, legislators, local law enforcement agencies, other state agencies, and department of corrections agencies located throughout the United States.
- Serves on special committees or boards as required.
- Develops, approves and enforces rules and regulations for the operation of the department consistent with the policies established by the state Board of Corrections and in compliance with all applicable laws, American Correctional Association standards, civil rights, and other regulations.
- Appoints such personnel as is necessary to administer the functions of the department, establishes the organizational structure and fixes duties and salaries of such personnel in accordance with the provision of Oklahoma statutes.
- Provides training, recruitment, leadership development and succession planning for agency employees.
- Ensure agency operates within budget limits.
- Accepts, utilizes, disburses and administers grants, appropriations and other monies, property and resources offered or given to the department, or any component or agency thereof, by any agency of the state or federal government or any corporation or individual for the use of the department.

- Ensures proper development and management of all programs and facilities of the department.
- Provides evidence-based programming to offenders, including community supervision; re-entry.
- Represents the department at administrative or legislative hearings, court hearings or other public or private gatherings

Knowledge, Skills and Abilities:

Knowledge of the principles and practices of administration; of correctional operations and methods; of federal and state laws, rules and regulations pertaining to the administrative functions and correctional operations; of the legislative process, of the principles of management and supervision. Knowledge and skill in the use and application of appropriate information technology; and of security technology required to maintain secure operations. Ability to plan, direct and coordinate the activities of others; to interpret and analyze highly complex and technical information; to communicate effectively both orally and in writing; to establish and maintain effective working relationships; to organize and manage several projects simultaneously; and to analyze complex situations and adopt appropriate courses of action.

Required Education and Experience:

Statutorily Required: Title 57, O.S. 506, master's degree from an accredited college or university and five (5) years of professional level work experience in corrections, or a bachelor's degree and six (6) years of professional level work experience in corrections.

Preference may be given to individual applicants who have: knowledge of correctional management principles and practices; of progressive penology and dynamics of incarcerated populations; of the fundamentals of discipline, rehabilitative programs and humanitarian objectives; of the criminal justice system of the state branch of government; of the legislative process; of supervisory techniques; of decision-making processes and procedures. Possess an exceptional skill in leadership, language arts, and proficiency in planning, directing, and motivating the activities of others; ability to analyze situations, as well as large amounts of data and information.

Special Requirements:

Possession of a valid Oklahoma driver license at the time of appointment and a willingness to travel extensively throughout the state.

The Department of Corrections is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex age or disability. The Department provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. The Department promotes a drug free and tobacco free workplace.

OKLAHOMA IS MORE THAN “OK”



- Oklahoma has a population of over 3.8 million people, the 28th most populous state in the U.S.
- Oklahoma has more shoreline than the Atlantic and the Gulf coasts combined.
- Oklahoma has 43 colleges and universities.
- The average annual temperature in Oklahoma is a refreshingly cool, 60.5 degrees.
- Oklahoma is home to 35 diverse state parks.
- The median home price in Oklahoma City is \$87,672
- Oklahoma City boasts a number of culturally diverse entertainment options such as professional theater productions at the Civic Center Music Hall, the Oklahoma Museum of Art, the Oklahoma City RedHawks professional baseball team who are the Triple-A affiliate of the Houston Astros, the Oklahoma City Thunder of the NBA, Oklahoma City National Memorial, Oklahoma River’s Boathouse District for outdoor water sport and recreation enthusiasts, and the world class Bricktown entertainment and dining district.

For more information on the State of Oklahoma please visit www.travelok.com and for more information on Oklahoma City please visit www.visitokc.com and www.ok.gov and <http://www.abetterlifeokc.com/>.

OKLAHOMA STATE EMPLOYEE BENEFITS

The State of Oklahoma offers its employees a benefits package that is second to none. Our benefits include:

Paid Time Off - State employees enjoy paid leave for 11 state and federal holidays. Additionally state employees can accumulate 120 hours sick leave per year and up to 200 hours of annual leave per year.

Insurance Plans - The State of Oklahoma offers a generous benefits allowance to each employee and their immediate family. In many cases, the allowance will cover the entire cost of the benefits elections. Oklahoma offers 3 health insurance plans, 5 dental plans and 5 vision plans. The state also offers disability insurance, life insurance and supplemental life plans. Employees also have the option of purchasing dependent life insurance.

Longevity Pay - State employees enjoy a yearly bonus based on their years of service called Longevity Pay. Once an employee has been employed for 2 years, they will receive a yearly bonus that is intended to reward them for their good service.

Retirement - Oklahoma offers an outstanding retirement package for qualified employees. For more information please visit www.opers.ok.gov

SoonerSave - Oklahoma offers employees the option to enroll in a savings incentive plan. The State of Oklahoma will match employee's contribution up to \$25 per month. All employee contributions are tax deferred. For more information please visit www.soonersave.com.

****The successful candidate will be provided a state car and cellular telephone****

Process To Apply:

If you are interested in pursuing this unique and exceptional career opportunity with the State of Oklahoma Department of Corrections, please forward via email a cover letter, resume, professional references, and a signed Authorization to Release Information for Employment form (attached) to jobs@doc.state.ok.us.

Please indicate the position title of **Director, ODOC** in the subject line of your email.

**Oklahoma Department of Corrections
Authorization to Release Information for Employment**

Applicant's Name: _____

Current Address: _____

Date of Birth: _____

SS #: _____

Signature: _____

Date: _____

To Whom It May Concern: I am an applicant for the position of Director for the Oklahoma Department of Corrections (ODOC). As part of the initial selection process, ODOC will be conducting an NCIC background check of qualified applicants. In the final phase of the selection process, an in-depth and thorough background investigation will be required for each considered candidate.

A photocopy, scanned, or FAX copy of this release form will be valid as an original thereof, even though the said photocopy, scan, or FAX copy does not contain an original writing of my signature.

I agree to indemnify and hold harmless any person to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, arising out of or by reason of complying with this request.

Failure to release the information requested by the ODOC will result in the disqualification for this position.

Send This Completed Authorization Form to:

Tina Hicks, Chief of Administrative Services
Oklahoma Department of Corrections
3400 Martin Luther King Avenue
Oklahoma City, OK 73111
Phone: (405) 425-2721
Fax: (405) 425-7216