

**OKLAHOMA
BOARD OF CORRECTIONS
MEETING**

October 25, 2013

Bill Johnson Correctional Center
Alva, Oklahoma



OKLAHOMA BOARD OF CORRECTIONS MEETING

Bill Johnson Correctional Center
1856 E Flynn Street
Alva, Oklahoma
1:00 p.m., Friday, October 25, 2013

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 Janice Melton, Warden
Bill Johnson Correctional Center
3. Old Business Kevin Gross, Chair
4. Approval of September 27, 2013, Board Meeting Minutes Kevin Gross, Chair
5. Interim Director's Comments Edward L. Evans, Interim Director
6. Program Update Jason Bryant, Deputy Warden
 - Regimented Inmate Discipline (RID) Angela Allison, Lead Alcohol and Drug Counselor
Bill Johnson Correctional Center
7. Approval of Board Policy Edward L. Evans, Interim Director
 - P-020600, Legislative Initiative Process
8. Approval/Confirmation of Appointment Milt Gilliam, Administrator of Probation & Parole
Community Corrections
 - James Reed, District Supervisor
 - Jeffery M. McCoy Central District
9. Approval of 2014 Legislative Initiatives Neville Massie, Executive Assistant
10. Budget Update Greg Sawyer, Chief
Business Operations
11. Approval of FY 2015 Budget Request Greg Sawyer, Chief
Business Operations
12. Population Update Laura Pitman, Ph.D., Deputy Director
Institutions, Division I
13. Approval of Facility Capacity Change Laura Pitman, Ph.D., Deputy Director
Institutions, Division I
 - Dr. Eddie Warrior Correctional Center
14. Committee Reports Committee Chairs
 - Standing Committees:

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"

- 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
 - Suicide of Christopher Short #416706, OSP
 - Starkey vs. ODOC*“Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.” 25 O.S. § 307.B.4.*
18. Approval to Return from Executive Session Mike Oakley, General Counsel
19. Adjournment Kevin Gross, Chair
The next regular meeting of the Board of Corrections is scheduled for 1:00 p.m. on Friday, November 22, 2013 at Oklahoma State Reformatory in Granite, Oklahoma.

OKLAHOMA BOARD OF CORRECTIONS

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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 September 27, 2013
Board Meeting Minutes

OKLAHOMA BOARD OF CORRECTIONS MEETING

William S. Key Correctional Center
One William Key Boulevard
Fort Supply, Oklahoma
September 27, 2013

1. Opening and Roll Call

Kevin Gross, Chair

Chair Gross called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 p.m. at the William S. Key Correctional Center (WSKCC) on Friday, September 27, 2013. Chair Gross asked the clerk to call the roll:

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

Calling of the roll reflected a quorum was present. Chair Gross welcomed and thanked everyone in attendance for coming to the meeting. He recognized Representative Gus Blackwell in the audience and thanked him for his support. He also recognized Woodward Industrial Foundation President Lavern Phillips, thanking him for attending the meeting.

2. Welcome/Remarks

**William Monday, Warden
William S. Key Correctional Center**

Warden Monday stated the WSKCC is a minimum-security facility with a capacity of 1,087 offenders. The offender count on this date is 1,059. The facility covers approximately 3,200 acres and includes Agri Services and the Fort Supply Historic Site. The offenders are housed in three housing units and there is also a 15-bed Segregated Housing Unit. In an attempt to relieve overcrowding in Oklahoma, the Oklahoma legislature adopted Governor Henry Bellmon’s 1988 Prison Improvement Plan, releasing the buildings known as the Western State Hospital for establishment of a minimum-security prison. This began a partnership with four other state agencies who shared the grounds: Department of Mental Health and Substance Abuse Services; Department of Vocational Technical Education; Oklahoma Historic Society; and Human Services Rehabilitation. Although the Human Services Rehabilitation and the Department of Vocational Technical Education have relocated, the remaining agencies continue to blend with ODOC utilizing shared resources and providing a unique community environment.

Warden Monday stated the Camp Supply Military Park adds to the uniqueness of WSKCC. Camp Supply was established in 1868 as a supply base to assist with the winter campaign against the Southern Plains tribes. The Army closed the post in 1894 and in 1908 the old fort became Oklahoma’s first state mental hospital. Although its name has changed several times through the years, it is now known as the Northwest Center for Behavioral Health. Offender services provided at the facility include food service, building orderlies, maintenance, prison public works program, warehouse, laundry and farm work. On the farm, there is a cow/calf operation as well as vegetable, small grain, hay and firewood productions. There are twelve outside prison public works programs serving state, county, and city offices. Fourteen programs are offered at WSKCC such as Literacy, Education, Anger Management and Recovery. The CareerTech Skills Center offers three major vocational opportunities at the facility: commercial painting, welding, and metal stud. The center employs thirty-four offenders.

Warden Monday stated WSKCC currently has 120 staff and the current operating budget is approximately \$2.69 million. The payroll budget is approximately \$6.7 million. Chair Gross asked Warden Monday to provide information regarding the vacancies in the staff and the difficulty filling positions at WSKCC. Warden Monday stated there are currently thirty-nine correctional officers on staff at the facility, but there should be approximately 62-72 officers. With the current unemployment rate in Woodward County – approximately 3% - it has become very difficult to hire correctional officers. The eight surrounding counties have an unemployment rate of nearly 10%. Warden Monday stated the economy in Northwest Oklahoma has outgrown its population. Mr. Haynes queried about the salary of the officers and Warden Monday stated the average starting salaries in the oilfield or wind industry is approximately \$15 per hour for inexperienced laborers and even higher for those with experience or a commercial driver’s license. With the starting pay for correctional officers at \$11.83 per hour, it is hard to compete with the oilfield and wind industries. Warden Monday

stated they have placed advertisements in local newspapers, banners at WSKCC when you enter the facility grounds, facility staff have participated in job fairs, and the Citizen's Advisory Board has discussed the need for additional staff and have done what they can to assist the facility. Warden Monday stated employees are hard to find. Ms. Neal stated it is her understanding the facility has to also compete with fast food restaurants and convenience stores. Warden Monday stated convenience stores have beginning salaries of \$12 per hour and the local Dairy Queen also has a \$200 hiring bonus. He stated it is a difficult job market right now, but the staff employed at the facility is doing an outstanding job and their professionalism, dedication, and work ethic are commendable. No further comments or questions were made and the item was closed.

3. Old Business

Kevin Gross, Chair

There was no old business brought before the Board.

4. Approval of July 26, 2013, Board Meeting Minutes

Kevin Gross, Chair

The minutes for the BOC Meeting held on July 26, 2013, were provided to the Board for review before the meeting. Chair Gross queried if there were any comments or questions. Receiving none, he 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. Haynes seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes.

The meeting minutes were approved by majority vote.

5. Interim Director's Comments

Edward L. Evans, Interim Director

Interim Director Evans provided the following update to the Board:

- Pursuant to the authority granted in Oklahoma Statute, Title 61, the Board of Corrections has delegated the authority to declare construction-related emergencies to the director which are limited to expenditures not exceeding \$35,000. On September 5, 2013, Lexington Assessment and Reception Center (LARC) requested an emergency purchase to repair two well pumps that supply water to LARC and Joseph Harp Correctional Center. Due to the risk to life, as well as health and safety concerns, Interim Director Evans approved the emergency repair of the two pumps at a cost of \$17,189.08.
- Dr. Suttmiller, joined by Dr. Richard Wansley of OSU Health Sciences Center and John Anglin, DOC Physician's Assistant (PA), lectured at the PA school at OU Tulsa on July 11, 2013. The PA students were instructed regarding the unique culture and medical and mental health needs of ODOC patients. ODOC has recruited 3 graduates of the OU Tulsa program since beginning this annual lecture. Multiple OU Tulsa PA students are scheduled to perform clinical rotations at ODOC facilities this year. Students who have rotated through an ODOC facility are good recruiting prospects for the agency.
- August 13-14, 2013, Nurse Manager Judy Brinkley accompanied representatives of the Alaska Department of Corrections on facility tours of LARC and Joseph Harp Correctional Center. The representatives from the Alaska DOC were interested in seeing the operations of the medical units with a specific interest in our electronic health records. Dr. Suttmiller joined Ms. Brinkley and the representatives from Alaska DOC on August 14, 2013.
- Interim Director Evans attended a groundbreaking ceremony at Mabel Bassett Correctional Center on the building site for the donated chapel. Other attendees included Senators Wayne Shaw and Ron Sharp, Acting McLoud City Manager Kay Hines and Dr. Joe Wilson, World Mission Builders Domestic Coordinator.
- The doors and locks replacement project at Dick Conner Correctional Center is still underway. The contractor is finished with two units and is transitioning to another. The facility moved offenders into the recently finished unit and out of the unit to be worked on next.
- Oklahoma State Penitentiary and Jess Dunn Correctional Center had successful ACA re-accreditation audits with outstanding scores of 100% on mandatory standards and 99.5% on non-mandatory standards. District Supervisor Jeff Woody attended the National ACA Conference in Washington D.C. in August, and received the Accreditation Certificate for Southwest District Community Corrections.
- Board members Linda Neal and Earnest Ware also attended the American Correctional Association Congress of Corrections in Washington, DC, during the month of August.
- There was an execution held on September 10, 2013.

Chair Gross requested comments or questions from the Board. Mr. Ware queried if the emergency purchase authorized by Interim Director Evans was funded from the Lexington Assessment and Reception Center budget or was it a line item for an emergency. Interim Director referred the question to Mr. Sawyer for response, who stated the funding came out of the general operating budget. No further questions or comments were made.

6. Approval of Board Policy

Edward L. Evans, Interim Director

- P-010300, Mission and Organization of the Oklahoma Department of Corrections
- P-020100, Management of Oklahoma Department of Corrections Information
- P-020800, Guidelines for Research and Research-Related Activities
- P-110300, Drug Free Workplace Program
- P-130100, Department of Corrections Annual Inspections and Monitoring
- P-150100, Physical Plant Standards and Long-Range Plant Development for Correctional Facilities

Interim Director Evans stated all of the policies were annual reviews and changes included updates to the names of the current chair and vice-chair. P-130100, Department of Corrections Annual Inspections and Monitoring, also included two language changes. In the first paragraph, language was changed to read “shall be in compliance” instead of “is in compliance.” In Section 1, language was changed to read “shall be conducted” instead of “are conducted.” P-150100, Physical Plant Standards and Long-Range Plant Development for Correctional Facilities, Section I.A. was changed to read “consistent with the mission” instead of “consistent with the intents.” Interim Director requested approval of the Board policies.

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

The policies were approved by majority vote. No further comments or questions were made.

7. Approval/Confirmation of Appointment

Reginald Hines, Deputy Director
Community Corrections

- Kathryn King, District Supervisor
Tulsa County District Community Corrections

Deputy Director Hines stated it was his privilege to ask the Board for confirmation of Ms. Kathryn King as the District Supervisor of the Tulsa County District Community Corrections. He stated Ms. King began working for ODOC in September 1984 as a case manager at Lexington Assessment and Reception Center. In July 1985, she transferred to Tulsa Community Treatment Center as the case manager for the out-count and prison public works program offenders. Ms. King moved to District 2 Probation and Parole as a probation officer in 1988 and was promoted to team supervisor in 1989. In 2006, she was promoted to an assistant district supervisor of the Tulsa County District Community Corrections. Deputy Director Hines stated Ms. King graduated in 1980 from Northeastern State University with a Bachelor of Arts in Psychology. Deputy Director Hines then asked the Board to approve Ms. King as the Tulsa County District Supervisor.

Motion: Mr. Ware made a motion to approve Ms. King as Tulsa County District Supervisor and Mr. Burrage seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes.

Ms. King’s appointment was approved by majority vote. Ms. King thanked the Board for the opportunity to serve Tulsa as the district supervisor. She assured the Board she would keep moving the Tulsa district forward and will continue to work with their partners in the criminal justice community in Tulsa County. She stated she would also nurture the relationships with the treatment providers, the employment programs, diversion programs, and keep Tulsa going in a positive direction. No further comments or questions were made.

8. Approval/Confirmation of Appointment

David Parker, Deputy Director
Institutions, Division III

- Jerry Chrisman, Warden
Mack Alford Correctional Center

Deputy Director Parker stated it was a great pleasure to introduce Jerry Chrisman to the Board for approval as warden. Deputy Director Parker stated Mr. Chrisman began his career in March 1989 as a correctional officer at Oklahoma State Penitentiary, rapidly working his way up through the ranks of the security staff. He promoted to unit manager at Oklahoma State Reformatory and has worked at James Crabtree Correctional Center, Mabel Bassett Correctional Center, Joseph Harp Correctional Center, and Mack Alford Correctional Center (MACC) as deputy warden. In September 2012,

Mr. Chrisman was asked to be interim warden at MACC. Deputy Director Parker asked the Board to approve Mr. Chrisman as warden at MACC.

Motion: Mr. Burrage made a motion to approve Mr. Chrisman as warden of Mack Alford Correctional Center and Mr. Roach seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes.

Mr. Chrisman’s appointment was approved by majority vote. Mr. Chrisman thanked the Board for their approval of his appointment as warden. He also expressed his gratitude to his wife and children for their support during his career. He stated over the last twenty-four years he had been fortunate to work with many people in ODOC and had held many different positions at several different facilities. He stated he had watched the department grow and develop over the years and he intends to use the knowledge and experience he has acquired to help the agency develop even further. Mr. Chrisman stated he was excited to begin this new journey in his life. He further stated he believes the staff at MACC to be exceptional employees and he expects they too will embrace the opportunity to continually strive to meet the mission of the agency. No further comments or questions were made.

9. Programs Update

**Carrie Bridges, Unit Manager/SAT Program Director
William S. Key Correctional Center**

- Substance Abuse Treatment

Ms. Bridges stated she is the unit manager and director of the Key to Life Program. The unit houses approximately 426 offenders and eighty of them are current participants in the program. Staffing includes two drug and alcohol counselors and four correctional case managers. The Key to Life Program is a nine-month, cognitive-based program. From July 1, 2012, through June 30, 2013, the program graduated 212 offenders. In June 2013, the number of program participants was decreased to eighty offenders due to staffing levels. There is currently a waiting list for offenders to participate in the program. Thirty-seven offenders on the list will have the balances of their sentences suspended upon successful completion of the program and there are thirty-six offenders court-ordered to participate.

Ms. Bridges stated the inclusionary criteria for the program includes balance suspended on completion, judiciary reviews with an actual judicial review date stated on the judgment and sentence, parole stipulations, and court-ordered substance abuse offenders with approximately 1,800 days remaining to serve on their sentence. Exclusionary criteria are those offenders requesting Key to Life program for parole purposes and those who qualify for lower security with a low assessed need.

No further questions or comments were made by the Board.

10. Budget Update

**Greg Sawyer, Chief
Business Operations**

Mr. Sawyer stated the monthly statements for the finances of the agency as of August 31, 2013, were included in the packets to the Board. Mr. Sawyer noted the first page was a summary of the expenditures and budget work program activity. The FY 2014 Budget Work Program was \$485,480,086 and the year-to-date expenditures were \$70,232,257. Mr. Sawyer stated the documents provided the breakdown of the expenditures which showed the 200 Fund and 205 Fund monies spent to finish FY 2013 and the beginning FY 2014 monies spent. Mr. Sawyer stated at this point, accounting for the commitments, encumbrances and anticipated payroll for the remainder of the year, there is \$48,581,453. Mr. Sawyer stated the intent is for all of this money to be budgeted. Although it is showing as available, it has not yet been encumbered. He stated it is not unusual and several agencies do not encumber all of their funds at the beginning of the fiscal year.

Mr. Sawyer stated the rest of the report is divided into detailed sections about the 200, 205 and 280 Funds, showing revenues, encumbrances and remaining balances to date. Mr. Sawyer stated the report also provides descriptions of each fund’s sources of income.

Ms. Neal noted she liked the format for the Budget Update provided in their packets. No further comments were made.

11. Approval of Private Prison Contract

Mike Oakley, General Counsel

- GEO Group, Inc.

Mr. Oakley stated an agreement was finally met with GEO Group, Inc., for contracted beds at Lawton Correctional Facility. The contract was provided to the Board in their packets for approval.

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

The contract was approved by majority vote. No further comments were made.

12. Population Update

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

Dr. Pitman provided the following population update as of August 30, 2013:

Total System Offender Population = 26,811	EMP = 15
DOC Facilities = 17,875	PPCS = 1
Private Prisons = 5,810	Probation Supervision = 21,006
County Jails with Contracts = 616	Parole Supervision Offenders = 3,093
Halfway Houses = 1,161	Total System Population = 50,910
Out Count (jails, hospitals, etc.) = 711	County Jail Backup = 1,688
GPS = 622	

Dr. Pitman noted as of August 30, 2013, the majority of the total system offender population growth of 767 was in the private prison population (804) and county jail contract beds (140). County jail backup also increased by 217 offenders as of the same date. No further questions or comments were made.

13. Approval of Facility Capacity Change

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

- Mabel Basset Correctional Center

Dr. Pitman stated she requests to modify the facility capacity for Mabel Bassett Correctional Center (MBCC). ODOC has basically returned to the original capacity on the Assessment and Reception (A&R) unit, which adds an additional nine (9) beds. There were some double cells modified to single cells and quad cells that went to double cells when the A&R unit was initiated at MBCC. In addition, ninety-six (96) beds were added to the minimum unit. Dr. Pitman also noted the Fire Marshal has approved all of the changes.

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

The capacity change was approved by majority vote. No further comments or questions were made.

14. Committee Reports

Committee Chairs

Chair Gross asked the committee chairs for their reports.

- **Budget Committee**

Mr. Burrage referred back to the Budget Update, stating the non-appropriated funds show the agency started with approximately \$9 million in the 200 Revolving Fund as of July 1, 2013. The reports only reflect the first two months of the fiscal year and there is less than \$100,000 as of August 31, 2013. He stated if you look at the composition of the expenditures, there was \$6 million spent on professional services and \$3.3 million on county jail backup. Mr. Burrage stated his point is there is not enough money, operating the way ODOC currently operates, to finish the fiscal year if the agency continues to have growth in the offender population. Mr. Burrage stated although we began the fiscal year with some extra money, it is gone to fulfill the commitments the agency made in FY 2013 to get the county jail backup expenditures current. Mr. Burrage stated ODOC has to deal with the normal reoccurring revenue without the benefit of a \$22 million surplus. Mr. Burrage advised he was open to any suggestions or comments on the budget report format and the intent is for full disclosure to the public regarding the agency's budget.

- **Female Offender Committee**

Ms. Neal stated there was no report from the committee.

- **Public Policy/Public Affairs Committee**

Mr. Ware stated there was no report from the committee.

- **Population Committee**

Ms. Neal stated the committee met and she advised of the following actions discussed:

1. Increase the capacity at Dr. Eddie Warrior Correctional Center by 158 beds. This will occur over the course of the next month and will be presented to the Board for formal approval once the Fire Marshal approval is obtained.

2. Develop plans for expanding housing for female offenders on existing facility grounds so the actions taken in Item 1 can be reversed at some point in the future.
3. Develop a presentation for the Board to use with stakeholders which:
 - a. Summarizes the demand for male offender beds;
 - b. Estimates ODOC needs for the remainder of this fiscal year and the next;
 - c. Summarizes ODOC financial situation;
 - d. Estimates the cost of additional expansion into private prisons;
 - e. Provides relevant statutes that obligate the agency; and
 - f. Provides a listing of unsecure housing and associated consequences that have been considered.
4. Great Plains Correctional Facility (GEO Group, Inc.) provided ODOC with a notice of first refusal and the agency declined.
5. Should Diamondback Correctional Facility (Corrections Corporation of America) provide the agency with a notice of first refusal, an urgent meeting of the Population Committee will be needed to determine an immediate course of action.

Ms. Neal stated she believed the time has come for the agency to put forth an easily read, easily understood proposal which will detail the current situation to the leaders of the state. She stated it needs to be done soon and it is hoped to be an effective presentation. No other questions or comments were made.

- **Executive Committee**

Chair Gross stated the committee met and the minutes from the meeting are included in the Board folders.

- **Ad Hoc – Director Search Committee**

Mr. Siegfried was unable to attend the meeting, so Chair Gross asked Mr. Roach, committee member, to provide an update. Mr. Roach stated the application submission ended on August 31, 2013, and twenty-seven applications were received. One applicant withdrew from consideration and personnel determined four of the applicants did not meet the minimum requirements of the position. The twenty-two remaining applications were submitted for preliminary background investigations. Upon completion of the background investigations, the committee then reviewed the twenty-two applications and selected nine (9) for continuation of the application process. Mr. Roach stated the committee will interview the nine (9) applicants and should be scheduled to occur the second and third week of October. There were no further questions or comments.

15. New Business

Kevin Gross, Chair

No new business was brought before the Board.

16. Announcements

Kevin Gross, Chair

No announcements were brought before the Board.

17. Approval to Adjourn for Executive Session

Mike Oakley, General Counsel

- Pending Investigation of offender death: Tim Hale #163085
- Bryant County lawsuit

Mr. Oakley advised the Board of the need to adjourn to Executive Session for discussion of the pending investigation regarding the death of offender Tim Hale #163085 and the Bryant County lawsuit.

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

The adjournment was approved by majority vote and the Board adjourned at 1:36 p.m. to Executive Session.

18. Approval to Return from Executive Session

Mike Oakley, General Counsel

At 2:10 p.m., the Board returned from Executive Session. Mr. Oakley advised the Board of the approval needed to return from Executive Session.

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

The return was approved by majority vote and the Board resumed the meeting at 2:14 p.m. There was not a voting item discussed during the Executive Session so no further action was required after the return.

19. Adjournment

Kevin Gross, Chair

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

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

The meeting adjournment was approved by majority vote and the meeting ended at 2:14 p.m. The next Board meeting is scheduled for 1:00 p.m. on Friday, October 25, 2013, at the Oklahoma State Reformatory in Granite, 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-fifth day of October, 2013, in which a quorum was present and voting.

Approved by:

B. Steve Burrage, Secretary of the Board

Date



Approval of Board Policy
P-020600

Section-02 Information Management	P-020600	Page: 1	Effective Date: 10/30/2013
Legislative Initiative Process	ACA Standards: 2-CO-1A-15, 2-CO-1A-21, 2-CO-1F-07		
Kevin J. Gross, Chair Oklahoma Board of Corrections _____ T. Hastings Siegfried, Vice-Chair Oklahoma Board of Corrections _____			

Legislative Initiative Process

I. Board Approval of Department Legislative Initiatives

A. Legislative Initiatives

The Oklahoma Department of Corrections (DOC) evaluates its operations within the context of current law, statutes, and court rulings; and DOC may propose legislation to enhance operations, facilitate court decisions, implement new programs and functions, enhance fiscal operations, establish incarceration strategies and policy, and maintain constitutional compliance in meeting the mission of the department.

B. Presentation

The director of the Oklahoma Department of Corrections, or designee, will present to the Board of Corrections (BOC), for their approval any recommendations for legislative initiatives for the next regularly scheduled session of the Oklahoma Legislature during the October Board of Corrections meeting.

C. Board Committee

The BOC chair shall select members to serve on the Public Policy Committee to work with departmental staff in preparing the department's legislative initiatives for the ensuing legislative session. The committee will meet as needed and submit its recommendations to the Board during the October BOC meeting.

D. Board Consideration and Approval

The Board will consider for approval a draft of the proposed language of all new legislative initiatives in the context of its mission, strategic plans, departmental operations, fiscal impact, and the goals of the Board and department.

II. Executive and Legislative Cooperation (2-CO-1A-15, 2-CO-1F-07)

The Board recognizes the value of the service provided by the department to the Governor's Office and other executive offices, to the Oklahoma Legislative members, committees and subcommittees, and the staff of both the Senate and

House, regarding the various bills introduced each year that may impact the department. All bills introduced and pending will be analyzed as to whether they impact the operation, budget, staff or offender population of the department.

III. Legislative Team Designation

The director will designate or appoint staff to communicate and work with the Oklahoma Legislature in achieving the legislative initiatives.

IV. Reports (2-CO-1A-21)

A. Monthly Updates

Continuing monthly throughout the legislative session, the director or designee will report progress to the Board on each of the department's legislative initiatives, as well as other identified legislation of significance, to the department.

B. Final Report

In June of each year, the director or designee will report the final results of the department's legislative initiatives including other bills that were enacted and signed by the Governor that impact the department.

V. 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-020600 entitled "Legislative Initiative Process" dated September 21, 2011

Distribution: Policy and Operations Manual
Department Website

**Approval/Confirmation of
Appointment**

James Reed, District Supervisor
Jeffery M. McCoy Central District

JAMES REED

Objective To obtain the new position of District Supervisor for Jeffery M. McCoy Central District Community Corrections within the Oklahoma Department of Corrections

Experience

Assistant District Supervisor 5/2/2013-Present
Serve as the District Supervisor's primary operating administrative officer
Assist District Supervisor in managing the budget, staff and other resources
Conducts staff meetings concerning policies, methods and procedures of operating units

Deputy Warden at DCCC and LARC 4/18/2011 – 5/1/2013
Served as the Warden's primary operating administrative officer
Assist Warden in managing the facility budget, staff and other resources
Provides guidance and information to Warden in regards to applying departmental policies and procedures

Probation/Parole Officer IV 8/1/2004 – 4/15/2011
Supervise seven probation and parole officers
Plan and coordinate work in a specific area
Mentor probation/parole officers in the use of evidence-based practices
Assist in the management of a district or sub-division

Probation/Parole Officer I, II & III 8/16/2000 - 7/31/2004
Perform professional social service and law enforcement duties
Assessment and field supervision of probationers and parolees
Implement evidence-based practices relative to community supervision

Correctional Officer at LARC 11/2/1998 - 8/16/2000
Conducted inmate counts
Conducted security checks on perimeter of prison
Corporal for Restrictive Housing

Education

- 1995-2000 University of Oklahoma Norman, OK
B.A. in Sociology/Criminology

Training

- CLEET Basic Academy
- CLEET Basic Instructor
- CLEET Advanced Level of Peace Officer Certification
- Drug Abuse Recognition
- Adult Offender Standardized Assessment Training

Leadership

- Leadership Award from the Gene Stipe Corrections Academy
- Certificate of Excellence in Custody and Control CLEET Basic Academy
- Assumed the duties of the Warden at LARC from 11/1/12 until 12/20/12
- Acted as the District Supervisor when needed

REFERENCES

Available upon request

Oklahoma Department of Corrections

certifies that

James Reed

has been duly appointed to the position of

District Supervisor

of Jeffery M. McCoy Central District Community Corrections

*Confirmed by the Oklahoma Board of Corrections on the
thirtieth day of April in the year two thousand and thirteen*

Edward L. Evans, Director
Oklahoma Department of Corrections

Kevin J. Gross, Chair
Oklahoma Board of Corrections

T. Hastings Siegfried, Vice Chair
Oklahoma Board of Corrections

B. Steve Burrage, Secretary
Oklahoma Board of Corrections



Department of Corrections
FY-14 Budget Activity Report
as of September 30, 2013

Presentation to Board of Corrections

October 25, 2013

Department of Corrections
FY-14 Summary of Budget Projections
as of September, 2013

FY2014 Budget Work Program

Appropriated	\$	463,731,068
200 Fund	\$	18,757,331
205 Fund	\$	2,957,068
Total - BWP	\$	485,445,467 *

** Excludes Prison Industries and Community Sentencing and Federal funds.*

Y-T-D Expenditures	\$	(98,678,297)
Appropriated	\$	(97,921,552)
200 Fund FY 14	\$	(559,237)
205 Fund FY 14	\$	(197,508)
Encumbrances	\$	(138,703,676)
Committed	\$	(24,981,011)
Remaining Payroll	\$	(187,531,097)
Available Balance	\$	35,551,386

Comment:

Revision one to the Budget Work Program was processed in September. This revision increased the FY 2014 Budget by \$55,380.

Department of Corrections
Appropriated Operating Funds
As of 09/30/2013

Budgeted	\$	463,731,068
Expenditures Y-T-D	\$	(97,921,552)
Encumbrance Y-T-D	\$	(130,182,048)
Total Committed Y-T-D	\$	<u>(24,945,144)</u>
Available Balance	\$	210,682,324
Less:		
Payroll	\$	(187,531,097)
Available Balance	\$	23,151,227

Department of Corrections
200 Revolving Fund Summary
As of 09/30/2013

Beginning Cash Balance 07/01/2013	\$	8,847,121
Revenue Received Y-T-D	\$	4,840,076
Expenditures Y-T-D	\$	(12,812,826)
Adjustments Y-T-D	\$	(500)
Ending Balance 09/30/2013	\$	873,871

Description of Fund:

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

Program Support

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

Probation & Parole Fees

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

Medical Co pays

Inmates are required to pay a co pay of \$2.00 for medical treatment

Prisoner Public Work Crews

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

State Criminal Alien Assistance Funding

Federal Funds for the reimbursement of expenses for incarcerated aliens

Other Reimbursed Amounts

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

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

Department of Corrections
205 Revolving Fund Summary
As of 09/30/2013

Beginning Cash Balance 07/01/2013	\$	1,100,947
Revenue Received Y-T-D	\$	2,813,573
Expenditures Y-T-D	\$	(3,235,511)
Adjustments Y-T-D		
Ending Balance 09/30/2013	\$	679,008

Description of Fund:

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

Department of Corrections
280 Revolving Fund Summary
As of 09/30/2013

Beginning Cash Balance 07/01/2013	\$	4,307,972
Revenue Received Y-T-D	\$	5,572,161
Expenditures Y-T-D	\$	(5,884,377)
Adjustments Y-T-D	\$	(4,751)
Ending Balance 09/30/2013	\$	<u>3,991,004</u>

Description of Fund

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

Oklahoma Department of Corrections
FY 2014 Appropriated Operating Budget through September 2013

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Total Committed	Available Balance
11,12,13 Payroll	\$ 253,476,335.00	\$ 60,729,420.20	\$ 4,666,588.86		\$ 65,396,009.06	\$ 188,080,325.94
15 Professional Services	109,642,803.00	20,854,742.01	61,094,304.91	24,723,750.00	106,672,796.92	2,970,006.08
17 Moving Expenses	-	-	-	-	-	-
19 Inter/Intra Agency Payments	60,000.00	3,768.39	56,231.61		60,000.00	-
21, 22 Travel	1,069,154.00	226,267.12	546,519.61		772,786.73	296,367.27
31 Misc. Admin. Expenses	13,643,671.00	2,224,824.08	10,860,493.71	340.01	13,085,657.80	558,013.20
32 Rent	3,355,510.00	607,587.44	1,896,548.04	4,478.00	2,508,613.48	846,896.52
33 Maintenance and Repair	8,926,391.00	1,075,992.04	1,477,793.92	88,500.00	2,642,285.96	6,284,105.04
34 Specialized Supplies and Materials	33,419,775.00	6,401,141.71	21,872,809.07		28,273,950.78	5,145,824.22
35 Production, Safety and Security	2,126,457.00	51,245.11	1,109,860.76	56,395.00	1,217,500.87	908,956.13
36 General Operating Expenses	1,327,305.00	111,897.25	174,674.98		286,572.23	1,040,732.77
37 Shop Expense	1,292,840.00	249,419.64	863,439.16		1,112,858.80	179,981.20
41 Furniture and Equipment	3,042,103.00	66,711.84	233,553.02	8,425.94	308,690.80	2,733,412.20
42 Library Equipment and Resources	177,492.00	1,524.78	1,693.75		3,218.53	174,273.47
43 Lease Purchases	2,300,100.00	533,769.94	1,766,491.14		2,300,261.08	(161.08)
44 Livestock - Poultry			300,000.00		300,000.00	(300,000.00)
45,46 Building, Construction and Renovation	338,597.00	3,589.37	38,028.00	62,755.00	104,372.37	234,224.63
48 Debt Service	3,001,800.00	745,270.33	2,202,520.35		2,947,790.68	54,009.32
51 Offender Pay and Health Services	3,275,031.00	301,376.95	2,682,280.11		2,983,657.06	291,373.94
52 Tuitions, Awards and Incentives	1,500.00	4,246.71	39,060.26		43,306.97	(41,806.97)
53 Refunds and Restitutions	118,000.00	12,334.00			12,334.00	105,666.00
54 Jail Backup, County Jails and Other	11,946,493.00	2,366,660.00	5,050,177.00		7,416,837.00	4,529,656.00
55,59 Assistance Payments to Agencies						
60 Authority Orders			6,604,896.23	500.00	6,605,396.23	(6,605,396.23)
61 Loans, Taxes and Other Disbursements	50.00	714.59			714.59	(664.59)
62 Transfers - Out Sourced Health Care	9,174,035.00	943,895.00	6,356,105.00		7,300,000.00	1,874,035.00
64 Merchandise for Resale	2,015,626.00	405,153.53	287,978.23		693,131.76	1,322,494.24
TOTAL	\$ 463,731,068.00	\$ 97,921,552.03	\$ 130,182,047.72	\$ 24,945,143.95	\$ 253,048,743.70	\$ 210,682,324.30

Funding	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Total Committed	Available Balance
19240 GRF - Duties	\$ 12,130,266.00	\$ 9,025,146.97	\$ 3,105,119.03		\$ 12,130,266.00	\$ -
19430 GRF - Duties	443,731,068.00	82,644,224.02	125,459,375.73	24,945,143.95	233,048,743.70	210,682,324.30
57603 Duties	7,869,734.00	6,252,181.04	1,617,552.96		7,869,734.00	-
TOTAL	\$ 463,731,068.00	\$ 97,921,552.03	\$ 130,182,047.72	\$ 24,945,143.95	\$ 253,048,743.70	\$ 210,682,324.30
					Remaining Payroll	187,531,096.69
						23,151,227.61

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

		200 Fund	205 Fund	280 Fund	Funds
Revenue Revenues					
<u>Code</u>	<u>Current:</u>				
331	Other Fines, Forfeits, Penalties	\$ 64,004.54			\$ 64,004.54
431	Rent from Land	14,682.68			14,682.68
520	Reimbursement for Administrative Expense	304,681.45			304,681.45
521	Reimbursement for Data Processing Expense	2,280.00			2,280.00
522	Reimbursement for Telecommunication Exp.				-
530	Reimbursement for Travel Expense	1,072.70			1,072.70
552	Reimbursement of Federal Payroll	600,000.00			600,000.00
556	Federal Funds from Other State Agency	30,287.66			30,287.66
581	Reimbursement for Funds Expended	960,225.62			960,225.62
711	Farm Products General			1,815,250.13	1,815,250.13
731	Laboratory and Medical Services	31,008.84			31,008.84
741	Canteen and Concession Income	2,721.72	813,572.70	3,736,073.33	4,552,367.75
791	Other Sales and Services	968.12			968.12
811	Offender Medical Co-pays and Judgments	845,456.36			845,456.36
821	Deposits by Patients and Offenders	1,957,378.03	2,000,000.00	20,837.18	3,978,215.21
836	Sale of Salvage	23,616.65			23,616.65
881	Purchase Card Payments	1,691.32			1,691.32
	<i>Total Revenues</i>	<u>4,840,075.69</u>	<u>2,813,572.70</u>	<u>5,572,160.64</u>	<u>13,225,809.03</u>
Account Expenditures					
<u>Code</u>	<u>Current:</u>				
11,12,13	Payroll			1,750,733.14	1,750,733.14
15	Professional Services	6,281,460.80	325,223.85	145,846.12	6,752,530.77
21, 22	Travel	3,888.80	5,550.00	13,970.70	23,409.50
31	Misc. Admin. Expenses	5,345.35	70,028.22	224,772.73	300,146.30
32	Rent	61,938.90	32,866.49	19,264.03	114,069.42
33	Maintenance and Repair	430,461.48	475,219.05	256,421.23	1,162,101.76
34	Specialized Supplies and Materials	148,818.65	1,074,211.70	175,383.14	1,398,413.49
35	Production, Safety and Security	156,387.14	31,288.46	179,376.30	367,051.90
36	General Operating Expenses	4,131.77	45,978.32	22,356.73	72,466.82
37	Shop Expense	160,236.87	24,792.78	423,392.26	608,421.91
41	Furniture and Equipment	612,168.81	583,906.79	381,279.77	1,577,355.37
42	Library Equipment and Resources		1,710.74	1,083.18	2,793.92
43	Lease Purchases				-
44	Livestock and Poultry				-
45	Land and Right-of-way	64,741.27			64,741.27
46	Building, Construction and Renovation	689,276.89	180,853.63		870,130.52
48	Debt Service				-
51	Offender Pay and Health Services			324,392.69	324,392.69
52	Tuitions, Awards and Incentives		1,556.81		1,556.81
53	Refunds and Restitutions			111.90	111.90
54	Jail Backup, County Jails and Other	3,343,696.62			3,343,696.62
55	Payment to Gov. Sub-Division				-
59	Assistance Payments to Agencies	104,198.00			104,198.00
61	Loans, Taxes and other Disbursements			71.28	71.28
62	Transfers - Out Sourced Health Care	741,865.34	382,324.61		1,124,189.95
64	Merchandise for Resale	4,209.00		1,965,922.14	1,970,131.14
	<i>Total Expenditures</i>	<u>12,812,825.69</u>	<u>3,235,511.45</u>	<u>5,884,377.34</u>	<u>21,932,714.48</u>
	<i>Excess of Revenues Over (Under) Expenditures</i>	<u>(7,972,750.00)</u>	<u>(421,938.75)</u>	<u>(312,216.70)</u>	<u>(8,706,905.45)</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>	<u>(7,972,750.00)</u>	<u>(421,938.75)</u>	<u>(312,216.70)</u>	<u>(8,706,905.45)</u>
Cash					
	Beginning Cash Balance	8,847,120.53	1,100,946.95	4,307,971.83	14,256,039.31
	Revenue Received this Year	4,840,075.69	2,813,572.70	5,572,160.64	13,225,809.03
	Expenditures made this Year	(12,812,825.69)	(3,235,511.45)	(5,884,377.34)	(21,932,714.48)
	Beginning Change in Liabilities	(500.00)		(4,750.90)	(5,250.90)
	Transfers				-
	Adjustments				-
	<i>Ending Cash Balance</i>	<u>\$ 873,870.53</u>	<u>\$ 679,008.20</u>	<u>\$ 3,991,004.23</u>	<u>\$ 5,543,882.96</u>

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non- Appropriated Funds
For the Month of September 2013

		200 Fund	205 Fund	280 Fund	Funds
Revenue Revenues					
<u>Code</u>	<u>Current:</u>				
331	Other Fines, Forfeits, Penalties	\$ 17,937.74			\$ 17,937.74
431	Rent from Land	5,095.95			5,095.95
520	Reimbursement for Administrative Expense	57,422.21			57,422.21
521	Reimbursement for Data Processing Expense	760.00			760.00
522	Reimbursement for Telecommunication Exp.				-
530	Reimbursement for Travel Expense				-
552	Reimbursement of Federal Payroll				-
556	Federal Funds from Other State Agency				-
581	Reimbursement for Funds Expended	199,210.68			199,210.68
711	Farm Products General			786,038.96	786,038.96
731	Laboratory and Medical Services	7,645.65			7,645.65
741	Canteen and Concession Income	1,388.47	244,008.42	2,099,704.01	2,345,100.90
791	Other Sales and Services	485.83			485.83
811	Offender Medical Co-pays and Judgments	69,611.67			69,611.67
821	Deposits by Patients and Offenders	1,003,356.99		9,775.17	1,013,132.16
836	Sale of Salvage	5,535.00			5,535.00
881	Purchase Card Payments				-
	<i>Total Revenues</i>	<u>1,368,450.19</u>	<u>244,008.42</u>	<u>2,895,518.14</u>	<u>4,507,976.75</u>
Account Expenditures					
<u>Code</u>	<u>Current:</u>				
11,12,13	Payroll			560,370.87	560,370.87
15	Professional Services	414,650.16	-	52,342.01	466,992.17
21, 22	Travel	-		4,030.00	4,030.00
31	Misc. Admin. Expenses	3,542.40	18,424.55	68,560.86	90,527.81
32	Rent	3,204.73	7,507.71	3,963.05	14,675.49
33	Maintenance and Repair	34,520.52	54,541.96	78,237.27	167,299.75
34	Specialized Supplies and Materials	34,052.95	87,060.18	54,317.43	175,430.56
35	Production, Safety and Security	(1,049.51)	11,071.79	58,913.67	68,935.95
36	General Operating Expenses	961.79	14,612.80	10,059.64	25,634.23
37	Shop Expense	3,013.49		1,016.14	169,740.12
41	Furniture and Equipment	77,748.19	213,919.15	24,574.01	316,241.35
42	Library Equipment and Resources		414.69	336.03	750.72
43	Lease Purchases				-
44	Livestock and Poultry				-
45	Land and Right-of-way	-			-
46	Building, Construction and Renovation	-	112,326.28		112,326.28
48	Debt Service				-
51	Offender Pay and Health Services			108,979.42	108,979.42
52	Tuitions, Awards and Incentives				-
53	Refunds and Restitutions				-
54	Jail Backup, County Jails and Other	10,449.00			10,449.00
55	Payment to Gov. Sub-Division				-
59	Assistance Payments to Agencies	4,638.40			4,638.40
61	Loans, Taxes and other Disbursements				-
62	Transfers - Out Sourced Health Care	869.31			869.31
64	Merchandise for Resale	1,500.80		509,197.27	510,698.07
	<i>Total Expenditures</i>	<u>588,102.23</u>	<u>520,895.25</u>	<u>1,699,592.02</u>	<u>2,808,589.50</u>
	<i>Excess of Revenues Over (Under) Expenditures</i>	<u>780,347.96</u>	<u>(276,886.83)</u>	<u>1,195,926.12</u>	<u>1,699,387.25</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>	780,347.96	(276,886.83)	1,195,926.12	1,699,387.25
Cash					
	Beginning Cash Balance	139,572.56	1,044,601.82	2,906,032.66	4,090,207.04
	Revenue Received this Month	1,368,450.19	244,008.42	2,895,518.14	4,507,976.75
	Expenditures made this Month	(588,102.23)	(520,895.25)	(1,699,592.02)	(2,808,589.50)
	Beginning Change in Liabilities	(46,049.99)	(88,706.79)	(110,954.55)	(245,711.33)
	Transfers				-
	Adjustments				-
	<i>Ending Cash Balance</i>	<u>\$ 873,870.53</u>	<u>\$ 679,008.20</u>	<u>\$ 3,991,004.23</u>	<u>\$ 5,543,882.96</u>

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

Revenue Code	Revenues	410 Fund	430 Fund	490 Fund	Funds
556	Federal Funds Rec'd from Non-Gov. Ag.	\$ 188,145.15	\$ 105,936.67	\$ -	\$ 294,081.82
561	Private Grants and Donations for Opns.	-	283,854.80	(84,023.45)	199,831.35
581	Reimbursements	-	37,437.37	-	37,437.37
	<i>Total Revenues</i>	<u>188,145.15</u>	<u>427,228.84</u>	<u>(84,023.45)</u>	<u>531,350.54</u>
Account Code	Expenditures				
11,12,13	Payroll	-	-	-	-
15	Professional Services	188,598.82	325,791.07	427,580.75	941,970.64
21, 22	Travel	10,971.63	-	-	10,971.63
31	Misc. Admin. Expenses	415.11	252.25	-	667.36
32	Rent	3,739.75	-	-	3,739.75
33	Maintenance and Repair	3,033.90	-	-	3,033.90
34	Specialized Supplies and Materials	-	738.00	-	738.00
35	Production, Safety and Security	-	-	-	-
36	General Operating Expenses	5,898.21	3,084.78	-	8,982.99
37	Shop Expense	-	-	-	-
41	Furniture and Equipment	32,187.05	-	-	32,187.05
42	Library Equipment and Resources	-	-	-	-
43	Lease Purchases	-	-	-	-
44	Livestock and Poultry	-	-	-	-
45	Land and Right-of-way	-	-	-	-
46	Building, Construction and Renovation	-	-	-	-
48	Debt Service	-	-	-	-
51	Offender Pay and Health Services	-	-	-	-
52	Tuitions, Awards and Incentives	-	-	-	-
53	Refunds and Restitutions	-	-	-	-
54	Jail Backup, County Jails and Other	-	4,727.14	-	4,727.14
55	Payment to Gov. Sub-Division	-	-	-	-
59	Assistance Payments to Agencies	-	15,553.74	431.66	15,985.40
61	Loans, Taxes and Other Disbursements	-	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-	-
64	Merchandise for Resale	-	-	-	-
	<i>Total Expenditures</i>	<u>244,844.47</u>	<u>350,146.98</u>	<u>428,012.41</u>	<u>1,023,003.86</u>
	<i>Excess of Revenues Over (Under) Expenditures</i>	<u>(56,699.32)</u>	<u>77,081.86</u>	<u>(512,035.86)</u>	<u>(491,653.32)</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>	(56,699.32)	77,081.86	(512,035.86)	(491,653.32)
	Cash				
	Beginning Cash Balance	482,837.97	250,472.95	543,971.49	1,277,282.41
	Revenue Received this Year	188,145.15	427,228.84	(84,023.45)	531,350.54
	Expenditures made this Year	(244,844.47)	(350,146.98)	(428,012.41)	(1,023,003.86)
	Beginning Change in Liabilities	-	-	-	-
	Transfers	-	-	-	-
	Adjustments	-	-	-	-
	<i>Ending Cash Balance</i>	<u>\$ 426,138.65</u>	<u>\$ 327,554.81</u>	<u>\$ 31,935.63</u>	<u>\$ 785,629.09</u>

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
For the Month of September 2013

	410 Fund	430 Fund	490 Fund	Funds
Revenue Revenues				
Code Current:				
556 Federal Funds Rec'd from Non-Gov. Ag.	\$ -	\$ -	\$ -	\$ -
561 Private Grants and Donations for Opns.	-	283,854.80	(251,018.06)	32,836.74
581 Reimbursements	-	37,437.37	-	37,437.37
<i>Total Revenues</i>	-	321,292.17	(251,018.06)	70,274.11
Account Expenditures				
Code Current:				
11,12,13 Payroll	-	-	-	-
15 Professional Services	-	12,587.50	-	12,587.50
21, 22 Travel	5,627.12	-	-	5,627.12
31 Misc. Admin. Expenses	-	-	-	-
32 Rent	89.02	-	-	89.02
33 Maintenance and Repair	45.37	-	-	45.37
34 Specialized Supplies and Materials	-	-	-	-
35 Production, Safety and Security	-	-	-	-
36 General Operating Expenses	350.00	3,084.78	-	3,434.78
37 Shop Expense	-	-	-	-
41 Furniture and Equipment	-	-	-	-
42 Library Equipment and Resources	-	-	-	-
43 Lease Purchases	-	-	-	-
44 Livestock and Poultry	-	-	-	-
45 Land and Right-of-way	-	-	-	-
46 Building, Construction and Renovation	-	-	-	-
48 Debt Service	-	-	-	-
51 Offender Pay and Health Services	-	-	-	-
52 Tuitions, Awards and Incentives	-	-	-	-
53 Refunds and Restitutions	-	-	-	-
54 Jail Backup, County Jails and Other	-	-	-	-
55 Payment to Gov. Sub-Division	-	-	-	-
59 Assistance Payments to Agencies	-	15,252.36	-	15,252.36
61 Loans, Taxes and Other Disbursements	-	-	-	-
62 Transfers - Out Sourced Health Care	-	-	-	-
64 Merchandise for Resale	-	-	-	-
<i>Total Expenditures</i>	6,111.51	30,924.64	-	37,036.15
<i>Excess of Revenues Over (Under) Expenditures</i>	(6,111.51)	290,367.53	(251,018.06)	33,237.96
Special and Extraordinary Items				
Carried Over Cash	-	-	-	-
<i>Total Special and Extraordinary Items</i>	-	-	-	-
<i>Net Change in Fund Balances</i>	(6,111.51)	290,367.53	(251,018.06)	33,237.96
Cash				
Beginning Cash Balance	434,320.67	37,187.28	282,953.69	754,461.64
Revenue Received this Month	-	321,292.17	(251,018.06)	70,274.11
Expenditures made this Month	(6,111.51)	(30,924.64)	-	(37,036.15)
Beginning Change in Liabilities	(2,070.51)	-	-	(2,070.51)
Transfers	-	-	-	-
Adjustments	-	-	-	-
<i>Ending Cash Balance</i>	<u>\$ 426,138.65</u>	<u>\$ 327,554.81</u>	<u>\$ 31,935.63</u>	<u>\$ 785,629.09</u>



Approval of FY 2015 Budget Request

Oklahoma
Department of Corrections

Fiscal Year 2015
Budget Request

Submitted to the
Board of Corrections
October 25, 2013

**OKLAHOMA DEPARTMENT OF CORRECTIONS
FY 2015 APPROPRIATION REQUEST**

Priority	Item	See Page	Authorized FTE Requested Funded	Personnel Costs	Contract Services	Start-Up Costs	Operating Costs	TOTAL
A	Annualize fully funded contract beds for FY 2014				\$ 31,506,682			\$ 31,506,682
	TOTAL REQUESTED APPROPRIATION INCREASE		0.0	\$ -	\$ 31,506,682	\$ -	\$ -	\$ 31,506,682

FY 2014 Appropriation

463,731,068

Total Requested Appropriation for FY 2015

\$ 495,237,750

FY 2015 Budget Request Priority A

A. Item Description

Annualize cost to fully fund contract beds filled in FY 2014.

B. Cost

Funding for Contract Offender Bed Space

Total Oklahoma Private Prison Contracts

	Full Capacity	Year to Date Expenses at Capacity	Projected Expenses (Remaining Year)	Annual Cost	FY 2014 Budget	Surplus (Shortfall)
Correctional Facility						
Cimarron CF, Cushing	1,470	\$4,012,894	\$19,611,402	\$23,624,296		
Cimarron CF, Cushing (Maximum)	180	646,834	3,161,138	3,807,972		
Davis CF, Holdenville	1,310	3,576,117	17,476,828	21,052,945		
Davis CF, Holdenville (Maximum)	360	1,293,667	6,322,277	7,615,944		
Lawton CF, Lawton	2,526	6,308,331	30,829,426	37,137,757		
Total Private Prison Contracts	5,846	15,837,843	77,401,071	93,238,914	\$ 74,138,243	(\$19,100,671)
Total Contract County Jails	657	\$1,323,855	\$6,469,808	\$7,793,663	\$ 7,219,137	(\$574,526)
Total Halfway House Contracts	1,512	3,266,041	15,961,458	19,227,499	17,145,156	(\$2,082,343)
Total Jail Backup (1,000+ beds)		2,740,338	19,392,297	22,132,635	12,383,493	(9,749,142)
Total Contract Jail and Backup Beds	2,169	\$7,330,234	\$41,823,563	\$49,153,797	\$36,747,786	(\$12,406,011)
Total	<u>8,015</u>	<u>\$23,168,077</u>	<u>\$119,224,634</u>	<u>\$142,392,711</u>	<u>\$110,886,029</u>	<u>(\$31,506,682)</u>

C. Justification

The Department's current population projection requires additional funding to adequately house more inmates.

Contacts: Greg Sawyer 425-7290



Population Update

**Population Information as of September 30, 2013
Compared to September 28, 2012**

Total System Offender Population	Females	Males	Total
Current Population	2,807	23,937	26,744
Population Last Year	2,661	23,539	26,200
Change from last year	146	398	544

DOC Facilities	Females	Males	Total
Current Population	2,273	15,599	17,872
Population Last Year	2,130	15,839	17,969
Change	143	(240)	(97)

Private Prisons	Females	Males	Total
Current Population	0	5,813	5,813
Population Last Year	0	5,108	5,108
Change	0	705	705

County Jail Contracts	Females	Males	Total
Current Population	0	611	611
Population Last Year	0	504	504
Change	0	107	107

Halfway Houses	Females	Males	Total
Current Population	297	852	1,149
Population Last Year	289	873	1,162
Change	8	(21)	(13)

Out Count	Females	Males	Total
Current Population	66	638	704
Population Last Year	50	663	713
Change	16	(25)	(9)

GPS	Females	Males	Total
Current Population	171	408	579
Population Last Year	192	539	731
Change	(21)	(131)	(152)

EMP	Females	Males	Total
Current Population	0	15	15
Population Last Year	0	13	13
Change	0	2	2

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	4,987	16,150	21,137
Population Last Year	4,854	16,118	20,972
Change	133	32	165

Parole Supervision	Females	Males	Total
Current Population	501	2,639	3,140
Population Last Year	492	2,548	3,040
Change	9	91	100

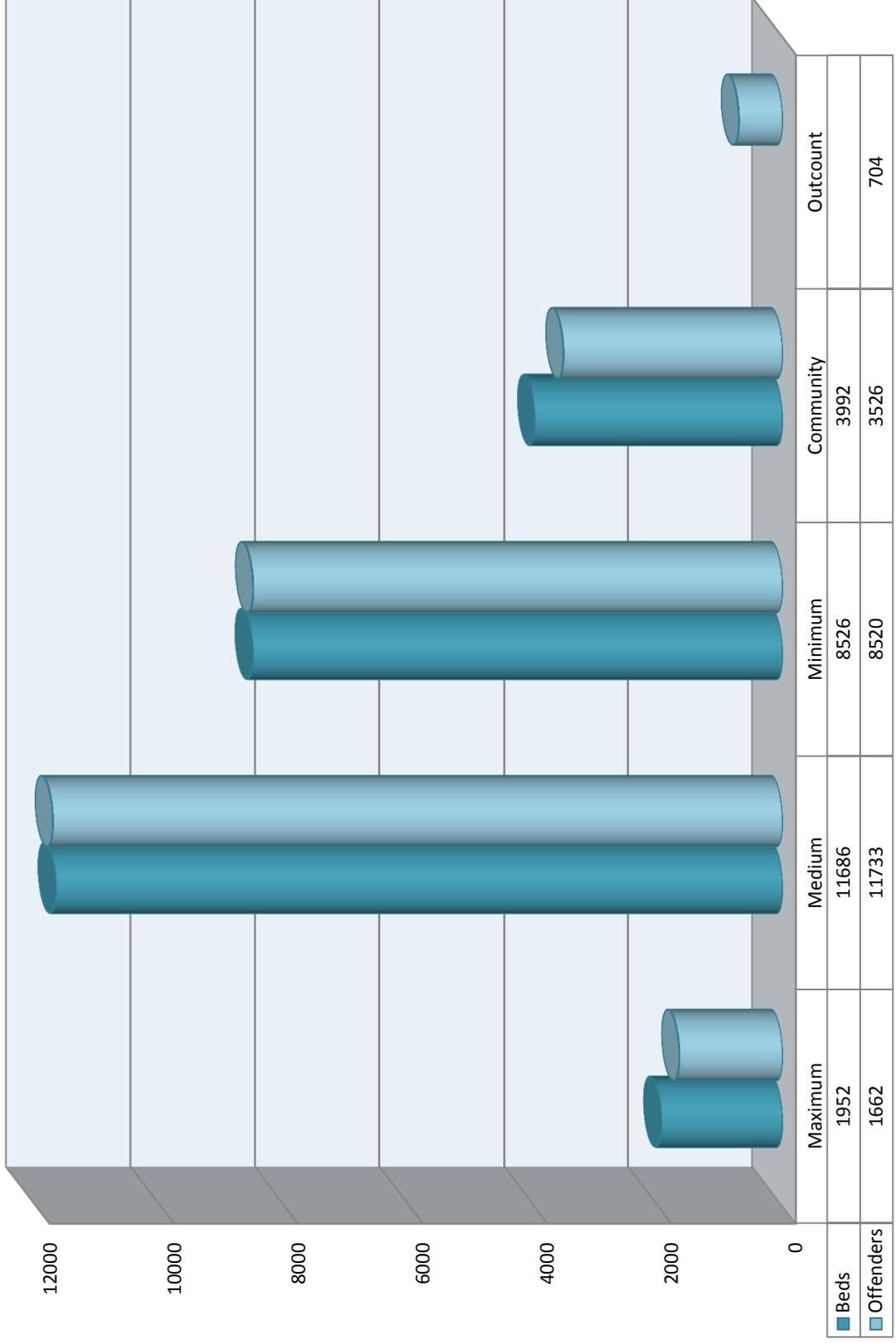
Total System Population	Females	Males	Total
Current System Population	8,295	42,726	51,021
Population Last Year	8,007	42,205	50,212
Change	288	521	809

County Jail Inmate Backup	Females	Males	Total
September 30, 2013	101	1,482	1,583
Population Last Year	53	1,538	1,591
Change	48	(56)	(8)

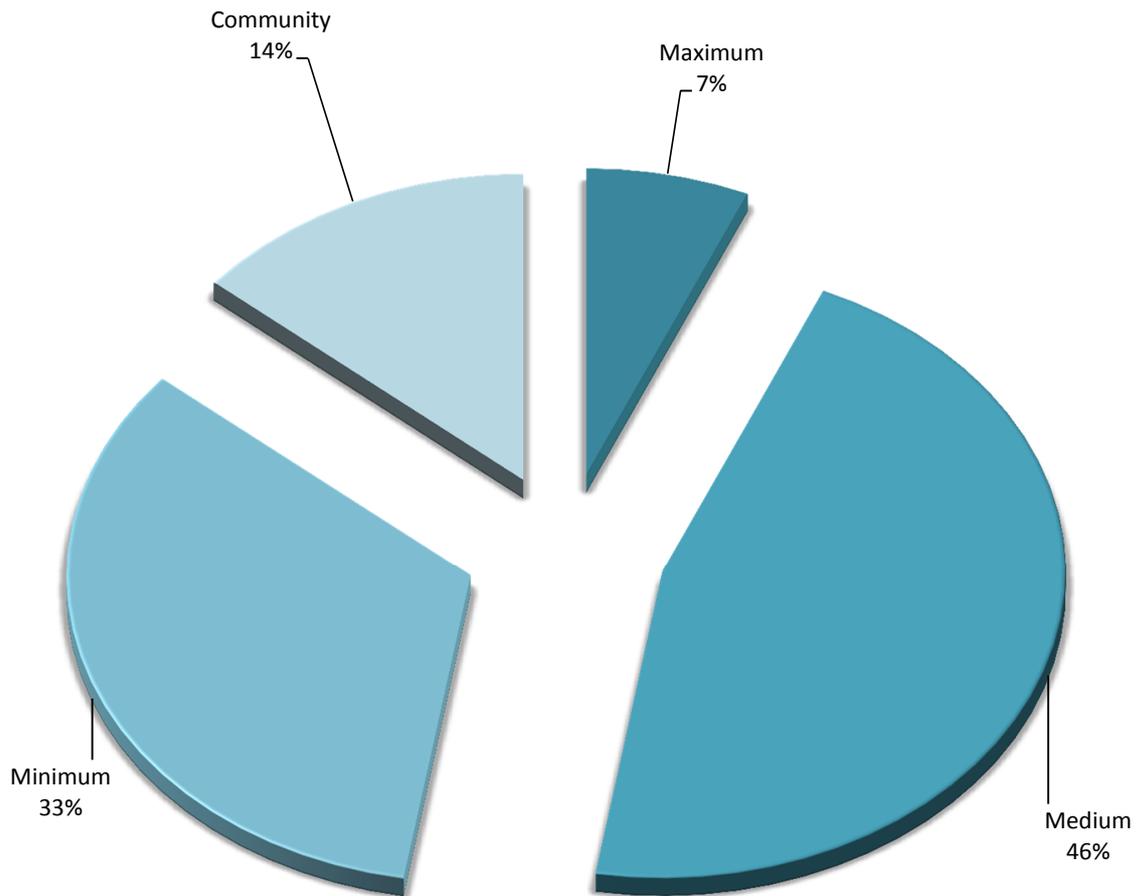
Pardon & Parole Board Results	Females	Males	Total
Month: September 2013			
Considered	32	491	523
Denied	15	315	330
Recommended	17	176	193
Percentage Recommended	53.13%	35.85%	36.90%

Governor's Actions	Females	Males	Total
Month: September 2013			
Reviewed	2	15	17
Approved	1	1	2
Denied	1	14	15
Percentage Approved	50.00%	6.67%	11.76%

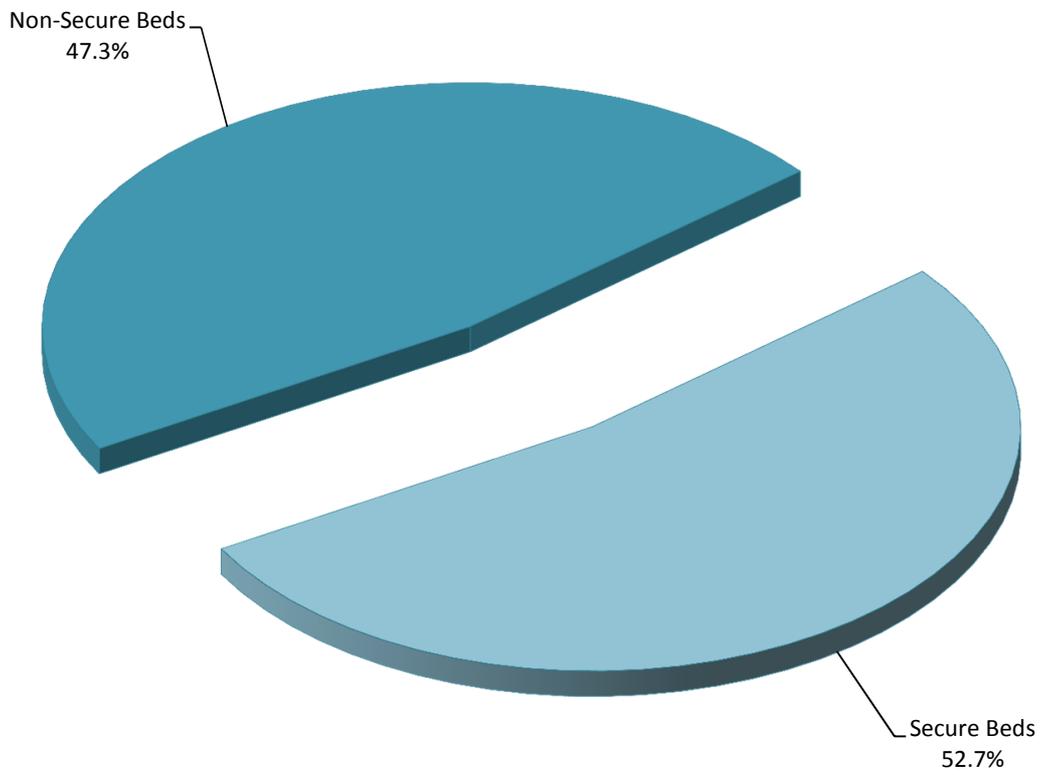
Offender and Bed Distribution 09/30/2013



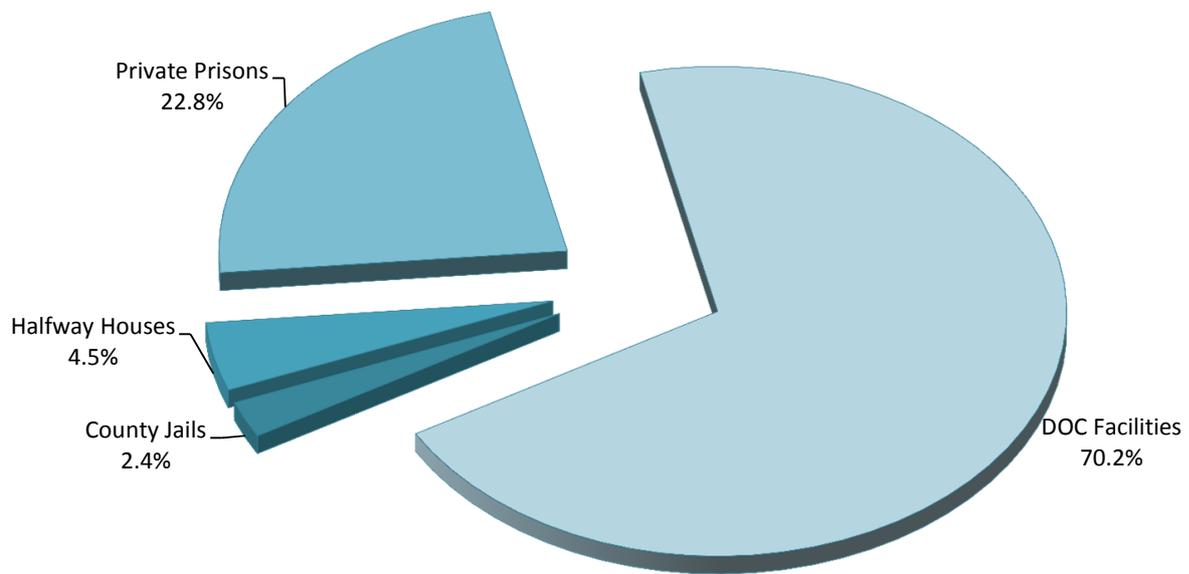
Offender Distribution By Security Level 9/30/2013



**Percentage Of Offenders In Secure And Non-Secure
Beds
9/30/2013**



Offenders In DOC Facilities v. Contract Facilities 9/30/2013





**Approval of Facility Capacity Change
Dr. Eddie Warrior Correctional Center**

Request for Modification of Facility Capacities
Board of Corrections Meeting
Friday, October 25, 2013

OP-150205, entitled, "Capacities of Facilities" requires Board of Corrections' approval for any modifications of facility capacities.

Due to the increased demand for minimum security general population and program beds, Dr. Eddie Warrior Correctional Center is requesting an increase in capacity. The original capacity of each of the five dorms was 120. Each dorm's capacity has been increased to 150. With respect to the increase in the Regimented Treatment Program, the current capacity is 82 and will increase to 90. Capacity increases in the five dorms and the Regimented Treatment Program will result in a total increase of 158 beds.

These changes are summarized below and are followed by a summary of the agency's capacity limits for female offenders.

DORM	Current Capacity	Requested Increase	Increase Plus Board of Corrections Current Capacity
Dorm 1	90	0	90
Dorm 3	120	30	150
Dorm 4	120	30	150
Dorm 5	120	30	150
Dorm 6	120	30	150
Dorm 7	120	30	150
RTP	82	8	90
Total	772	158	930

Female Offender Capacity Limits			
	Current Authorized Capacity	Capacity Modification	Requested Capacity
DOC Facility Total-Female	2,273	158	2,431