



Oklahoma Board of Corrections
REGULAR MEETING

May 5, 2016

Oklahoma Department of Corrections
Oklahoma City, Oklahoma

OKLAHOMA BOARD OF CORRECTIONS REGULAR MEETING

Oklahoma Department of Corrections
3400 N Martin Luther King Avenue
Oklahoma City, Oklahoma
1:00 p.m., May 5, 2016



AGENDA

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

ITEM	PRESENTER
1. Call to Order and Roll Call	Kevin Gross, Chair
2. Old Business	Kevin Gross, Chair
3. Approval of Board of Corrections Meeting Minutes of Regular Meeting on April 7, 2016	Kevin Gross, Chair
4. Interim Director's Commendation	Joe M. Allbaugh, Interim Director
5. Approval of Resolution for National Nurses Week (May 6-12, 2016)	Clint Castleberry, Division Manager Health Services
6. Approval of Board of Corrections Policies: <ul style="list-style-type: none">▪ P-010200, Operating Procedures and Policies for the Oklahoma Board of Corrections▪ P-120100, Management of State Funds and Assets▪ P-150500, Eight Year, System-wide Capital Improvement Program	Joe M. Allbaugh, Interim Director
7. Monthly Update of FY 2016 Agency Budget	Ashlee Clemmons, Chief Administrator Business Services
8. Monthly Update of Offender Population	Laura Pitman, Ph.D., Division Manager Field Services
9. Update on Process Required by Law to Acquire by Lease, Lease-to-Purchase, or Purchase One or More Correctional Facilities Located in Oklahoma and to Present Any Negotiated Lease or Contract and a Plan to Fund the Lease or Contract to the Board for Consideration	Joe M. Allbaugh, Interim Director
10. Monthly Update of Legislative Initiatives	Marilyn Davidson, Legislative Liaison

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"

11. Committee Reports Committee Chairs
Standing Committees:
- Audit/Finance – Chair Frazier Henke, Members Gene Haynes and Michael Roach
 - Female Offender – Chair Irma Newburn, Members Frazier Henke and Todd Holder
 - Public Policy/Affairs – Chair Gene Haynes, Members Adam Luck and Irma Newburn
 - Population/Private Prisons – Chair Michael Roach, Members Todd Holder and Adam Luck
 - Executive – Chair Kevin Gross, Members Michael Roach and Frazier Henke
12. New Business Kevin Gross, Chair
13. Announcements Kevin Gross, Chair
14. Adjournment Kevin Gross, Chair

The next regular meeting of the Board of Corrections is scheduled for 1:00 p.m. on Thursday, June 2, 2016, at the Northeast Oklahoma Correctional Center in Vinita, Oklahoma.

Updated on 4/28/2016 2:29:35 PM

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”



Item #3

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING**

Clara Waters Community Corrections Center
9901 N I-35 Service Road
Oklahoma City, Oklahoma
April 7, 2016

1. Call to Order and Roll Call

Kevin Gross, Chair

Chair Gross called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:01 p.m. on Thursday, April 7, 2016, at the Clara Waters Community Corrections Center. The final agenda was posted at 9:58 a.m. on Tuesday, April 5, 2016, at the Oklahoma Department of Corrections (ODOC) Administration, which is at least twenty-four hours prior to the commencement of the meeting.

Chair Gross asked the clerk to call the roll:

Kevin Gross, Chair	Present	Adam Luck, Member	Present
Gene Haynes, Member	Present	Irma Newburn, Member	Present
Frazier Henke, Secretary	Present	Michael Roach, Vice Chair	Present
Todd Holder, Member	Present		

Calling of the roll reflected a quorum was present.

2. Welcome

**Brian Thornburgh, Center Administrator
Clara Waters Community Corrections Center**

Mr. Thornburgh greeted and welcomed the BOC members to the facility. He provided general information about the facility as well as the inmate population.

3. Old Business

Kevin Gross, Chair

There was no old business to discuss.

4. Approval of Board of Corrections Meeting Minutes

Kevin Gross, Chair

- Regular Meeting on March 3, 2016

Chair Gross stated the BOC had previously received the meeting minutes from March 3, 2016, for review and he would entertain a motion to approve. A copy of the meeting minutes is included in the BOC Packet for April 7, 2016.

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

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

5. Approval of Resolution for National Volunteer Appreciation Week (April 10-16, 2016) **Leo Brown, Agency Chaplain/Volunteer Coordinator**
Religious and Volunteer Services

Mr. Brown provided information on National Volunteer Appreciation Week and the agency's volunteers who provide programs, activities and services to the inmate population. He read the resolution and requested approval by the BOC. Chair Gross stated the BOC had previously received a copy of the resolution for review and he would entertain a motion to approve. A copy of the resolution for National Volunteer Appreciation Week is included in the BOC Packet for April 7, 2016.

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

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

6. Approval of Resolution for National Administrative Professional's Week (April 24-30, 2016) **Tina Hicks, Associate Director**
Administrative Operations

Ms. Hicks provided information on National Administrative Professional's Week and requested approval of the resolution as presented this date. Chair Gross stated the BOC had previously received a copy of the resolution for review and he would entertain a motion to approve. A copy of the resolution for National Administrative Professional's Week is included in the BOC Packet for April 7, 2016.

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

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

7. Approval of Resolution for National Public Service Recognition Week (May 1-7, 2016) **Don Grigsby, Coordinator**
Recruitment, Retention and Recognition

Mr. Grigsby provided information on Public Service Recognition Week and requested approval of the resolution as presented this date. Chair Gross stated the BOC had previously received a copy of the resolution for review and he would entertain a motion to approve. A copy of the resolution for National Public Service Recognition Week is included in the BOC Packet for April 7, 2016.

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

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

8. Approval of Resolution for National Correctional Officer's Week (May 1-7, 2016) **Don Grigsby, Coordinator**
Recruitment, Retention and Recognition

Mr. Grigsby provided information on National Correctional Officer's Week and requested approval of the resolution as presented this date. Chair Gross stated the BOC had previously received a copy of the resolution for review and he would entertain a motion to approve. A copy of the resolution for National Correctional Officer's Week is included in the BOC Packet for April 7, 2016.

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

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

9. Approval of Resolution for National Teacher Appreciation Week (May 2-6, 2016) **Jack Bowers, Senior Principal Education**

Mr. Bowers provided information on National Teacher Appreciation Week and requested approval of the resolution as presented this date. Chair Gross stated the BOC had previously received a copy of the resolution for review and he would entertain a motion to approve. A copy of the resolution for National Teacher Appreciation Week is included in the BOC Packet for April 7, 2016.

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

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

10. Monthly Update of FY 2016 Agency Budget **Ashlee Clemmons, Chief Administrator Business Services**

Ms. Clemmons provided the agency's budget update as of February 29, 2016. A copy of the update is included in the BOC Packet for April 7, 2016. Ms. Clemmons also provided information on the adjustments/distribution of funds as a result of receiving a supplemental appropriation from the legislature. There was no further discussion.

11. Update of Offender Population **Laura Pitman, Ph.D., Division Manager Field Support**

Dr. Pitman provided the agency's population update as of February 29, 2016. A copy of the update is included in the BOC Packet for April 7, 2016. The BOC discussed the decline in the number of inmates assigned to the Global Positioning Satellite (GPS) Program; Dr. Pitman indicated it was as a result of policy changes affecting the eligibility criteria. There was no further discussion.

12. Approval to direct Interim Director Joe M. Allbaugh to begin the process required by law to acquire by lease, lease-to-purchase, or purchase one or more correctional facilities located in Oklahoma and to present any negotiated lease or contract and a plan **Kevin Gross, Chair**

to fund the lease or contract to the Board for consideration

Chair Gross provided information on discussions between Interim Director Allbaugh and private prison operators in the state about the possibility of leasing, purchasing and/or leasing-to-purchase one or more of the empty facilities. Interim Director Allbaugh discussed the agency's need for additional facilities to accommodate the continued inmate growth as well as managing the current population more efficiently.

Motion: Mr. Holder made a motion to approve the interim director to begin the process as indicated and Ms. Newburn seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – yes; Mr. Roach – yes.

The motion was approved by majority vote. Interim Director Allbaugh advised he would provide an update on the process at the next regular BOC meeting in May.

13. Update of Legislative Initiatives

Marilyn Davidson, Legislative Liaison

Ms. Davidson updated the BOC on recent legislative actions noting this date was the deadline for all bills to be heard in the committee of the opposite chamber of origin. All ODOC bills made it past the deadline and are available to be heard on the floor. The House Criminal Justice and Corrections Committee also passed their own criminal justice reform measures aimed at impacting the ODOC population in the future and improving Oklahoma's recidivism rate. There was no further discussion.

14. Committee Reports

Committee Chairs

Chair Gross asked the committee chairs for their reports.

- **Audit/Finance Committee**
The committee met earlier this date to discuss the agency budget presentation. The committee will review and make recommendations for changes to the presentation which would be more useful to the BOC.
- **Female Offender Committee**
There was nothing to report.
- **Public Policy/Public Affairs Committee**
There was nothing to report.
- **Population/Private Prisons Committee**
There was nothing to report.
- **Executive Committee**
The committee met on March 30, 2016 to review and approve the agenda for the meeting this date.

15. New Business

Kevin Gross, Chair

There was no new business to discuss.

16. Announcements

Kevin Gross, Chair

There was no announcements to make.

17. Approval to Adjourn for Executive Session

David Cincotta, General Counsel

- Discussion of Pending Litigation:
 - *State of Oklahoma, et al. v. FCC, et al*, US Court of Appeals for the District of Columbia, case number 16-1057 (consolidated with 15-1461)

Mr. Cincotta advised the item listed on the agenda would require adjournment to Executive Session for engaging in confidential communication between the BOC and its attorney. He recommended Chair Gross entertain motions to adjourn.

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

The adjournment to Executive Session was approved by majority vote and the BOC adjourned at 1:32 p.m.

18. Approval to Return from Executive Session

David Cincotta, General Counsel

The BOC returned to the meeting room at 1:47 p.m. Mr. Cincotta advised the BOC of the approval needed to return from Executive Session.

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

The return was approved by majority vote and the BOC resumed the meeting at 1:47 p.m.

19. Adjournment

Kevin Gross, Chair

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

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

The adjournment was approved by majority vote and the meeting ended at 1:48 p.m.

Submitted to the Board of Corrections by:

Kimberley Owen, Minutes Clerk

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on the fifth day of May 2016, in which a quorum was present and voting.

Approved by:

Frank X. Henke IV, Secretary
Board of Corrections

Date



Item #5

Oklahoma Board of Corrections

Resolution

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

WHEREAS, the Department of Corrections employs 158 professional nurses across the state who work diligently, 365 days per year to provide nursing services to our inmates; and

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

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

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

ADOPTED this fifth day of May in the year 2016.

Kevin J. Gross, Chair

Michael W. Roach, Vice-Chair

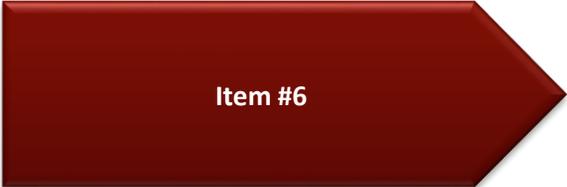
Frazier Henke, Secretary

Gene Haynes, Member

John T. Holder, Member

Adam Luck, Member

Irma J. Newburn, Member



Item #6

Section-01 Organization	Page: 1	P-010200	Effective Date: 05/13/2016
Board Operating Procedures	ACA Standards: 2-CO-1A-10, 4-4001, 4-APPFS-3D-01		
Kevin J. Gross , Chair Oklahoma Board of Corrections			

Operating Procedures and Policies for the Oklahoma Board of Corrections

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

I. Operating Procedures

A. Duties and Responsibilities

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

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

1. Establishment of Policies

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

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

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

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

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

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

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

3. Approval of Contracts and Budgets

- a. The BOC will be involved in the selection of architectural firms for projects when the architect's fee is over \$200,000. The BOC will also approve requisitions for construction contracts for projects where estimated construction costs are greater than \$500,000. Approval of construction documents must occur before acceptance of a bid.
- b. The BOC will be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities.
- c. The BOC will review and approve the proposed ODOC budget request before it is submitted to the Office of Management and Enterprise Services (OMES) in October of each year for review by the Governor.
- d. The BOC will review and approve the ODOC budget work program before it is submitted to OMES on June 1 or as soon thereafter as possible.
- e. The BOC will review and approve all emergency expenditures of money that exceed the director's authority as allowed by law.

4. Private Prison Construction or Operation

- a. If ODOC proposes to enter into a contract for the construction or the operation, or both, of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC (57 O.S. 561, 561.1D-4 &G).
- b. ODOC shall then deliver to the BOC the top three (3) qualified prospective private prison contractors identified pursuant to law together with the information reviewed and analyzed by ODOC during analysis of the proposals. The BOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information (57 O.S.561.1.H).
- c. Should ODOC choose to negotiate with current private prison contractors for a new contract for the operation, lease, or

lease/purchase of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC. The BOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. Additional time may be provided, when necessary (57 O.S. 561, 561.1).

B. Orientation

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

C. Officers, Terms of Office, and Qualifications

1. The BOC, composed of seven members, will have the following offices: a chair, vice chair, and secretary. These offices will be filled by BOC election at the regular meeting held annually in June.
2. Members who have demonstrated leadership, while adhering to these operating procedures and policies, and shown commitment to the missions of both the BOC and ODOC are eligible for election by a majority vote of the BOC. Whenever possible, a member shall not serve as chair until serving a term as vice chair.
3. An incumbent officer may be re-elected as often as such officer receives the necessary votes. Newly elected officers will assume their offices at the next meeting of the BOC.

D. BOC Vacancies and Succession

1. If a vacancy occurs in the office of the chair, the vice chair will automatically succeed to the office of the chair and complete the remaining term of office.
2. Upon assuming the office of chair, the office of vice chair will become vacant through succession, and the chair may appoint a vice chair to complete the remaining term of office.
3. Any vacancy occurring in the office of vice chair or secretary may be filled by the chair by appointment for the remaining term of office.
4. A newly appointed officer will assume office at the next meeting of the BOC.
5. A newly appointed BOC member nominated, but not confirmed by the Senate, shall not vote during a BOC meeting unless the new

member has been designated by the Governor as an interim member to fill a vacancy that occurred during a term of office. An incumbent member scheduled to leave office may continue to act as a member of the BOC until a successor is duly appointed and confirmed according to law. A reappointed member may continue to vote unless denied confirmation by the Senate.

E. Facility/Office Tours

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

F. Inquiries

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

II. Administration of BOC Functions

A. Rules of Order

1. The *Modern Rules of Order* shall act as a guide to the BOC in the transaction of business during meetings, unless otherwise provided by law or these BOC operating procedures and policies.
2. A quorum of the BOC consists of four (4) BOC members.
3. A roll-call vote of the BOC is taken on the following:
 - a. All actions requiring BOC approval or confirmation as identified in this policy;
 - b. Convening an executive session of the BOC; and/or
 - c. On any other action at the request of any BOC member or upon the advice of legal counsel.

B. BOC Meetings

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

1. The chair will preside over BOC meetings. The vice chair will preside in the absence of the chair.
2. The monthly meetings will be conducted at a time and place designated by the chair (or vice chair in the chair's absence), and published by ODOC.
 - a. Members who know that they will be unable to attend will notify the ODOC of their intended absence at least one week before the scheduled meeting.
 - b. A majority of affirmative votes of a quorum will be required to conduct and transact the business of the BOC.
3. ODOC support staff will be responsible for the following:
 - a. Recording the minutes of every BOC meeting;
 - b. The certification of the approval of the minutes;
 - c. Ensuring whenever possible, all documents and information relevant to the BOC meeting is provided to the BOC in electronic form, no less than five (5) days prior to the scheduled BOC meeting; and
 - d. Maintaining the official records of the BOC as required by law.
4. Upon approval of the minutes, the BOC Secretary will execute the following:

Certificate of Approval

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

Date: _____ Secretary of the Board of Corrections

5. All meetings of the BOC will be conducted according to the Oklahoma Open Meeting Act (25 O.S. 301-314).
 - a. The director will ensure that notice is given in writing to the Secretary of State, by December 15 of each calendar year, of the regularly scheduled meetings of the BOC for the next calendar year.
 - b. The director will ensure that the proposed agenda is posted at least 24 hours before each meeting. The agenda will be

posted in prominent public view at ODOC Administration, 3400 N Martin Luther King Avenue in Oklahoma City.

- c. If any change is to be made in the date, time, or place of the regularly scheduled meeting, then notice in writing will be given to the Secretary of State not less than ten days before the implementation of the change.
6. BOC executive sessions are authorized only under the following circumstances, or as otherwise provided by Oklahoma law:
 - a. Discussion of the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any salaried public officer or employee, including a periodic performance evaluation of the director.
 - b. Confidential communication with the BOC's attorneys only to discuss a pending investigation, claim, case, matter, or action where disclosure would seriously impair the ability of the BOC to proceed in the public interest.
 - c. Any vote or action must be taken in public meeting with the vote of each member publicly cast and recorded. At the end of each executive session, a public announcement will be made memorializing the executive session discussion and announcing whether a vote is necessary.
7. Special meetings may be called by the chair or by a majority of the BOC as necessary and according to the Oklahoma Open Meeting Act.
8. In the event any meeting is to be continued or reconvened, public notice of the action, including date, time, and place of continued meeting, will be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting that is continued will be discussed at the continued or reconvened meeting.
9. An emergency meeting of the BOC as permitted by the Oklahoma Open Meeting Act may be held without public notice. The person calling an emergency meeting will give as much advance public notice as is reasonable and possible under the existing circumstances.
10. Matters of business that require further investigation or detailed study may be delegated to an ad hoc BOC committee appointed by the chair with the advice and consent of the Executive Committee.
11. At each meeting, the chair may provide an opportunity for any relevant business to be introduced by any BOC member, the director,

a member of the news media, or any citizen attending the meeting, however, business may not be transacted unless such business constitutes "new business" within the meaning of the Open Meeting Act.

12. Every meeting of the BOC will be electronically taped (except executive session) from which minutes will be transcribed in summary form. A copy of the minutes will be forwarded to the BOC before the next meeting for their review. After formal approval of the minutes, as submitted or as amended, the taped recordings shall be destroyed, unless the BOC or the Executive Committee requests that the tape recording not be destroyed. A certified copy of the approved minutes will constitute the official record of the BOC.
13. Members of the BOC will be reimbursed for travel expenses, as provided by law for other state officers and employees, while attending meetings of the BOC or performing other official duties.

C. BOC Committees

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

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

The following committees are standing committees:

1. Executive Committee
 - a. The Executive Committee shall consist of the following BOC members:
 - (1) Chair of the BOC;
 - (2) Vice chair of the BOC; and
 - (3) The immediate past chair of the BOC. In the event the past chair is no longer serving as a BOC member, the secretary of the BOC shall succeed to the Executive Committee.

- b. Duties of the Executive Committee shall include:
 - (1) Ensuring that the director's annual written performance evaluation is conducted by the BOC;
 - (2) Developing, reviewing, and approving the monthly BOC agenda;
 - (3) Performing BOC self-assessments by developing performance targets and assessing annually their achievement using a survey, interviews, or by other methods the BOC deems appropriate; and
 - (4) Any matter referred to it by the BOC chair or director.

2. Audit/Finance Committee

- a. The Audit/Finance Committee will meet with the director and designated staff to conduct business, including but not limited to:
 - (1) Reviewing and analyzing the ODOC's annual budget request and budget work program;
 - (2) Recommending to the BOC the type and scope of the audits to be performed for the agency, the Oklahoma Correctional Industries and Agri-Services;
 - (3) Recommending to the BOC the entity, firm or person to perform audits;
 - (4) Determining the type, content and frequency of financial reports to fulfil proper financial oversight and compliance with Oklahoma Statutes; and
 - (5) Ensuring controls are in place to safeguard the assets of the agency as well as controls for proper financial reporting.
- b. The Audit/Finance Committee will meet as needed to review the budget request due in October of each fiscal year.
- c. The Audit/Finance Committee will meet as needed to review the budget work program due June 1 or as soon thereafter as possible of each fiscal year.

Section-01 Organization	Page: 9	P-010200	Effective Date: 05/13/2016
-------------------------	---------	----------	----------------------------

- d. The Audit/Finance Committee chair or a designee will report to the BOC and request formal approval of the budget request and budget work program.
- 3. Population/Private Prison Committee
 - a. The Population/Private Prison Committee will meet as needed with the director and designated staff to conduct business, including but not limited to the review of the ODOC's population status, policies, and the review and approval of facilities' authorized capacity.
 - b. The Population/Private Prison Committee will review and approve requests for proposals, determine contract performance standards, propose rules and regulations, review and approve proposed per diem costs for the ensuing fiscal year, and review the cost benefit analysis required by law.
 - c. The Population/Private Prison Committee chair or a designee will report to the full BOC their recommendations and request formal approval thereof.
- 4. Public Policy/Affairs Committee
 - a. The Public Policy/Affairs Committee will meet with the director and designated and appropriate staff to conduct business, including but not limited to the review and approval of the specific language of the legislative initiatives of the ODOC.
 - b. The Public Policy/Affairs Committee will meet prior to each legislative session, and from time to time during the legislative session, to review and discuss any necessary changes.
 - c. The Public Policy/Affairs Committee, the director and designated staff will interface, as necessary, with members of other state boards, associations, organizations, agencies and designated appropriate staff to coordinate activities relating to the above named entities.
 - d. The Public Policy/Affairs Committee chair or a designee will report to the BOC their recommendations and request formal approval thereof.
- 5. Female Offender Committee
 - a. The Female Offender Committee will meet as necessary with the director and designated staff to conduct business, including but not limited to the review and approval of ODOC

policies and procedures which may affect female offenders to ensure a level of parity that avoids and/or minimizes any discrimination.

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

D. Committee Sunset Provision

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

E. BOC Agenda

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

F. Requests for Information by BOC Members

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

III. Public Access

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

A. Requests for Information

Requests for information from the public regarding an individual offender must meet the following requirements:

1. The request must comply with [OP-060212](#) entitled "Maintenance and Access of Offender Records" and "Authorization to Release Department of Corrections Record Information" form ([DOC 060212F](#)).
2. If the request is regarding questionable policy practices or possible criminal behavior by staff or an inmate, specific facts must be provided by the requesting party prior to any response.

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

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

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

IV. Members Representing the BOC

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

V. References

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

25 O.S. 301-314

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

74 O.S. 2.2

577 P. 2nd 1310 (Okla. 1978)

VI. Action

The director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-010200 entitled "Operating Procedures and Policies for the Oklahoma Board of Corrections" dated May 19, 2015

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

Section-01 Organization	Page: 13	P-010200	Effective Date: 05/13/2016
-------------------------	----------	----------	----------------------------

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060212F	“Authorization to Release Department of Corrections Record Information”	OP-060212

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Performance Expectations for Members of the Board of Corrections”	Attached

Section-12 Fiscal Management	P-120100	Page: 1	Effective Date: 05/13/2016
Management of State Funds and Assets	ACA Standards: 2-CO-1B-01, 2-CO-1B-02, 2-CO-1B-03, 2-CO-1B-04 through 2-CO-1B-09, 2-CO-1B-12, 2-CO-1B-13, 2-CO-1B-14, 4-4031, 4-4035, 4-4036, 4-4037, 4-4045, 4-4046, 4-4047		
Kevin J. Gross, Chair Oklahoma Board of Corrections			

Management of State Funds and Assets

Funds and other assets of the Oklahoma Department of Corrections (ODOC) will be properly managed and accounted for in accordance with state laws and procedures. (2-CO-1B-09)

I. Fiscal Management

A. Regulatory Authority

The Department of Corrections (ODOC) will follow state statutes, procedures of the Office of Management and Enterprise Services, the Division of Capital Assets Management, the Office of the State Treasurer, federal grantor agencies, and generally accepted accounting principles. (2-CO-1B-01, 2-CO-1B-04, 4-4031, 4-4045)

B. Financial System

The department will utilize, to the maximum extent practicable, state financial systems supported by the Office of Management and Enterprise Services (OMES), the Office of State Treasurer (OST), and the Division of Capital Assets Management (DCAM). Additional financial systems established and maintained by the ODOC will comply with the following standards in conjunction with state systems:

1. The schedule for budget preparation will allow for the timely preparation and submittal of the budget to the director of the Office of Management and Enterprise Services and the staff of the Joint Legislative Committee on Budget and Program Oversight as provided by law. (2-CO-1B-02)
2. Procedures for purchasing, disbursing funds, depositing funds, and fiscal reporting will be established and maintained. The director will provide the Oklahoma Board of Corrections (BOC) with the current fiscal status of the department at each regularly scheduled meeting. (2-CO-1B-03, 2-CO-1B-05, 2-CO-1B-06, 2-CO-1B-09, 4-4031)
3. By delegation of the BOC, the director's authority to declare an emergency for exemption to the provisions of the Public Competitive Bidding Act of 1974 (as amended by statute) with reference to notice and bid shall be equal to the maximum amount permitted in Title 61 §130.
4. Enterprise accounting reports on Agri-Services and Oklahoma

Correctional Industries operations will be prepared by the administrators of each unit for quarterly presentation to the BOC.

5. All accounts will be audited on a scheduled basis to ensure compliance with laws, policies, and procedures. (2-CO-1B-07, 2-CO-1B-13, 4-4036)
6. Complete documentation of all financial transactions will be maintained in accordance with state law and the Consolidated General Records Disposition Schedule.
7. Procedures for grant applications, disbursing funds and monitoring grants will be established. The director will notify the Board of Corrections of all grant funds received by the department either for use by the department, or to pass-through to other entities, and the intended use of such grant funds.
8. Procedures for routine inspection and inventory of state property will be established and maintained.
9. A current inventory system will be maintained of equipment with a cost of \$2,500 or greater owned by the agency. (2-CO-1B-08, 4-4037) An Information and Technology (IT) inventory is maintained for equipment with a cost of \$500 or greater.

II. Canteen Services

A board of directors will be established for all canteen services within the ODOC to provide general guidance to department staff responsible for administering canteen operations. The Canteen Board of Directors will establish procedures for the budgeting of the Inmate and Employee Welfare and Canteen Support Revolving Fund.

Profits from canteen, inmate telephone and electronic mail operations will be utilized to support inmate/employee welfare activities and special projects. A report on income and expenditures and fund balance from canteen operations along with inmate/employee fund expenditures will be made at the end of each year to the BOC. (2-CO-1B-12)

A. Board Creation

The director of the Department of Corrections will appoint the members of the Board of Directors for Canteen Operations.

B. Board Responsibilities

The Board of Directors for Canteen Operations will control canteen operations and establish written guidelines for canteen operations and inmate and employee welfare and canteen support fund disbursements.

1. The overall canteen operation will be self-supporting.

2. All profits from the canteen operations will be used for the benefit of the inmates of the various facilities and personnel of the ODOC.

III. Inmate Trust Funds

A. Trust Funds Account

The department will establish a trust fund account for each inmate under the care and custody of the ODOC.

B. Inmate Obligations

Wages earned by inmates will be available for apportionment to inmate mandatory savings; to the inmate for his or her personal use; to the lawful dependents of the inmate, if any; to the victim of the inmate's crime; for payment to creditors; for payment of costs and expenses for criminal actions against such inmate; and to the agency for costs of incarceration. (57. O.S. § 549) The percentages of such wages which shall be available for apportionment are hereby established in the "Inmate Obligation Deduction Matrix." ([Attachment A](#), attached).

C. Mandatory Savings

A mandatory savings account will be established for each inmate sentenced to incarceration, except those inmates sentenced to life without parole, with 20 percent of all wages earned by the inmate deposited into a mandatory savings account with balances individually tracked for each inmate by an accounting system of the department. (57 O.S. § 549)

D. Distribution of Interest

Trust fund accounts will be deposited with the Office of the State Treasurer in an account authorized for such purpose by the state Special Agency Account Board. The interest earned on these deposits in aggregate will be payable to the Victim's Compensation Fund as provided by law. An inmate will not have the right, use, or control of any interest derived from their mandatory savings trust fund account.

IV. Interest Bearing Savings Accounts

A. Inmate Savings Account

The department will establish an optional interest-bearing inmate savings account. Deposits into this account will only be allowed when the inmate's draw account has a balance in excess of \$100. Inmate mandatory savings account balances will not be used to determine the eligibility of the inmate to participate in the interest-bearing savings account.

B. Interest

Interest will be posted to the account monthly based on State Treasurer rates and only on the inmate's prorated balance. Inmates who participate in the interest-bearing trust account option will be allowed to draw funds from this account only once within a 90 day period. All transfer of funds from the interest-bearing account to an external recipient must be approved by appropriate department staff.

C. Fund Transfers

All transfer of funds from the interest-bearing account to another inmate must be reviewed and approved by appropriate department staff. (4-4047) Interest bearing fund balances will not be used by an inmate to make any purchase that would normally be made by the inmate using a draw account reduction.

V. Departmental Transportation

Use of department owned and state motor pool vehicles will comply with state law, administrative rule, and department policy and may only be used by department employees, contract employees, and volunteers conducting departmental business.

VI. References

OP-120103 entitled "Acquisitions and Dispositions"

57 O.S. §§ 537, 549 and 513

61 O.S. § 130

62 O.S. §§ 34.12, 34.42 to 34.50, 34.47 to 34.64, 34.41 to 34.94, 45.1 to 45.9

74 O.S. §§ 85.1 to 85.44c, 86.1, 87.1 to 87.2, 88.1 to 88.2, 90.1 to 90.7, 110.1 to 110.3, and 1008

Office of Management and Enterprise Services Procedures Manual

VII. 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-120100 entitled "Management of State Funds and Assets" dated September 17, 2015

Distribution: Policy and Operations Manual
Agency Website

Attachments

Title

Location

[Attachment A](#)

“Inmate Obligation Deduction Matrix”

Attached

Section-15 Physical Plant	P-150500	Page: 1	Effective Date: 05/13/2016
Eight Year, System-wide Capital Improvement Program	ACA Standards: 2-CO-1A-06, 2-CO-1A-09, 2-CO-1B-02, 2-CO-1B-03, 2-CO-2A-01, 2-CO-3B-01M		
Kevin J. Gross, Chair Oklahoma Board of Corrections			

Eight Year, System-wide Capital Improvement Program

It is the policy of the Oklahoma Board of Corrections that the Oklahoma Department of Corrections (ODOC) implements and maintains an eight year, system-wide capital improvement program ensuring compliance with applicable regulatory agencies in environmental health, fire and safety, health and sanitation, and security standards. (2-CO-1A-09, 2-CO-2A-01, 2-CO-3B-01M)

I. Health, Safety and Security

The Board of Corrections will ensure that the Oklahoma Department of Corrections (ODOC) complies with applicable standards to provide constitutional care and treatment to inmates under its custody. In order to provide constitutional care and treatment, the health, safety and security of inmates must be maintained. (2-CO-2A-01)

II. Capital Budget Requests (2-CO-1B-02, 2-CO-1B-03)

Oklahoma Statute, 62 O.S. § 901, establishes the Long-Range Capital Planning Commission. The Commission has the annual responsibility to prepare an eight-year capital plan for the State of Oklahoma to be used by the Governor and Legislature in the development of capital budgeting decisions.

All Oklahoma state-level agencies, boards, trusts, and commissions are required to provide eight-year capital requests to the Commission; budget items are to be submitted even if no state appropriated funds are used to acquire them. The Commission has defined "capital projects" as any one time project with a cost of at least \$25,000 and a useful life of five years or more.

The Commission is staffed by the State Bond Advisor's Office, which maintains a web based capital request system. Capital requests are due by July 1 of each year.

A. Preparation of Agency Request

The chief administrator of Business Services will prepare a capital outlay budget request, which includes input from the associate directors and their designees.

B. Director's Approval (2-CO-1A-06)

The director will review and approve the agency's capital budget request.

C. Board Approval

The agency's capital budget request will be presented annually to the Board of Corrections for their approval.

D. Submission to Long Range Capital Planning Commission

Upon approval by the Board of Corrections, the agency's capital budget request will be submitted to the Long Range Capital Planning Commission as required. If Board approval is not obtained by July 1, a draft of the request may be submitted.

III. Reference

State and Federal Health and Safety Regulations

https://www.ok.gov/bondadvisor/Capital_Planning/index.html

62 O.S. § 901

IV. 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 statement is effective as indicated.

Replaced: Policy Statement No. P-150500 entitled "Five Year, System-wide Capital Improvement Program" dated March 24, 2015

Distribution: Policy and Operations Manuals
Agency Website



Item #8

Population Update
 Population Information as of March 31, 2016
 Compared to March 31, 2015

Total System Committed Offender Population	Females	Males	Total
Current Population	2,980	25,032	28,012
Population Last Year	2,882	24,652	27,534
Change from last year	98	380	478

DOC Facilities	Females	Males	Total
Current Population	2,595	17,104	19,699
Population Last Year	2,475	16,832	19,307
Change	120	272	392

Private Prisons	Females	Males	Total
Current Population	0	5,915	5,915
Population Last Year	0	5,813	5,813
Change	0	102	102

County Jail Contracts	Females	Males	Total
Current Population	0	592	592
Population Last Year	0	544	544
Change	0	48	48

Halfway Houses	Females	Males	Total
Current Population	334	1,041	1,375
Population Last Year	299	1,144	1,443
Change	35	(103)	(68)

Out Count	Females	Males	Total
Current Population	51	380	431
Population Last Year	108	319	427
Change	(57)	61	4

Total System Community Supervised Offender Population	Females	Males	Total
Current Population	6,457	21,391	27,848
Population Last Year	6,042	20,019	26,061
Change from last year	415	1,372	1,787

Probation Supervision	Females	Males	Total
Current Population	5,843	18,534	24,377
Population Last Year	5,381	16,779	22,160
Change	462	1,755	2,217

Parole Supervision	Females	Males	Total
Current Population	395	2,285	2,680
Population Last Year	429	2,642	3,071
Change	(34)	(357)	(391)

GPS	Females	Males	Total
Current Population	217	547	764
Population Last Year	231	572	803
Change	(14)	(25)	(39)

EMP	Females	Males	Total
Current Population	0	10	10
Population Last Year	0	10	10
Change	0	0	0

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

Community Program Failures	Females	Males	Total
Current Population	2	14	16
Population Last Year	1	15	16
Change	1	(1)	0

Total System Population	Females	Males	Total
Current System Population	9,437	46,423	55,860
Population Last Year	8,924	44,671	53,595
Change	513	1,752	2,265

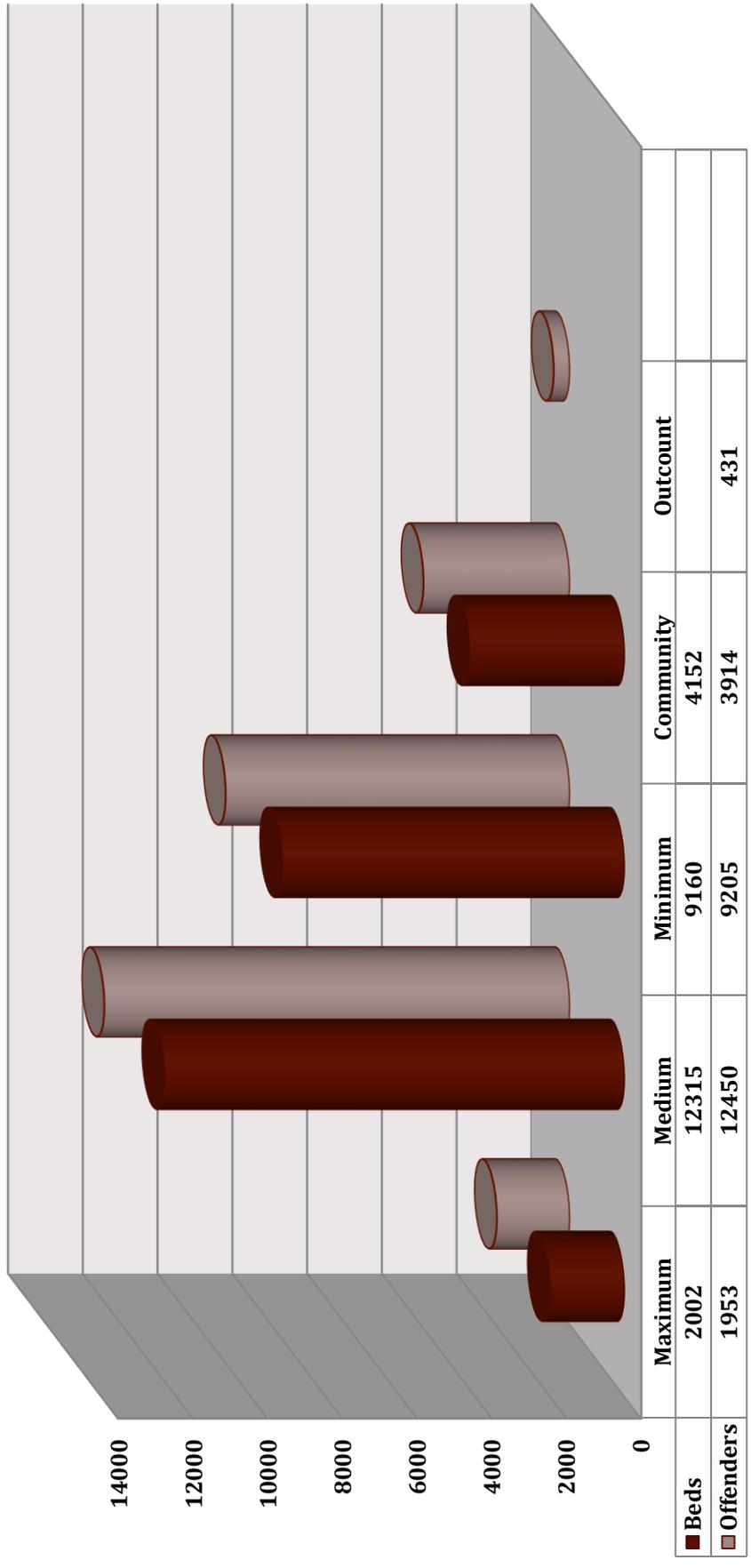
County Jail Inmate Backup	Females	Males	Total
March 31, 2016	204	550	754
Population Last Year	59	338	397
Change	145	212	357

Facility Capacity Percentages	Rated Operating Capacity	Inside Total Inmate Committed Population	Inside Total as a Percent of Rated Operating Capacity
Assessment & Reception Centers	620	586	95%
In Transit	N/A	59	N/A
Institutions	13,537	16,515	122%
Centers	1,223	1,307	107%
Work Centers	1,149	1,232	107%
TOTAL STATE	16,529	19,699	119%
Private Prisons	5,946	5,915	99%
Contracted County Jails	627	592	94%
Halfway Houses	1,527	1,375	90%
TOTAL CONTRACT	8,100	7,882	97%
SYSTEM TOTAL	24,629	27,581	112%

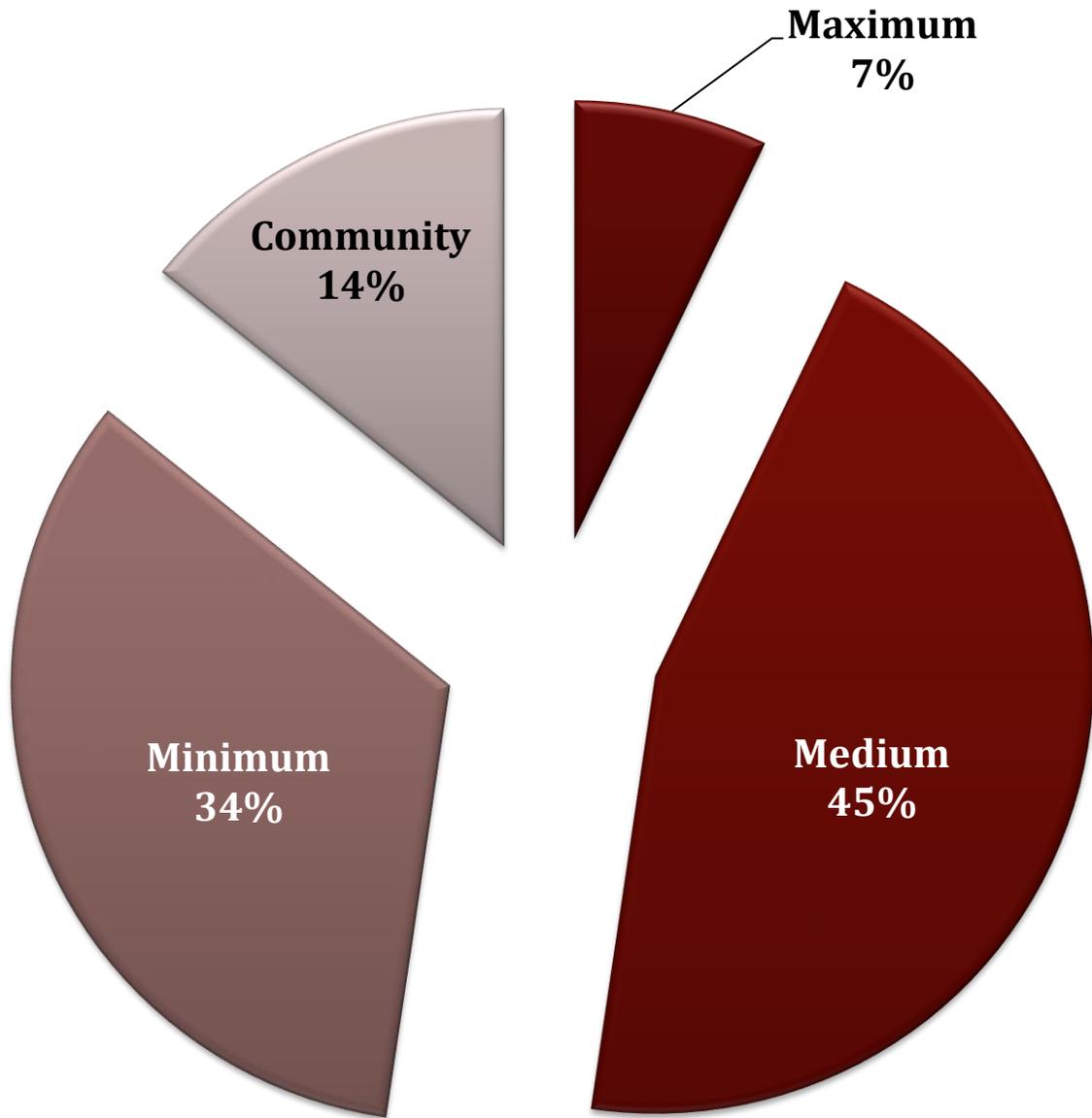
Pardon & Parole Board Results	Females	Males	Total
Month: March 2016			
Considered	25	242	267
Denied	11	197	208
Recommended	14	45	59
Percentage Recommended	56.00%	18.60%	22.10%

Governor's Actions	Females	Males	Total
Month: March 2016			
Reviewed	1	1	2
Approved	1	1	2
Denied	0	0	0
Percentage Approved	100.00%	100.00%	100.00%

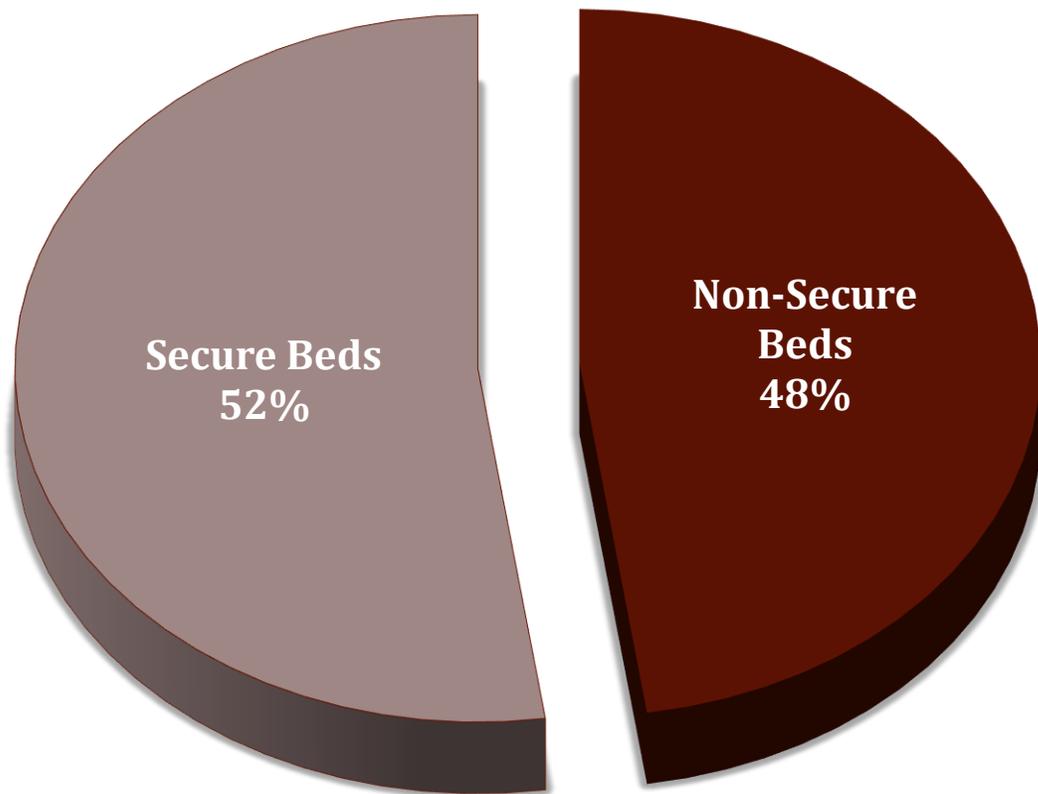
Offender and Bed Distribution March 31, 2016



Offender Distribution by Security Level March 31, 2016



**Percentage of Offenders in Secure
and Non-Secure Beds
March 31, 2016**



Offenders in DOC Facilities v. Contract Facilities

March 31, 2016

