



Oklahoma Board of Corrections

REGULAR MEETING

March 12, 2015

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., March 12, 2015



AGENDA

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

1. Call to Order and Roll Call Kevin Gross, Chair
2. Old Business Kevin Gross, Chair
3. Discussion and Approval of Board of Corrections Meeting Minutes Kevin Gross, Chair
 - Regular Meeting on February 12, 2015
4. Director's Comments with Possible Discussion: Robert Patton, Director
 - Year-end Review
5. Discussion and Approval of Board Policies Robert Patton, Director
 - P-050100, Emergency Plans for the Oklahoma Department of Corrections
 - P-150500, Eight Year, System-wide Capital Improvement Program
6. Monthly Update and Discussion of Agency Budget Ashlee Clemmons, Chief Administrator
Business Services
7. Discussion and Approval of Budget Fund Transfer Ashlee Clemmons, Chief Administrator
Business Services
8. Update and Discussion of Offender Population Laura Pitman, Ph.D., Division Manager
Field Support
9. Update and Discussion of Legislative Initiatives Marilyn Davidson, Executive Assistant
10. Committee Reports Committee Chairs

Standing Committees:

 - Audit/Finance – Chair Frazier Henke, Members Gene Haynes and Michael Roach
 - Female Offender – Chair Linda Neal, Members Frazier Henke and Earnest Ware

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"

- Public Policy/Public Affairs – Chair Earnest Ware, Members Gene Haynes and Frazier Henke
- Population/Private Prisons – Chair Linda Neal and Member Michael Roach
- Executive – Chair Kevin Gross, Members Linda Neal and Michael Roach

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|-----|---|--------------------|
| 11. | New Business
<i>“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.</i> | Kevin Gross, Chair |
| 12. | Announcements | Kevin Gross, Chair |
| 13. | Adjournment | Kevin Gross, Chair |

The next regular meeting of the Board of Corrections is scheduled for 1:00 p.m. on Thursday, April 9, 2015, at Davis Correctional Facility in Holdenville, Oklahoma.

Updated on 3/2/2015 6:23:22 PM

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Approval of
Meeting Minutes

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING**

John H. Lilley Correctional Center
105150 N 3670 Road
Boley, Oklahoma
February 12, 2015

1. Call to Order and Roll Call

Kevin Gross, Chair

Chair Gross called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:04 p.m. on Thursday, February 12, 2015, in the Visiting Room of the John H. Lilley Correctional Center (JLCC) at 105150 N 3670 Road in Boley, Oklahoma. The final agenda was posted at 12:24 p.m. on Wednesday, February 11, 2015, at the Oklahoma Department of Corrections (ODOC), which is at least twenty-four hours prior to the commencement of the meeting. Chair Gross asked the clerk to call the roll:

Kevin Gross, Chair	Present	Linda Neal, Member	Absent
Gene Haynes, Member	Present	Michael Roach, Vice Chair	Present
Frazier Henke, Secretary	Present	Earnest Ware, Member	Present

Calling of the roll reflected a quorum was present.

2. Welcome/Remarks with Possible Discussion

**Kameron Harvanek, Warden
John H. Lilley Correctional Center**

Warden Harvanek welcomed everyone to the JLCC and provided information about the facility. He stated the facility was established as a minimum-security correctional center on July 1, 1983. JLCC was originally established as a tuberculosis sanitarium in 1923. In 1925, an Oklahoma Federation of Colored Women's Club petitioned the state legislators to move the State Training School for Negro Boys from McAlester to Boley. In 1965, the facility was integrated and the name was changed to the Boley State School for Boys. It remained in operation as a juvenile detention center until it was closed by legislative action in June 1983. JLCC is located on 256 acres and is named for John H. Lilley, superintendent of the State Training School of Boys. Mr. Lilley remained the superintendent until his death in 1933 and legislative action was passed to allow him to be buried on the grounds of the institution. A monument stands at the entrance of the facility marking Mr. Lilley's gravesite.

Warden Harvanek stated JLCC currently houses 836 offenders and hosts Oklahoma Correctional Industries (OCI) and Agri-Services. OCI currently operates a chemical/mattress/box factory and Agri-Services operates a cow/calf operation along with hay. Offender programs offered at JLCC included education classes such as Adult Basic Education and GED, substance abuse treatment and CareerTech. The CareerTech program helps offenders obtain journeyman licenses in HVAC, Electrical and Plumbing.

Chair Gross thanked Warden Harvanek for the hospitality during the BOC meeting.

3. Old Business

Kevin Gross, Chair

Chair Gross announced the resignation of Steve Burrage from the Board of Corrections. He stated that Mr. Burrage had been nominated by Governor Fallin to serve on the Oklahoma Tax Commission and is awaiting confirmation on that position. Chair Gross noted there were currently only six Board members and no one has yet been appointed to finish Mr. Burrage's term. Chair Gross advised he had appointed Mr. Henke to finish out Mr. Burrage's term as Secretary of the Board and chair of the Audit/Finance Committee. Chair Gross then thanked Mr. Henke for accepting the appointment.

4. Discussion and Approval of Board of Corrections Meeting Minutes

Kevin Gross, Chair

- Regular Meeting on January 8, 2015

Chair Gross stated the minutes from the regular meeting on January 8, 2015, were provided to the Board for review

prior to the meeting this date. He requested a motion to approve the minutes as presented to the Board.

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

The minutes were approved by majority vote.

5. Director's Comments with possible discussion on the following:

Robert Patton, Director

- Execution
- Prison Rape Elimination Act (PREA) Audits
- Justice Reinvestment Initiative (JRI) Committee
- Budget Discussions

Director Patton stated on January 15, 2015, the ODOC carried out the lawful execution of Charles Warner without incident.

On January 14, 2015, Governor Fallin signed Executive Order 2015-02 which establishes the Oklahoma Justice Reform Steering Committee. The purpose of the committee is to develop a comprehensive and cooperative plan for implementing justice reform that is specifically tailored to Oklahoma's security needs and physical realities. Director Patton noted there were six members on the committee including a representative from the Governor's Office, the Attorney General, the President of the Senate, the Speaker of the House, and the directors of the Oklahoma Department of Mental Health and Substance Abuse Services and ODOC. The first meeting for the committee will be held on January 16, 2015, and Director Patton stated he will keep the Board fully briefed as the committee works together.

Director Patton stated the agency had been involved in several budget discussions over the last few weeks. He noted that Ms. Terri Watkins had represented the agency at the hearings and it appears there is much support for ODOC.

Director Patton stated ODOC was very proud to report the passing of four Prison Rape Elimination Act (PREA) Audits:

- Northeast Oklahoma Correctional Center passed their audit with zero findings of non-compliance;
- Kate Barnard Community Corrections Center passed with zero findings of non-compliance;
- Davis Correctional Facility passed with zero findings of non-compliance;
- Mabel Bassett Correctional Center (MBCC) passed with zero findings of non-compliance.

Director Patton stated all of the female facilities are fully compliant with the PREA and he was extremely pleased with the outcome at MBCC.

Mr. Haynes queried Director Patton about the PREA auditors and how they are selected. Director Patton stated there are several federally-certified auditors throughout the nation. He noted ODOC contracts with those used by the American Correctional Association. There have been seven PREA Audits conducted over the last several months with five different auditors. Chair Gross complimented all staff involved for their work at MBCC to bring it into compliance with federal PREA standards.

6. Discussion and Approval/Confirmation of Appointments

David Parker, Division Manager

- Jason Bryant, Warden
James Crabtree Correctional Center
- Thomas W. Sharp, Warden
Howard McLeod Correctional Center
- Janet Dowling, Warden
James Crabtree Correctional Center

Division Manager (DM) Parker greeted the BOC, noting that DM Greg Williams had been scheduled to introduce Mr. Jason Bryant for approval but was unable to attend due to an illness. He noted it was his pleasure to recommend Mr. Bryant as warden for James Crabtree Correctional Center. DM Parker provided information on Mr. Bryant's achievements and career progression with the agency. DM Parker asked the BOC to approve his appointment as warden.

Motion: Mr. Henke made a motion to approve the appointment of Jason Bryant as warden and Mr. Roach seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Mr. Roach – yes; Mr.

Ware – yes.

The appointment was approved by majority vote. Warden Bryant greeted the BOC and thanked them for approving his appointment. He stated it was a wonderful opportunity and unbelievable honor to be appointed as warden. Warden Bryant introduced his wife and stated he was grateful for her support. He then recognized Warden Janice Melton and the staff at Bill Johnson Correctional Center, noting that he had been fortunate to work almost twenty years with Warden Melton. Warden Bryant stated she had been a model of leadership in corrections as well as life. He again thanked the BOC for their approval.

DM Parker introduced Mr. Tommy Sharp and recommended his appointment as warden for Howard McLeod Correctional Center. DM Parker provided information on Mr. Sharp’s achievements and career progression with the agency. DM Parker asked the BOC to approve his appointment as warden.

Motion: Mr. Ware made a motion to approve the appointment of Thomas Sharp as warden and Mr. Haynes seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Mr. Roach – yes; Mr. Ware – yes.

The appointment was approved by majority vote. Warden Sharp thanked the BOC for the opportunity and confidence in him. He stated he had fortunate over the years to work with and for some great people. Warden Sharp stated they had shared their experiences and knowledge with him, allowing him to grow as an employee. He acknowledged his wife, thanking her for supporting him as a correctional employee.

DM Parker recommended Warden Dowling for confirmation as warden for Dick Conner Correctional Center (DCCC). Warden Dowling had previously been appointed as warden at the James Crabtree Correctional Center. DM Parker noted Warden Dowling’s career progression and educational achievements before asking for the BOC’s confirmation of her appointment to DCCC.

Motion: Mr. Ware made a motion to approve the appointment of Janet Dowling as warden and Mr. Henke seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Mr. Roach – yes; Mr. Ware – yes.

The appointment was approved by majority vote. Warden Dowling thanked the BOC for the opportunity to continue serving the ODOC as warden. She stated being a warden for the agency during this time was very rewarding for her and she was eager to begin working at DCCC.

No other comments or questions were noted.

7. Monthly Update and Discussion of Agency Budget

Ashlee Clemmons, Chief Administrator
Business Services

Ms. Clemmons provided the following budget update as of December 31, 2014:

FY2014 Budget Work Program	
Appropriated	\$472,639,727
200 Fund	\$17,075,521
205 Fund	\$4,802,152
280 Fund	1,500,000
Total – BWP	\$496,017,400*

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

Y-T-D Expenditures		\$(222,371,897)
Appropriated	\$(218,472,143)	
200 Fund FY 14	\$(3,103,513)	
205 Fund FY 14	\$(796,241)	
Encumbrances		\$(124,221,388)

Committed	\$(53,959)
Remaining Payroll	\$(125,833,054)
Available Balance	\$23,537,102

Appropriated Operating Funds

Budgeted	\$472,639,727
Expenditures Y-T-D	\$(218,472,143)
Encumbrance Y-T-D	\$(115,223,638)
Total Committed Y-T-D	<u>\$(17,722)</u>
Available Balance	\$138,926,224
Less:	
Payroll	\$(125,833,054)
Available Balance	\$13,093,170

200 Revolving Fund

Beginning Cash Balance 7/1/2013	\$180,636
Revenue Received Y-T-D	\$7,869,150
Expenditures Y-T-D	\$(6,363,069)
Adjustments Y-T-D	<u>\$0.00</u>
Ending Balance	\$1,686,717

205 Revolving Fund

Beginning Cash Balance 7/1/2013	\$1,721,954
Revenue Received Y-T-D	\$2,970,839
Expenditures Y-T-D	\$(4,070,665)
Adjustments Y-T-D	<u>\$0.00</u>
Ending Balance	\$622,128

280 Revolving Fund

Beginning Cash Balance 7/1/2013	\$3,972,741
Revenue Received Y-T-D	\$13,340,481
Expenditures Y-T-D	\$(12,930,097)
Adjustments Y-T-D	<u>\$0.00</u>
Ending Balance	\$4,383,125

There was no further discussion of the budget update.

8. Quarterly Update and Discussion of Oklahoma Correctional Industries (OCI) and Agri-Services Budget Update

**Charles Groves, Business Services Coordinator
Oklahoma Correctional Industries and Agri-Services**

- FY 2015, 2nd Quarter

Mr. Groves provided the following budget update as of December 31, 2014:

Oklahoma Correctional Industries Income Statement

Sales Revenue	\$8,900,365
Cost of Goods Sold	<u>\$(4,042,041)</u>
Gross Profit or (Loss)	\$4,858,324
Overhead Expense	\$(2,726,711)
General and Administrative Costs	<u>\$(892,300)</u>
Net Income or (Loss)	<u><u>\$1,239,313</u></u>

Oklahoma Correctional Industries Balance Sheet

Current Assets	\$15,793,652
Fixed Assets	<u>\$4,564,541</u>
Total Assets	<u><u>\$20,358,192</u></u>

Liabilities	\$1,735,523
Fund Balance	\$18,622,669
Total Liabilities and Fund Balance	<u>\$20,358,192</u>

Agri-Services Income Statement

Sales Revenue	\$5,863,956
Cost of Goods Sold	<u>\$(2,667,740)</u>
Gross Profit or (Loss)	\$3,196,216
Expenses	<u>\$(3,027,781)</u>
Net Income or (Loss)	\$168,435
Cost Avoidance	<u>\$1,566,862</u>
Agency Benefit	\$1,735,297

Agri-Services Balance Sheet

Current Assets	\$9,132,867
Fixed Assets	<u>\$2,029,697</u>
Total Assets	<u>\$11,162,565</u>

Liabilities	\$971,063
Fund Balance	<u>\$10,191,502</u>
Total Liabilities and Fund Balance	<u>\$11,162,565</u>

No further questions or comments were made.

9. Quarterly Update and Discussion of Financial Internal Audits

**Gharzuddin Baksh, Auditor IV
Auditing and Compliance**

- FY 2015, 2nd Quarter

Mr. Baksh stated effective October 22, 2014, policy OP-120105 entitled Financial Internal Audit Unit was established and incorporated. This policy details the purpose, authority and responsibilities of the Internal Audit Unit. On January 28, 2015, the chief financial officer hosted a business managers' meeting to address various topics related to fiscal management. Additionally, internal audit findings of fiscal management noncompliance and internal controls were discussed.

Mr. Baksh stated that during the second quarter of FY 2015, the internal audit team closed and submitted 18 audit reports to the State Auditors. Facilities audited during this time frame included:

- Northeast Oklahoma Correctional Center (NOCC)
- Dick Conner Correctional Center (DCCC)
- Oklahoma Correctional Industries (OCI) at DCCC
- Oklahoma State Reformatory (OSR)
- Eddie Warrior Correctional Center
- Jess Dunn Correctional Center (JDCC)
- Jim E Hamilton Correctional Center
- Agri-Services at:
 - NOCC
 - OSR
 - JDCC
 - Howard McLeod Correctional Center
 - James Crabtree Correctional Center
 - John Lilley Correctional Center
 - William S Key Correctional Center
 - Jackie Brannon Correctional Center
- Meat Plant at Jackie Brannon Correctional Services
- Southeast District Community Corrections
- Tulsa County District Community Corrections

With the completion of these 18, the total for year-to-date is forty audits. The fiscal management compliance and

internal controls over the following financial activities were examined, including: account payables; account receivables (Prisoner Public Works Projects); purchasing; receiving; purchase cards; express checks; debit cards; canteen (Offender Banking System and Inventory); trust fund; warehouse inventory; factory inventory; livestock, including a 100% physical count of all farm animals; feedstock; frozen meats; probation and parole restitutions receipts; and fixed assets management system. Mr. Baksh state all noncompliance and internal control deficiencies had been properly addressed and corrective actions were put in place.

Mr. Baksh stated the 100% verification of fixed assets listed on the FAIS started in FY 2014 continues into FY 2015. The methodology adopted shows positive improvements in the agency’s safeguarding and accounting for the assets spread across the geography of its operations. Br. Baksh noted that financially in FY 2014, after examining fixed assets, there was an adjustment of -2.5 (6%). However, for the first six months of FY 2015, the adjustment has been 0.0 (0%). The agency moved from -6% to zero adjustment which is commendable. Mr. Baksh stated safeguarding and accounting of the agency’s assets will continue to be the top priority of the Internal Audit Unit.

No further questions or comments were made.

10. Update and Discussion of Offender Population

**Laura Pitman, Ph.D., Division Manager
Field Support**

Dr. Pitman provided the population update as of December 31, 2014:

Total System Offender Population = 28,305	EMP = 20
DOC Facilities = 19,129	PPCS = 1
Private Prisons = 5,795	Probation Supervision = 21,826
County Jails with Contracts = 540	Parole Supervision Offenders = 3,159
Halfway Houses = 1,448	Total System Population = 53,290
Out Count (jails, hospitals, etc.) = 711	County Jail Backup = 359
GPS = 661	

Dr. Pitman stated she had included information in their folders regarding the operating capacities of each facility. Chair Gross stated there had been some discussion at the last BOC meeting and the total agency rated beds were at 118%; however, the information provided this date shows there are some facilities much higher than that. Dr. Pitman affirmed the information at the last meeting was an average of all the facilities’ inside totals as a percent of rated beds. Chair Gross noted there were a couple of facilities over 120% capacities and one at 216% which he stated was alarming. The information below was as of December 31, 2014.

Assessment and Reception Centers	Rated Beds (R)	Temporary Beds (T)	Operating Capacity (R+T)	Inside Total	Inside Total as a Percent of Rated Beds
Lexington Assessment and Reception	518	0	518	494	95%
Mabel Bassett Assessment and Reception	102	0	102	92	90%
Total Assessment and Reception	620	0	620	586*	95%
Offenders in Transit	0	0	0	122	n/a
Institutions	Rated Beds (R)	Temporary Beds (T)	Operating Capacity (R+T)	Inside Total	Inside Total as a Percent of Rated Beds
Bill Johnson	464	270	734	720	155%
Dick Conner	1,167	98	1,265	1,290	111%
Eddie Warrior	580	350	930	935	161%
Howard McLeod	313	336	649	677	216%
Jackie Brannon	620	117	737	718	116%
James Crabtree	917	220	1,137	1,173	128%
Jess Dunn	926	161	1,087	1,114	120%
James E. Hamilton	668	41	709	714	107%
John Lilley	636	186	822	827	130%
Joseph Harp	1,378	90	1,468	1,436	104%

Lexington	806	97	903	920	114%
Mabel Bassett	1,055	96	1,151	1,155	109%
Mack Alford	760	116	876	898	118%
Northeastern Oklahoma	412	105	517	514	125%
Oklahoma State Penitentiary	764	0	764	709	93%
Oklahoma State Reformatory	999	108	1,107	1,137	114%
William S. Key	1,072	0	1,072	1,075	100%
Total Institutions	13,537	2,391	15,928	16,012	118%
Community Corrections Centers	Rated Beds (R)	Temporary Beds (T)	Operating Capacity (R+T)	Inside Total	Inside Total as a Percent of Rated Beds
Clara Waters	276	0	276	266	96%
Enid	98	0	98	98	100%
Kate Barnard	260	0	260	259	100%
Lawton	153	0	153	147	96%
Oklahoma City	220	0	220	213	97%
Union City	216	0	216	207	96%
Total Community Corrections Centers	1,223	0	1,223	1,190	97%
Community Work Centers	Rated Beds (R)	Temporary Beds (T)	Operating Capacity (R+T)	Inside Total	Inside Total as a Percent of Rated Beds
Altus	80	30	110	103	129%
Ardmore	100	0	100	96	96%
Beaver	45	0	45	44	98%
Carter County	100	0	100	97	97%
Earl Davis	84	0	84	79	94%
Elk City	84	6	90	88	105%
Frederick	100	12	112	108	108%
Hobart	75	10	85	83	111%
Hollis	40	10	50	48	120%
Idabel	92	0	92	90	98%
Madill	100	0	100	99	99%
Mangum	93	0	93	90	97%
Sayre	39	25	64	61	156%
Walters	60	25	85	79	132%
Waurika	57	0	57	55	96%
Total Community Work Centers	1,149	118	1,267	1,220	106%
Total State Beds	Rated Beds (R)	Temporary Beds (T)	Operating Capacity (R+T)	Inside Total	Inside Total as a Percent of Rated Beds
Assessment and Reception Centers, Offenders in Transit, Institutions, Community Corrections Centers and Community Work Centers	16,529	2,509	19,038	19,130	116%

No further questions or comments were made.

11. Update and Discussion of Legislative Initiatives

Marilyn Davidson, Executive Assistant

Ms. Davidson stated Governor Fallin's had given her State of the State Address on February 2, 2015, and released her budget request for the year which included a \$15 million increase for ODOC. Staff presented the ODOC Budget Request to the House Appropriation Committee on Public Safety as well as the Senate Appropriation Committee on Public Safety and Judiciary. Ms. Davidson noted that Governor Fallin had issued an executive order mandating a state employee hiring freeze; however, ODOC will be exempted from the hiring freeze, with permission from Commissioner Michael Thompson, for critical positions such as correctional officers and nursing staff.

Ms. Davidson provided an update on the following ODOC-request bills:

- SB412 – creates a single list of violent crimes in statute; was heard in the Senate Public Safety Committee and passed unanimously. It is now ready to be heard on the Senate floor.
- SB116 – relates to receiving judgment and sentencing documents from counties; was heard in the Senate Public Safety Committee and passed unanimously. It was also heard in the Senate Appropriations Committee and passed. It is now ready to be heard on the Senate floor.
- SB54 – allows employees with the Inspector General’s Office and probation and parole officers to keep their firearms when they retire; was heard in the Senate Public Safety Committee and the Appropriations Committee and passed unanimously in both committees. It is now ready to be heard on the Senate floor.

Ms. Davidson stated she is also tracking over 100 bills moving through the legislative system which would affect the agency.

No further questions or comments were made.

12. Committee Reports

Committee Chairs

Chair Gross asked the committee chairs for their reports.

- **Audit/Finance Committee**
Mr. Henke stated the committee met via teleconference on February 9, 2015, to discuss the items presented during the BOC meeting this date.
- **Female Offender Committee**
The committee did not meet this month.
- **Public Policy/Public Affairs Committee**
Mr. Ware stated there was no report.
- **Population/Private Prisons Committee**
The committee did not meet this month.
- **Executive Committee**
Chair Gross stated the committee met on February 2, 2015, to review and approve the agenda for the meeting this date.

13. New Business

Kevin Gross, Chair

There was no new business.

14. Announcements

Kevin Gross, Chair

Mr. Ware stated he wanted to publicly thank the ODOC family and National Association of Blacks in Criminal Justice (NABCI) for their prayers and gifts when his mother passed away the month prior. He stated the thoughtfulness was greatly appreciated.

15. Approval to Adjourn for Executive Session

David Cincotta, General Counsel

- Discussion of Pending Litigation:
 - *Glossip et al v. Gross et al*, Oklahoma Western District Court, case number 2014-CV-00665
 - *Oklahoma Observer et al v. Patton et al*, Western District Court, case number 2014-CV-00905

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

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

The adjournment was approved by majority vote and the Board adjourned at 1:39 p.m. to Executive Session.

16. Approval to Return from Executive Session

David Cincotta, General Counsel

The Board returned to the meeting room at 2:35 p.m. Mr. Cincotta advised the Board of the approval needed to return from Executive Session.

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

The return was approved by majority vote and the Board resumed the meeting at 2:36 p.m. Chair Gross advised there were not any actions to take after Executive Session.

17. Adjournment

Kevin Gross, Chair

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

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

The adjournment was approved by majority vote and the meeting ended at 2:36 p.m.

Submitted to the Board of Corrections by:

Kimberley Owen, Minutes Clerk

Date

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

Approved by:

Frank X. Henke IV, Secretary of the Board

Date



Approval of Board Policies

Section-05 Emergency Plans	P-050100	Page: 1	Effective Date: 03/24/2015
Emergency Plans for DOC	ACA Standards: 2-CO-3B-01M, 2-CO-3B-02M, 4-4206M, 4-4218, 4-4220M, 4-4221M, 4-4223, 4-4224M, 4-4225, 4-ACRS-1C-02M, 4-ACRS-1C-04M, 4-ACRS-1C-06, 4-ACRS-1C-07, 4-ACRS-1C-09M, 4-ACRS-2B-01M, 4-APPFS-3F-02M		
Kevin J. Gross, Chair Oklahoma Board of Corrections			

Emergency Plans for the Oklahoma Department of Corrections

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

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

Emergency plans will address the following:

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

II. Action

The director is responsible for this policy.

The director is responsible for the annual review and revision.

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

This policy statement is effective as indicated.

Section-05 Emergency Plans	P-050100	Page: 2	Effective Date: 03/24/2015
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Replaced: Policy Statement No. P-050100 entitled "Emergency Plans for the Oklahoma Department of Corrections" dated May 9, 2014

Distribution: Policy and Operations Manuals
Agency Website

Section-15 Physical Plant	P-150500	Page: 1	Effective Date: 03/24/2015
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 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 complies with applicable standards to provide constitutional care and treatment to offenders under its custody. In order to provide constitutional care and treatment, the health, safety and security of offenders 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 (<http://www.ok.gov/launch.php?url=http://www.ok-bonds.state.ok.us/>). 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

www.ok-bonds.state.ok.us/page3.htm

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 April 10, 2014

Distribution: Policy and Operations Manuals
Agency Website



Agency Budget Update

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

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

FY2015 Budget Work Program

Appropriated	\$	472,639,727
200 Fund	\$	17,314,741
205 Fund	\$	4,802,152
280 Fund	\$	1,500,000
Total - BWP	\$	496,256,620 *

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

Y-T-D Expenditures	\$	(262,601,621)
Appropriated	\$	(256,092,545)
200 Fund FY 15	\$	(5,410,551)
205 Fund FY 15	\$	(1,098,525)
280 Fund FY 15	\$	(44,702)
Encumbrances	\$	(107,418,386)
Committed	\$	(410,423)
Remaining Payroll	\$	(106,311,470)
Available Balance	\$	19,514,720

Comment: Revision #4 increase to 200 fund by \$239,220
Pharmaceutical reimbursement and automobile insurance claim.

Department of Corrections
Appropriated Operating Funds
As of 1/31/2015

Budgeted	\$	472,639,727
Expenditures Y-T-D	\$	(256,092,545)
Encumbrance Y-T-D	\$	(100,339,694)
Total Committed Y-T-D	\$	<u>(255,382)</u>
Available Balance	\$	115,952,106
Less:		
Payroll	\$	<u>(106,311,470)</u>
Available Balance	\$	9,640,636

Department of Corrections
200 Revolving Fund Summary
As of 1/31/2015

Beginning Cash Balance 07/01/2014	\$	180,636
Revenue Received Y-T-D	\$	9,220,009
Expenditures Y-T-D	\$	(8,805,807)
Adjustments Y-T-D	\$	(1,592)
Ending Balance 1/31/2015	\$	593,246

Description of Fund:

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

Program Support

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

Probation & Parole Fees

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

Medical Co pays

Inmates are required to pay a co pay of \$4.00 for medical treatment

Prisoner Public Work Crews

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

State Criminal Alien Assistance Funding

Federal Funds for the reimbursement of expenses for incarcerated aliens

Other Reimbursed Amounts

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

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

Department of Corrections
205 Revolving Fund Summary
As of 1/31/2015

Beginning Cash Balance 07/01/2014	\$	1,721,954
Revenue Received Y-T-D	\$	3,235,909
Expenditures Y-T-D	\$	(4,426,285)
Adjustments Y-T-D	\$	-
Ending Balance 1/31/2015	\$	<u>531,578</u>

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 1/31/2015

Beginning Cash Balance 07/01/2014	\$	3,972,741
Revenue Received Y-T-D	\$	15,248,512
Expenditures Y-T-D	\$	(14,906,876)
Adjustments Y-T-D	\$	-
Ending Balance 1/31/2015	\$	<u>4,314,377</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 2015 Appropriated Operating Budget for January 2015

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Total Committed	Available Balance
11,12,13 Payroll	\$ 254,373,066.00	\$ 145,752,909.96	\$ 2,806,488.07		\$ 148,559,398.03	\$ 105,813,667.97
15 Professional Services	131,658,040.00	64,292,906.42	61,431,445.05	27.00	125,724,378.47	5,933,661.53
17 Moving Expenses						
19 Inter/Intra Agency Payments	60,000.00	27,233.60	32,766.40		60,000.00	
21, 22 Travel	462,814.00	499,156.34	302,610.90		801,767.24	(338,953.24)
31 Misc. Admin. Expenses	14,130,783.00	7,779,197.26	5,890,614.13	375.01	13,670,186.40	460,596.60
32 Rent	3,429,556.00	1,666,841.92	1,276,282.52	253,872.33	3,196,996.77	232,559.23
33 Maintenance and Repair	6,140,847.00	2,031,459.09	1,200,607.68	1,108.02	3,233,174.79	2,907,672.21
34 Specialized Supplies and Materials	30,576,915.00	17,857,537.50	14,561,119.52		32,418,657.02	(1,841,742.02)
35 Production, Safety and Security	1,981,727.00	914,841.99	723,526.30		1,638,368.29	343,358.71
36 General Operating Expenses	752,563.00	281,651.91	117,818.88		399,470.79	353,092.21
37 Shop Expense	1,335,880.00	723,476.93	786,909.43		1,510,386.36	(174,506.36)
41 Furniture and Equipment	329,918.00	235,174.65	134,802.50		369,977.15	(40,059.15)
42 Library Equipment and Resources	15,592.00	436.73			436.73	15,155.27
43 Lease Purchases	2,321,000.00	1,535,011.35	785,816.08		2,320,827.43	172.57
44 Livestock - Poultry						
45,46 Building, Construction and Renovation	41,460.00	80,243.52	84,813.36		165,056.88	(123,596.88)
48 Debt Service	3,000,000.00	1,748,594.40	1,243,786.88		2,992,381.28	7,618.72
51 Offender Pay and Health Services	3,132,756.00	1,305,176.12	1,252,091.79		2,557,267.91	575,488.09
52 Tuitions, Awards and Incentives	17,600.00	3,318.04			3,318.04	14,281.96
53 Refunds and Restitutions	238,784.00	172,619.48			172,619.48	66,164.52
54 Jail Backup, County Jails and Other	4,523,000.00	3,503,457.15	863,633.55		4,367,090.70	155,909.30
55,59 Assistance Payments to Agencies						
60 Authority Orders			4,211,690.25		4,211,690.25	(4,211,690.25)
61 Loans, Taxes and Other Disbursements	1,800.00	772.43			772.43	1,027.57
62 Transfers - Out Sourced Health Care	13,100,000.00	5,301,971.01	2,498,028.99		7,800,000.00	5,300,000.00
64 Merchandise for Resale	1,015,626.00	378,556.99	134,841.80		513,398.79	502,227.21
TOTAL	\$ 472,639,727.00	\$ 256,092,544.79	\$ 100,339,694.08	\$ 255,382.36	\$ 356,687,621.23	\$ 115,952,105.77

Funding						
19431 GRF - Carryover	\$ 1,738,784.00	\$ 1,152,137.07	\$ 166,781.11		\$ 1,318,918.18	\$ 419,865.82
19530 GRF - Duties	451,006,943.00	235,046,407.72	100,172,912.97	255,382.36	335,474,703.05	115,532,239.95
57604 Duties	19,894,000.00	19,894,000.00			19,894,000.00	
TOTAL	\$ 472,639,727.00	\$ 256,092,544.79	\$ 100,339,694.08	\$ 255,382.36	\$ 356,687,621.23	\$ 115,952,105.77
					Remaining Payroll	106,311,469.93
						9,640,635.84

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non- Appropriated Funds
July 1, 2014 through January 31, 2015

		200 Fund	205 Fund	280 Fund	Funds
Revenue Revenues					
Code	Current:				
331	Other Fines, Forfeits, Penalties	\$ 239,764.27	\$ -	\$ -	\$ 239,764.27
431	Rent from Land	29,760.60	-	-	29,760.60
520	Reimbursement for Administrative Expense	396,478.71	-	-	396,478.71
521	Reimbursement for Data Processing Expense	7,600.00	-	-	7,600.00
522	Reimbursement for Telecommunication Exp.	-	-	-	-
530	Reimbursement for Travel Expense	2,467.30	-	-	2,467.30
541	Reimbursement of Funds Spent	-	-	-	-
552	Reimbursement of Federal Payroll	562,135.00	-	-	562,135.00
556	Federal Funds from Other State Agency	-	-	-	-
581	Reimbursement for Funds Expended	1,968,538.61	-	-	1,968,538.61
711	Farm Products General	-	-	5,847,433.21	5,847,433.21
731	Laboratory and Medical Services	131,875.13	-	-	131,875.13
741	Canteen and Concession Income	5,764.11	3,235,908.78	9,357,022.60	12,598,695.49
791	Other Sales and Services	3,942.72	-	2,065.00	6,007.72
811	Offender Medical Co-pays and Judgments	1,965,106.17	-	-	1,965,106.17
821	Deposits by Patients and Offenders	3,866,462.59	-	41,991.24	3,908,453.83
836	Sale of Salvage	34,353.15	-	-	34,353.15
881	Purchase Card Payments	5,760.95	-	-	5,760.95
	<i>Total Revenues</i>	<u>9,220,009.31</u>	<u>3,235,908.78</u>	<u>15,248,512.05</u>	<u>27,704,430.14</u>
Account Expenditures					
Code	Current:				
11,12,13	Payroll	-	(186,848.02)	3,739,931.03	3,553,083.01
15	Professional Services	5,335,657.64	204,381.53	233,314.54	5,773,353.71
21, 22	Travel	38,665.11	8,267.42	34,488.72	81,421.25
31	Misc. Admin. Expenses	51,873.72	90,594.54	516,805.22	659,273.48
32	Rent	7,511.00	90,986.33	31,021.39	129,518.72
33	Maintenance and Repair	365,701.43	137,961.36	545,794.36	1,049,457.15
34	Specialized Supplies and Materials	361,148.68	2,749,620.16	471,776.33	3,582,545.17
35	Production, Safety and Security	172,412.85	3,933.56	252,614.01	428,960.42
36	General Operating Expenses	22,086.88	38,302.65	38,925.39	99,314.92
37	Shop Expense	177,765.65	61,085.10	779,774.97	1,018,625.72
41	Furniture and Equipment	216,671.11	77,611.01	111,919.47	406,201.59
42	Library Equipment and Resources	-	1,762.73	2,783.81	4,546.54
43	Lease Purchases	-	-	-	-
44	Livestock and Poultry	-	-	-	-
45	Land and Right-of-way	215,564.00	-	-	215,564.00
46	Building, Construction and Renovation	981,878.28	12,185.34	183,747.25	1,177,810.87
48	Debt Service	-	-	-	-
51	Offender Pay and Health Services	10,513.29	472,062.23	1,005,141.13	1,487,716.65
52	Tuitions, Awards and Incentives	-	153.50	-	153.50
53	Refunds and Restitutions	-	-	-	-
54	Jail Backup, County Jails and Other	633,659.88	-	1,273,131.00	1,906,790.88
55	Payment to Gov. Sub-Division	-	-	-	-
59	Assistance Payments to Agencies	148,543.08	-	-	148,543.08
61	Loans, Taxes and other Disbursements	-	-	49.01	49.01
62	Transfers - Out Sourced Health Care	60,059.10	664,224.94	-	724,284.04
64	Merchandise for Resale	6,095.87	-	5,685,658.47	5,691,754.34
	<i>Total Expenditures</i>	<u>8,805,807.57</u>	<u>4,426,284.38</u>	<u>14,906,876.10</u>	<u>28,138,968.05</u>
	<i>Excess of Revenues Over (Under) Expenditures</i>	<u>414,201.74</u>	<u>(1,190,375.60)</u>	<u>341,635.95</u>	<u>(434,537.91)</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>	414,201.74	(1,190,375.60)	341,635.95	(434,537.91)
Cash					
	Beginning Cash Balance	180,635.58	1,721,953.87	3,972,741.14	5,875,330.59
	Revenue Received this Year	9,220,009.31	3,235,908.78	15,248,512.05	27,704,430.14
	Expenditures made this Year	(8,805,807.57)	(4,426,284.38)	(14,906,876.10)	(28,138,968.05)
	Beginning Change in Liabilities	-	-	-	-
	Transfers	-	-	-	-
	Adjustments	(1,591.65)	-	-	(1,591.65)
	<i>Ending Cash Balance</i>	<u>\$ 593,245.67</u>	<u>\$ 531,578.27</u>	<u>\$ 4,314,377.09</u>	<u>\$ 5,439,201.03</u>

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non- Appropriated Funds
For the Month of January 2015

	200 Fund	205 Fund	280 Fund	Funds
Revenue Revenues				
<u>Code</u> Current:				
331 Other Fines, Forfeits, Penalties	\$ 45,396.92	\$ -	\$ -	\$ 45,396.92
431 Rent from Land	3,663.84	-	-	3,663.84
520 Reimbursement for Administrative Expense	-	-	-	-
521 Reimbursement for Data Processing Expense	1,140.00	-	-	1,140.00
522 Reimbursement for Telecommunication Exp.	-	-	-	-
530 Reimbursement for Travel Expense	-	-	-	-
541 Reimbursement of Funds Spent	-	-	-	-
552 Reimbursement of Federal Payroll	-	-	-	-
556 Federal Funds from Other State Agency	-	-	-	-
581 Reimbursement for Funds Expended	459,820.18	-	-	459,820.18
711 Farm Products General	-	-	775,142.78	775,142.78
731 Laboratory and Medical Services	25,481.40	-	-	25,481.40
741 Canteen and Concession Income	816.61	265,069.62	1,117,056.19	1,382,942.42
791 Other Sales and Services	240.76	-	-	240.76
811 Offender Medical Co-pays and Judgments	303,626.51	-	-	303,626.51
821 Deposits by Patients and Offenders	497,100.20	-	15,832.39	512,932.59
836 Sale of Salvage	12,748.61	-	-	12,748.61
881 Purchase Card Payments	824.26	-	-	824.26
<i>Total Revenues</i>	<u>1,350,859.29</u>	<u>265,069.62</u>	<u>1,908,031.36</u>	<u>3,523,960.27</u>
Account Expenditures				
<u>Code</u> Current:				
11,12,13 Payroll	-	-	508,450.18	508,450.18
15 Professional Services	2,095,037.74	119,396.85	17,103.32	2,231,537.91
21, 22 Travel	1,898.45	3,267.42	1,236.50	6,402.37
31 Misc. Admin. Expenses	404.44	8,289.98	81,783.52	90,477.94
32 Rent	139.00	16,308.46	18,122.14	34,569.60
33 Maintenance and Repair	85,023.74	28,912.22	78,632.35	192,568.31
34 Specialized Supplies and Materials	64,009.37	33,302.11	26,243.41	123,554.89
35 Production, Safety and Security	45,999.64	400.22	32,342.58	78,742.44
36 General Operating Expenses	7,180.14	5,922.59	6,837.11	19,939.84
37 Shop Expense	7,658.76	-	166,657.88	174,316.64
41 Furniture and Equipment	131,005.07	5,293.08	51,822.11	188,120.26
42 Library Equipment and Resources	-	391.12	25.00	416.12
43 Lease Purchases	-	-	-	-
44 Livestock and Poultry	-	-	-	-
45 Land and Right-of-way	-	-	-	-
46 Building, Construction and Renovation	6,545.66	1,202.54	-	7,748.20
48 Debt Service	-	-	-	-
51 Offender Pay and Health Services	1,062.72	79,502.02	254,080.79	334,645.53
52 Tuitions, Awards and Incentives	-	95.50	-	95.50
53 Refunds and Restitutions	-	-	-	-
54 Jail Backup, County Jails and Other	4,000.00	-	4,995.00	8,995.00
55 Payment to Gov. Sub-Division	-	-	-	-
59 Assistance Payments to Agencies	(8,050.29)	-	-	(8,050.29)
61 Loans, Taxes and other Disbursements	-	-	-	-
62 Transfers - Out Sourced Health Care	-	53,335.07	-	53,335.07
64 Merchandise for Resale	824.26	-	728,447.61	729,271.87
<i>Total Expenditures</i>	<u>2,442,738.70</u>	<u>355,619.18</u>	<u>1,976,779.50</u>	<u>4,775,137.38</u>
<i>Excess of Revenues Over (Under) Expenditures</i>	<u>(1,091,879.41)</u>	<u>(90,549.56)</u>	<u>(68,748.14)</u>	<u>(1,251,177.11)</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>	(1,091,879.41)	(90,549.56)	(68,748.14)	(1,251,177.11)
Cash				
Beginning Cash Balance	1,694,759.65	622,867.83	4,662,259.64	6,979,887.12
Revenue Received this Month	1,350,859.29	265,069.62	1,908,031.36	3,523,960.27
Expenditures made this Month	(2,442,738.70)	(355,619.18)	(1,976,779.50)	(4,775,137.38)
Beginning Change in Liabilities	(8,042.92)	(740.00)	(279,134.41)	(287,917.33)
Transfers	-	-	-	-
Adjustments	(1,591.65)	-	-	(1,591.65)
<i>Ending Cash Balance</i>	<u>\$ 593,245.67</u>	<u>\$ 531,578.27</u>	<u>\$ 4,314,377.09</u>	<u>\$ 5,439,201.03</u>

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
July 1, 2014 through January 31, 2015

Revenue	Revenues	410 Fund	430 Fund	Funds
Code	Current:			
556	Federal Funds Rec'd from Non-Gov. Ag.	\$ 262,285.54	\$ 431,227.67	\$ 693,513.21
561	Private Grants and Donations for Opns.	-	350,411.81	350,411.81
581	Reimbursements	-	-	-
	<i>Total Revenues</i>	<u>262,285.54</u>	<u>781,639.48</u>	<u>1,043,925.02</u>
Account	Expenditures			
Code	Current:			
11,12,13	Payroll	-	-	-
15	Professional Services	100,691.93	473,516.82	574,208.75
21, 22	Travel	13,037.91	6,724.01	19,761.92
31	Misc. Admin. Expenses	-	2,230.26	2,230.26
32	Rent	7,563.68	-	7,563.68
33	Maintenance and Repair	6,711.76	-	6,711.76
34	Specialized Supplies and Materials	-	1,794.51	1,794.51
35	Production, Safety and Security	-	959.15	959.15
36	General Operating Expenses	36,826.49	3,586.29	40,412.78
37	Shop Expense	-	-	-
41	Furniture and Equipment	80,627.78	423.22	81,051.00
42	Library Equipment and Resources	-	-	-
43	Lease Purchases	-	-	-
44	Livestock and Poultry	-	-	-
45	Land and Right-of-way	-	-	-
46	Building, Construction and Renovation	-	-	-
48	Debt Service	-	-	-
51	Offender Pay and Health Services	-	-	-
52	Tuitions, Awards and Incentives	-	-	-
53	Refunds and Restitutions	-	-	-
54	Jail Backup, County Jails and Other	-	22,644.21	22,644.21
55	Payment to Gov. Sub-Division	-	-	-
59	Assistance Payments to Agencies	-	350,346.83	350,346.83
61	Loans, Taxes and Other Disbursements	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-
64	Merchandise for Resale	-	-	-
	<i>Total Expenditures</i>	<u>245,459.55</u>	<u>862,225.30</u>	<u>1,107,684.85</u>
	<i>Excess of Revenues Over</i>			
	<i>(Under) Expenditures</i>	<u>16,825.99</u>	<u>(80,585.82)</u>	<u>(63,759.83)</u>
	Special and Extraordinary Items			
	Carried Over Cash	-	-	-
	<i>Total Special and Extraordinary Items</i>	<u>-</u>	<u>-</u>	<u>-</u>
	<i>Net Change in Fund Balances</i>	16,825.99	(80,585.82)	(63,759.83)
	Cash			
	Beginning Cash Balance	331,097.50	327,646.88	658,744.38
	Revenue Received this Year	262,285.54	781,639.48	1,043,925.02
	Expenditures made this Year	(245,459.55)	(862,225.30)	(1,107,684.85)
	Beginning Change in Liabilities	-	-	-
	Transfers	-	-	-
	Adjustments	-	-	-
	<i>Ending Cash Balance</i>	<u>\$ 347,923.49</u>	<u>\$ 247,061.06</u>	<u>\$ 594,984.55</u>

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
For the Month of January 2015

Revenue	410 Fund	430 Fund	Funds
Revenues			
Code Current:			
556 Federal Funds Rec'd from Non-Gov. Ag.	\$ -	\$ -	\$ -
561 Private Grants and Donations for Opns.	-	32,289.19	32,289.19
581 Reimbursements	-	-	-
<i>Total Revenues</i>	<u>-</u>	<u>32,289.19</u>	<u>32,289.19</u>
Account Expenditures			
Code Current:			
11,12,13 Payroll	-	-	-
15 Professional Services	3,184.00	22,681.25	25,865.25
21, 22 Travel	-	5,225.41	5,225.41
31 Misc. Admin. Expenses	-	-	-
32 Rent	-	-	-
33 Maintenance and Repair	-	-	-
34 Specialized Supplies and Materials	-	550.00	550.00
35 Production, Safety and Security	-	-	-
36 General Operating Expenses	2,066.53	-	2,066.53
37 Shop Expense	-	-	-
41 Furniture and Equipment	21,372.40	-	21,372.40
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	-	154,817.66	154,817.66
61 Loans, Taxes and Other Disbursements	-	-	-
62 Transfers - Out Sourced Health Care	-	-	-
64 Merchandise for Resale	-	-	-
<i>Total Expenditures</i>	<u>26,622.93</u>	<u>183,274.32</u>	<u>209,897.25</u>
<i>Excess of Revenues Over (Under) Expenditures</i>	<u>(26,622.93)</u>	<u>(150,985.13)</u>	<u>(177,608.06)</u>
Special and Extraordinary Items			
Carried Over Cash	-	-	-
<i>Total Special and Extraordinary Items</i>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Net Change in Fund Balances</i>	(26,622.93)	(150,985.13)	(177,608.06)
Cash			
Beginning Cash Balance	374,546.42	398,046.19	772,592.61
Revenue Received this Month	-	32,289.19	32,289.19
Expenditures made this Month	(26,622.93)	(183,274.32)	(209,897.25)
Beginning Change in Liabilities	-	-	-
Transfers	-	-	-
Adjustments	-	-	-
<i>Ending Cash Balance</i>	<u>\$ 347,923.49</u>	<u>\$ 247,061.06</u>	<u>\$ 594,984.55</u>



Approval of Budget Fund Transfer

State of Oklahoma Request for Allotment and Appropriation Transfer

Please forward one copy to the Office of State Finance and two copies (with Allotment Letter and revision forms) to the Legislative Oversight Committee on State Budget Performance (one to House Appropriations Chairman, one to Senate Fiscal Director)

To: The Director of State Finance

From: Department of Corrections

Business Unit (agency) Name & Number:

Pursuant to the provisions of Title 62, Section 41.46, you are respectfully requested to make the transfer indicated below within the items as shown.

Note to Agency:

- Copies of this transfer form and the BWP revision must be sent to the Joint Legislative Committee on Budget and Program Oversight.
- The Budget Work Program must be revised to reflect these changes.
- These funds may not be encumbered or expended before receipt of approval from the Office of State Finance, including action by the Contingency Review Board, if applicable.
- * If this percentage exceeds twenty-five percent (25%), the request may be denied by the Director of State Finance or it may be transmitted for consideration by the Contingency Review Board. No request will be considered if this percentage exceeds forty percent (40%) of the item to or from which the transfer is requested.

	Column 1	Column 2	Column 3	Column 4	Column 5
"From" _____ (Type in Department Name) or "To" _____	Amount Of This Request	Prev. Approved Transfers	Total This & Prev. Approved Amounts	Budget Item	Percentage (%) * col. 3 of col. 4
Jess Dunn Correctional Center - 01 11100					
From 195 30 131 300501	(750,000)		(750,000)	9,632,551	-7.8%
Mack Alford Correctional Center - 03 11100					
From 195 30 131 300503	(400,000)		(400,000)	9,341,323	-4.3%
Oklahoma State Penitentiary - 05 11100					
From 195 30 131 300505	(3,300,000)		(3,300,000)	20,895,909	-15.8%
Lexington A&R Center - 06 11100					
From 195 30 131 300506	(300,000)		(300,000)	12,265,555	-2.4%

Explain why the transfer is needed: (Attach additional letter size pages as needed)

The adjustment to budgeted funds is needed to meet the objectives described below:
To move available payroll funds to cover deficits in other locations. Also, to increase known operating deficits.

APPROPRIATED FUNDS TRANSFER

Explain why the transfer can be accommodated by the account(s) being reduced:

This transfer can be accomplished because of the following:
Staffing under funded levels will allow surplus funding in some activities to offset deficits in others. Also, an over all surplus in payroll allows for some funding to be moved to operating budget.

I hereby certify that the above request is necessary, the reasons therefore are correct, and funds can be spared from stated accounts without creating a deficiency.

Administrative Head of Agency or "Request Officer"

Date Signed:

In view of the existing circumstances and the applicability of Title 62, Section 41.46, the above request is:

- Approved _____
Rejected for _____ *
Referred to the Contingency Review Board _____

Date Received in OSF _____

* Reasons for rejection:

OSF Analyst Approval _____

- a. Disapproved by Joint Legislative Committee on Budget and Program Oversight
- b. Exceeds allowable percentages.
- c. Other (explain): _____

Director of State Finance

Date

Action By The Contingency Review Board

Date

To The Contingency Review Board

Pursuant to Title 62, O.S., Section 41.46 and Title 74 O.S.,
Section 3605, the above request is hereby transmitted for your consideration.

Governor _____

Approved _____

President Pro-Tempore
of the Senate _____

Disapproved _____

Speaker of the House
of Representatives _____

Notice of Action:

- _____ Agency Requesting the Transfer
- _____ OSF - BWP File
- _____ OSF - Transfer File
- _____ Chairman of Joint Legislative Committee on Budget and Program Oversight
- _____ Vice Chairman of Joint Legislative Committee on
- _____ Budget and Program Oversight

By: _____

Date _____

To: The Director of State Finance

From: Department of Corrections - 131

Business Unit (agency) Name & Number:

				Column 1	Column 2	Column 3	Column 4	Column 5
"From" or "To"	(Type in Department Name)			Amount Of This Request	Prev. Approved Transfers	Total This & Prev. Approved Amounts	Budget Item	Percentage (%) * col. 3 of col. 4
	Fund #	Agency #	Account #					
Joseph Harp Correctional Center - 07 0711100								
From	195 30	131	300507	(100,000)		(100,000)	12,564,653	-0.8%
Dick Conner Correctional Center - 08 11100								
From	195 30	131	300508	(300,000)		(300,000)	11,312,018	-2.7%
Oklahoma State Reformatory - 10 11100								
From	195 30	131	300510	(1,650,000)		(1,650,000)	11,312,018	-14.6%
James Crabtree Correctional Center - 11 11100								
From	195 30	131	300511	(450,000)		(450,000)	9,294,574	-4.8%
William S Key Correctional Center - 14 11100								
From	195 30	131	300514	(500,000)		(500,000)	8,151,440	-6.1%
Eddie Warrior Correctional Center - 16 11100								
From	195 30	131	300516	(480,000)		(480,000)	7,790,394	-6.2%
Community Sentencing - 52 52XXX								
From	195 30	131	300552	(300,000)		(300,000)	1,506,847	-19.9%
Jim E Hamilton Correctional Center - 02 11100								
To	195 30	131	300502	50,000		50,000	6,812,872	0.7%
Howard McLeod Correctional Center - 04 11100								
To	195 30	131	300504	200,000		200,000	6,316,069	3.2%
Mabel Bassett Correctional Center - 09 11100								
To	195 30	131	300509	100,000		100,000	9,523,606	1.1%
Bill Johnson Correctional Center - 17 11100								
To	195 30	131	300517	150,000		150,000	6,460,172	2.3%
Probation & Parole Supervision - 21 21XXX								
To	195 30	131	300521	1,000,000		1,000,000	25,391,292	3.9%
Community Corrections - 31 31XXX								
To	195 30	131	300531	2,700,000		2,700,000	22,929,961	11.8%
Offender Programs - 51 51XXX								
To	195 30	131	300551	1,200,000		1,200,000	12,456,168	9.6%
Contracted Services - 56 56XXX								
To	195 30	131	300556	730,000		730,000	101,000,440	0.7%
Central Office Operations - 61 61XXX								
To	195 30	131	300561	2,000,000		2,000,000	17,514,214	11.4%
Medical Services - 63 63XXX								
To	195 30	131	300563	400,000		400,000	65,947,177	0.6%

Offender Population Update

Population Update
Population Information as of January 30, 2015
Compared to January 31, 2014

Total System Offender Population	Females	Males	Total
Current Population	3,059	25,554	28,613
Population Last Year	2,915	23,827	26,742
Change from last year	144	1,727	1,871

Total System Population	Females	Males	Total
Current System Population	8,808	44,765	53,573
Population Last Year	8,441	42,805	51,246
Change	367	1,960	2,327

DOC Facilities	Females	Males	Total
Current Population	2,467	16,797	19,264
Population Last Year	2,394	15,678	18,072
Change	73	1,119	1,192

County Jail Inmate Backup	Females	Males	Total
January 30, 2015	34	183	217
Population Last Year	86	1,745	1,831
Change	(52)	(1,562)	(1,614)

Private Prisons	Females	Males	Total
Current Population	0	5,828	5,828
Population Last Year	0	5,818	5,818
Change	0	10	10

Pardon & Parole Board Results	Females	Males	Total
Month: January 2015			
Considered	19	331	350
Denied	15	304	319
Recommended	4	27	31
Percentage Recommended	21.05%	8.16%	8.86%

County Jail Contracts	Females	Males	Total
Current Population	0	567	567
Population Last Year	0	539	539
Change	0	28	28

Governor's Actions	Females	Males	Total
Month: January 2015			
Reviewed	0	0	0
Approved	0	0	0
Denied	0	0	0
Percentage Approved	0.00%	0.00%	0.00%

Halfway Houses	Females	Males	Total
Current Population	306	1,139	1,445
Population Last Year	288	799	1,087
Change	18	340	358

Out Count	Females	Males	Total
Current Population	59	684	743
Population Last Year	55	608	663
Change	4	76	80

GPS	Females	Males	Total
Current Population	227	521	748
Population Last Year	178	372	550
Change	49	149	198

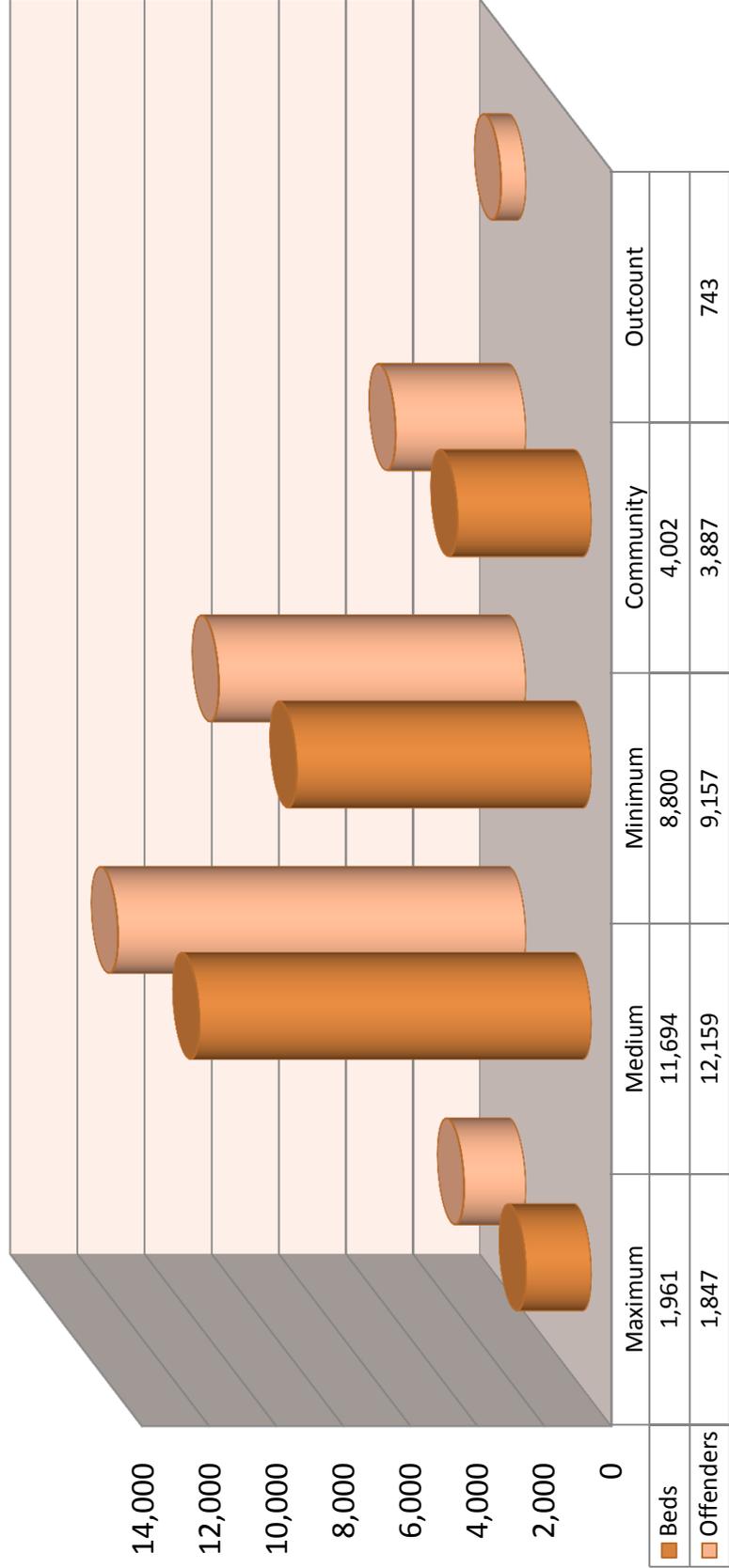
EMP	Females	Males	Total
Current Population	0	17	17
Population Last Year	0	12	12
Change	0	5	5

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

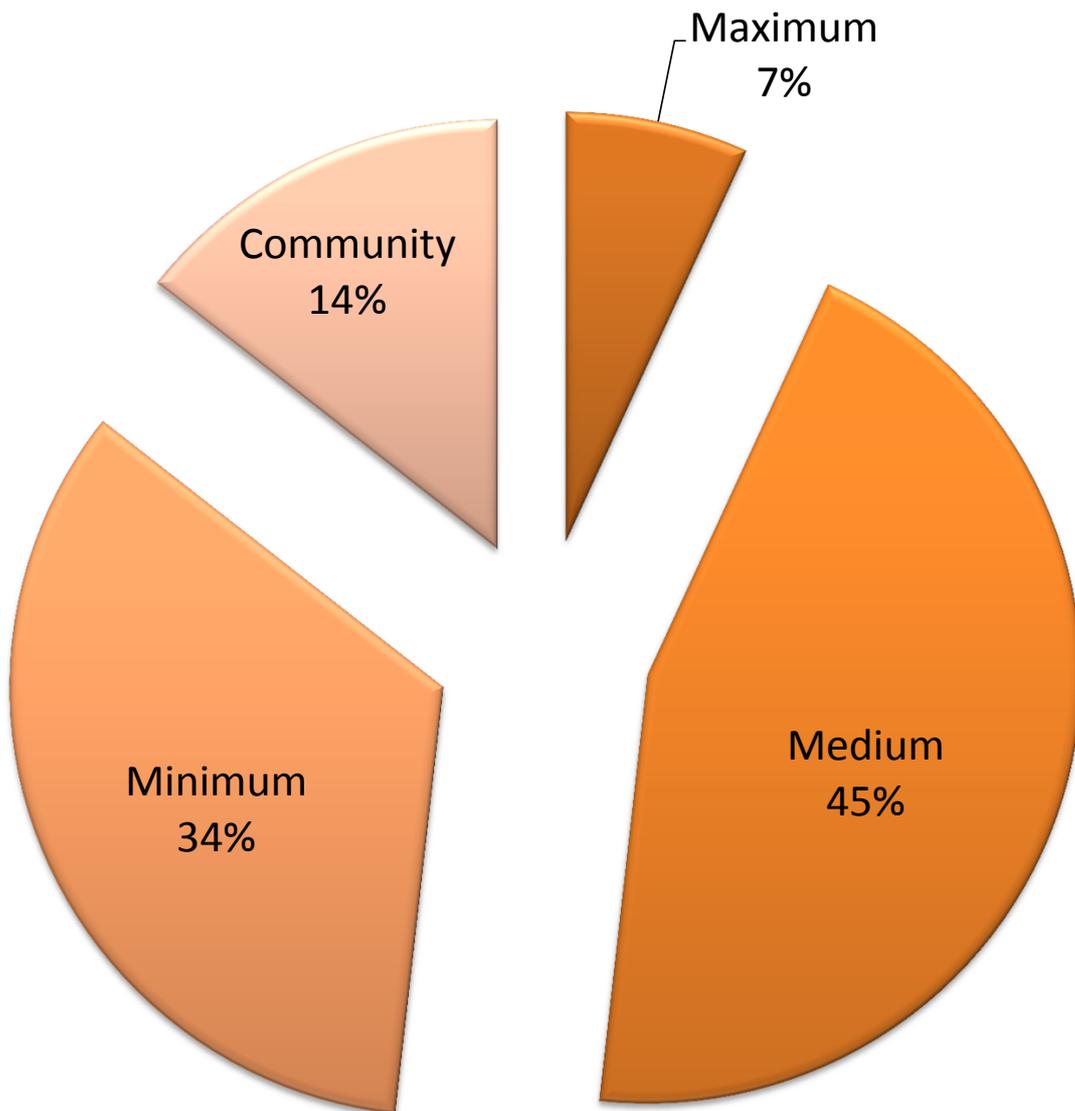
Probation Supervision	Females	Males	Total
Current Population	5,299	16,532	21,831
Population Last Year	5,047	16,256	21,303
Change	252	276	528

Parole Supervision	Females	Males	Total
Current Population	450	2,679	3,129
Population Last Year	479	2,722	3,201
Change	(29)	(43)	(72)

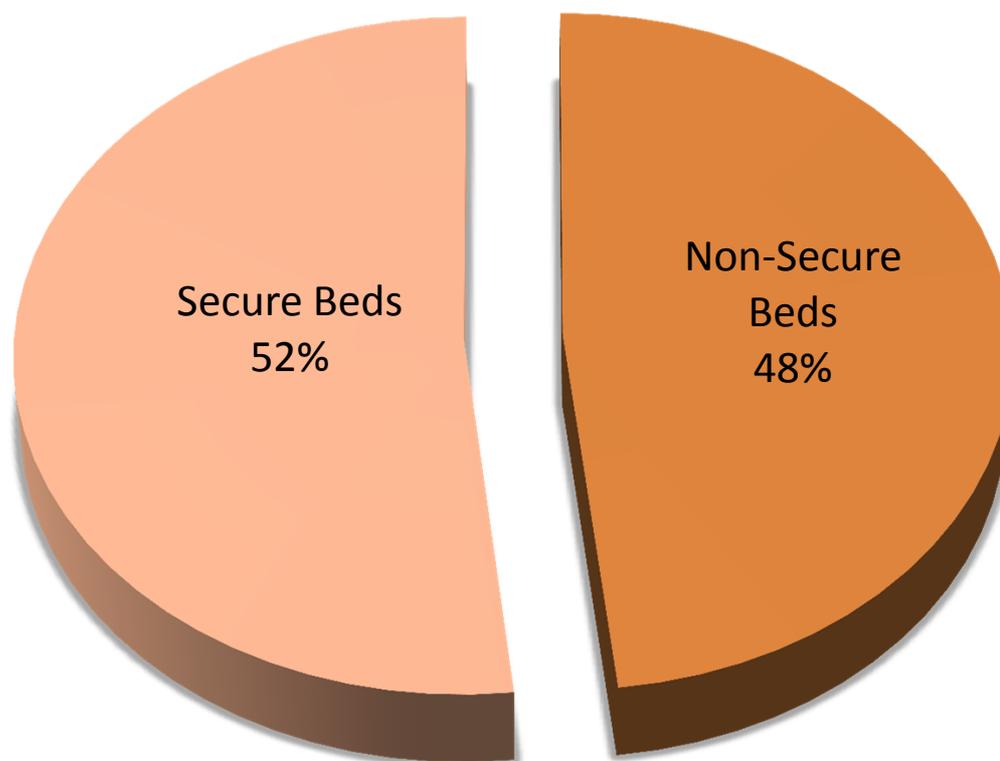
Offender and Bed Distribution January 30, 2015



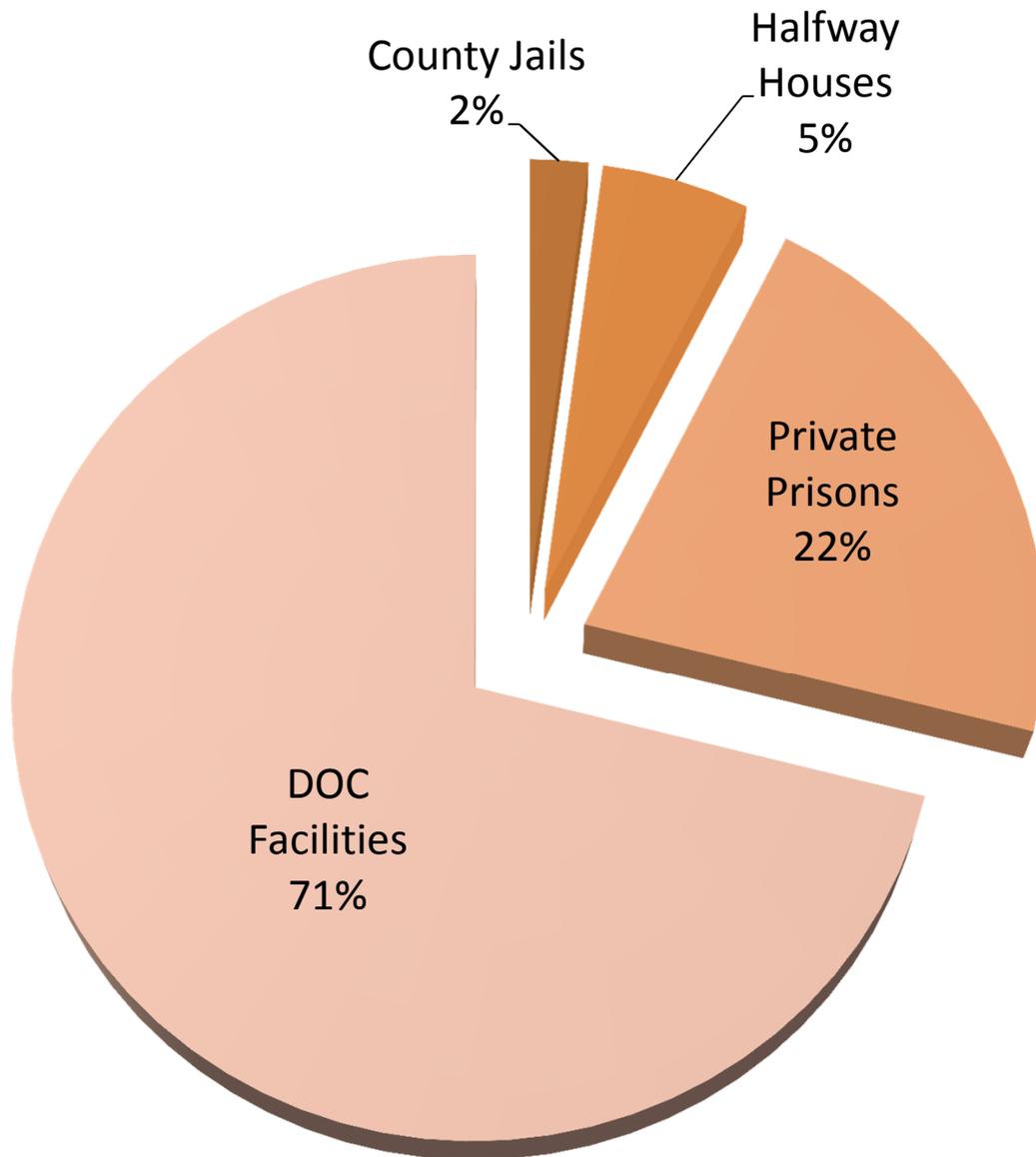
**Offender Distribution by Security Level
January 30, 2015**



**Percentage of Offenders in Secure and Non-Secure
Beds
January 30, 2015**



Offenders in DOC Facilities v. Contract Facilities
January 30, 2015





Legislative Initiatives