

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES**

**November 20, 2024**

**1. Call to Order**

Chairman Stephan Moore called the meeting of the Oklahoma Board of Corrections (BOC) to order at 1:06 p.m., on Wednesday, November 20, 2024, at Oklahoma State Reformatory at 1700 East First Street, Granite, OK 73547.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on Monday, December 11, 2023. An announcement was also given at least twenty-four (24) hours in advance by posting notice of the date, time, place, and agenda of the meeting at 12:36 p.m., on Tuesday, November 19, 2024, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 4345 N. Lincoln Blvd, Oklahoma City, OK 73105.

**A. Pledge of Allegiance**

Chairman Moore led the meeting attendees in reciting the pledge of allegiance to the United States Flag.

**B. Roll Call**

Chairman Moore asked the clerk to call roll:

Rhonda Bear	Present	Stephan Moore	Present
Joseph Brantley	Present	Jake Parsons	Present
Randy Chandler	Present	T. Hastings Siegfried	Present
Sunne Day	Present	Daniel Snead	Present
Alex Gerszewski	Absent		

The roll reflected a quorum.

**2. Approval of Board of Corrections Meeting Minutes**

Chairman Moore requested approval of the meeting minutes as presented to members in the BOC packet for November 20, 2024.

**A. October 23, 2024 Meeting Minutes**

**Motion:** Ms. Day made the motion to approve the minutes. Mr. Snead seconded the motion.

Rhonda Bear	Approved	Stephan Moore	Approved
Joseph Brantley	Approved	Jake Parsons	Approved
Randy Chandler	Approved	T. Hastings Siegfried	Abstained
Sunne Day	Approved	Daniel Snead	Approved
Alex Gerszewski	Absent		

The meeting minutes from October 23, 2024 were approved by majority vote.

**3. Chairman's Update**

Chairman Moore welcomed everyone to the Board of Corrections meeting and thanked the Oklahoma State Reformatory warden and staff for the tour and for hosting.

**4. Director's Update**

Chief of Staff Justin Farris gave agency updates including highlights of three RFP's, Pharmaceutical, Canteen and Food Service, currently being bid. Operations is working to maintain safety numbers at facilities and research is underway for AI technology and facial recognition uses in corrections.

**5. Warden's Welcome**

Warden Chris Rankins welcomed BOC member and gave an overview of Oklahoma State Reformatory. Established in 1909, OSR currently houses 799 medium, 200 minimum and 43 SHU for a total of 1,002 total inmates. Lakeside High School is housed at OSR providing education, there is a Braille program, welding, career readiness, TBL, dog training and OCI garment factory are some of the education and programs offered.

**6. Unit Spotlight**

**Dots Braille Program**

Administrative Programs Officer Roberta Benedict reviewed the Dots Braille Program. As seen on the tour prior to the meeting start, this program was started March 2023 and is a Braille transcription education program. There are 24 participants with 2 tutors. 7 inmates are certified and 7 are working towards certification.

**7. Agency Budget Update**

**A. FY25 DOC Budget Report**

Chief Financial Officer Ashlee Clemmons welcomed everyone and provided an update on the year-to-date financials as of October 31, 2024. The financial reports were included in the BOC packet for November 20, 2024.

**8. Inmate/Offender Population Update**

**A.** Chief Administrator of Classification & Programs Clint Castleberry provided an overview of the inmate/offender population as of October 31, 2024. A copy of the overview was included in the BOC packet for November 20, 2024.

**9. Policy Changes for Approval – P-020800, P-030100, P-080100**

General Counsel Kari Hawkins presented minor changes to the following three policies for approval.

P-020800 "Guidelines for Research and Research-Related Activities"

P-030100 "Provisions of Services/Inmate Rights and Responsibilities"

P-080100 "Mission and Management of Correctional Industries"

**Motion:** Ms. Day made the motion to approve the three policies presented. Mr. Chandler seconded the motion.

Rhonda Bear

Approved

Stephan Moore

Approved

Joseph Brantley	Approved	Jake Parsons	Approved
Randy Chandler	Approved	T. Hastings Siegfried	Approved
Sunne Day	Approved	Daniel Snead	Approved
Alex Gerszewski	Absent		

Policies P-020800 “Guidelines for Research and Research-Related Activities”, P-030100 “Provisions of Services/Inmate Rights and Responsibilities”, and P-080100 “Mission and Management of Correctional Industries” were approved by majority vote.

#### 10. Committee Reports – Standing Committees:

##### A. Executive

**Chairman** Stephan Moore

**Members** Dan Snead, Rhonda Bear and Hastings Siegfried

Members in this committee discussed the proposed BOC agenda and current litigation.

##### B. Public Policy/Affairs/Criminal Justice

**Chairman** Rhonda Bear

**Members** Alex Gerszewski and Jake Parsons

Members in this committee discussed the Legislative initiative processes, Public Relations initiatives, Community Outreach initiatives and Reentry programs including Birth Certificate and ID disbursements.

##### C. Population/Security/Private Prisons

**Chairman** Hastings Siegfried

**Members** Dan Snead, Joseph Brantley and Sunne Day

Members in this meeting discussed population, Oklahoma Inspector General statistical updates, Office of Threats and Intelligence updates and Private Prisons security and contract updates.

##### D. Audit and Finance

**Chairman** Randy Chandler

**Members** Joseph Brantley, Stephan Moore and Hastings Siegfried

Members in this meeting discussed the BOC Budget Reports ending on October 31, 2024.

#### 11. New Business

There was no new business.

#### 12. Adjournment

**Motion:** Mr. Day made a motion to adjourn the meeting. Mr. Brantley seconded the motion.

Rhonda Bear	Approved	Stephan Moore	Approved
Joseph Brantley	Approved	Jake Parsons	Approved
Randy Chandler	Approved	T. Hastings Siegfried	Approved
Sunne Day	Approved	Daniel Snead	Approved

Alex Gerszewski

Absent

There being no further business to discuss, the adjournment of the meeting was approved by a majority vote at 2:20 p.m.

Submitted to the Board of Corrections By:

Signature on file

01-22-2025

\_\_\_\_\_  
Toni Lee, Minutes Clerk

\_\_\_\_\_  
Date

I hereby certify that these minutes were duly approved by the Board of Corrections on January 22, 2025, in which a quorum was present and voting.

Signature on file

Rhonda Bear, Secretary  
Board of Corrections