

OKLAHOMA BOARD OF CORRECTIONS MEETING MINUTES

Department of Corrections

Location: Oklahoma State Capitol, Room 432-A

Oklahoma City, Oklahoma

Date/Time: Friday, February 24, 2006 – 1:00 p.m.

I. OPENING

Chairman Robert Rainey called the February 24, 2006 Board of Corrections Meeting to order at 1:05 p.m. He introduced himself as the Chairman and welcomed those in attendance. He expressed appreciation for the opportunity to hold the meeting at the State Capitol again this month before asking the clerk to call the roll. Roll call reflected a quorum was present.

Members present:

Members absent:

Ernest Godlove
David C. Henneke
Ted Logan
Robert Rainey
Earnest Ware
Beverly Young

Mark Luttrull

II. APPROVAL OF JANUARY 26, 2006 BOARD MEETING MINUTES

Chairman Rainey sought a motion for approval of the January 26, 2006 Board Meeting Minutes. Mr. Logan made the motion with a second by Mr. Henneke. Results of roll call: Mr. Godlove, yes; Mr. Henneke, yes; Mr. Logan, yes; Mr. Rainey, yes; Mr. Ware, yes; and Ms. Young, yes.

III. OLD BUSINESS

The agenda reflects none.

IV. DIRECTOR'S COMMENTS

Director Justin Jones welcomed and thanked those in attendance. He reported the installation of the video conferencing equipment at Hillside Community Corrections Center is complete. Parole hearings will be held via video conferencing and should prove to be a cost savings measure for the department. DOC currently has 15 veterans participating in the on the job training activities. To date, eighteen (18) employees have been paid a total of \$1,800 in savings bonds at a cost of \$900.00 to the agency in the *Connect and Collect Employee Recruitment Program*. Spot buy purchases since the beginning of this fiscal year have saved the agency over \$218,000. On February 9, 2006 the Lakeside School at Oklahoma State Reformatory passed the North Central Re-accreditation audit. All schools within the Department of Corrections fall under the umbrella of Lakeside School; therefore, all DOC schools have now been re-accredited. The Barton Electric car was delivered to Mabel Bassett Correctional Center. The facility will test the electric vehicle for six (6) months to determine the cost effectiveness of using an electric vs. gasoline powered vehicle to patrol the facility perimeter. William S. Key Correctional Center has been able to use telemedicine for mental health services. This has eliminated two medical transport runs per week to the James Crabtree Correctional Center, which has been a fuel cost saving measure. The selection

process has been completed for the Correctional Officer Supervisor of the Year, Correctional Officer of the Year and Probation and Parole Officer of the Year for 2005. Those selected were: Correctional Officer Supervisor of the Year, Lieutenant Don Frech, James Crabtree Correctional Center; Correctional Officer of the Year, Dominic King, Lawton Community Correctional Center; and Probation and Parole Office of the Year, Alice Gillispie, Tulsa County Community Corrections.

The Sex Offender Management Conference sponsored by the Center for Sex Offender Management was held last week. It was very successful and due to the great response, people had to be turned away. There was an array of staff, treatment providers, prosecutors, judges and a host of people who are stakeholders in the community in attendance and their participation was greatly appreciated. He thanked Debbie Mahaffey's and Reggie Hines' staff for the success of the event. Additionally, he thanked Ed Evans and the Private Prison unit for being recognized in the Government Accounting Publication which basically looks at best practices in government. They were very complimentary of Dennis Cunningham and his unit for the way they handle the private prison partnerships in contracting and collaborative efforts with private corrections. He thanked Dennis Cunningham for a job well done. Director Jones mentioned Board Member Ted Logan will be speaking at the Federal Transfer Center on Tuesday, and commented that although this is a volunteer board, they get actively involved in corrections and doing public speaking and we appreciate Mr. Logan taking time out of his busy schedule to speak on behalf of the board.

V. BUDGET UPDATE

Chairman Rainey recognized Jim Harris for presentation of the budget update. Mr. Harris referred to page 5 of the trending report which reflects as of the end of January the department was trending a \$8,512,618 gross payroll budget surplus. That was before the additional staff ramp up and staff compensation plan recruitment and retention issues. The department started the fiscal year budgeting 4,855.8 of its authorized 5,844.6 FTE positions. On July 1, 2006, FTE reports indicate there were actually 4,596.3 of those budgeted positions filled. The January 30, FTE report indicated as of that date, there were 4,687.2 filled positions, indicating some net growth since the start of the fiscal year. Fifty-one (51) of those positions are correctional officers. However, as of January 21, Monday of this week, net filled correctional positions have once again declined somewhat, indicating retention issues are still impacting the departments overall correctional officer staffing level. The department's initial August budget review reserved \$3.9 million of its trending payroll budget surplus for staff increases. As of January 31, that reserve amount needed is now reduced to about \$1,166,834 to reflect current staff levels and projected staff increases.

The August budget review additionally identified a reserve need of \$7,653,425 to facilitate a department wide compensation plan to address recruitment, retention and salary compression issues with an initially imposed implementation date of early January 2006. While there is a statewide recognition of the department's critical staffing level and the compensation issues related to that need at the time this trending report was compiled, legislative disagreement still existed. Therefore, this trending report reserved \$5,107,960 for the department wide compensation plan based upon the department's original plan adjusted for a later implementation date of March 1. Now that we have a joint legislative agreement and we know that it is within reach, an adjustment will be made to next month's trending report. Based upon current payroll trends and the current plan budgetary reserves identified in this report for higher staffing levels and the legislative compensation plan, there appears to be at least \$2,174,824 of available payroll budget to help offset operational shortfalls. It is expected this payroll surplus will increase once the details of the agreements are better known.

Contract bed expenditures increased this month by \$318,376 to a now trended deficit of \$21,573,926. The continued high demand for county jail contract beds and jail backup beds, along with higher offender counts in private prisons account for much of this growth.

In Medical Services, the budgetary deficit increased by another \$299,650 to a trended deficit of \$3,176,355. This increase resulted from continuing high dependency on outside medical care services.

In regard to utilities and fuel, the warmer than usual winter is having a positive impact on the budgetary deficit for energy. Based upon the latest analysis, it now appears the department's energy budget deficit can be reduced to \$1,571,004.

Worker compensation payroll audit, last month's trending report identified an unbudgeted additional premium obligation of \$462,848 and how that impacted the trended deficit. An agreement has been reached with CompSource allowing the department to defer to the next policy renewal date of July 1. Therefore, this additional funding need was removed from this month's trending report since it will now be FY2007 expenditure.

In summary, based upon January's expenditure trends and the appropriate payroll reserves, it now appears the department's current FY2006 funding shortfall is \$28,856,720. This shortfall should decrease as details of Thursday's legislative agreement become more defined.

Mr. Henneke asked for clarification regarding the delay of potential pay raises as being one of the reasons for the downward departure in the deficit. Mr. Harris said that is his understanding and again the initial reserve was based upon a January implementation. Delaying implementation of the pay raise will definitely help in having a positive impact on meeting our budget.

VI. POPULATION UPDATE

Deputy Director Ken Klingler addressed the Board and provided comparative numbers for the population update. The total system inmate population as of February 6, 2006 was 24,127, compared to the total system inmate population last month of 23,901 reflecting an increase of 226. The total system inmate population last year at this time was 23,579 reflecting a net increase of 548 for the year. The total incarcerated population is 23,435 compared to 23,276 last month for an increase of 149. Last year's total was 23,024 which is a yearly increase of 401. The current DOC facility population as of 2-6-06 was 17,043 for an increase of 108 since the last board meeting and an increase of 296 over last year. Private Prison population is 4,640 for an increase of 11 since the last board meeting and by 6 over last year.

County jail inmate backup is 1,063 compared to 1,114 last month for a decrease of 51. Halfway House population has increased by 9. The overall total system population is 58,815 which is an increase of 476 for the month and 1,007 for a net increase for the year.

Director Jones asked Mr. Klingler for clarification in regard to the net increase and if it included probation and parole offenders. He stated they are included. Additionally, he asked from this count today to this time last year, what is the net inmate growth at the facilities. Mr. Klingler responded 548.

VII. REMARKS FROM LEGISLATORS

Chairman Rainey recognized Representative Blackwell for comments. Representative Blackwell thanked the Board and said he is please to announce they have come to an agreement on a supplemental for DOC, saying he wanted to reiterate that this process takes both parties coming together. He compared the negotiations to buying a car, in that both sides want to have a choice in the matter. The agreement reached was \$24 million supplemental with a \$2,800 pay raise facility wide for approximately 4000 people including probation and parole officers. Representative Blackwell was also pleased to report that every bill that DOC requested with the exception of one will be heard and will pass out of committee.

He mentioned a couple things he would like the department to look at regarding the tobacco policy. He said he understands there are misconducts written for tobacco that can increase the inmate's time up to six months by dropping them a level. He stated he has asked for some cost estimates that show over 300 misconducts already for tobacco with about a \$2 million cost this year; if that is annualized that would be about a \$6 million cost savings. Right now there is no real incentive for the wardens to move people out because as soon as they move someone out someone else moves in so we might look at a way to reward those good administrators who are keeping not only the population there safe but also by running a very efficient type facility they are able to head off some of those misconducts. A large amount of misconducts would point to the fact that something is not being run correctly.

Secondly, as a result of the last report on the prison population, he looked at a couple things. There is still about 200 to 300 halfway house beds open that we could contract with and utilize if we so desired. That would reduce the daily per diem from about \$45 to \$20 although it would cost \$34, the inmate would be required to pay a portion out of his/her earnings so that reduces it back down to about \$20 per day. He has been told there are about 15 to 20 a day that become halfway house eligible so we could look at that as a possible solution. This would also help reintegration and maybe reduce the recidivism rate. Rep. Blackwell said he has talked with the CCA private prison people that run the facility at Sayre and they are not willing to sell the facility, but they are open for contracting if we can pay the prevailing rate. If we do a private prison per diem increase, that would only be about \$2 million over what we are spending now. Increasing that contract would have a ripple effect on the other private prison contracts so while this could be a last ditch solution, it is probably not the first solution to look at doing to alleviate the prison shortage that we have. He asked the department to look at expanding Phase II at Bill Johnson. The land is available for Phase II which would expand to 200 more beds. Also at Ft. Supply, William S. Key the burned out wing could be expanded to add 200 more beds. He understands these are minimum security beds and the real need is for medium and maximum so there is definitely going to be a time when we have to look at building or putting something in place to get the population at a more static growth or slower growth.

He reiterated his commitment is to work with the Department of Corrections. He is not just here when there are issues in the newspaper, he is here to help solve problems and to make a commitment to work with the Board and DOC to continue to do what needs to be done to make Oklahoma safe and keep our prisoners and employees who work in the facilities safe. His hat is off to DOC people who work hard. He really appreciates it.

Director Jones expressed his appreciation to Rep. Blackwell for taking the time to educate himself on corrections, commenting it takes a lawmaker like him to understand and learn how complicated our business really is.

Chairman Rainey thanked Representative Blackwell for being the only one of the 151 legislators invited to the meeting to attend.

VIII. BRIEF RECESS

Strike this item.

IX. CONSIDERATION FOR APPROVAL OF CONTINGENCY PLAN IN THE EVENT OF 2006 SUPPLEMENTAL SHORTFALL

Associate Director Ed Evans reported the Board of Corrections has directed the Oklahoma Department of Corrections to develop a Contingency Plan that may be implemented when there is a documented deficit

identified due to operational costs beyond the control of the agency, and in those cases of revenue shortfall or loss of a public or private facility that would require the immediate action of the Director.

He referenced the plan and explained it was developed in three stages for maximum savings and benefit to the agency.

Action I: Under this plan the agency would temporarily halt offenders' reception at LARC.

This action would result in additional bed space becoming vacant to reallocate private contract bed space. Because of the unknown ability of the counties to absorb higher jail backup counts, the halt is initially targeted to last one month. Since the contingency plan halts all reception for 30 days, county invoices will also be impacted. The number of counties attempting to invoice will likely cause some hurdles of litigation.

Action II: Requires the agency to increase facility bed space and remove 1,949 inmates from two higher cost private prisons.

The agency has examined the option of using non-traditional bed space in existing public facilities to reduce contract bed cost. The bottom of page 2 of the plan identifies where those beds are located.

Action III: A review of policy, State Statute and practice that impacts the flow of inmates in and out of the system is being conducted.

This assessment takes into consideration offender earned credit level status, restoration of offender earned credits, evaluation of earned credits lost due to misconduct or adjudications, and a review of offender assigned earned credit levels.

Available options were reviewed in the event that a public or private facility suddenly became unavailable to house offenders. This process identifies non-traditional housing bed space and all identified start-up costs, long and short range.

In case an event occurs there is an outline that will identify where people will need to be moved immediately in the system and what it will take in terms of money to facilitate the moves.

Mr. Henneke stated he just wanted to make it clear that the contingency plan has several purposes and uses in case the department has a major emergency, for example at McAlester or any other facility we can take any portion of this plan that may be needed to help alleviate the problem or if we have issues with funding as we have had in the past few months, we could then implement portions of this plan or all of it if the need was there. At this point, hopefully with the \$24 million that is understood the agency will be receiving there is no need to do anything, but the plan is available if an emergency should arise.

Mr. Evans said that is his understanding, and it is the agency's plan to be better prepared just in case an instance of this nature should occur. It will be beneficial to help react in a timely manner. This gives the agency a basic plan to work with if a time should come for a need to act quickly.

Mr. Rainey advised the Executive Committee, consisting of himself, Ernest Godlove and David Henneke met and reviewed the proposed plan, and in light of the recent agreement between the House, Senate, Governor's office and along with DOC staff recommendation concluded that the Contingency Plan is unnecessary at this point and that it not be adopted by the Board, but the contingency plan in the event of shortfall, acts of God, crisis or calamity will be in place to be immediately implemented in all or in part. This is the executive committee's recommendation to the Board.

Mr. Henneke agreed that is what he understood, and there is not going to be a vote on the approval.

Mr. Godlove expressed his appreciation to Director Jones and staff for putting the plan together and commented it is very helpful to see what can be done if in fact the need did exist.

Chairman Rainey said one other item that might be helpful is *“This Board is on record stating that we will not seek nor will we accept any supplemental financing from FY07 going forward. Nine (9) out of the last eleven (11) years this Board, management staff and employees have suffered along with others in both the House and Senate through a supplemental process. It has been the commitment from the Governor’s office and House and Senate leadership to me personally and to others that this supplemental process is inappropriate and unnecessary. We are going to be given a budget and we are going to live with that budget. We are hopeful that we have the opportunity to work with both our House and our Senate leadership so they can gain a better understanding and we can gain a better understanding of the process so this supplement process can be avoided altogether. Now that said, in the event of an act of God or crisis or calamity, I want it known that the Board would not want to be constrained by seeking some emergency help from our House and Senate leadership, but we need to break with the sins of the past and look to a new day and make sure that we honor process and I am hopeful that our House and Senate leadership will help us do that, and I’m confident that we can do it when we work together.”*

X. APPROVAL OF BOARD POLICY

➤ P-010600 – Quality Assurance System

Debbie Mahaffey, Deputy Director of Treatment and Rehabilitation referenced the proposed policy that establishes the quality assurance system being developed in order to monitor and do a continuous evaluation and review of the agency. She requested their consideration of approval of the policy. It is based on the business plan previously provided. Plans are to utilize external experts to help complete the reviews and evaluations. There will be an evaluation of every functional unit of this agency. She respectfully requests Board approval of this policy so they can move forward.

As Chair, Mr. Rainey asked for an example of how the quality assurance program will be implemented and in what unit they propose to start. Ms. Mahaffey explained they have already started working on a couple of the smaller units, one of which is the volunteer unit. They have sent out environmental scans to other agencies, other state corrections department, and to our own staff to get an evaluation of how they see that particular piece working. For instance we have commitments from Salvation Army as a private resource, the Office of Faith Based Initiatives as another state agency and we are working with Mental Health and Department of Human Services to see if they might contribute a person to work with the council on the volunteer piece so we can compare the way they operate with the way we are operating and identify any gaps in the system, any areas where we are duplicating efforts, any areas we may discover are no longer needed so we can streamline our operations and do a better job of working on the efficiency in the agency.

Mr. Godlove asked once a report is received how often that information would be provided to the Board.

Ms. Mahaffey explained they will be happy to provide, weekly, monthly, or quarterly reports once they identify the functional units of the agency as outlined in the business plan. The reports will go to the Director who will then share them with the Board. With about three single space typewritten pages of functional units, it is probably going to take five (5) years to totally evaluate this process. QA would like to get a couple of the smaller units done, re-evaluate our own process and then take on some larger units.

Director Jones interjected that we have had meetings with Senate and House leadership and they are interested in this process for an external evaluation, streamlining, efficiency and quality assurance. They also have requested copies of what we produce, and whether or not we actually follow up on the recommendations. Obviously the document is no good if we don't take it seriously and follow up on it and work on the recommendations made by these experts in whatever particular unit that we are evaluating. This is not only for the Board of Corrections; it has also been requested by Senate and House leadership.

Chairman Rainey sought a motion for approval. Mr. Henneke moved to approve and Ms. Young seconded. Results of roll call: Mr. Godlove, yes; Mr. Henneke, yes; Mr. Logan, yes; Mr. Rainey, yes; Mr. Ware, yes; and Ms. Young, yes.

XI. CONSIDERATION OF APPROVAL FOR RECOMMENDATION FROM BOARD OF CORRECTIONS LEGISLATIVE COMMITTEE

Board Member Earnest Ware addressed the Board on behalf of the Board of Corrections Legislative Committee recommending that the Board of Corrections approve making the Director's salary a board initiative. He commented they all know this is a very difficult job and they find it only fair that Director Jones be compensated adequately. Therefore this is the committee's recommendation.

Mr. Rainey asked precisely what the initiative was. Mr. Ware said it is to ask that the Director's salary be increased to \$150,000 per year. Mr. Rainey said he understands that the current legislative salary cap in place at \$120,000 is to be raised to \$150,000 as a legislative initiative for this legislative session. Mr. Ware responded that was correct, and he would present that as a motion. Ms. Young seconded the motion.

Mr. Henneke asked as to the timing of the initiative and asked Rep. Blackwell if they were still within a timeframe that could have some effect this session, since most initiatives are presented and reviewed well before the session starts.

Representative Blackwell responded there would still be time to look at it and have time to go through the sub-committee on public safety and judiciary, Rep. John Trebilcock and Senator Kenneth Corn in the Senate will both look at it and could run it through their appropriation bill that sets the salary limit so there is still time to have it passed and in effect before the FY07 budget goes through.

Mr. Rainey asked for permission as the former chair of that committee to explain the reasons behind the recommendation for those present that may not have a background on it. Mr. Ware agreed since he has more history in this regard than he.

Mr. Rainey spoke of recruitment, retention, salary compression and personnel issues, saying they are wide spread in the agency and they are chronic because it is our perception that DOC has been chronically under funded. *"Hence nine of the eleven years we had to go back for a supplemental, and we are hoping to break with that pattern of the past. We have spent many hours with the Hay Group who are internationally recognized wage and hour salary experts, doing comparative wage and hour surveys, we've looked at sister states, and we've compared apples to apples. I've sat on this board for six years and this is the third director that we've had in six years. Both prior directors have left to the private prisons system and I can't say this is good or bad, it is just fact. The Director's position in the state of Oklahoma for the Department of Corrections is grossly under funded. We are blessed and lucky to have candidates such as Justin Jones who are willing to take this job. It is a difficult position and the Board is passionate about this salary increase. It starts at the bottom and goes to the top, and we have to view this problem systemically."*

Rep. Blackwell commented the Department of Corrections is the second largest agency in the number of employees. The Director has a 24/7 job and when comparing salaries of a private business responsible for that many employees it is grossly under funded.

Roll call results: Mr. Godlove, yes; Mr. Henneke, yes; Mr. Logan, yes; Mr. Rainey, yes; Mr. Rainey, yes; Mr. Ware, yes; and Ms. Young, yes.

XII. CONSIDERATION OF MOTION TO ADJOURN TO EXECUTIVE SESSION

Richard Kirby, general counsel was recognized for presentation of a motion to adjourn into executive session pursuant to "Title 25, 307.B" for the discussion of the personnel issues, and potential matters that could result in litigation. Motion was made by Mr. Henneke with a second followed by Mr. Ware. Results of roll call: Mr. Godlove, yes; Mr. Henneke, yes; Mr. Logan, yes; Mr. Rainey, yes; Mr. Ware, yes; and Ms. Young, yes.

Meeting adjourned into executive session at 2:03 p.m.

General Counsel Kirby advised a motion to return to regular session was in order. Chairman Rainey requested a motion. Motion was made by Mr. Henneke and seconded by Ms. Young. Results of roll call: Mr. Godlove, yes; Mr. Henneke, yes; Mr. Logan, yes; Mr. Rainey, yes; Mr. Ware, yes; and Ms. Young, yes.

Returned to open session at 2:58 p.m.

Chairman Rainey announced there was no action taken in executive session that would require a vote.

XIII. COMMITTEE REPORTS

Budget Committee – Mr. Henneke reported most everything discussed in committee was talked about in open session. He did give the Board an update on the Hillside kitchen renovations. There was some discussion at the last board meeting to determine if it would be more feasible to tear it down and start all over. A report has been provided that indicates it would cost roughly \$900,000 or a little more to start all over and take the whole thing down as opposed to \$507,000 to refurbish, replace and renovate so there is a substantial difference. The recommendation of the Budget Committee is to refurbish and renovate. According to the report, if we use some inmate labor that \$507,000 number would actually decrease to around \$322,000. Again, this is a substantial savings of \$185,000 using our people to do some of the work. With that savings, we can purchase kitchen equipment. Total anticipated cost is \$370,000 less deductible and includes the architecture and engineering fees. Once they obtain a permit from the Fire Marshal we are looking at approximately six (6) months to complete the rebuild.

Female Offender Committee – Mr. Logan reported the Female Offender Committee met and he asked Rita Cooksey to report on the results of that meeting. Ms. Cooksey reported there are various issues placing emphasis on female offenders that need to be looked at and discussed. She mentioned that Regina Knell with the Tulsa Women and Children's Center toured the regimented treatment program and the resources and contact information she was able to provide. They discussed the need to involve the citizens of Oklahoma to let them know how important it is for the women who are incarcerated to reunite with their children if at all possible. There are several issues and concerns that go along with that so they have proposed to have a statewide summit to involve different organizations such as the League of Women Voters and grass root organizations to meet together to share and help improve the status of women. Ms. Knell was very impressed with the program at Eddie Warrior. She has a program in Tulsa

that houses women and children. Mr. Logan has expressed the need to have a similar program in the Oklahoma City area so they are exploring options for housing to have women who are on probation status or some sort of aftercare placed with their children. They just learned of a federal grant that came out on February 16 and will explore applying for it.

Discussion was held in regard to the A&R update at Mabel Bassett Correctional Center and the most recent update is that construction should be completed in October, 2007, which will free up beds at Lexington Assessment and Reception Center. They also talked about the new mothers at MBCC being able to pump their breast milk for their babies. This has been done in the past but had stopped for awhile.

The Veterans Administration has expressed interest in providing aftercare services within six months of release to male and female inmates so we will look forward to working with them in this regard.

Mr. Logan mentioned in talking about incarcerated veterans, we looked at women that were incarcerated and the data collected indicated there were nineteen (19) women reported to be veterans. This information is obtained through self reporting. We do see a need to verify this with a DD214 to see if they would actually be eligible for services, especially since the veterans nationwide have indicated a desire to provide services. The regional offices are now looking at the proposal and we are hopeful this will pass.

Legislative Committee – Mr. Ware reported the committee went over the legislative initiatives for updates, what bills to track and the impact of pending crime bills.

Executive Committee – Mr. Rainey recognized Dr. Dave Carmichael. He is a professor at Oklahoma Central University, a multi degreed, skilled advisor in Human Resources and Executive Performance Management and Review. He has been assisting the Board in training as well as developing an objective setting performance evaluation process for the Director. The Board felt it important to not only use the internal resources of DOC, but to get an outside third party for a disinterested view of how we manage the department's operations, as well as the Boards' responsibility in holding the director accountable to the Board and the agency in fulfilling the mission of the agency. Dr. Carmichael has been instrumental and helpful in training issues and board development issues in the past.

He thanked Bobby Boone and his staff for their involvement in the McAlester Rodeo negotiations. The Board tasked Mr. Boone and staff to contain and save money on this sixty (60) year old tradition of the only behind the walls Rodeo in the nation. It is a great tradition and we don't want it to end. Mr. Boone has reported to the Board, that he and his staff are finalizing a contract that will no longer put the department in a net deficit situation. The Department will not be out money as in the past. We are proud of Mr. Boone and his staffs' efforts in making this happen and changing from what we have done in the past.

XIV. NEW BUSINESS

None

XV. ANNOUNCEMENTS

None

XVI. ADJOURNMENT

Chairman Rainey sought a motion to adjourn. Mr. Godlove made the motion followed with a second to the motion by Ms. Young. Results of roll call: Mr. Godlove, yes; Mr. Henneke, yes; Mr. Logan, yes; Mr. Rainey, yes; Mr. Ware, yes; and Ms. Young, yes.

The meeting adjourned at 3:05 p.m.

I hereby certify that these minutes were duly approved by the Board on this 24th day of March, 2006 in which a quorum was present and voting.

Submitted by: _____
Minutes Clerk

Approved by:

Secretary of the Board

Date: March 24, 2006