
TEXAS BOARD OF CRIMINAL JUSTICE
Omni Austin Hotel
Austin, Texas

March 30, 2007

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TEXAS BOARD OF CRIMINAL JUSTICE
Summary of March 2007, Meeting

Meeting No. 130

The Texas Board of Criminal Justice (Board) convened into regular session on Friday, March 30, 2007, at 1:15 p.m. and immediately adjourned into executive session at the Omni Austin Hotel, Austin, Texas.

Recognitions

Chairman Crain recognized the recent death of Susan Cranford, a retired Texas Department of Criminal Justice (TDCJ) employee, whose innovative ideas and outstanding leadership made a positive and lasting impact in the field of corrections. Chairman Crain requested a moment of silence to commemorate the life and work of Ms. Cranford.

Chairman Crain recognized John Moriarty, TDCJ Inspector General, on his election to the Board of Directors for the Association of Inspectors General as well as his selection to its Executive Committee. The Association of Inspectors General is a national association for inspectors general, educators, and professional staff interested in promoting accountability and integrity in government. She noted that in 2004, Mr. Moriarty became the first certified inspector general in the State of Texas. Mr. Moriarty thanked the Board for the recognition. He also mentioned that Jay Kimbrough, the conservator of the Texas Youth Commission (TYC), asked him to convey Mr. Kimbrough's gratitude for all of the support that the Board and the TDCJ staff have given him. Chairman Crain thanked Mr. Moriarty for the message, noting that TDCJ employees have done an excellent job in expediting a difficult situation.

Melinda Bozarth, TDCJ General Counsel, recognized Mike McManus as the Deputy General Counsel. Mr. McManus stated that it was his pleasure to serve the Board and the Agency in this new capacity.

Nathaniel Quarterman, Director of the Correctional Institutions Division, stated that the following individuals and their respective units were being recognized for receiving American Corrections Association (ACA) reaccreditation and accreditation. Rodney Cooper, Deputy Director of Prison and Jail Operations, read the names and units:

<u>Reaccreditation:</u>	Boyd Unit – George Stephenson, Senior Warden
<u>Initial Accreditation:</u>	Hamilton Unit – Mark Jones, Warden
	Havins Unit – James Mooneyham, Warden
	Neal Unit – Richard Vogelgesang, Senior Warden
	Pack Unit – Edward Smith, Senior Warden
	Powledge Unit – Dennis Blevins, Warden
	Tulia Transfer Facility – Herman Weston, Warden

Mr. Quarterman noted that, to date, 54 units have received ACA accreditation. Chairman Crain commended the wardens and their staff on a job well done.

Chairman Crain recognized the TDCJ employees who have achieved 25, 30, and 35 or more years of service with the State of Texas during the months of November and December, of 2006, and January, February and March, of 2007. The Board, along with Executive Director, Brad Livingston, expressed their deepest gratitude for the continued service of these employees who represent the commitment of the Agency's staff. To each of these employees, the Board offered congratulations and thanks for their unwavering loyalty and dedication to the citizens of Texas. As a symbol of appreciation, these individuals have or will receive a board certificate along with a personal letter of gratitude.

Consent Items

Chairman Crain stated that the Consent Items included handouts for Payment to Attorneys for Indigent Offenders, Personal Property Donations and Sale and Disposal of Surplus Agricultural Goods and Agricultural Personal Property. Revisions to the 129th Meeting Minutes of the Board, which took place on October 27, 2006, were also

presented for approval, with a correction to the motion for Board Rule 152.31, Skyview Unit Capacity, to reflect the intent of the Board to adopt the rule in its amended form based on comments received.

Board member Tom Mechler objected to the inclusion of the personal property donation from the Barak Foundation in the Consent Items, and asked that it be placed in line for consideration on the regular agenda. This objection was due to a conflict of interest on Mr. Mechler's part as he is the president of the foundation. The Barak Foundation has donated 342 copies of a book to the Chaplaincy Program for distribution to offenders incarcerated in TDCJ. As there were no other comments, objections or amendments, the Consent Items posted for this meeting agenda, with the exception of the Personal Property Donation from the Barak Foundation, were approved.

1. Hazardous Duty Pay Authorization Requests
2. Multiple Employments
3. Personal Property Donations
4. Payment to Attorneys of Indigent Offenders
5. Sale and Disposal of Surplus Agricultural Goods and Agricultural Personal Property
6. Approval of the 129th Texas Board of Criminal Justice Meeting Minutes
7. Approval of Excused Absences

The Personal Property Donation from the Barak Foundation was voted on and approved with Mr. Mechler abstaining from the vote.

Report from the Presiding Officer, Texas Board of Pardons and Paroles (BPP)

Chairman Crain stated that Ms. Rissie Owens, Presiding Officer of the Texas BPP had no report.

Report from the Chairman, Judicial Advisory Council (JAC)

Chairman Crain stated that Judge Larry Gist, Chairman of the JAC, had no report.

Report from the Executive Director, Texas Department of Criminal Justice (TDCJ)

Mr. Livingston provided an update on the 80th Legislative Session. He advised the Board that the Sunset Commission Bill was scheduled for Monday, April 2, 2007, in the House and Senate committees. The House Appropriations Committee took action on the General Appropriations Bill on March 29, 2007, and approved the budget. The Senate Finance Committee would finalize its work on the Budget on April 12, 2007. Over the next several weeks the conference committee will meet and work on areas of differences. In terms of treatment program expansion, Mr. Livingston expressed his optimism about receiving a significant infusion in additional treatment programs. He noted that both the House and the Senate approved additional capacity beds for the substance abuse felony punishment program, the in-prison therapeutic community (ITPC), half way house beds, intermediate sanction facilities for parole and probation beds, and probation residential beds. The House Appropriations did not provide for DWI program beds while the Senate Finance Committee approved 500 beds. The committees also provided funding for outpatient substance abuse treatment for the probation system. In terms of an increase to basic supervision within probation, the House Appropriations Committee did not add additional money while the Senate Finance Committee added \$10 million in additional funding. Both committees added \$10 million for Texas Correctional Office on Offenders with Medical and Mental Impairments (TCOOMMI) treatment items. The Senate Finance Committee added \$5.8 million to reinstate the substance abuse treatment that was once offered in the state jail system. Both committees have funded the transition of two (2) TYC facilities to TDCJ, totaling 1,200 beds (600 beds per facility). The Senate Finance Committee also took action to expand and provide funding for capacity construction for approximately 4,000 beds, using the 1,300-bed Hobby Unit as a prototype with dorm additions. It is still unclear when the construction of the facilities would move forward. The House did not provide funding for capacity construction.

Mr. Livingston reported additional considerations concerning the budget. The Senate Finance Committee provided an increase of \$99 million for Correctional Managed Health Care, which significantly funds its initial request. The House Appropriations Committee added approximately \$60 million. In terms of utilities, the Agency requested \$83 million increase in funding; the House Appropriations Committee provided \$50 million in additional funding, while

the Senate Finance Committee provided \$40 million. Additionally, due to recent policy changes, TDCJ is seeking \$40 million for overtime payments to the correctional staff; the House Appropriations Committee funded the \$40 million while the Senate Finance Committee funded \$20 million. Of the \$80 million that the Agency has requested for repair of TDCJ facilities, the House Appropriations Committee has not included any funds for this item, while the Senate Finance Committee has provided \$40 million. The TDCJ had requested \$24 million for fleet vehicle replacement; the House Appropriations Committee has provided \$5 million, while the Senate Finance Committee has provided \$10 million. The request for personal computer replacement was \$8 million; the item has yet to be funded by the House or Senate. The Agency request for \$15 million for Offender Information Management System has not been funded at this time in either version of the Appropriations Bill.

Mr. Livingston stated that at this point in the session dialogue and subsequent action move quickly. He noted that many items of interest would not be finalized until the end of May. He pledged to keep the Board informed of further developments in critical areas. Mr. Livingston voiced his optimism for the outcome of the session, noting the Legislature's positive response to expanding the treatment programs in the parole and probation areas, designed to reduce the offender population pressure, in addition to an infusion of more funding to the treatment programs in the prison setting. In terms of employee pay, Mr. Livingston noted that while this item is not usually included in an agency's budget, there were discussions on the House and Senate sides to provide state employees pay increases. There have been no decisions yet concerning this item.

Mr. Livingston included for the Board's information a memorandum and a document that outlines a number of TDCJ functions, policies and procedures. TDCJ's operations, policies and procedures have been compared and contrasted with those of TYC. He noted that the Agency has provided staff and support to TYC in addition to its core policies and procedures. Mr. Livingston emphasized that TDCJ staff will continue to focus energy on ensuring as much attention to detail in all areas. He challenged staff to make certain that the Agency has a comprehensive and solid set of policies and procedures that form a sound foundation for correctional management and oversight. In addition, thousands of dedicated hard working public servants provide safety and security within the framework of those policies. Yet, at the same time, the Agency should ratchet-up its self examination and make certain that policies are as strong as can be, and make certain that the execution of those policies are as sound and as ethical as possible. He stressed the importance of ongoing policy review process to revise and/or validate the way business is done.

Chairman Crain commended Mr. Livingston and his staff for their hard work throughout the legislative budget process and the legislative session. She also thanked Mr. Livingston for examining the difficult situations concerning other agencies and ensuring that the TDCJ does its due diligence in assuring that sound policies and procedures are in place.

Board Member Pierce Miller noted that during the legislative session, TDCJ staff are always on call. He commended staff for their diligence and dedication, and thanked them for all they do.

Report from the Chairman, Advisory Committee on Offenders with Medical or Mental Impairments (ACOOMMI)

Ms. Judy Briscoe, the Chairman of the ACOOMMI, stated that since the last scheduled meeting of the Board had been canceled, TCOOMMI's Biennial Report was subsequently mailed to the Board. She advised the Board that she would like to discuss the report in more detail at the next meeting of the Health Services Committee meeting.

Internal Audit Status Report for Fiscal Year 2006 and Fiscal Year 2007

Raymond Pyeatt, Director of the Internal Audit Division, provided updates to the FY 2006 and FY 2007 Internal Audit Plans. The following are highlights from Mr. Pyeatt's briefing:

FY 2006 Internal Audit Plan

- **0606 – Business and Finance Division, Payment Processing:** The responses to the draft report were received and the proposed final report will be forwarded to the Executive Director in the near future.

0616 – Parole Division, Review and Release/Institutional Parole Officer: The proposed final report was sent to the Executive Director.

FY 2007 Internal Audit Plan

- **0702 – Parole Division, Client Supervision:** The report is being written. The completion date was extended due to additional fieldwork. This audit will affect Audit 0704.
- **0703 – Information Technology Division, Identification, Authentication, and Access:** The proposed final report was sent to the Chief of Staff on March 29.
- **0704 – Parole Division, Interstate Compact:** This audit will be delayed because it has the same lead auditor as Audit 0702.
- **0706 – Executive Administration Services, Emergency Action Center:** The audit continues in fieldwork and is somewhat behind schedule. The lead auditor is also the lead on Audit 0712, which also had delays.
- **0707 – Correctional Institutions Division, Offender Visitation:** The draft report was released on March 14 and an exit conference is scheduled for April 9.
- **0708 – Texas Correctional Office on Offenders with Medical or Mental Impairments, Continuity of Care:** The audit has moved into control assessment and remains on schedule.
- **0709 – Human Resources Division, Application Processing:** The audit has moved into control assessment and remains on schedule.
- **0711 – Information Technology Division, Wireless Phones and Pagers:** The audit has moved into control assessment and remains on schedule.
- **0712 – Facilities Division, Resources Management:** The audit will be delayed due to work on Audit 0706. The audit is scheduled to begin on April 13.
- **0717 – Business and Finance Division, Agribusiness, Land and Minerals, Business Administration:** The audit continues in fieldwork and is slightly behind schedule. The draft report is scheduled for completion in mid-April.
- **0719 – Correctional Institutions Division, Food Services:** The proposed final report is being prepared for release to the Executive Director.
- **0721 – Parole Division, Absconder Identification and Tracking:** The draft report was released on March 28.

Approval of Purchases and Contracts Over One (1) Million Dollars

APPROVED

Charles Marsh, Chief Financial Officer, reviewed the contracts over one (1) million dollars, which included two (2) service contracts for TCOOMMI, a contract for programming services, a maintenance contract for improvements to the Agency's communication infrastructure, an interagency agreement (FY 07 – FY 14) to provide consolidated data services as directed by the 79th Legislature, a consolidated utility contract for electrical services for several facilities, an increase to the soybean contract (caused by the drought conditions from last fall), and a blanket contract for items to be sold in the unit commissaries. Mr. Marsh noted that he was also requesting a 10% variance in the contract for the commissary items.

Mr. Marsh requested that item nine (9) for coffee and cappuccino to be sold in the unit commissaries be approved with a 10% variance. Board Member Adrian A. Arriaga asked why item nine (9) was separated from the rest of the food items. Chairman Crain responded it was at the request of Board Member Leo Vasquez to whom she yielded the floor. Mr. Vasquez stated that he wished to abstain from the vote on this contract renewal. His company, CADECO Industries, supplies coffee to a company who in turn supplies coffee to the company who has this contract with the Texas Building and Procurement Commission. He noted that in an abundance of caution and to prevent even the slightest suggestion of impropriety, he would abstain from the vote on this contract renewal.

Review and Update of an Out of Cycle Board Approved Contract for Electricity at the Hobby Unit in Falls County

Mr. Marsh noted that due to the cancellation of the January, 2007, Board meeting, the Agency needed to purchase a contract for electrical power for the Hobby Unit. Under the authority of BP-01.01, Board Responsibilities, staff received the authority from the appropriate Board members to acquire the power contract and take advantage of competitive rates.

Annual Review of Good Conduct Time

Ms. Bozarth reported that under Section 498.005 of the Texas Government Code and BP-01.01, Board Responsibilities, the Board is required to review the Good Conduct Time policy for the Agency. Significant changes to the policy included Section I.B.2.f., which adds offenders who are not capable of participating in work, treatment or educational programs for some reason through no fault of their own; Section VII.B.b.2., which provides calculation for offenses specific to consecutive sentences; and Section VIII., which states that offenders who are sentenced to the TDCJ for a capital offense and receive "Life Without Parole" shall be awarded good time. Ms. Bozarth advised the Board that it does not have to approve the policy, only review it.

Approval of Revisions to Board Policies

1. BP-02.08, Policy Statement of Internal Controls

APPROVED

Mr. Pyeatt stated that the policy directs Agency personnel to establish control to assure that they are accomplishing their duties. He noted that the revisions to the policy language help the policy mirror the internal auditing standards promulgated by the Institute of Internal Auditors.

2. BP-03.46, Standards for the Use of Force and the Use of Force Plan

APPROVED

Ms. Bozarth noted that the Board is required to approve all the amendments to the Use of Force Plan and BP-03.46, Standards for the Use of Force. The following changes were reviewed: updates to the authority section, addition of new definitions, updates to the Use of Force equipment list, clarification of the implementation procedures, revisions to section for DNA collections, additions to the reporting procedures/policies consistent with the Board rule, and revisions to the administrative review process.

3. BP-07.03, GO KIDS (Giving Offenders' Kids Incentive and Direction to Succeed)

APPROVED

Ms. Bozarth stated that revisions clarify the scope of the policy, add the website, clarify the responsibilities of the GO KIDS coordinator, specify the types of data that should be collected and reported, and designate responsibility to the Divisional GO KIDS Liaison in implementing the program.

Adoption of the Repeals to Board Rules, Title 37, Texas Administrative Code (TAC)

1. § 159.5 – Continuity of Care System for Offenders with Physical Disabilities (37 TAC 159.5)

APPROVED

Ms. Bozarth reported that at the October 27, 2006, meeting, the Board authorized the publication of the repeal of this rule in the Texas Register, which was published on November 10, 2006. The rule is being repealed to consolidate the memorandum of understanding under other rules. No comments were received during the required 30 day comment period.

2. § 159.7 – Continuity of Care System for Elderly Offenders (37 TAC 159.7)

APPROVED

Ms. Bozarth stated that the Board authorized the publication of the repeal of this rule in the Texas Register, which was published on November 10, 2006. The rule is being repealed to consolidate the memorandum of understanding into one (1) document. No comments were received during the required 30 day comment period.

Adoption of New Board Rules, Title 37 TAC

1. § 159.19 – Continuity of Care and Service Program for Offenders with Physical Disabilities, the Elderly, the Significantly or Terminally Ill and the Mentally Retarded and the Memorandum of Understanding (MOU) (37 TAC 159.19)

APPROVED

Ms. Bozarth noted that the Board authorized the publication of the new rule and the memorandum of understanding in the Texas Register, which was published on November 10, 2006. No comments were received during the required 30 day comment period.

2. § 159.21 – Continuity of Care and Service Program for Offenders with Mental Impairments, the Elderly, Physically Disabled, Terminally or Significantly Ill and the MOU (37 TAC 159.21) *APPROVED*

Ms. Bozarth noted that the Board authorized the publication of the new rule and the memorandum of understanding in the Texas Register, which was published on November 10, 2006. No comments were received during the required 30 day comment period.

Adoption of Amendments to Board Rule 151.52 Concerning Sick Leave Pool (37 TAC 151.52) *APPROVED*

Ms. Bozarth stated that at the October, 2006, meeting, the Board authorized amendments to the rule for publication in the Texas Register, which was published in the December 22, 2006, issue. No comments were received during the required 30 day comment period.

Approval of Proposed New Board Rule 159.17, Concerning Employment Referral Services for Offenders and the Memorandum of Understanding (37 TAC 159.17) *APPROVED*

Ms. Bozarth stated that the new rule to be published in the Texas Register for comment concerns employment referral services for offenders and a Memorandum of Understanding as required by Section 501.095 of the Texas Government Code. In addition to the Texas Workforce Commission, other signatories include the Texas Youth Commission and the Windham School District (WSD) as specified under Sections 306.004 and 306.005 of the Texas Labor Code.

Land Transactions

1. Approval of a Pipeline Easement at the Daniel Unit in Scurry County

Chairman Crain stated for the record that this item was passed for action and discussion by the Board.

2. Approval of Proposed Amendment to Surface Easement on a Valve Site at the Montford Unit in Lubbock County *APPROVED*

C.F. Hazlewood, Director for Agribusiness, Land and Minerals, presented a proposed amendment to the surface easement on a valve site at the Montford Unit in Lubbock County. MarkWest Pinnacle, L.P. requested that the Board grant an amendment to expand its current easement by .018 acre, increasing the size of the easement to a .028 acre tract. Compensation for the proposed amendment will increase the total amount of compensation to \$5,000 for a five (5) year term.

3. Approval of Renewal of a Pipeline Easement at the Ramsey Unit in Brazoria County *APPROVED*

Mr. Hazlewood reviewed the renewal of an existing pipeline easement at the Ramsey Unit in Brazoria County requested by the Houston Pipeline Company. This line supplies natural gas to Entex who supplies natural gas to the Ramsey Unit. The Houston Pipeline Company proposes to pay \$50 per rod for the pipeline and \$250 for the surface site for a total of \$12,020.50. The term of the renewal will be for ten (10) years.

4. Approval of a Sanitary Sewer Line, Drainage and Road Easement at the Wynne Unit in Walker County *APPROVED*

Mr. Hazlewood stated that Walker County has requested a sanitary sewer line, drainage and road easement as an extension to a previously granted easement. This easement is necessary to build a multi-purpose facility consisting of a veteran's museum and a Federal Emergency Management Agency shelter. Walker County has asked that compensation for the easement be waived. The term of the easement will be as long as Walker County operates the facility or uses the property as a sanitary sewer line, drainage and road easement.

Review and Update of Out of Cycle Board Approved Construction Projects

1. Erosion Drainage Improvements at the Lewis Unit in Tyler County

Frank Inmon, Director for the Facilities Division, stated that in January, 2007, he had requested and received out of cycle approval for the erosion drainage improvements at the Lewis Unit. Work included site grading, trench excavation for draining pipes, improved embankments for erosion control, rock rip-rap and channel construction. The area covered is approximately 67 acres, inside and outside the fence. The work is being performed by Laughlin-Tyson from Houston for a total estimated cost of \$4,105,400. A notice to proceed has been received by the contractor and this project is 2% completed.

2. Repair and Replacement of Roofs on Multiple Buildings and Replacement of Ductwork in Building 12 at the Stiles Unit in Jefferson County

Mr. Inmon stated out of cycle approval was also received to repair and replace roofs on multiple buildings and replace ductwork in Building 12 at the Stiles Unit. The project was originally for the repair of Buildings 1 and 10, but due to extensive damage by Hurricane Rita, multiple roofs require replacement. Also, included in the project is the replacement of air supply ductwork in Building 12. The work is being performed by Liquitech from Houston for a total estimated program cost of \$9,776,600. The notice to proceed has been given and the project is 1% complete.

Approval of Prison Industry Enhancement (PIE) Contracts

1. Unique Performance Company at the Boyd Unit in Freestone County

APPROVED

Rick Thaler, Director for the Manufacturing and Logistics Division, stated that the service contract would enable the Agency to enter into a two-year agreement with Unique Motor Cars, doing business as Unique Performance, to refurbish automobiles at the Boyd Unit. Approximately 30 offenders will be employed and trained in the vehicle restoration industry. This contract will allow the company to expand its core business of vehicle restoration and provide a future opportunity to expand the PIE program with its vehicle assembly operation.

2. Direct Trailer and Equipment Company at the Michael Unit in Anderson County

APPROVED

Mr. Thaler noted that the PIE contract would enable the TDCJ to enter into a two-year extension of an existing contract with Direct Trailer and Equipment Company to operate a heavy-duty vehicle trailer manufacturing operation at the Michael Unit in Anderson County. The company would employ approximately 60 offenders. This contract contains the normal contract provisions with the exception that the company will be renting various pieces of equipment in the building and will reimburse the Agency for wages of several Agency positions.

3. Texas International Hardwoods and Veneers, Inc., at the Ellis Unit in Walker County

APPROVED

Mr. Thaler reviewed the PIE contract to extend current operations with Texas International Hardwoods and Veneers, Inc., at the Ellis Unit in Walker County. The company will employ approximately 15 to 40 offenders. In addition to the other contract provisions it had previously, the company will assume the cost of the utilities provided to the portion of the facility it will occupy.

4. Atrium Companies, Inc., at the Coffield Unit in Anderson County

APPROVED

Mr. Thaler stated that the PIE contract would grant Atrium Companies, Inc., a two-year extension of its current operations at the Coffield Unit in Anderson County. The company will employ approximately 50 offenders. This contract contains normal contract provisions.

Public Comments

Topic was passed as no registration cards were received.

Chairman Crain thanked all attendees for their interest in the meeting of the Board and stated that the next meeting of the TBCJ will be May 24-25, 2007, at the Hilton Austin.

Adjournment of the Regular Session

There being no further business, at 1:13 p.m., Chairman Crain adjourned the regular session of the Board to executive session, which is closed to the public in accordance with Texas Government Code, Sections 551.071 and 551.074.

Following the conclusion of executive session, there being no further business, Chairman Crain adjourned the 130th meeting of the Board at 2:25 p.m.