



State of Oklahoma  
PARDON AND PAROLE BOARD

**PARDON AND PAROLE BOARD MEETING**  
December 2024

**Meeting Location:**

Oklahoma Health Care Authority  
4345 N. Lincoln Blvd.  
Oklahoma City, OK 73105

**Zoom Information:**

<https://doc-ok.zoomgov.com/j/1612655575>  
Phone Number: 669-254-5252 and 669-216-1590  
Webinar ID: 161 265 5575

**BUSINESS MEETING AGENDA**  
**Monday, December 2, 2024**  
**9:00 a.m.**

- I. Call To Order – Calvin Prince, Acting Chairman
    - A. Roll Call
    - B. Assurance of Compliance with Open Meeting Act
  
  - II. Approval of Minutes
    - A. Discussion and Possible Action on November 2024 Business Meeting Minutes
    - B. Discussion and Possible Action on November 2024 Parole Meeting Minutes
  
  - III. Agency Updates – Tom Bates, Executive Director, Melinda Romero, Deputy Director, Leroy Long, Field Director, and Kyle Counts, General Counsel
    - A. Personnel Updates – New Hires and Separations
    - B. Field Updates
    - C. Legal Updates
    - D. Director's Update
  
  - IV. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda
  
  - V. Adjournment of the Business Meeting
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**PAROLE MEETING AGENDA**  
**Monday, December 2, 2024**  
**9:15 a.m.**

- I. Call to Order – Calvin Prince, Acting Chairman
  - A. Roll Call
- II. Discussion and Possible Action on Pardon Applicants
- III. Discussion and Possible Action on Jacket Reviews: Commutations, Nonviolent Parole, Violent Parole Stage I, Reentry Docket, Medical Parole Docket, Aging Prisoners Parole, Stage II Commutations, Stage II Violent Parole, Special Reviews, Administrative Parole, and S.I.R. docket

**12:00 p.m.**

- IV. Discussion and Possible Action on Protests from Victims and/or Victims’ Representatives
- V. Discussion and Possible Action on Protests from District Attorneys and/or the Attorney General
- VI. Discussion and Possible Action on Remaining Jacket Reviews from Agenda Item III
- VII. Lunch Recess

**1:30 p.m.**

- VIII. Reconvening of the Meeting – Calvin Prince, Acting Chairman
- IX. Discussion and Possible Action on Jacket Reviews for Inmates with Delegates
- X. Discussion and Possible Action on Remaining Jacket Reviews from Agenda Item III
- XI. Recess for Day

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**Meeting Agenda**  
**Tuesday, December 3, 2024**  
**9:00 a.m.**

- XII. Reconvening of the Meeting – Calvin Prince, Acting Chairman
  - A. Roll Call
- XIII. Discussion and Possible Action on Remaining Jacket Reviews for Inmates with Delegates from Agenda Item IX
- XIV. Discussion and Possible Action on Remaining Jacket Reviews from Agenda Item III
- XV. Discussion and Possible Action for Inmates with Personal Interviews and Delegates

**Oklahoma Health Care Authority (Video Host Facility)**



State of Oklahoma  
PARDON AND PAROLE BOARD

Allen Gamble Correctional Center  
Bill Johnson Correctional Center  
Bridgeway Halfway House  
Clara Waters Community Corrections Center  
Dick Conner Correctional Center  
Dr. Eddie Warrior Correctional Center  
Great Plains Correctional Center  
Jackie Brannon Correctional Center  
Joseph Harp Correctional Center  
John Lilley Correctional Center

Lawton Community Correctional Center  
Lawton Correctional Facility  
Mabel Bassett Correctional Center  
NorthEast Oklahoma Correctional Center  
Oklahoma State Reformatory  
Union City Community Corrections Center  
James Crabtree Correctional Center  
Mack Alford Correctional Center  
Oklahoma State Reformatory

- XVI. Discussion and Possible Action on Remaining Jacket Reviews from Agenda Item III
- XVII. Discussion and Possible Action on Any Unfinished Business from Agenda Items II through XV
- XVIII. Discussion and Possible Action on any Tie votes or Vote Changes from Agenda Items II through XV
- XIX. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda
- XX. Recess for Day

**Meeting Agenda**  
**Wednesday, December 4, 2024**  
**9:00 a.m.**

- XXI. Reconvening of the Meeting – Calvin Prince, Acting Chairman
- XXII. Action Item:
- Clemency Hearing for Kevin R. Underwood, 576482, (Inmate will make a personal appearance via video conference from Oklahoma State Penitentiary)
  - Discussion on Clemency Consideration for Kevin R. Underwood.
  - Vote on Clemency Consideration for Kevin R. Underwood.
- XXIII. Adjournment