



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, January 13, 2020
9:00 a.m.

MEMBERS PRESENT: Robert Gilliland, Allen McCall, Larry Morris, Kelly Doyle, and Adam Luck

MEMBERS ABSENT: None

STAFF: Steven Bickley, Melinda Romero, and Jennifer Pando

GUESTS: None

I. Call to Order – Chairman Robert Gilliland

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:05 a.m. by Chairman Robert Gilliland on Monday, January 13, 2020, at the Kate Barnard Correctional Center (KBCC) in Oklahoma City.

A. Roll Call

The members attending were Robert Gilliland, Allen McCall, Larry Morris, Kelly Doyle, and Adam Luck. The voting order was announced as Robert Gilliland, Allen McCall, Larry Morris Adam Luck, and Kelly Doyle.

B. Pledge of Allegiance

Chairman Gilliland led the Pledge of Allegiance.

C. Assurance of Compliance with Open Meeting Act

Deputy Director Romero provided assurance of compliance with the Open Meeting Act. The business meeting of the Pardon and Parole Board was convened in accordance with the Oklahoma Open Meeting Act. This meeting was preceded by advance notice of the date, time, and place filed with the Oklahoma Secretary of State on November 13, 2019.

Notice of this meeting was also given at least twenty-four (24) hours in advance of the meeting by posting notice of the date, time, place, and agenda of the meeting at 3:54 p.m. on January 8, 2020, at the principal office of the Pardon and Parole Board, located at 2915 N. Classen, Oklahoma City, OK, 73106. The meeting is in compliance with the Open Meeting Act.

II. Business Meeting

A. Discussion and Possible Action on December Business Meeting Minutes

The December business meeting minutes were provided to the Board for review. Allen McCall made a motion to approve the November Business meeting minutes, Larry Morris seconded. The board approved the motion 5-0.

B. Discussion and Possible Action on December Parole Meeting Minutes

The December parole meeting minutes were provided to the Board for review. Allen McCall made a motion to approve the November Parole meeting minutes, Larry Morris seconded. The board approved the motion 5-0.

C. Discussion and Possible Action on Agency Updates

Chairman Gilliland made a few opening remarks to begin this portion of the meeting. He wanted to recognize and congratulate staff on winning the Governor's Leadership award. He also wanted to thank Vice Chairman Luck for championing the video improvement project.

1. Personnel Updates – New Hires and Separations

Deputy Director Romero indicated that our new General Counsel, Kyle Counts, would begin on February 10th. Director Bickley discussed the process the agency used to select the General Counsel, specifically how Director Bickley and Deputy Director Romero independently reviewed all applicants and agreed to a short list of 5-6 applicants to interview. All interviews were conducted jointly with the same questions asked of each candidate. After completing the interviews, both Director Bickley and Deputy Director Romero agreed that Kyle Counts was their top candidate. Deputy Director Romero informed the Board that an administrative assistant position, a classified position, had been posted and that staff was waiting for the position to close to review candidates. Finally, it was noted that our agency had secured two UCO interns to work on data reporting and data input for results analysis.

2. Administrative Staff Activities

Deputy Director Romero informed the Board of the 2020 APAI Conference in April in Nashville and requested interested Board Members coordinate attendance with her. Larry Morris and Kelly Doyle indicated they would be attending, and Deputy Director Romero indicated she would pay their conference enrollment fee.

3. Director's Update – Executive Director, Steven Bickley

Director Bickley provided an update on the staff activities that occurred since the last Board meeting. He noted that the Agency had won the Governor's Leadership award, that staff's upgrade to new laptops was finally complete after experience software issues and various conversion issues, and that the Department of Corrections had installed new Zoom video equipment at Kate Bernard and in the field that would significantly improve the quality of the video personal appearances. Director Bickley closed with an update on future 1269 dockets. It was staff's intention to have two dockets ready for the March meeting, one docket for offenders whose controlling crime was simple drug possession, and one docket for offenders who any active 1269 crimes. For the "controlling" docket, commutation would lead to earlier release of the inmate but not immediate release. For the "any" docket, commutation should have no impact on the length of an offenders incarceration.

III. Discussion and Possible Action to Convene to Executive Session Per 25 O.S. §307(B)(1) to discuss and evaluate the Annual performance of the Agency, Executive Director, and Staff – Robert Gilliland, Chairman

Allan McCall moved and Chairman Robert Gilliland seconded a motion to go into executive session to discuss the annual performance of the Agency, Executive Director Bickley, and Deputy Directory Romero.

The board approved the motion 5-0 and an executive session was convened at 9:19 a.m.

IV. Discussion and Possible Action to Reconvene After Executive Session – Robert Gilliland, Chairman

Allen McCall moved and Adam Luck seconded a motion to reconvene after executive session. The board approved the motion 5-0 and the meeting reconvened at 10:10 a.m.

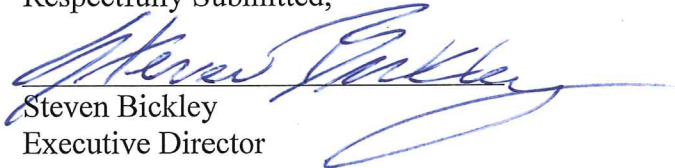
V. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda – Chairman Robert Gilliland

There was no new business.

VI. Adjournment of Business Meeting – Chairman Robert Gilliland

The meeting was adjourned at 10:11 a.m.

Respectfully Submitted,


Steven Bickley
Executive Director

The minutes for the January 2020 Pardon and Parole Board Business Meeting were approved by a majority vote on the 10 day of February 2020.