



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, February 10, 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, Kyle Counts 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 9:11 a.m. by Chairman Robert Gilliland on Monday, February 10, 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 Larry Morris, Kelly Doyle, Adam Luck, Allen McCall, and Robert Gilliland.

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 10:35 a.m. on February 6, 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 January Business Meeting Minutes

The January business meeting minutes were provided to the Board for review. Allen McCall made a motion to approve the January Business meeting minutes, Robert Gilliland seconded. The board approved the motion 5-0.

B. Discussion and Possible Action on January Parole Meeting Minutes

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

C. Discussion and Possible Action on Agency Updates

1. Personnel Updates – New Hires and Separations

Deputy Director Romero and Director Bickley introduced the agency's new General Counsel, Kyle Counts. February 10th was his first day. The Board welcomed Kyle and said they look forward to working with him. Director Bickley informed the Board that an administrative assistant position, a classified position, had been posted and closed. Unfortunately, some of the qualifications that we had desired were removed from the posting resulting in a candidate pool that did not fit with our aspirations for the position. As a result, hiring for that position was placed on hold.

2. Administrative Staff Activities

Deputy Director Romero reminded the Board to book their hotels if they were planning on attending the 2020 APAI Conference in April in Nashville. Larry Morris, Kelly Doyle, Melinda Romero and Steven Bickley have indicated they would be attending.

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

Director Bickley provided an update on three staff activities that occurred since the last Board meeting: the agency's recommendation to be combined with ODOC, decision support spreadsheets and supporting data files from ODOC, and the agency's new process to support the Governor's office in light of staffing changes within their office.

- Director Bickley noted that he has proposed that our agency could be combined with ODOC explaining that our agency is operationally dependent upon ODOC and combining with them will provided efficiencies and improve effectiveness. In support of the recommendation, he noted that as part of ODOC we would be able to hire a paralegal to support our General Counsel and that we would benefit from access to dedicated financial and IT support. Chairman Gilliland stated that he was in favor of the recommendation overall, additionally noting how the agency could benefit with access to additional investigative resources, but he also cautioned that the potential downsides could include a perceived lack of independence or a loss of adequate funding as the agency integrates with ODOC. Allan McCall agreed with Chairman Gilliland requesting that any agreement of agency consolidation should have provisions protecting structural independence.
- Director Bickley thanked Lisa Burlingame and ODOC staff for providing us data files allowing the creation of the new stage I Commutation Docket supporting spreadsheet. Going forward, all stage I commutation dockets will have this supporting spreadsheet and that staff will work to provide a similar spreadsheet for parole dockets in the future. Kelly Doyle thanked the staff for the data and the decision support spreadsheet noting how helpful and valuable she found this information.
- Agency staff has worked with the Governor's office to improve the process around

pardons, paroles, and commutations. Previously, the Governor's office would send a representative to the Board meetings to document the substance of the Board's verbal/video personal appearances discussions and proceedings. Going forward, Agency staff will now capture this information for the Governor's office. Director Bickley informed the members of the Board that any rationale they wanted to provide for approving or denying a case will be documented and conveyed to Governor's office thus providing their office with a more complete picture for their decision making.

III. Presentation from Hope for Prisoners – Glenn Blake, Kalli Watkin, Cathy Hodges, Alecia Teacher, Brandy Whaler

Resonance Center for Women served 1062 women in 2019, including several hundred commutes. Resonance provides reentry services for non-violent offenders returning to Tulsa and the surrounding area. They are an approved provider for Mental Health and Substance Abuse Services (ODMHSAS). Case managers work with women while incarcerated to help them be successful as they release into the community. Working one-on-one with offenders three to six months prior to release, Resonance case managers develop individualized reentry plans to assist the women upon release. Case managers aid releasing offenders in a multitude of areas including: job readiness, locating clean and sober housing, enrolling in substance abuse treatment, family reunification, transportation, and securing documents necessary for employment. Resonance also coordinates with tribal and VA reentry coordinators. Board members thanked Hope for Prisoners for their presentation, insights, and perspective. The Board requested that agency staff continue to provide these valuable education sessions and to continue to seek out a wide variety of perspectives such as victim's advocacy groups and law enforcement professionals.

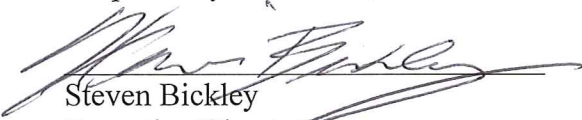
IV. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda – Chairman Robert Gilliland

There was no new business.

V. Adjournment of Business Meeting – Chairman Robert Gilliland

The meeting was adjourned at 10:05 a.m.

Respectfully Submitted,


Steven Bickley
Executive Director

The minutes for the February 2020 Pardon and Parole Board Business Meeting were approved by a majority vote on the 9 day of March 2020.