



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

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

MEMBERS PRESENT: Robert Gilliland, Allen McCall, Larry Morris, Kelly Doyle, and Adam Luck. All Board Members appeared remotely via Zoom Webinar as panelist as authorized under HB 661.

MEMBERS ABSENT: None

STAFF: Steven Bickley, Melinda Romero, and Kyle Counts. All staff appeared remotely as panelist via Zoom Webinar.

GUESTS: None

I. Call to Order – Chairman Robert Gilliland

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:04 a.m. by Chairman Robert Gilliland on Monday, April 13, 2020, on the Zoom Webinar ID#480147792. There were 8 panelists and 39 attendees on the webinar when the meeting was called to order.

A. Roll Call

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

B. Pledge of Allegiance

Since the meeting was virtual and no flag was present, there was no Pledge of Allegiance.

C. Assurance of Compliance with Open Meeting Act

General Counsel Kyle Counts provided assurance of compliance with the Open Meeting Act. The business meeting of the Pardon and Parole Board was convened via Zoom Webinar in accordance with the Oklahoma Open Meeting Act as amended under HB 661. 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, virtual meeting place, and agenda of the meeting at 5:00 p.m. on April 9, 2020, on our website, www.ok.gov/ppb. The meeting is in compliance with the Open Meeting Act.

II. Commutation Update – Chairman, Robert Gilliland

Chairman Gilliland asked Director Bickley to provide the Board with an update on commutations. Director Bickley noted that the Board experienced a 426% increase in docketed volumes in commutations in 2019 versus 2018. In the last six months, the agency has received 2,143 commutation applications, docketed 1,716, and addressed another 500 (approximately) applications through 1269 dockets. This means that over the last six months the Board has reviewing approximately the same number of applications as we have been receiving. Unfortunately for the six months prior, from April 2019 through September 2019, the agency received 3,151 applications while docketing 823 applicants. After docketing 500 applicants for April 2020, we will have approximately 2,000 pending applications. Furthermore, the agency continues to receive about 250-300 new applicants a month. Chairman Gilliland and Director Bickley have been discussing ways to efficiently and effectively address these undocketed applicants, as well as what the Board could or should be doing to mitigate COVID risk at ODOC via commutations. Director Bickley suggested that staff sort pending applications by estimated release or parole hearing date, select the 750 who are closest to release or a parole hearing, and assign 1/5th to each Board member for a detailed review. The individual Board member would then present their recommendations to the full Board at the beginning of the meeting allowing other Board members time to concur or disagree. Voting on stage one commutations would then take place at the end of the meeting. Board members liked the approach to docketing but were hesitant with the divide and conquer approach. Staff was instructed to proceed with the docketing approach but limit the number of stage one applicants to approximately 500 as each Board member will be reviewing every application. (Note: at approximately 9:20 a.m., Member Doyle was having issues with her computer audio, so Chairman Gilliland momentarily paused discussion while she muted her computer and dialed in via her cell. There were 59 panelist and attendees on the Zoom Webinar at 9:20 a.m. and the delay lasted approximately one minute.)

III. Business Meeting

A. Discussion and Possible Action on March Business Meeting Minutes

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

B. Discussion and Possible Action on March Parole Meeting Minutes

The February parole meeting minutes were provided to the Board for review. Allen McCall made a motion to approve the March 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, Melinda Romero

Deputy Director Romero shared that there have been no new hires or separations from the agency since last month's meeting.

2. Administrative Staff Activities – Deputy Director, Melinda Romero

Deputy Director Romero shared that the agency had authorized administrative staff to telework to the greatest extent possible in response to COVID-19 but that it was not possible for the staff to completely telework given the nature of the administrative work. She noted the agency was limiting administrative staff scheduled in the office to two staff members at a time in order to provide ample social distancing space in the office.

3. Legal Update – General Counsel, Kyle Counts

General Counsel Counts provided an update on the Open Meeting Act which has been temporarily amended allowing our Board to conduct virtual meetings as they were doing this morning. These amendments to the Open Meeting Act will remain effective until at least November 15. Our agency is currently in appeal on two cases, one concerning pardons for deferred sentences and the other regarding commuting suspended sentences. The agency has not received a reply to our motion to vacate that later order. Counts noted that he was in contact with Probation and Parole Services about holding our revocation hearings via Zoom. We remain current with revocations in which the parolee waived their hearing and will be moving expeditiously to take care of revocations where offenders may be released. Counts noted that he was working to improve the process of conveying the board's work and recommendations to the Governor's office including focusing on ways to improve the quality of the draft certificates we send given some recent clerical errors.

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

Director Bickley started his update by thanking Deputy Director Romero, General Counsel Counts, and Administrative Programs Officer Leroy Long for their exceptional efforts to keep the agency running during this pandemic; thanking Chairman Gilliland for his constant availability and dedicated efforts to keep things on track; and thanking the leadership team at ODOC for help with IT around virtual meeting solutions, HR for FFCRA guidance, and ODOC leadership's quick responses to various issues or obstacles that could have adversely impacted the agency or our ability to hold Board meetings. Director Bickley then noted the agency had made progress on gathering materials to educate and prepare the Board to hear death penalty clemency cases but that those efforts had to be placed on hold until such time as the extra COVID related work efforts ceased. COVID has taken the full attention of the Board. At least ten states have cancelled or postponed their hearings. PPB staff have been working with ODOC to maintain personal appearances, keep home offers proceeding forward, and implement tech solutions where possible. The agency has focused on increased communications with staff and with the public by periodically posting special messages on the home page of our website. Staff has implemented telework, social distance, and other process changes. Even though the agency has lost some productivity, the team remains focused, committed, and on track with May's investigative reports. As we've publicly stated, it is the firm intention of the Board and the staff to proceed with our regularly scheduled meetings during the COVID crisis. Director Bickley noted that the Governor had recently acted upon outstanding commutation recommendations sent to his office by the Board and that he commuted 404 inmates to time served and that some inmates will begin releasing starting 4/16/20. Director Bickley noted that there was some miscommunication concerning this matter and that all commuttees will be getting out early but not all will be getting out on the 16th as most 1269 commutations had other sentences to discharge before being released. A discussion then ensued about what the Board or others could be doing help reduce the prison population at ODOC given the risk COVID presents in prisons. Director Bickley noted that the authority for medical parole rests with the Director of Corrections and that he was not aware of any additional legal authority to reduce the prison population beyond the normal processes of parole, commutation, and discharge. (Attendance note: at approximately 9:50 a.m., there were 72 people on the Zoom Webinar.)

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 10:11 a.m.

Respectfully Submitted,


Steven Bickley
Executive Director

The minutes for the April 2020 Pardon and Parole Board Business Meeting were approved by a majority vote on the 4 day of May 2020.

Complete



PARDON AND PAROLE BOARD
WAIVER OF PAROLE

Name: Tommy Alderman DOC Number: 732744
Docket Type: Admin Parole Date: 05/2020
(Month/Year)
Facility: JLCC
Projected Release Date: 12/10/2020

Read the following before signing the Waiver Form.
By signing this waiver, you understand and agree to the following:

I am requesting to waive this parole consideration for the above docket. I understand that I cannot withdraw the waiver once I have signed it. [Signature] Initials of Inmate

It has been explained that the date below is my next parole consideration date.

Next Parole Docket Date/Reason: 11/01/2020 Regular Parole

Inmate Name (Printed): Tommy Alderman

Inmate Signature: [Signature] Date Signed: 5-14-2020

Witness Name (Printed): Jenni Wells Date Signed: 5-14-2020

Witness Signature: [Signature] Title: CCMII

Investigator Name (Printed): Carl Leroy Long, Jr

Investigator Signature: [Signature] Date Signed: 5/14/2020

Copies To:
___ Offender
___ Facility