



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, May 4, 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, May 4, 2020, on the Zoom Webinar ID#95476075691. There were 50 total 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 Allen McCall, Larry Morris, Kelly Doyle, Adam Luck, and Robert Gilliland.

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 12:15 p.m. on April 29, 2020, on our website, www.ok.gov/ppb. The meeting is in compliance with the Open Meeting Act.

II. Business Meeting

A. Discussion and Possible Action on April Business Meeting Minutes

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

B. Discussion and Possible Action on April Parole Meeting Minutes

The April parole meeting minutes were provided to the Board for review. Allen McCall made a motion to approve the April 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 has been one separation from the agency since last month's meeting and one addition, the return of Izabel Romero in a part time position working on commutations.

2. Administrative Staff Activities – Deputy Director, Melinda Romero

Deputy Director Romero shared that the agency had contracted with the state's authorized temp agency, Galt, to provide temporary assistance with the workload given the recent separation, the extra work caused by the pandemic, and ongoing high commutation application case load. Galt also provides the agency a bk-up staffing plan in case some of the administrative staff go on FFCRA leave, which is a real possibility. Member Doyle asked a question on how COVID-19 impacted the investigators work. Deputy Director Romero noted that it has some impact but offered praise to ODOC facilities staff for their efforts which has minimized the operational impact to our investigators. Deputy Director Romero closed by praising General Counsel Kyle Counts for his outstanding work efforts during the pandemic. Chairman Gilliland echoed this praise and commended all staff for their exceptional efforts in support of the Board.

3. Legal Update – General Counsel, Kyle Counts

Since last meeting, we received notice from the Supreme Court that the case regarding pardons for deferred sentences was being transferred to the Court of Criminal Appeals for adjudication. We prevailed at trial level on this case. With respect to parole revocation cases, we've been catching up having conducted 14 hearings in the last 3 weeks with only three more pending for week. We continue to work with the Governor's office to improve the process of conveying the Board's work to the Governor's office to improve their operations. We have made improvements to the certificates to ensure consistency in the language.

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

Director Bickley began his update by noting that he received a request for medical parole from the Director of Department of Corrections late Friday afternoon May 1st requesting medical parole for 14 impacts at increased risk of mortality should they become infected with COVID-19. Director Bickley briefly explained ODOC's methodology and then requested the Board call a special meeting for May 13, 2020 at 9:00am. The Board agreed with the recommendation and a special meeting was called to consider the medical parole docket. Director Bickley's next update was on volumes, noting that in January-April of 2020 the Board had docketed 280% more cases than in 2019 (3,860 versus 1,381) and that in four months they had heard more cases than in all of 2018 (3,183). May's docketed volumes also follow this same trend, with 944, 339, and 262 for 2020, 2019, and 2018 respectively. Director Bickley's third update was on commutations noted that this continues to be the

primary work effort focus of the administrative staff. The staff is self-auditing all our files to ensure we have a comprehensive list of pending applications and using this audit effort to find ways to improve our process. Finally, Director Bickley provided an update on the agency's overarching approach to COVID-19 going forward noting that we will continue to utilize telework, hold Board meetings via webinars, and limit the administrative staff in the office to provide better social distancing.

III. 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.

IV. Adjournment of Business Meeting – Chairman Robert Gilliland

The meeting was adjourned at 9:42 a.m. with 70 people on the webinar.

Respectfully Submitted,



Steven Bickley
Executive Director

The minutes for the May 2020 Pardon and Parole Board Business Meeting were approved by a majority vote on the 8th day of June 2020.