



State of Oklahoma  
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD  
Special Meeting Minutes

Friday, June 26, 2020  
1:00 PM

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

**MEMBERS ABSENT:** None

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

**GUESTS:** None

**I. Call to Order – Chairman Robert Gilliland**

The Special Meeting of the Pardon and Parole Board (PPB) was called to order at 1:00 PM by Chairman Robert Gilliland on Monday, June 8, 2020, on the Zoom Webinar ID#96425284228.

**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 Larry Morris, Kelly Doyle, Adam Luck, Robert Gilliland, Allen McCall.

**B. Assurance of Compliance with Open Meeting Act**

General Counsel Kyle Counts provided assurance of compliance with the Open Meeting Act. The special 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 June 24, 2020. 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 11:50 AM. on June 25, 2020, to the website, [www.ok.gov/ppb](http://www.ok.gov/ppb). The meeting is in compliance with the Open Meeting Act.

**II. Discussion and Possible Action on June Business Meeting Minutes – Chairman Robert Gilliland**

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

**III. Discussion and Possible Action on June Parole Meeting Minutes – Chairman Robert Gilliland**

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

**IV. Discussion and Possible Action on Open Records Act Requests Received from the Oklahoma District Attorneys Association – Chairman Robert Gilliland**

Chairman Gilliland called on General Counsel Kyle Counts to update the Board on recent Open Records Act Requests. General Counsel Counts advised the Board received an ORA request two weeks prior to the meeting requesting information on all the votes taken since the beginning of 2019 and video of the June Board meeting. The requested materials had been gathered but staff was still processing the request and working out a method to transmit the information to the requestor. The Board received a subsequent ORA request that the staff is still reviewing and General Counsel Counts advised that no immediate action was being taken but that he would provide updates as staff review the request and the work involved in fulfilling the request.

**V. Discussion and Possible Action to Convene to Executive Session Per 25 O.S. § 307(B)(1) Regarding the Employment and Conditions of Employment of the Executive Director – Chairman Robert Gilliland**

Chairman Gilliland made a motion to convene to executive session, Allen McCall seconded. The Board approved the motion 5-0. Chairman Gilliland asked General Counsel Counts to explain how the executive session would be convened. General Counsel Counts explained that the video/audio of the Zoom Meeting would be muted and the Board would convene the Executive Session over Microsoft Teams. At the conclusion of the executive session, the Board would then reconvene over Zoom. The Board went into executive session at 1:06 PM.

**VI. Discussion and Possible Action to Reconvene After Executive Session – Chairman Robert Gilliland**

Chairman Gilliland made a motion to reconvene back into the special meeting over Zoom after executive session, Allen McCall seconded. The Board approved the motion 5-0. The Board exited executive session at 3:58 PM.

**VII. Discussion and Possible Action Regarding the Employment and Conditions of Employment of the Executive Director – Chairman Robert Gilliland**

Chairman Gilliland stated that no formal action had been taken.

**VIII. Adjournment of Business Meeting – Chairman Robert Gilliland**

The meeting was adjourned at 4:03 PM.

Respectfully Submitted,



Kyle Counts  
General Counsel

The minutes for the June 2020 Pardon and Parole Board Special Meeting were approved by a majority vote on the 13 day of July 2020.