



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, November 2, 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: Tom Bates, Melinda Romero, Leroy Long, Jennifer Pando, and Kyle Counts. All staff appeared remotely as panelists 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 9:00 a.m. by Chairman Robert Gilliland, on Monday, November 2, 2020, on the Zoom Webinar ID#93181570619.

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

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 2:35 PM. on October 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 October Business Meeting Minutes

The October business meeting minutes were provided to the Board for review. Allen McCall made a motion to approve the October business meeting minutes, Robert Gilliland seconded. The

Board approved the motion 5-0.

B. Discussion and Possible Action on October Parole Meeting Minutes

The October parole meeting minutes were provided to the Board for review. Mr. McCall made a motion to approve the October parole meeting minutes, Chairman Gilliland 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

Ms. Romero shared she has no new hires and no separations to report. They have interviewed for the vacant positions at North Fork Correctional Center and Mable Bassett Correction Center and they have been filled. The tentative start date will be November 16, 2020.

2. Administrative Staff Activities – Deputy Director, Melinda Romero

Ms. Romero updated the Board. The agency has been selected for a pilot program from the Governor's office called 'Mission Moments'. They have met twice and it will be a few months before it is implemented. This program is to bring awareness to the core mission of the agency. We intend to allot 5 to 10 minutes quarterly for 1 to 2 individuals to come speak to the executive team and Board members. This will allow those individuals to share how this agency has changed their life.

3. Field Updates – Field Director, Leroy Long

Mr. Long advised all positions are filled. The investigators are working on the second batch of about 1,100 commutation applications. The goal is to have investigators complete those by November 13th, 2020.

III. Discussion and Possible Action on Annual Reports – Chairman, Robert Gilliland

Director Tom Bates informed Chairman Gilliland that issues came up with some of the data in the reports and to table this for December's meeting. Chairman Gilliland agreed to table the discussion and possible action on annual reports.

IV. Update on Resuming In-Person Board Meetings – General Counsel, Kyle Counts

General Counsel Kyle Counts provided an update on the temporary amendments to the Open Meeting Act, reminding the Board they will expire on November 15th and the in-person meetings will resume December 7, 2020. Location will be at Kate Barnard Corrections Center where meetings were held prior to the pandemic. A quorum will need to be physically present at the site and any remote site must be open to the public. Kate Barnard can accommodate the CDC guidelines and allows appropriate distancing. If there are pardon applicants, delegates, DAs or anyone who wishes to participate in-person, we will have procedures in place to facilitate but will still encourage remote participation. Chairman Gilliland asked Mr. Counts where the agency would be seeking advice on holding the meeting. Mr. Counts stated the agency does not have any outside counsel but will follow CDC guidance. Mr. Bates stated the agency will also work with DOC to ensure they are aware of the setup. Chairman Gilliland asked about the likelihood of a special session to extend the amendments. Mr. Bates responded that it is possible but that Board members may reach out to senators and representatives. Mr. McCall suggested that the Chairman, Vice-Chair, and Director Bates consider meeting with senators. Mr. McCall offered to assist, and that he is in favor of in-person meetings but believes they should continue to be virtual for the time being due to public safety risks. Mr. McCall asked about medical parole dockets and Director Bates indicated he had a conversation with Director Scott Crow to assure the Board is available to review those cases. The Board discussed coordinating on which Board members would be participating from which sites.

V. Update on Commutation Docketing- Executive Director, Tom Bates

Director Bates updated the Board on concerns about notifications especially to our District Attorneys and reported that it has been resolved. All Stage I applications for commutations are uploaded to an FTP server with each charge broken down for each DA District via a spreadsheet. Then an email is sent out with instructions on how to obtain this information. Director Bates said he is staying on top of this process and our current focus is to touch every application before the next meeting. Director Bates updated the board that there were around 3,000 applications and 1,800 applications were given to our investigators to triage and have been returned. Of the 1,800, 816 are complete and ready for consideration while the remaining need further review. Director Bates will propose special meetings in March and in May 2021 to get through all of the applications. The Board will move to hearing 250 applications each month for Stage I commutations. The Board discussed the spreadsheet they receive for Stage I commutations and how to improve it. Director Bates said he will work on improving the format and thanked the administrative staff and investigators for all their work.

VI. Discussion and Possible Action on Parole Denial Reasons – Chairman, Robert Gilliland

The Board discussed the existing parole denial reason codes and the possibility of adding one for being unsuccessful with previous adult community supervision. Vice-Chair Luck suggested the Board could indicate if there was a specific reason rather than adding to the list of reason codes. The rest of the Board concurred with his suggestion.


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

Chairman Gilliland asked if the Board had any items to discuss and hearing none, moved to adjourn the business meeting.

VIII. Adjournment of Business Meeting – Chairman, Robert Gilliland

The meeting was adjourned at 9:44 a.m.

Respectfully Submitted,



Kyle Counts
General Counsel

The minutes for the November 2020 Pardon and Parole Board Business Meeting were approved by a majority vote on the 7th day of December 2020.