



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Special Meeting Minutes

Thursday, March 25, 2021
3:01 P.M.

MEMBERS PRESENT: Adam Luck, Larry Morris, Kelly Doyle, Scott Williams, and Allen McCall, and Kelly Doyle appeared via Zoom Webinar as authorized under SB 1031. Allen McCall's connection was audio only through the Pardon and Parole Board's Zoom account.

MEMBERS ABSENT: None

STAFF: Tom Bates, Melinda Romero, Leroy Long, Jennifer Pando, and Kyle Counts. All staff appeared via Zoom Webinar.

GUESTS: None

I. Call to Order – Adam Luck, Acting Chairman

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 3:01 P.M. by Acting Chairman Adam Luck, on Thursday, March 25, 2021.

A. Roll Call

The members attending were Adam Luck, Larry Morris, Kelly Doyle, Scott Williams, and Allen McCall. The voting order was announced as Kelly Doyle, Larry Morris, Adam Luck, Allen McCall, and Scott Williams.

B. 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 SB 1031. This meeting was preceded by an amended advance notice of the date, time, and place filed with the Oklahoma Secretary of State on March 16, 2021. 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 on March 23, 2021, on our website, www.ok.gov/ppb. The meeting is in compliance with the Open Meeting Act.

C. Welcome to New Board Member, Scott Williams

Acting Chairman Adam Luck welcomed new Board member Scott Williams to the Board and advised the Board was excited to have him as a fifth member. Mr. Williams thanked Chairman Luck for the welcome and told the Board that he viewed the March meeting in preparation for his role, and commended the Board for their work on such a large amount

of cases and advised that he had learned a lot while watching. Chairman Luck thanked staff for facilitating Mr. Williams' orientation prior to his first meeting and encouraged Mr. Williams to ask questions of other Board members as he begins his tenure as a Board member. Mr. Williams thanked Chairman Luck and the staff for the helpful welcome.

II. Opening Remarks for Adoption of the Pardon and Parole Board's Proposed Administrative Rules –Tom Bates and Kyle Counts

Director Bates explained that this process began in December when the Board voted to propose the drafted changes to its administrative rules. This prompted a comment period and a hearing that was held at a special meeting. The Board also received an email comment and Director Bates and Mr. Counts held a meeting with representatives from the District Attorneys Council to discuss the proposed rules. Director Bates thanked the Board members for their availability throughout the project and thanked Mr. Counts for his work on the project.

Mr. Counts explained that, if approved, the rules will be forwarded to the Governor and Legislature to review and potentially approve the rules. This could take place any time between April and July 15. If everything goes smoothly, the rules will go into effect no later than August 26. Ms. Doyle asked if the Legislature had the option to approve parts or had to approve all of the proposed rule changes. Mr. Counts advised that the Legislature could go either way. Mr. Counts went over the changes from the drafts voted on in December, in response to comments received. In Chapter 1, the definitions for pardon and victim changed, an inmate now has five minutes to present during a personal appearance, the Chair is able to recognize anyone to speak that is not listed on the agenda but the agenda item needs to solicit public input, and the language for participation rights of stakeholders is clarified. In Chapter 15, the Board will be able to grant exceptions to the rule eliminating personal appearances following a misconduct, but only with a majority vote. The Subchapter 15 for reapplication is left unchanged and the Petition for Reconsideration is being withdrawn. Mr. Counts advised he would continue to work on the concept in time for the next Legislature. In Chapter 20, the eligibility section has new language to clarify what is meant by "successfully completing" probation or parole. Mr. Counts advised he would answer any questions as the Board proceeded to vote on the various Chapters.

III. Discussion and Possible Action on the Proposed Procedures of the Pardon and Parole Board Administrative Rules – Adam Luck

The proposed Procedures of the Pardon and Parole Board administrative rules were provided to the Board for review. Chairman Luck made a motion to adopt the proposed administrative rules, Larry Morris seconded. The Board approved the motion 5-0.

IV. Discussion and Possible Action on the Proposed Parole Procedures Administrative Rules – Adam Luck

The proposed Parole Procedures administrative rules were provided to the Board for review. Chairman Luck made a motion to adopt the proposed administrative rules, Larry Morris seconded. The Board approved the motion 5-0.

V. Discussion and Possible Action on the Proposed Clemency Hearing Procedures Administrative Rules – Adam Luck

The proposed Clemency Hearing Procedures administrative rules were provided to the Board for

review. Chairman Luck made a motion to adopt the proposed administrative rules, Larry Morris seconded. The Board approved the motion 5-0.

VI. Discussion and Possible Action on the Proposed Commutation Procedures Administrative Rules – Adam Luck

The proposed Commutation Procedures administrative rules were provided to the Board for review. Chairman Luck commented that he agreed with erring on the side of giving additional time to stakeholders to provide input on the proposed changes to policies and procedures and agreed with deferring some of the changes that were previously discussed. Chairman Luck made a motion to adopt the proposed administrative rules, Larry Morris seconded. The Board approved the motion 5-0.

VII. Discussion and Possible Action on the Proposed Pardon Procedures Administrative Rules – Adam Luck

The proposed Pardon Procedures administrative rules were provided to the Board for review. Chairman Luck made a motion to adopt the proposed administrative rules, Larry Morris seconded. The Board approved the motion 5-0.

VIII. Discussion and Possible Action on the Proposed Revocation of the IT Accessibility Compliance Representative Administrative Rules – Adam Luck

The proposed revocation of the IT Accessibility Compliance Representative administrative rules was provided to the Board for review. Chairman Luck made a motion to adopt the proposed administrative rules, Larry Morris seconded. The Board approved the motion 5-0.

IX. Adjournment of the Special Meeting – Adam Luck

Chairman Luck thanked the Board and staff for the work that occurred behind the scenes in producing the rules. Director Bates agreed and thanked the Board for being available for the special meeting. The meeting was adjourned at 3:20 P.M.

Respectfully Submitted,



Kyle Counts
General Counsel

The minutes for the March 25, 2021 Pardon and Parole Board Special Meeting were approved by a majority vote on the 12th day of April 2021.