



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Special Meeting Minutes

Thursday, May 25, 2021
9:00 A.M.

- MEMBERS PRESENT:** Adam Luck, Larry Morris, Allen McCall, Kelly Doyle, and Scott Williams appeared via Zoom Webinar as authorized under SB 1031.
- MEMBERS ABSENT:** None
- STAFF:** Tom Bates, Melinda Romero, Leroy Long, and Kyle Counts. All staff appeared via Zoom Webinar.
- GUESTS:** Jennifer Miller, Deputy Attorney General for Oklahoma; Greg Mashburn, District Attorney for Oklahoma District 21; Tom Hird, Assistant Federal Public Defender for Western District of Oklahoma; Laura Schaeffer, Staff Attorney & Capital Clemency Counsel from the American Bar Association.

I. Call to Order – Adam Luck, Acting Chairman

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:00 A.M. by Chairman Adam Luck, on Tuesday, May 25, 2021.

A. Roll Call

The members attending were Adam Luck, Larry Morris, Allen McCall, Kelly Doyle, and Scott Williams. The guests – Jennifer Miller, Deputy Attorney General for Oklahoma; Greg Mashburn, District Attorney for Oklahoma District 21; Tom Hird, Assistant Federal Public Defender for the Western District of Oklahoma; Laura Schaeffer, Staff Attorney & Capital Clemency Counsel from the American Bar Association – introduced themselves.

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 SB 1031. This special meeting was preceded by an amended advance notice of the date, time, and place filed with the Oklahoma Secretary of State on May 21, 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 May 21, 2021, on our website, www.ok.gov/ppb. The meeting is in compliance with the Open Meeting Act.


II. Training: “An Overview of Death Penalty Litigation in Oklahoma” – Jennifer Miller, Deputy Attorney General for Oklahoma; Greg Mashburn, District Attorney for Oklahoma District 21; Tom Hird, Assistant Federal Public Defender for Western District of Oklahoma; Laura Schaefer, Staff Attorney & Capital Clemency Counsel from the American Bar Association

Director Bates explained that District Attorney Greg Mashburn would begin by explaining the process for death penalty cases at the trial level, Deputy Attorney General Jennifer Miller would give a presentation going over the appellate process, the Board would take a break, and then Assistant Federal Public Defender Tom Hird and Laura Schaefer from the American Bar Association would present from the perspective of the defense. The two sections of the training would be split equally. Mr. Mashburn and Ms. Miller presented for three and a half hours until 12:30 and the Board broke for a 45-minute lunch. Ms. Schaefer and Mr. Hird presented during the afternoon session for three and a half hours.

III. Adjournment of the Special Meeting – Adam Luck

Chairman Luck thanked the speakers, the Board, and the staff for putting together the training. The meeting was adjourned at 4:41P.M.

Respectfully Submitted,



Kyle Counts
General Counsel

The minutes for the May 25, 2021 Pardon and Parole Board Special Meeting were approved by a majority vote on the 7th day of June 2021.