



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, June 7, 2021
9:00 a.m.

MEMBERS PRESENT: Larry Morris, Adam Luck, and Scott Williams
MEMBERS ABSENT: Kelly Doyle and Allen McCall; both excused
STAFF: Tom Bates, Melinda Romero, Leroy Long, and Kyle Counts
GUESTS: Sharla Halencak

I. Call to Order – Adam Luck, Acting Chairman

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:01 a.m. by Acting Chairman Adam Luck, on Monday, June 7, 2021.

A. Roll Call

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

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 in accordance with the Oklahoma Open Meeting Act. This meeting was preceded by an advance notice of the date, time, and place filed with the Oklahoma Secretary of State on November 17, 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 on June 3, 2021, on our website, www.ok.gov/ppb. The meeting is in compliance with the Open Meeting Act.

II. Business Meeting –Tom Bates, Executive Director, Melinda Romero, Deputy Director, Leroy Long, Field Director, and Kyle Counts, General Counsel

A. Discussion and Possible Action on May Business Meeting Minutes

The June business meeting minutes were provided to the Board for review. Scott Williams made a motion to approve the June business meeting minutes, Larry Morris seconded. The Board approved the motion 3-0.

B. Discussion and Possible Action on May Parole Meeting Minutes

The June parole meeting minutes were provided to the Board for review. Mr. Morris made a motion to approve the June parole meeting minutes, Mr. Williams seconded. The

Board approved the motion 3-0.

C. Discussion and Possible Action on May Special Meeting Minutes

The June special meeting minutes were provided to the Board for review. Mr. Morris made a motion to approve the May special meeting minutes, Mr. Williams seconded. The Board approved the motion 3-0.

D. Discussion and Possible Action on Agency Updates:

1. Personnel Updates – New Hires and Separations

Deputy Director Melinda Romero reported there are two new hires. Pamela Anderson, who will be taking over the commutation process and Sicilia Talavera, who is the 999 Executive Assistant.

2. Field Updates

Field Director Leroy Long reported that his team finished the July docket and will be moving on to the August docket. Mr. Long also stated that beginning June 1 DOC was going back to normal operations. We will be starting back with personal interviews instead of the questionnaire and starting to get back into facilities as much as possible.

3. Director's Update

Executive Director Tom Bates reported that the legislative session is complete. Mr. Bates also reports that there are no issues with the budget and the SharePoint site is up for the commutation process.

III. Pardon and Parole Board: Mission Moments” – Sharla Halencak and Michelle Slaughter

Sharla Halencak stated it took her 16 years to receive a pardon. Sharla says her pardon was denied the first time because her felony could be used as an after former. Sharla states that the pardon has allowed her to re-apply for her nursing license and hopes she will be able to become an LPN again. She is thankful for that the pardon is allowing her to come back in full circle.

Michelle Slaughter was unable to attend.

IV. Discussion and Possible Action on Policy for Personal Appearances for Parole Hearings for Inmates with Non-Violent Offenses – Adam Luck

Mr. Luck states he wanted to Follow up on the discussion last month about returning to previous policies for personal appearances and following up on there will be for the month of July and August under the old policy versus the how many were just scheduled. Mr. Counts described the previous policy and Mr. Long provided numbers to convey how the meeting would look if the Board reverted to that policy. The Board discussed and decided to revisit the issue after a couple more months.

V. Discussion and Possible Action on the Serious Incident Report (SIR) Docket – Kyle Counts

Mr. Counts explains that the past two to three months there has been an increase in phone calls and emails with questions regarding the SIR docket. (“e.g” what is the SIR docket and why would an inmate be on it.) Mr. Counts says the current policy is that, offender must have one class X misconduct report within six months of the docket month or any combination of three class X and/or class A misconduct reports within one year of the docket month. Mr. Counts wanted to emphasize the docket month because what that means is that, even if the misconduct fell outside of one year, if somebody had a misconduct on June 5 or June 6 that would still be

taken into consideration for this June meeting. This gives time to prepare reports for the day of the month, that the meeting falls on varies from year to year. Mr. Counts also states that once each member has stricken anybody, they want to from that docket the board, then votes to approve the search docket, which means that anybody remaining is denied parole ,anybody who was stricken again then goes through the normal procedure and because of this there's been an increase in curiosity about that docket.

Larry Morris made a motion to approve the Board's SIR docket policy, Scott Williams seconded. The Board approved the motion 3-0.

VI. Discussion and Possible Action on Policy for Conducting Interviews – Adam Luck

Chairman Luck thanked Mr. McCall for conducting interviews. Chairman Luck said that the Board will begin rotating the interviews and provided the different assignments for the June meeting. Chairman Luck stated that the questions would be standardized regardless of who is doing an interview through the use of prepared scripts, and that all Board members would be able to ask questions. Mr. Williams stated he agreed with the change as it allows the Board to do its business in the event of an excused absence. Chairman Luck solicited any feedback on improving the questions and concluded the discussion.

VII. Discussion and Possible Action on Tie Votes from December 2020 through March 2021 – Adam Luck

Chairman Luck discussed the issue of tied votes from December 2020 through March 2021. Chairman Luck asked Mr. Counts for the legal considerations for bringing back tie votes for consideration. Mr. Counts stated that nonviolent paroles could be reconsidered if a majority of the Board wanted to bring back an inmate before the Board, commutations could be reconsidered at the request of the Governor, and pardons could be reconsidered as the Board desired. Mr. Counts said the requests would just need to be on the record with a majority vote and that it would be a full rehearing of the case and not just a tie-breaking vote by Mr. Williams.

Chairman Luck asked that staff begin preparing a list of the inmates and applicants denied due to tie votes between December 2020 and March 2021 and indicated that it is fine if it is a longer term project that cannot be completed before July. Chairman Luck also stated that he would want to hear the thoughts from the full Board before any action was taken to bring back anyone for a rehearing. Chairman Luck tabled the discussion until either July or August.

VIII. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda – Adam Luck

Chairman Luck asked if there was any new business and, hearing none, adjourned the meeting.

IX. Adjournment of the Business Meeting – Adam Luck

The meeting was adjourned at 9:35 a.m.

Respectfully Submitted,



Kyle Counts
General Counsel

The minutes for the June 2021 Pardon and Parole Board Business Meeting were approved by a majority vote on the 12th day of July 2021.