



State of Oklahoma  
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD  
Business Meeting Minutes

Tuesday, November 2, 2021  
8:30 a.m.

**MEMBERS PRESENT:** Richard Smothermon, Larry Morris, Adam Luck, Kelly Doyle and Scott Williams

**MEMBERS ABSENT:** None

**STAFF:** Tom Bates, Melinda Romero, Leroy Long, and Kyle Counts

**GUESTS:** Sarah Jernigan

**I. Call to Order – Adam Luck, Chairman**

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 8:33 a.m. by Chairman Adam Luck, on Monday, November 2, 2021.

**A. Roll Call**

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

**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 October 28, 2021, on the Pardon and Parole Board's website, [www.ok.gov/ppb](http://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 September Business Meeting Minutes**

The October business meeting minutes were provided to the Board for review. Larry Morris made a motion to approve the October business meeting minutes, Kelly Doyle 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. Larry Morris

made a motion to approve the October business meeting minutes, Kelly Doyle 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 reported one new hire Shelby Jameson she will start November 4<sup>th</sup> 2021.

**2. Field Updates**

Field Director Leroy Long reported that the field is still working on the December Docket for personal appearances under the old rule. Mr. Long stated there is one investigator currently on light duty. He also stated he has another investigator under quarantine. Mr. Long reported there was a posted job for an investigator that was closed last Friday.

**3. Legal Updates**

General Counsel Kyle Counts stated he gathered the revocation data that was requested. Mr. Counts states he will put together a memo before the next month's meeting to analyze that. Mr. Counts states that last month there was an issue with the personal appearance policy for maximum security inmates. DOC has no desire to amend the policy due to logistical and safety concerns. Mr. Counts explains for the December meeting there will be discussion regarding the updated Pardon procedure and additional policy concerns. He also asks for permission for Attorney Michael Risley to speak to the board as well to give his perspective.

**4. Director's Update**

Executive Director Tom Bates talks about the budget planning and will be able to provide more detail in next month's meeting. Dir. Bates also states that he was able to execute a contract with the Attorney General's office this month and have Jenny Dickson assist with revocation hearings.

**III. Discussion and Possible Action to Approve the 2022 Regular Meeting Schedule – Melinda Romero**

Board members went over the meeting schedules, the meeting dates for July were adjusted to July 18<sup>th</sup> as previously requested. Adam Luck made a motion to approve the 2022 Regular Meeting Minutes, Larry Morris seconded. The Board approved the motion 5-0.

**IV. Clemency Hearing Scheduling – Tom Bates**

Executive Director Tom Bates states that the Pardon and Parole Board has received a request from counsel for Wade Lay to reschedule the pending clemency hearing that was scheduled November 17<sup>th</sup>. Attorney Sarah Jernigan addressed the Board and discussed pending litigation that makes it beneficial to postpone his clemency hearing. Director Bates also states that Mr. Bigler Stouffer's clemency hearing needs rescheduled as it was canceled due to a temporary stay. Adam Luck made a motion to approve the rescheduled clemency hearing for Bigler Stouffer for November 19<sup>th</sup> and Mr. Lay's hearing to December 9<sup>th</sup> at 9 am, Kelly Doyle seconded. The Board approved the motion 5-0.

**V. Discussion and Possible Action on Pardon Policies and Procedures – Kyle Counts**

General Counsel Kyle Counts reported that he sent an updated procedure, there are a few

changes primarily the board will still vote individually on each pardon applicant versus voting all at once, on the ones that don't have personal appearances and then also it's made clear that by "appearance", the pardon applicant can either appear in person or via the Zoom link and that would be considered appearing for their pardon hearing. Adam Luck made a motion to adopt the new Pardon Policies and Procedures, Scott Williams seconded. The Board approved the motion 5-0.

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

None

**VII. Adjournment of the Business Meeting – Adam Luck**

The meeting was adjourned at 9:00 a.m.

Respectfully Submitted,



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Sicilia Talavera  
Executive Assistant

The minutes for the November 2021 Pardon and Parole Board Business Meeting were approved by a majority vote on the 6th day of December 2021.