



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, April 12, 2021
9:00 a.m.

MEMBERS PRESENT: Allen McCall, Larry Morris, Adam Luck, 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: None

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 Acting Chairman Adam Luck, on Monday, April 12, 2021.

A. Roll Call

The members attending were Allen McCall, Larry Morris, Adam Luck, Kelly Doyle, and Scott Williams. The voting order was announced as Adam Luck, Larry Morris, Allen McCall, Kelly Doyle, 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 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 April 8, 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 March Business Meeting Minutes

The March business meeting minutes were provided to the Board for review. Allen McCall made a motion to approve the March business meeting minutes, Larry Morris seconded. The Board approved the motion 4-0, with Scott Williams abstaining.

B. Discussion and Possible Action on March Parole Meeting Minutes

The March parole meeting minutes were provided to the Board for review. Mr. McCall made a motion to approve the March parole meeting minutes, Larry Morris seconded. The Board approved the motion 4-0, with Scott Williams abstaining.

C. Discussion and Possible Action on March 11, 2021 Special Meeting Minutes

The March 11, 2021 Special Meeting minutes were provided to the Board for review. Mr. McCall made a motion to approve the March 11, 2021 Special Meeting minutes, Larry Morris seconded. The Board approved the motion 4-0, with Scott Williams abstaining.

D. Discussion and Possible Action on the March 25, 2021 Special Meeting Minutes

The March 25, 2021 Special Meeting minutes were provided to the Board for review. Mr. McCall made a motion to approve the March 25, 2021 Special Meeting minutes, Larry Morris seconded. The Board approved the motion 5-0.

E. Discussion and Possible Action on Agency Updates:

1. Personnel Updates – New Hires and Separations

Deputy Director Romero reported there was one new hire, with Brittany King as investigator. There was also one new separation with the departure of Brandie Salazar-Fox from the agency. Ms. Romero reported that she expected to fill that vacancy within the next few days.

2. Field Updates

Leroy Long reported that Brittany King was filling the position as investigator for the Mabel Bassett Correction Center, bringing the total number of investigators to 12 with one supervisor. Mr. Long stated this would be a big help and that the field just finished the May docket and is working on the June docket. Mr. Long reported that things are going well with no instances of Covid. Larry Morris asked if this brought the agency to full staffing. Mr. Long stated that it brought the agency to full staffing according to the current budget and Ms. Romero agreed. Director Tom Bates said the agency would benefit from having a couple more investigators if the budget was increased. Kelly Doyle asked when the budget is submitted and Director Bates stated the budget had already been submitted, requesting a flat budget due to the current fiscal situation but that if the budget could be increased in the future that would be a big benefit. Mr. McCall asked if everyone within the agency who wants a vaccine has received one, and Director Bates said the agency has worked with the Department of Corrections to make vaccines available to anyone who wants it. Director Bates says that the rest of the support staff is aware of vaccine availability. Mr. McCall stated he is asking so that in-person meetings can resume as possible. Ms. Doyle concurred that a return to in-person meetings is desirable. Director Bates reported that he and Ms. Romero are in the process of finding new office space that would accommodate in-person meetings from security and spacing standpoints. Director Bates said he expected to update the Board further in May. Director Bates and Mr. McCall agreed that in-person meetings are likely to resume in July or August.

III. Update on Commutation Docketing and Notifications – Tom Bates and Kyle Counts

Director Bates stated that with the backlog of commutations behind the Board, the Board would not work to improve processes with regard to notice. General Counsel Kyle Counts has been

working to put together a SharePoint site to facilitate a more user-friendly and acceptable system, especially with regard to notifying district attorneys. Director Bates said that notice is required to go out within 10 days of receipt of an application. Director Bates said he is also hopeful that the system can be used to distribute information to the Board and make documents more accessible. Director Bates asked Mr. Counts to explain the process and demonstrate to the Board the way this system will work.

Mr. Counts shared his screen to demonstrate the workflow for moving commutation applications on the SharePoint and allow for selective sharing of applications based on district number. Mr. Counts also explained how the automation would allow for notification within 10 days. Director Bates said the system would be a big improvement to stakeholders as it allows for better filtering and accessibility. Ms. Doyle asked if there was any investment to get this system set up and Director Bates said this was put together using the agency's existing Microsoft Office 365 subscription. Director Bates also reported that he and Mr. Counts would be attending the District Attorneys Council's May Meeting to go over the new system. Mr. McCall asked if the new system would allow for better information on an applicant's former convictions and Director Bates said there was not currently a way of easily providing that information but that was a long-term objective. Director Bates said that the new system would allow the district attorneys to provide that kind of information quicker as they will have more notice and time to respond to commutation applications. Chairman Luck thanked Director Bates, Mr. Counts, and the rest of the staff for their work on this project.

IV. Discussion and Possible Action on Election of a Chairperson – Adam Luck

Chairman Luck explained that these elections were for one-year terms and that the Board would vote again in April of 2022. Mr. Morris nominated Mr. Luck as Chairperson and Ms. Doyle seconded. Mr. Luck thanked them and opened discussion for any other nominations. Ms. Doyle expressed confidence in Mr. Luck's attention to detail and process and believes he would be an excellent Chairperson. Ms. Doyle also expressed a desire to increase the number of personal appearances. Mr. McCall said Mr. Luck has done a fine job. The Board approved the motion to elect Adam Luck Chairperson with a vote of 4-0, with Adam Luck abstaining.

V. Discussion and Possible Action on Election of a Vice-Chairperson – Adam Luck

Chairman Luck opened the discussion and Ms. Doyle implored Mr. Morris to consider serving as Vice-Chairperson. Ms. Doyle reasoned that it was important for the leadership to come from different appointing authorities, that Mr. Morris has proven himself to be an excellent selection and moved for him to be Vice-Chairperson. Mr. McCall seconded the motion. Mr. Morris said he would be willing to serve in the position. The Board approved the motion to elect Larry Morris as Vice-Chairperson with a vote of 4-0, with Larry Morris abstaining. The Board thanked Mr. Morris for accepting the position and Chairman Luck asked Director Bates to hold a meeting of the three of them to get on the same page moving forward.

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

Chairman Luck opened the discussion for new business and the Board did not report any new business. Chairman Luck concluded the discussion and proceeded to the adjournment of the business meeting.

VII. Adjournment of the Business Meeting – Adam Luck

The meeting was adjourned at 9:30 a.m.

Respectfully Submitted,



Kyle Counts
General Counsel

The minutes for the April 2021 Pardon and Parole Board Business Meeting were approved by a majority vote on the 3rd day of May 2021.