



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, January 10, 2022
9:00 a.m.

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

MEMBERS ABSENT: Scott Williams- Excused

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

GUESTS: James Rudek, Director of Community Corrections; Courtney Jones, Administrator of Probation and Parole Services for Region I; Anthony Rowell, Administrator of Probation and Parole for Region II

I. Call to Order – Adam Luck, 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 Monday January 10, 2022.

A. Roll Call

The members attending were Richard Smothermon, Adam Luck, Kelly Doyle and Larry Morris. The voting order was announced as Scott Williams (Absent), Kelly Doyle, Larry Morris, Richard Smothermon, 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, 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 January 6, 2022, on the Pardon and Parole Board's 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 December Business Meeting Minutes

The December business meeting minutes were provided to the Board for review. Larry

Morris made a motion to approve the December business meeting minutes, Richard Smothermon seconded. The Board approved the motion 4-0.

B. Discussion and Possible Action on December Parole Meeting Minutes

The December parole meeting minutes were provided to the Board for review. Larry Morris made a motion to approve the December parole meeting minutes, Richard Smothermon seconded. The Board approved the motion 4-0.

C. Discussion and Possible Action on Agency Updates:

1. Personnel Updates – New Hires and Separations

Deputy Director Melinda Romero reported one new hire Ricky Cortez. Ms. Romero also reports there are two job positions posted for administrative assistants and one field investigator supervisor.

2. Field Updates

Field Director Leroy Long reported that the February 2022 docket is currently being completed.

3. Legal Updates

General Counsel Kyle Counts reported that the new legislature will begin Monday February 7th with the deadline for filing bills being January 20th. Mr. Counts stated he will provide a tracker that covers the contents of the legislation from the upcoming session once it begins.

Mr. Counts reported that he has been working on changes and improvements in the area of revocations. The Attorney General's office has been assisting with executive revocation hearings and provided the first set of summaries the previous week.

Lastly, Mr. Counts states he is in early conversation with the Governor's Office to potentially allow the Board to make decisions on revocations for non-violent paroles as they are the authority granting those paroles.

4. Director's Update

Executive Director Tom Bates reported that there will be a budget meeting for the House will be on the upcoming Thursday afternoon. Mr. Bates also reported the budget hearing with the Senate is the following week on Tuesday.

Mr. Bates reported, there was a training in December the field attended, the Science of Hope taught by Dr. Hellman. Mr. Bates stated that they are working on implementing Dr. Hellman's training to the Board.

III. Presentation, Discussion, and Possible Action on Department of Corrections' Parole Conditions – James Rudek, Director of Community Corrections; Courtney Jones,

**Administrator of Probation and Parole Services for Region I; Anthony Rowell,
Administrator of Probation and Parole for Region II**

James Rudek, Courtney Jones, and Anthony Rowell answered questions regarding Parole Conditions following their assessment process with the Board.

This will count towards 30 minutes of the Board's required training under 57 O.S. § 332.1A

- IV. Discussion and Possible Action on Policy for Designating Violent Offenses – Kyle Counts**
Counsel Kyle Counts reported that he emailed the Board proposals regarding the designation of violent offenses. Mr. Counts explained Policy 126, stating that Pardon and Parole Board is going to maintain its own internal violent crimes list.

Mr. Counts stated the list demonstrates the standard used to decide which paroles the Board grants and versus those requiring the Governor's approval based on recommendation. Mr. Counts explained that in 2018 there were statutes for new types of parole that defined violent crimes as those that are part of Section 571 of Title 57. The Pardon and Parole Board has older lists on which offenses are treated as violent crimes.

Mr. Counts explains that the purpose of this procedure is to make it consistent for PPB decisions on violent crimes across all parole types.

Mr. Counts explains this list can be available to the public to know what the Pardon and Parole Board looks for when determining a parole's treatment as violent or non-violent. It can also be relied upon by investigators when reviewing Judgment and Sentences and preparing reports.

- V. Discussion and Possible Action on Policies and Procedures for Pardons – Kyle Counts**
Mr. Counts reviewed last month's meeting the Board had with Mr. Risley discussing unresolved financial delinquencies. There was an agreement that in order for a delinquency to be considered resolved, Pardon applicants must provide an approved payment plan, as well as proof of 12 consecutive payments.

Mr. Counts states he amended the Board's policies and procedures on what must be submitted with an application. Applicants must include copies of approved payment plans and 12 months of consecutive payments for delinquencies in tax payments and/or child support, if applicable. If an applicant is unable to provide an approved payment plan and proof of 12 consecutive payments towards the delinquency, the Board will be given a brief explanation on why the 12-month policy didn't apply and why they are being considered.

The Board was provided a copy of the amended policy to review. Adam Luck made a motion to approve the amended policy, Larry Morris seconded. The Board approved the motion 4-0.

- 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 9:57 a.m.

Respectfully Submitted,

Sicilia Talavera
Executive Assistant

The minutes for the January 2022 Pardon and Parole Board Business Meeting were approved by a majority vote on the 7th day of February 2022.