



State of Oklahoma  
**PARDON AND PAROLE BOARD**

**PARDON AND PAROLE BOARD**  
**Business Meeting Minutes**

**Monday, May 2, 2022**  
**9:00 a.m.**

- MEMBERS PRESENT:** Richard Smothermon, Scott Williams, Larry Morris, Edward Konieczny, and Cathy Stocker
- MEMBERS ABSENT:** None
- STAFF:** Tom Bates, Melinda Romero, Leroy Long, Kyle Counts, Lisa Reading, and Erika Denton
- GUESTS:** None

**I. Call To Order – Scott Williams, Chair**

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:00 a.m. by Chairman Scott Williams on Monday, May 2, 2022.

**A. Roll Call**

The members attending were Richard Smothermon, Scott Williams, Larry Morris, Edward Konieczny, and Cathy Stocker. The voting order was announced as Richard Smothermon, Scott Williams, Larry Morris, Edward Konieczny, and Cathy Stocker.

**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 16, 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 April 28, 2022, 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.

**C. Oklahoma Pardon and Parole Mission, Vision, and Values Statement's- Scott Williams, Chair**

Scott Williams recited the Oklahoma Pardon and Parole Mission Vision and Values Statement.

**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 April Business Meeting Minutes**

The April business meeting minutes were provided to the Board for review. Richard Smothermon made a motion to approve the April business meeting minutes, Larry Morris seconded. The Board carried the motion 5-0.

**B. Discussion and Possible Action on April Parole Meeting Minutes**

The April parole minutes were provided to the Board for review. Richard Smothermon made a motion to approve the April meeting minutes, Edward Konieczny seconded. The Board carried the motion 5-0.

**C. Discussion and Possible Action on Agency Updates:**

**1. Personnel Updates – New Hires and Separations**

Deputy Director Melinda Romero reports no new hires or separations.

**2. Field Updates**

Field Director Leroy Long introduced two supervisors – Lisa Reading and Erika Denton – to the Board. Each of the supervisors gave brief biographies to the Board members. Mr. Long looks forward to introducing the investigative staff to the Board over the coming months. Mr. Long also reports that there will be an Investigator Handbook Training today and will be open for any questions the Board may have.

**3. Legal Updates**

General Counsel Kyle Counts gave a brief update on the legislation affecting the PPB. One adopted bill relates to commutations and notice requirements. When a commutation is granted or denied the notice must be given to the District Attorney and the Court Clerk within 30 days. The notice must provide certain information. The bill also requires the DA to provide victim notifications. The second bill expanded Administrative Parole to anyone within six months of discharging, and also creates a new section that allows parolees and probationers to earn up to 30 days additional credit per month of compliance.

Mr. Counts reported there were a total of eight revocations that were sent to the Governor's Office for the month of April. He also reports out of eight recommendations, six waived their hearings.

Lastly, Mr. Counts stated that the Glossip litigation regarding the execution protocol is still pending a final order.

**4. Director's Update**

Executive Director Tom Bates thanks both investigator supervisors Lisa Reading

and Erika Denton for joining the meeting. Mr. Bates reported that he asked General Counsel Kyle Counts to update the commutation application form and would focus on the next agenda item for his comments.

**III. Discussion and Possible Action on Commutation Policies and Procedures – Tom Bates, Executive Director and Kyle Counts, General Counsel**

Executive Director Tom Bates states that the team has been organizing the commutation applications that the Pardon and Parole Board has received. For the next several months, they are prioritized based upon those applications with cases that have had changes in the sentencing laws.

Mr. Bates reiterated the role of the Board is not to change legitimate and legal sentences that resulted from jury trials or negotiated pleas.

General Counsel Kyle Counts presented a PowerPoint on the new commutation application and timeline for commutation considerations.

The updated commutation application was provided to the Board for review. Richard Smothermon made a motion to approve the new application, Edward Konieczny seconded. The Board carried the motion 5-0.

**IV. Training and Discussion on Investigator Handbook – Leroy Long, Field Director**

Field Director Leroy Long gave updates and training on the Investigator Handbook including changes of law, policies, and changes in recommendations.

**V. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda**

None

**VI. Adjournment of the Business Meeting**

The meeting was adjourned at 9:45 a.m.

Respectfully Submitted,

*Sicilia Talavera*

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Sicilia Talavera  
Executive Assistant

The minutes for the May 2022 Pardon and Parole Board Business Meeting were approved by a majority vote on the 6th day of June 2022.