



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, February 6, 2023
9:00 a.m.

MEMBERS PRESENT: Richard Smothermon, Edward Konieczny, Cathy Stocker, Richard Miller, Calvin Prince

MEMBERS ABSENT: None

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

GUESTS: None

I. Call To Order – Richard Smothermon, Acting Chairman

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:00 a.m. by Vice-Chairman Richard Smothermon on Monday, February 6, 2023.

A. Roll Call

The members attending were Richard Smothermon, Edward Konieczny, Cathy Stocker, Richard Miller, and Calvin Prince. The voting order was announced as Richard Smothermon, Edward Konieczny, Cathy Stocker, Richard Miller, and Calvin Prince.

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 14, 2022. 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 February 2, 2023, on the Pardon and Parole Board's website, www.ok.gov/ppb. The meeting is in compliance with the Open Meeting Act.

C. Reading of Pardon and Parole Board Mission Statement

Acting Chairman Smothermon recited the Oklahoma Pardon and Parole Mission Vision and Values Statement.

II. Approval of Minutes

A. Discussion and Possible Action on December 2022 Business Meeting Minutes

The December business meeting minutes were provided to the Board for review. Edward Konieczny made a motion to approve the December business meeting minutes, Cathy Stocker seconded. The Board carried the motion 5-0.

B. Discussion and Possible Action on December 2022 Parole Meeting Minutes

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

C. Discussion and Possible Action on December 2022 Clemency Hearing Minutes

The December clemency hearing minutes were provided to the Board for review. Edward Konieczny made a motion to approve the December clemency hearing meeting minutes, Cathy Stocker seconded. The Board carried the motion 5-0.

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

A. Personnel Updates – New Hires and Separations

Deputy Director Melinda Romero reported one separation, administrative assistant Sicilia Talavera; Ms. Romero reported two new hires: Ken Coartney and Jim Sharp; finally, Ms. Romero reported three vacancies that closed on February 2, and she hopes to have those filled in the coming weeks.

B. Field Updates

Field Director Leroy Long reported that the March 2023 docket is being completed and reiterated that two new hires started in January, with potentially two more investigators being hired in the coming month to bring the investigative team to full staff.

C. Legal Updates

General Counsel Kyle Counts updated the Board on revocations, reporting there were 15 revocations since the last meeting. Mr. Counts also stated that the upcoming agenda item regarding clemency hearing dates was based upon a change in the schedule for executions. Mr. Counts reported that the 2023 legislative session had begun and that he would brief the Board at the next meeting. Mr. Counts also stated that Andrea Merten had began work on the update project for administrative rules, policies, and procedures, and that he looked forward to speaking to the Board members regarding the progress and their priorities.

D. Director's Update

Executive Director Tom Bates introduced several staff members to the Board via Zoom, including field supervisor Erika Denton, attorney Andrea Merten, senior administrative assistant Jennifer Pando, and investigators Jim Sharp and Ken Coartney. Director Bates commended Mr. Long and his team for staying on top of the investigative workload while dealing with staffing issues. Director Bates updated the Board on upcoming efficiencies achieved through technological updates. Director Bates asked attendees to approach a staff member with questions, not Board members. Director Bates asked that Board members be prepared to talk about policy changes in the coming months. Finally, Director Bates updated the Board that the online system to apply for pardons would be launching in the next week to two weeks.

IV. Welcome to New Board Members, Richard Miller and Calvin Prince

Mr. Smothermon welcomed new Board members Richard Miller and Calvin Prince to the Board and thanked them for their service.

V. Discussion and Possible Action on Election of Officers

Mr. Konieczny moved to elect Richard Smothermon as Chairman of the Board, Ms. Stocker seconded. The motion was carried by a vote of 4-0, with Mr. Smothermon abstaining.

Ms. Stocker moved to elect Ed Konieczny as Vice-Chairman of the Board, Mr. Prince seconded. The motion was carried by a vote of 4-0, with Mr. Konieczny abstaining.

VI. Discussion and Possible Action on Scheduling of Clemency Hearings

Mr. Counts reminded the Board that clemency hearings were to be set at least 21 days prior to any scheduled execution. Mr. Counts then provided the relevant dates and the Board elected to schedule the following clemency hearings:

- Richard Glossip – 4/12/2023
- Jemaine Cannon – 6/7/2023
- Anthony Sanchez – 8/9/2023
- Phillip Hancock – 11/8/2023
- James Ryder – 12/6/2023

The Board will take up clemency hearing dates for 2024 once the regular meeting schedule is set.

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

No new business was discussed.

VIII. Adjournment of the Business Meeting

The meeting was adjourned at 9:23 a.m.

Respectfully Submitted,



Kyle Counts
General Counsel

The minutes for the February 2023 Pardon and Parole Board Business Meeting were approved by a majority vote on the 6th day of March, 2023.