



State of Oklahoma  
**PARDON AND PAROLE BOARD**

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

**Monday, August 7, 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, Chairman**

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:02 a.m. by Chairman Richard Smothermon on Monday, August 7, 2023.

**A. Roll Call**

The members attending were Richard Smothermon, Richard Miller, Cathy Stocker, Edward Konieczny, 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. An amended notice was filed on May 9, 2023 which provided updated information concerning the meeting location. 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 August 3, 2023, 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. Approval of Minutes**

**A. Discussion and Possible Action on July 2023 Business Meeting Minutes**

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

**B. Discussion and Possible Action on July 2023 Parole Meeting Minutes**

The July Parole minutes were provided to the Board for review. Edward Konieczny made

a motion to approve the July Parole 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. Director’s Update**

Director Tom Bates reported that he is working with DOC to get training on the new offender management system, ICON. Dir. Bates commended the investigators for their efforts to complete reports through challenges during the transitional period.

**B. Personnel Updates**

Deputy Director Melinda Romero reported no new hires or separations. Investigator Krisy McCarthy was elevated to the position of Supervisor, and an open position for investigator will be reposted before the next meeting.

**C. Field Updates**

Field Director Leroy Long reported that his team was completing work on the September docket and he planned to fill new investigator positions.

**D. Legal Updates**

General Counsel Kyle Counts reported there were 21 revocations in the month of July, with four having received executive revocation hearings and the remaining 17 waived.

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

No new business.

**V. Adjournment of the Business Meeting**

The meeting was adjourned at 9:08 a.m.

Respectfully Submitted,



Kyle Counts  
General Counsel

The minutes for the August 2023 Pardon and Parole Board Business Meeting were approved by a majority vote on the 11th day of September, 2023.