



State of Oklahoma  
**PARDON AND PAROLE BOARD**

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

**Monday, October 9, 2023**  
**9:00 a.m.**

**MEMBERS PRESENT:** Edward Konieczny, Richard Miller, Calvin Prince, and Robert Reavis

**MEMBERS ABSENT:** Kevin Buchanan

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

**GUESTS:** Dr. Patricia Stem

**I. Call To Order – Ed Konieczny, Acting Chairman**

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:00 a.m. by Acting Chairman Ed Konieczny on Monday, October 9, 2023.

**A. Roll Call**

The members attending were Edward Konieczny, Richard Miller, Calvin Prince, and Robert Reavis.

**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 October 5, 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. Discussion and Possible Action to Convene in Executive Session Per 25 O.S. § 307(B)(7) for Discussion on Compensation for Executive Director Tom Bates – Ed Konieczny**

Robert Reavis made a motion to convene in executive session per 25 O.S. § 307(B)(7) for discussion on compensation for Executive Director Tom Bates, Calvin Prince seconded. The vote was carried 4-0.

**III. Discussion and Possible Action to Reconvene after Executive Session Per 25 O.S. § 307(B)(7) for Discussion on Compensation for Executive Director Tom Bates – Ed Konieczny**

Ed Konieczny made a motion to reconvene after executive session, Calvin Prince seconded. The

vote was carried 4-0.

**IV. Discussion and Possible Action on Compensation for Executive Director Tom Bates – Ed Konieczny**

Richard Miller made a motion to increase Executive Director Tom Bates’ salary to the statutory maximum, Robert Reavis seconded. The vote was carried 4-0.

**V. Approval of Minutes**

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

The September business meeting minutes were provided to the Board for review. Calvin Prince made a motion to approve the September business meeting minutes, Robert Reavis seconded. The Board carried the motion 4-0.

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

The September Parole minutes were provided to the Board for review. Calvin Prince made a motion to approve the September Parole meeting minutes, Robert Reavis seconded. The Board carried the motion 4-0.

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

**A. Personnel Updates** –Ms. Melinda Romero, Deputy Director, reported no new hires or separations and explained there is one administrative office vacancy, and two field vacancies.

**B. Field Updates** –Leroy Long, Field Director, states that there are interviews scheduled for the field vacancies and announces new hire Parole Investigator Michael Lopez for the Great Plains Correctional Center. He also informed the Board that the November docket is being completed.

**C. Legal Updates** – Mr. Kyle Counts, General Counsel, explained that in the month of September there were 26 revocations, with 24 waiving their hearings and 2 receiving hearings. He informed the Board of intern Hunter Foster, who is working on research to find possible improvements for the revocation process. Mr. Counts says the Board can expect updates on this project in 2024.

**D. Director’s Update** – Mr. Tom Bates, Executive Director, had nothing further to add.

**VII. Training – Dr. Patricia Stem – Mental Health at the Department of Corrections**

Dr. Patricia Stem is the Deputy Chief Mental Health Officer of the Department of Corrections. Dr. Stem provided an overview of how the Department of Corrections addresses mental health issues. She described the mental health classification system and provided examples of the different levels inmate are classified as. She also described the process of mental health determinations beginning at reception, during facility changes, and the annual reviews of inmates’ mental health issues. She answered the Board Members’ questions regarding the assignment of a mental health evaluation as a stipulation of parole, connections between DOC and private health institution, and where HIPPA laws apply in the sharing of certain mental health information.

**VIII. Discussion and Possible Action to Approve the 2024 Regular Meeting Schedule**

The 2024 Meeting Dates were provided to the Board Members for review. Richard Miller made a motion to approve the 2024 Regular Meeting Schedule, Robert Reavis seconded. The vote was carried 4-0.

**IX. Discussion and Actions on Scheduling Clemency Hearings**

General Counsel Kyle Counts informed the Board Members of two Clemency Hearings to be scheduled in 2024. The Board agreed to set the Clemency Hearing for Michael Smith on March 6<sup>th</sup>, 2024, and the Clemency Hearing for Wade Lay to be set on May 8<sup>th</sup>, 2024.

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

No new business.

**XI. Adjournment of the Business Meeting**

The meeting was adjourned at 9:55 a.m.

Respectfully Submitted,



Kyle Counts  
General Counsel

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