



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, February 5, 2024
9:00 a.m.

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

MEMBERS ABSENT: None

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

GUESTS: Jenna Morey

I. Call To Order – Edward Konieczny, Chairman

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:00 a.m. by Chairman Edward Konieczny on Monday, February 5, 2024.

A. Roll Call

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

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 13, 2023. 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 1, 2024, on the Pardon and Parole Board's website, www.ok.gov/ppb. The meeting is in compliance with the Open Meeting Act.

II. Approval of Minutes

A. Discussion and Possible Action on January 2024 Business Meeting Minutes

The January business meeting minutes were provided to the Board for review. Robert Reavis made a motion to approve the January business meeting minutes, Calvin Prince seconded. The Board carried the motion 5-0.

B. Discussion and Possible Action on January 2024 Parole Meeting Minutes

The January Parole minutes were provided to the Board for review. Calvin Prince made a motion to approve the January Parole meeting minutes with correction to Pardon language, Kevin Buchanan seconded. The Board carried the motion 5-0.

- III. Agency Updates –Tom Bates, Executive Director, Melinda Romero, Deputy Director, Leroy Long, Field Director, and Kyle Counts, General Counsel**
- A. Personnel Updates** – Melinda Romero, Deputy Director, reported one new hire – Jacqueline Antinone – in an investigator position, and no new separations.
 - B. Field Updates** – Leroy Long, Field Director, welcomed Ms. Antinone to the agency and reported that his investigators were completing March and beginning work on the April docket.
 - C. Legal Updates** – Kyle Counts, General Counsel, reported 27 revocations in January, including 21 who waived hearings and six who received executive revocation hearings. Mr. Counts advised the Board that the Oklahoma Legislature was beginning its session and he would update the Board on legislation impacting the Board in March. Mr. Counts advised that work on updating the Board’s policies and procedures was ongoing.
 - D. Director’s Update** – Tom Bates, Executive Director, advised the Board that the budget hearings went well and thanked Jenna Morey for appearing before the Board to provide information regarding ReMerge.
- IV. Discussion and Possible Action on the Adoption of the Pardon and Parole Board’s Administrative Rules Following the Public Comment Period and Public Hearing – Tom Bates**
- Director Bates thanked the public for its participation regarding the Board’s proposed administrative rules. Mr. Bates reported that the commutation rules under consideration for adoption had been significantly revised in response to the public feedback received during the comment period and at the January hearing. Mr. Bates thanked the Board for working with administrative staff to complete this project.
- V. Discussion and Possible Action on the Adoption of Title 515, Chapter 1, Procedures of the Pardon and Parole Board – Ed Konieczny**
- A.** The Board was provided the proposed rule changes for Title 515, Chapter 1, Kevin Buchanan made a motion to adopt Title 515, Chapter 1, with the proposed revisions based on public comment, Robert Reavis Seconded. The motion was carried by a vote of 5-0.
- VI. Discussion and Possible Action on the Adoption of Title 515, Chapter 10, Clemency Hearings – Ed Konieczny**
- A.** The Board was provided the proposed rule changes for Title 515, Chapter 10, Calvin Prince made a motion to adopt Title 515, Chapter 10, Kevin Buchanan Seconded. The motion was carried by a vote of 5-0.
- VII. Discussion and Possible Action on the Adoption of Title 515, Chapter 15, Commutation Procedures – Ed Konieczny**
- A.** The Board was provided the proposed rule changes for Title 515, Chapter 15, Kevin Buchanan made a motion to adopt Title 515, Chapter 15, with the proposed revisions based on public comment, Calvin Prince Seconded. The motion was carried by a vote of 5-0.

- VIII. Discussion and Possible Action on the Adoption of Title 515, Chapter 20, Pardon Procedures–
Ed Konieczny**
- A. The Board was provided the proposed rule changes for Title 515, Chapter 20, Calvin made a motion to adopt Title 515, Chapter 20, with the proposed revisions based on public comment, Robert Reavis Seconded. The motion was carried by a vote of 5-0.
- IX. Discussion and Possible Action on the Adoption of Title 515, Chapter 25, Parole Procedures–
Ed Konieczny**
- A. The Board was provided the proposed rule changes for Title 515, Chapter 25, Calvin Prince made a motion to adopt Title 515, Chapter 25, Kevin Buchanan Seconded. The motion was carried by a vote of 5-0.
- X. Training and Presentation from ReMerge Oklahoma – Jenna Morey, Chief Executive Officer**
ReMerge CEO Jenna Morey presented to the Board regarding the services its provides to parolees. The Board asked questions of Ms. Morey and thanked her for the presentation.
- XI. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the
Posting of the Agenda**
No new business.
- XII. Adjournment of the Business Meeting**
The meeting was adjourned at 9:34 a.m.

Respectfully Submitted,



Kyle Counts
General Counsel

The minutes for the February 2024 Pardon and Parole Board Business Meeting were approved by a majority vote on the 4th day of March 2024.