



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, March 4, 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:** Meagan Taylor

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, March 4, 2024.

A. Roll Call

The members present were Calvin Prince, Edward Konieczny, Robert Reavis, Richard Miller, 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 28, 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 February 2024 Business Meeting Minutes

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

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

The February Parole minutes were provided to the Board for review. Calvin Prince made a motion to approve the February Parole meeting minutes, Robert Reavis 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 no new hires or separations.
- B. Field Updates** – Leroy Long, Field Director, explained that applications were reopened for the Parole Investigator position for Dick Conner Correctional Center. He stated that the April docket was close to completion. Leroy also informed the Board of changes coming to investigative reports and dockets regarding inclusion of DOC certified programs and projected release dates. He answered the Board’s questions regarding program completion time frames.
- C. Legal Updates** – Kyle Counts, General Counsel, informed the Board that there were 14 revocations in February, with eight waiving and six receiving their hearings. He explained that the Administrative Rules Notice of Adoption had been sent to the Governor and Legislature for approval following the February meeting. Finally, he stated that there will be more information coming regarding the scheduling of Clemency hearings following decisions from the OCCA around or after the month of May.
- D. Director’s Update** – Tom Bates, Executive Director, mentioned that larger dockets may be a trend in the near future and gave thanks to the Board for their hard work and long days in preparing. He stated that a lease had been executed for the PPB office’s relocation to the OHCA, and that they are working on getting a firm moving date.

IV. Legislative Update – Kyle Counts,

Kyle Counts informed the board of legislative items that could impact the pardon and parole board’s procedures. The first of which is HJR 1053, which would provide for 7 alternate Pardon and Parole Board members in the event a current member recused and left only 4 voting members. The second, HB 3633, is a measure that would provide for two alternate members for clemency hearings, selected by the Senate Pro-Temp and the Speaker of the House. Third includes a bill that would change reapplication eligibility for commutation application of non-violent offenses from three years to two years. Lastly, HB 3138 would create a moratorium on executions upon the creation of a Death Penalty Task Force, putting a stay on all executions until dissolution of the task force in 2029.

V. Training – Meagan Taylor, Executive Director of Diversion Hub

The Board received training from Ms. Meagan Taylor of Diversion Hub. Ms. Taylor, attorney and Executive Director of Diversion Hub, shared the mission and purpose of Diversion Hub. Located in Oklahoma City, the organization seeks to provide safety, stability, and fewer criminal legal system interactions for Oklahoma City residents. The program focuses on public safety and the removal of barriers from receiving services with a less narrow eligibility requirement. Diversion Hub’s focus includes pre-trial, probation, and re-entry success. She answered the Board’s questions regarding referral initiations, possible expansion, and research into cost savings via the hiring of a crime data analyst.

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

No new business.

VII. Adjournment of the Business Meeting

The meeting was adjourned at 9:46 a.m.

Respectfully Submitted,



Kyle Counts
General Counsel

The minutes for the March 2024 Pardon and Parole Board Business Meeting were approved by a majority vote on the 8th day of April 2024.