



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, June 3, 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: None

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, June 3, 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 May 30, 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 May 2024 Business Meeting Minutes

The May 2024 Business Meeting minutes were provided to the Board for review. Calvin Prince made a motion to approve the May Business Meeting minutes, Robert Reavis seconded. The Board carried the motion 4-0, with Kevin Buchanan abstaining.

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

The May 2024 Parole Meeting minutes were provided to the Board for review. Calvin Prince made a motion to approve the May Parole minutes, Robert Reavis seconded. The Board carried the motion 4-0, with Kevin Buchanan abstaining.

- 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, had no new hires or separations to report.
 - B. Field Updates** – Leroy Long, Field Director, informed the Board that the field staff were completing the July 2024 Docket. Additionally, Mr. Long shared with the Board that Bill Johnson Correctional Center (BJCC) is beginning to send detailed programs for each of their inmates on the docket, listing completed and pending programs, to be made available to the Board by the 2nd Update Memos going forward.
 - C. Legal Updates** – Kyle Counts, General Counsel, explained to the Board that in May there were 16 total revocations, with 14 waiving their hearings, and two receiving their hearings. Mr. Counts informed the Board that he is preparing training on revocations to present to the Board in the coming months. Mr. Counts reminded the Board that the only scheduled clemency hearing is for Richard Rojem, taking place Monday June 17, 2024. Finally, he explained that the Governor’s office is reviewing changes to agency administrative rules, with a final determination coming within the month.
 - D. Director’s Update** – Tom Bates, Executive Director, shared with the Board that the Pardon and Parole Board received an increase in the budget, giving thanks to the legislature and the Governor. He also gave the Board an update regarding the implementation of the ICON module that seeks to streamline work within the PPB. Finally, Mr. Bates encouraged the Board to look forward into 2025, as there is a possibility of a full-day training session regarding Youthful Offenders.
- 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,

A handwritten signature in black ink, appearing to read "Kyle Counts", written over a horizontal line.

Kyle Counts
General Counsel

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