



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, July 8, 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 9:01 a.m. by Chairman Edward Konieczny on Monday, July 8, 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 July 2, 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 June 2024 Business Meeting Minutes

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

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


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

C. Discussion and Possible Action on Clemency Hearing Minutes for Richard N. Rojem

The June 17, 2024, Clemency Hearing Minutes for Richard N. Rojem were provided to the Board for review. Calvin Prince made a motion to approve the Clemency Hearing 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, had no new hires or separations to report.
 - B. Field Updates** – Leroy Long, Field Director, informed the board that Field Staff are completing the August Docket, which will be a larger docket. He stated that they are working with DOC regarding programs and stipulations, ensuring inmates granted parole have time to complete stipulations prior to their projected release date. This will, in turn, lessen the number of special reviews each month.
 - C. Legal Updates** – Kyle Counts, General Counsel, shared with the Board that the Oklahoma Court of Criminal Appeals scheduled the execution date for inmate Emmanuel Littlejohn. Notices have been sent out, and the Clemency Hearing has been scheduled for Wednesday, August 7th. Packets will be Due July 26, 2024. Additionally, Mr. Counts stated that for the month of June there were a total of 18 revocations, with 15 waiving their hearings and 3 receiving hearings.
 - D. Director’s Update** – Tom Bates, Executive Director, stated that he is looking for feedback from the Board regarding changes to investigative reports that would be helpful to them as the office integrates into the new ICON system.
- IV. Administrative Rules Update and Announcement of Upcoming Trainings – Kyle Counts**
Kyle Counts, General Counsel, informed the Board that Governor Kevin Stitt issued a declaration on June 21, 2024, in which the PPB Administrative Rule Changes were approved. Rule filings were submitted and accepted and will be published on August 1, with an effective date of September 11. Training is being developed for the August and September Board meetings that will cover the new rules. The August meeting training will cover the rule changes for Clemency Hearings, Pardons, and Parole. September will cover Commutation. These trainings will provide the Board, staff, and the public with information regarding the new rules. Through the rest of the year, Mr. Counts will continue working on policies and procedures and prepare for the next legislative session.
- V. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda**
No new business.
- VI. Adjournment of the Business Meeting**
The meeting was adjourned at 9:08 a.m.

Respectfully Submitted,



Kyle Counts
General Counsel

The minutes for the July 2024 Pardon and Parole Board Business Meeting were approved by a majority vote on the 5th day of August 2024.