



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, August 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: None

I. Call To Order – Edward Konieczny, Chairman

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:02 a.m. by Chairman Edward Konieczny on Monday, August 5, 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 August 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 July 2024 Business Meeting Minutes

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

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

The July Parole minutes were provided to the Board for review. Calvin Prince made a motion to approve the July Parole 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 one separation, Autumn Crawford, and no new hires.
 - B. Field Updates** – Leroy Long, Field Director, informed the Board that the field was closing the September docket, continuing training for field staff, and working out issues regarding programs.
 - C. Legal Updates** – Kyle Counts, General Counsel, explained to the Board that in the month of July there were 25 revocations, with 6 waiving their hearings and 19 receiving their hearings.
 - D. Director’s Update** – Tom Bates, Executive Director, informed the Board of plans for future trainings for the Board. He explained that Mr. Counts will provide training over the next three months over policies and procedures and impending legal updates.
- IV. Training – Administrative Rule Changes Part One, Kyle Counts, General Counsel**
- A. Introduction** - Kyle Counts, General Counsel, provided training to the Board and the public regarding the incoming Administrative Rule Changes. He explained that the effective date for these changes will be September 11, 2024. These changes apply to applications received on or after September 11, 2024. Applications received on or before September 10, 2024, are only subject to rules in place at the time of submission.
 - B. Chapter 1, Procedures of the Pardon and Parole Board** – The changes highlighted in Chapter 1 provide the Board with discretion in the meeting locations, as well as allowing for extra time allotment to speaking delegates if needed during the Board meetings.
 - C. Chapter 10, Clemency Hearings** – The changes to Clemency Procedures request that packets be provided in physical and electronic (PDF) format. This is a current practice in the agency, with the rule change allowing for notice to Attorneys who may not frequently participate in clemency proceedings.
 - D. Chapter 20, Pardon Procedures** – The changes to the Pardon rules provide clear eligibility requirements for Pardon applications and incorporates the transition into electronic submission and correspondence for pardon applications.
 - E. Chapter 25, Parole Procedures** – The rule changes for this chapter include a new Subchapter 13 for Revocation Procedures. These changes codify existing procedures for revocations that cover the hearings, summaries, recommendations, and certificates of revocation.
- V. Discussion and Possible Action on Policy 1002, Board Meeting Standards**
- Kyle Counts, General Counsel, provided the Board with a summary of Policy 1002, Board Meeting Standards. Robert Reavis made a motion to adopt Policy 1002, Board Meeting Standards, Calvin Prince seconded the motion. The Board carried the motion by a vote of 5-0.
- VI. Discussion and Possible Action on PPB Forms: ORA Request, Releases, EOA**
- The Board was provided with changes to PPB Forms: ORA Request, Releases, EOA. Robert Reavis made a motion to adopt the changes to the PPB Forms: ORA Request, Releases, and

EOA, Calvin Prince seconded. The Board carried the motion by a vote of 5-0.

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

No new business.

VIII. Adjournment of the Business Meeting

The meeting was adjourned at 9:34 a.m.

Respectfully Submitted,



Kyle Counts
General Counsel

The minutes for the August 2024 Pardon and Parole Board Business Meeting were approved by a majority vote on the 9th day of September 2024.