



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, September 9, 2024
9:00 a.m.

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

MEMBERS ABSENT: Edward Konieczny

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

GUESTS: None

I. Call To Order – Calvin Prince, Acting Chairman

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:00 a.m. by Acting Chairman Calvin Prince on Monday, September 9, 2024.

A. Roll Call

The members present were Calvin Prince, 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 September 5, 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 August 2024 Business Meeting Minutes

The August Business Meeting minutes were provided to the Board for review. Robert Reavis made a motion to approve the August Business Meeting minutes, Kevin Buchanan seconded. The Board carried the motion 4-0.

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

The August Parole minutes were provided to the Board for review. Robert Reavis made a motion to approve the August Parole minutes, Kevin Buchanan seconded. The Board carried the motion 4-0.

C. Discussion and Possible Action on Emmanuel Littlejohn Clemency Hearing Minutes

The Emmanuel Littlejohn Clemency Hearing Minutes were provided to the Board for

review. Robert Reavis made a motion to approve the Emmanuel Littlejohn Clemency Hearing Minutes, Kevin Buchanan seconded. The Board carried the motion 4-0.

- 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, informed that Board that following interviews, no candidate was found for the vacant Administrative Assistant position. Ms. Romero explained to the Board that both the Field and Administrative offices hold one (1) vacancy each.
 - B. Field Updates** – Leroy Long, Field Director, informed the Board that the Field Staff were completing the October Docket. Mr. Long also recognized Parole Investigators Dedric Johnson and Lisa Reading for 25 years and 40 years of state service, respectively.
 - C. Legal Updates** – Kyle Counts, General Counsel, shared that in the month of August there were a total of 11 revocations, with 8 waiving and 3 having their Executive Revocation hearings. He reminded the Board of incoming training for the day as well as the plan to convene in an Executive Session.
 - D. Director’s Update** – Tom Bates, Executive Director, congratulated Dedric Johnson, and Lisa Reading for their years of state service. Mr. Bates notified the Board that proposed meeting dates for 2025 would be sent with the October meeting materials by Ms. Romero, encouraging them to look into their future schedules.
- IV. Discussion and Possible Action to Convene in Executive Session – Kyle Counts, General Counsel**
- Pursuant to 25 O.S. § 307(B)(4), for the purpose of holding confidential communications between the Board and its attorneys regarding pending litigation: Thomas v. Kevin Stitt, et al., CIV-20-944D, Robert Reavis made a motion to convene in Executive Session, Kevin Buchanan seconded. The Board carried the motion 4-0.
- V. Discussion and Possible Action to Reconvene After Executive Session**
- Upon the return of the Board members and counsel, Robert Reavis made a motion to reconvene after Executive Session, Kevin Buchanan seconded. The Board carried the motion 4-0.
- VI. Discussion and Possible Action Regarding Pending Litigation Discussed in Executive Session**
- The Board did not have any discussion or possible action following the Executive Session.
- VII. Training on Administrative Rule Changes: Chapter 15 - Kyle Counts, General Counsel**
- Kyle Counts, General Counsel, provided the Board with training regarding the Administrative Rule Changes for Commutation Procedures going into effect September 11, 2024. Mr. Counts provided a review of the training presentation held at the August meeting. He highlighted the changes for general eligibility, falsified applications, and reapplication. The training included examples of how the rules apply to different sentences and circumstances, as well as procedure changes in the review of applications during both Administrative and Board reviews. Mr. Counts answered questions from the Board regarding his presentation.

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

No new business.

IX. Adjournment of the Business Meeting

The meeting was adjourned at 9:58 a.m.

Respectfully Submitted,



Kyle Counts
General Counsel

The minutes for the September 2024 Pardon and Parole Board Business Meeting were approved by a majority vote on the 7th day of October 2024.