



State of Oklahoma  
**PARDON AND PAROLE BOARD**

**PARDON AND PAROLE BOARD**  
**Business Meeting Minutes**

**Monday, October 7, 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, October 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 October 4, 2024, on the Pardon and Parole Board's website, [www.ok.gov/ppb](http://www.ok.gov/ppb). The meeting is in compliance with the Open Meeting Act.

**II. Approval of Minutes**

**A. Discussion and Possible Action on September 2024 Business Meeting Minutes**

The September Business Meeting minutes were provided to the Board for review. Calvin Prince made a motion to approve the September Business Meeting minutes, Robert Reavis seconded, and Edward Konieczny abstained. The Board carried the motion 4-0, with one abstention.

**B. Discussion and Possible Action on September 2024 Parole Meeting Minutes**

The September Parole minutes were provided to the Board for review. Calvin Prince made a motion to approve the September Parole minutes, Robert Reavis seconded, and Edward Konieczny abstained. The Board carried the motion 4-0, with one abstention.

**C. Discussion and Possible Action on September 9, 2024, Executive Session Minutes**

The September 9, 2024, Executive Session Minutes were provided to the Board for review. Calvin Prince made a motion to approve the Executive Session Minutes, Robert Reavis seconded, and Edward Konieczny abstained. The Board Carried the motion 4-0, with one abstention.

**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 the Board that 2 vacancies remain within the agency, one in the Administrative Office and one in the Field Office. Mrs. Romero stated that interviews were to be held soon.
- B. Field Updates** – Leroy Long, Field Director, informed the Board that the Field was completing the November docket. He recognized Parole Investigator Trace Briggs for 21 years of service. Mr. Long also provided the Board with updates coming to Investigative Reports and Update Memos that will assist the Board in selecting programs and stipulations for parolees. He also informed the Board of the new Investigative Districts and how they would be staffed.
- C. Legal Updates** – Kyle Counts, General Counsel, stated that in the month of September there were 13 revocations with 8 waiving, and 5 receiving their Executive Revocation Hearings. He informed the Board that the next Clemency Hearing would be taking place December 4, 2024, for inmate Kevin Underwood. He explained that notices had been sent out to the proper recipients. Since the new Administrative Rules were implemented, Mr. Counts stated that no major issues had been observed thus far. Finally, he informed the Board that the Policies and Procedures were still being completed, with an anticipated date for the Board to vote on these changes being February 2025.
- D. Director’s Update** – Tom Bates, Executive Director, informed the Board that the ICON Module is launching in mid-November, and that it will greatly change the daily workflow of PPB Staff. He reminded the Board that the 2025 Meeting Dates would be finalized at the December Board meeting, with reservation of the conference room coming shortly thereafter.

**IV. Training – Open Records Act and Open Meetings Act – Niki Batt, Deputy Attorney General**

Niki Batt, Deputy Attorney General, provided the Pardon and Parole Board with training regarding the Open Records Act and the Open Meeting Act. Ms. Batt provided the Board with much information regarding Open Records and Open Meetings. This training provided best practices for properly handling Open Records and Open Meetings, compliance to which is important to protect the best interests of the Public and the Board. Ms. Batt provided examples of different scenarios of how to accomplish compliance with these laws. Kyle Counts, General Counsel, provided a short addition to the training following Ms. Batt’s presentation along with printed handouts for the Board to reference in the future in case any questions are to come up.

**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 9:58 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 4th day of November 2024.