



State of Oklahoma  
**PARDON AND PAROLE BOARD**

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

**Monday, November 4, 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, November 4, 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 30, 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 October Business Meeting Minutes**

The October 2024 Business Meeting minutes were provided to the Board for review. Calvin Prince made a motion to approve the October Business Meeting minutes, Robert Reavis seconded. The motion was carried by a vote of 5-0

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

The October 2024 Parole minutes were provided to the Board for review. Calvin Prince made a motion to approve the October Parole minutes, Robert Reavis seconded. The motion was carried by a vote of 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, explained that interviews have been held for the Administrative Assistant position, with a second round occurring on November 7<sup>th</sup>. The one vacancy remains in the administrative office. She also informed the Board that the Field Office vacancy has been filled by John Jefferson, who will be starting on November 12<sup>th</sup>.
- B. Field Updates** – Leroy Long, Field Director, informed the Board that the new Parole Investigator, John Jefferson, will be completing docketing for Howard McLeod and Mack Alford Correctional Centers. This hiring brings the Field office to being fully staffed. He informed the Board that he is still waiting on their new computers to arrive, hopefully in time for the December meeting. He introduced Dedric Johnson, Administrative Parole Investigator, who will provide the Board with their training session.
- C. Legal Updates** – Kyle Counts, General Counsel, shared with the Board that in the month of October there were a total of 12 revocations with 8 waiving, and 4 receiving their Executive Revocation Hearings. He also reminded the Board of the upcoming clemency hearing taking place December 4<sup>th</sup>. He informed the Board that their clemency packets should be provided by November 15<sup>th</sup>.
- D. Director’s Update** – Tom Bates, Executive Director, explained to the Board that the ICON transition is coming soon, and that he and staff are working through challenges to ensure a smooth transition. He thanked Dedric Johnson for providing training to the Board.

**IV. Discussion and Possible Action on the 2025 Regular Meeting Schedule**

The 2025 Regular Meeting Schedule was provided to the Board for review. Calvin Prince made a motion to approve the 2025 Regular Meeting Schedule, and Robert Reavis seconded. The motion was carried by a vote of 5-0.

**V. Training – Parole Docketing, Dedric Johnson, Administrative Parole Investigator**

Dedric Johnson, Administrative Parole Investigator in the Field Office, provided the Board Members with training regarding the docketing process. He explained that docketing is a core function of the Pardon and Parole Board. Parole eligibility is dictated by statute, and the field staff calculates and schedules inmates’ initial parole hearings. Mr. Johnson explained the eligibility requirements to the Board, as well as some reasons why an inmate may not be provided with a parole eligibility date. He walked through different scenarios with the Board Members to ensure they understood and provided them with a handbook to reference in the future. The Board did not have any questions for Mr. Johnson.

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

No new business.

**VII. Adjournment of the Business Meeting**

The meeting was adjourned at 9:44 a.m.

Respectfully Submitted,



Kyle Counts  
General Counsel

The minutes for the November 2024 Pardon and Parole Board Business Meeting were approved by a majority vote on the 13th day of January, 2025.