



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Special Meeting Minutes

Friday, December 13, 2024
9:00 a.m.

MEMBERS PRESENT: Robert Reavis, Richard Miller, Susan Stava

MEMBERS ABSENT: Kevin Buchanan

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

GUESTS: Assistant Attorneys General Aspen Layman, Sheri Johnson, and Jennifer Crabb

Assistant Federal Public Defenders Brendan Van Winkle and Emma Rolls

Lori Pate and Curtis Bolin

- I. **Call to Order – Acting Chairman Richard Miller** – On Friday, December 13, 2024, Acting Chairman Richard Miller called the special meeting of the Pardon and Parole Board (PPB) to order at 9:00 a.m.
 - A. **Roll Call** - The members in attendance were Richard Miller, Robert Reavis, and Susan Stava.
 - 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 more than forty-eight (48) hours in advance at 8:02 AM on December 11, 2024. 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 December 12, 2024, on the Pardon and Parole Board's website, www.ok.gov/ppb. The meeting is in compliance with the Open Meeting Act.
- II. **Action Item: Clemency Hearing for Kevin Underwood DOC #576482 (Kevin Underwood will make a personal appearance via video conference)**

Chairman Miller explained that the purpose of the day's meeting was to hold a clemency hearing for **Kevin Underwood, DOC # 576482**

Chairman Miller briefly went over the order of events for the hearing.

Brendan Van Winkle, legal counsel for Kevin Underwood, as well as Emma Rolls, presented on behalf of Mr. Underwood for 40 minutes. The Board did not have any questions following the presentation.

Assistant Attorneys General Aspen Layman, Sheri Johnson, and Jennifer Crabb made a 40-minute presentation to the Board in opposition of clemency for Mr. Underwood. The Board did not have any questions following the presentation.

The meeting recessed at 10:23 AM and reconvened at 10:48 AM.

After the recess, Lori Pate and Curtis Bolin presented to the Board for 20 minutes as a representative for the victim, Jamie Bolin, in opposition of clemency for Mr. Underwood. Mr. Bolin appeared to the Board by Zoom.

Kevin Underwood elected to appear by Zoom to address the Board members for 20 minutes. The Board did not have any questions following Mr. Underwood's statements.

The meeting recessed at 10:57 A.M and reconvened at 11:06 A.M.

Chairman Miller called for a vote on clemency for Kevin Underwood, and the vote was 0-3 on the question of clemency.

The final action of the Board was to deny clemency for Kevin Underwood.

III. Adjournment – Acting Chairman Richard Miller

The Clemency Hearing was adjourned at 11:07 A.M. on **December 13, 2024**.

Respectfully Submitted,



Kyle Counts
General Counsel

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