



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, May 6, 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: Clint Castleberry

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, May 6, 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 May 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 April 2024 Business Meeting Minutes

The April business meeting minutes were provided to the Board for review. Robert Reavis made a motion to approve the April business meeting minutes, Calvin Prince seconded. The Board carried the motion 5-0.

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

The April Parole minutes were provided to the Board for review. Calvin Prince made a motion to approve the April Parole meeting minutes, Robert Reavis seconded. The Board carried the motion 5-0.

C. Discussion and Possible Action on Michael DeWayne Smith Clemency Hearing

Minutes

The Michael DeWayne Smith Clemency Hearing minutes were provided to the Board for review. Calvin Prince made a motion to approve the Clemency Hearing 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 new hire, Robert Williams, filling the vacant Parole Investigator position. Ms. Romero had no separations to report.
- B. Field Updates** – Leroy Long, Field Director, informed the board that the June docket had been completed, and that the July docket is underway. He also explained that the hiring of the new Parole Investigator for the Dick Conner Correctional Center has brought the field to full staff. He also made mention that there would be updates to the parole investigative reports that will make clear the difference between programs assessed or not assessed by the Department of Corrections.
- C. Legal Updates** – Kyle Counts, General Counsel, explained to the Board that in April there were 15 revocations, with 3 receiving hearings, and 12 waiving. He also let the Board know he is still waiting on an update regarding approval of the new Administrative Rules.
- D. Director’s Update** – Tom Bates, Executive Director, echoed that the field is fully staffed. He informed the Board of the upcoming meeting with the Department of Corrections regarding the implementation of the ICON module for the Pardon and Parole Board. He gave thanks to Clint Castleberry, who provided training.

IV. Training and Presentation on Inmate Programming – Clint Castleberry, Chief Administrator of Classification and Programs at the Department of Corrections

Clint Castleberry of the Department of Corrections provided the Board with training around DOC’s inmate programming. He explained that there are 5 main categories of programs: Education, Cognitive Behavior, Vocational, Substance Abuse, and Re-entry. He explained to the board the process of being assessed in each of these categories upon entry into the Department of Corrections. He shared with the Board the array of programs offered across the categories corresponding to varying need and risk levels of individual inmates. The Board asked questions of Mr. Castleberry to gain knowledge of how to properly recommend programs as stipulations of parole. Mr. Castleberry answered with practical solutions to common questions and confusion regarding time frames, language, and eligibility of inmates in certain programs. The Board went through scenarios with Mr. Castleberry, ensuring they understood how to apply the information given to them when making recommendations for parole.

V. Discussion and Possible Action on Policy 112 – Travel

Kyle Counts, General Counsel, brought to the Board a proposed amendment to Policy 112 – Travel Policy. This change would reflect reimbursement for travel one (1) calendar day

before and after the event requiring travel. Mr. Counts requested a motion to approve the amendment. Robert Reavis made motion to approve the amendment, and Calvin Prince seconded. The Board carried the motion with a vote of 5-0.

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 10:21 a.m.

Respectfully Submitted,



Kyle Counts
General Counsel

The minutes for the May 2024 Pardon and Parole Board Business Meeting were approved by a majority vote on the 3rd day of June 2024.