



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, January 13, 2025
9:00 a.m.

MEMBERS PRESENT: Robert Reavis, Kevin Buchanan, Richard Miller, Susan Stava, Sean Malloy

MEMBERS ABSENT: None

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

GUESTS: None

I. Call To Order – Richard Miller, Acting Chairperson

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:00 a.m. by Acting Chairperson Richard Miller on Monday, January 13, 2025.

A. Roll Call

The members present were Robert Reavis, Kevin Buchanan, Richard Miller, Susan Stava, and Sean Malloy.

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 12, 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 January 8, 2025, 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 November 2024 Business Meeting Minutes

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

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

The November 2024 Parole minutes were provided to the Board for review. Kevin Buchanan made a motion to approve the November Parole minutes, Robert Reavis seconded. The motion was carried by a vote of 5-0

C. Discussion and Possible Action on December 13, 2024, Special Meeting Minutes

The December 13, 2024, Special Meeting Minutes were provided to the Board for Review. Robert Reavis made a motion to approve December 13, 2024, Special Meeting Minutes, Kevin Buchanan seconded. The motion was carried by a vote of 4-0, with Kevin Buchanan having abstained.

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, had no new hires or separations to report.
- B. Field Updates** – Leroy Long, Field Director, reported that PPB Staff are still undergoing the transition to the ICON Module. He informed the Board that with this transition to ICON, the February Board Meeting materials will be in the new format generated by ICON, and Board Member training will be provided.
- C. Legal Updates** – Kyle Counts, General Counsel, reported that in the month of November 2024, there were 9 revocations, with 5 waiving and 4 receiving their hearings. Mr. Counts reported that in the month of December 2024, there were 14 revocations, with 10 waiving and 4 receiving their hearings. He informed the Board that the next Clemency Hearing is set for February 5, 2025, for inmate Wendell Grissom. Mr. Counts reported to the Board that they will receive legislative updates during the February 2025 Business Meeting regarding incoming legislation that could directly impact the Pardon and Parole Board. Finally, he explained that proposed changes to PPB Policies and Procedures will be dispersed to the Board and ready for discussion at the February 2025 meeting.
- D. Director’s Update** – Tom Bates, Executive Director, reported to the Board that the first budget meeting would be taking place at the House of Representatives on January 14, 2025. Mr. Bates also took a moment to share his gratitude toward all the PPB Staff for their hard work and professionalism in response to the challenges faced by the agency at the end of 2024.

IV. Discussion and Possible Action on Election of Chairperson

The Board discussed the annual election for the Chairperson of the Pardon and Parole Board. Robert Reavis made a motion to elect Richard Miller as Chairperson, and Kevin Buchanan seconded. The motion to approve the election of Richard Miller as Chairperson was carried by a vote of 5-0.

V. Discussion and Possible Action of Election of Vice-Chairperson

The Board discussed the annual election for the Vice-Chairperson of the Pardon and Parole Board. Kevin Buchanan made a motion to elect Robert Reavis as Vice Chairperson, and Susan Stava seconded. The motion to approve the election of Robert Reavis as Vice Chairperson was carried by 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 business meeting was adjourned at 9:09 a.m.

Respectfully Submitted,



Kyle Counts
General Counsel

The minutes for the January 2025 Pardon and Parole Board Business Meeting were approved by a majority vote on the 3rd day of February 2025.