



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, February 3, 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, Leroy Long, Kyle Counts

GUESTS: Sue Hinton

I. Call To Order – Richard Miller, Chairman

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:00 a.m. by Chairman Richard Miller on Monday, February 3, 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 30, 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 January 2025 Business Meeting Minutes

The January 2025 Business Meeting minutes were provided to the Board for review. Robert Reavis made a motion to approve the January Business Meeting minutes, Kevin Buchanan seconded. The motion was carried by a vote of 5-0

B. Discussion and Possible Action on January 2025 Parole Meeting Minutes

The January 2025 Parole minutes were provided to the Board for review. Robert Reavis made a motion to approve the January Parole minutes, Kevin Buchanan 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, had no new hires or separations to report.
 - B. Field Updates** – Leroy Long, Field Director, did not have any updates to provide to the Board.
 - C. Legal Updates** – Kyle Counts, General Counsel, reported to the Board that in the month of January there were seven revocations, with all waiving their Executive Revocation hearings. He informed the Board that a legislative update would be provided at the March 2025 Business Meeting. He thanked Andrea Merten for her assistance in preparing the proposed policy and procedure changes that were to be presented to the Board.
 - D. Director’s Update** – Tom Bates, Executive Director, reported to the Board that the PPB Staff are still working through the transition to the ICON Module. He informed the Board that budget meetings had taken place with both chambers of the legislature. Mr. Bates stated that the PPB’s request for a flat budget seemed to be well received.
- IV. Guest Speaker – Sue Hinton**
Retired Oklahoma City Community College Professor, Sue Hinton, spoke to the Board about the Parole Board’s processes from her own perspective after attending the monthly Board Meetings for upwards of five (5) years. Ms. Hinton expressed the importance of “faces vs. files,” and provided the Board with voting numbers that she has been recording and compiling over the years. Ms. Hinton discussed her findings with the Board and answered the questions that followed.
- V. Discussion and Possible Action on Chapter 1 of PPB Policies and Procedures, “Board and Board Meetings” – Andrea Merten**
Andrea Merten provided a presentation to the Board regarding changes to Chapter 1 of PPB Policies and Procedures. She explained the procedures and highlighted changes to existing policies in accordance with the Open Meeting Act. Robert Reavis made a motion to approve the changes to Chapter 1 of PPB Policies and Procedures, Kevin Buchanan seconded. The motion was carried by a vote of 5-0.
- VI. Discussion and Possible Action on Chapter 2 of PPB Policies and Procedures, “Pardons” – Andrea Merten**
Andrea Merten provided a presentation to the Board regarding changes to Chapter 2 of PPB Policies and Procedures. She explained the procedures and highlighted changes to existing policies in accordance with the Open Meeting Act. Kevin Buchanan made a motion to approve the changes to Chapter 2 of PPB Policies and Procedures, Robert Reavis seconded. The motion was carried by a vote of 5-0.

VII. Discussion and Possible Action on Chapter 4 of PPB Policies and Procedures, “Commutations” – Kyle Counts

Kyle Counts, General Counsel, provided a presentation to the Board regarding changes to Chapter 4 of PPB Policies and Procedures. He informed the Board that Chapter 3 would be discussed at the March Business Meeting due to the amount of information to be shared. He explained the procedures and highlighted changes to existing policies in accordance with the Open Meeting Act. Susan Stava made a motion to approve the changes to Chapter 4 of PPB Policies and Procedures, Kevin Buchanan seconded. The motion was carried by a vote of 5-0.

VIII. Discussion and Possible Action on Chapter 5 of PPB Policies and Procedures, “Capital Clemency” – Kyle Counts

Mr. Counts provided a presentation to the Board regarding changes to Chapter 5 of PPB Policies and Procedures. He explained the procedures and highlighted changes to existing policies in accordance with the Open Meeting Act. Robert Reavis made a motion to approve the changes to Chapter 5 of PPB Policies and Procedures, Kevin Buchanan seconded. The motion was carried by a vote of 5-0.

IX. Discussion and Possible Action on Chapter 6 of PPB Policies and Procedures, “Administrative” – Kyle Counts

Mr. Counts provided a presentation to the Board regarding changes to Chapter 6 of PPB Policies and Procedures. He explained the procedures and highlighted changes to existing policies in accordance with the Open Meeting Act. Kevin Buchanan made a motion to approve the changes to Chapter 6 of PPB Policies and Procedures, Robert Reavis seconded. The motion was carried by a vote of 5-0.

Mr. Counts informed the Board that the changes to the PPB Policies and Procedures will be implemented on February 5, 2025.

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

No new business.

XI. Adjournment of the Business Meeting

The meeting was adjourned at 10:04 a.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kyle Counts", written over a horizontal line.

Kyle Counts
General Counsel

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