



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, July 7, 2025
9:00 a.m.

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

MEMBERS ABSENT: None

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

GUESTS: Molly West

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, July 7, 2025.

A. Roll Call

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

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 July 2, 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 June 2025 Business Meeting Minutes

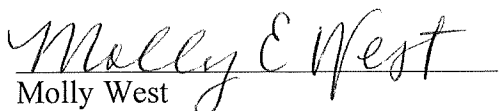
The June 2025 Business Meeting minutes were provided to the Board for review. Kevin Buchanan made a motion to approve the June Business Meeting minutes, Robert Reavis seconded. The motion was carried by a vote of 5-0.

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

The June 2025 Parole minutes were provided to the Board for review. Kevin Buchanan made a motion to approve the June 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, had no personnel updates to report.
 - B. Field Updates** – Leroy Long, Field Director, informed the Board that Field Staff were in the process of completing the August docket. He also informed the Board of one resignation, leaving a Parole Investigator position open, the application for which will close on July 20. He asked for and received feedback from the Board regarding recent docket improvements.
 - C. Legal Updates** – Kyle Counts, General Counsel, reported that in the month of June there were a total of 21 revocations, with 13 waiving and 8 receiving their hearings. Additionally, he informed the Board that there will be incoming changes to the Administrative Rules in accordance with the Board’s new task of deciding on non-violent revocations.
 - D. Executive Updates** – Tom Bates, Executive Director gave thanks to PPB Staff for all of the help working through the changes made by the ICON system and introduced Mrs. Molly West for the presentation portion of the Business Meeting.
- IV. Presentation: ICON Improvements to Parole Processing and Certificates of Parole – Molly West, Executive Administrative Assistant**
- Mrs. Molly West of the PPB Administrative Staff gave a presentation to the Board explaining improvements to the process of parole certificates. With the new ICON system, the creation, distribution, and processing of parole certificates has been cut in half and has allowed for smoother transitions for inmates being released from DOC.
- V. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda**
- VI. Adjournment of the Business Meeting**
- The meeting was adjourned at 9:20 a.m.

Respectfully Submitted,


Molly West
Executive Assistant

The minutes for the July 2025 Pardon and Parole Board Business Meeting were approved by a majority vote on the 11th day of August 2025.