



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, August 11, 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: None

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, August 11, 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 August 6, 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 July 2025 Business Meeting Minutes

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

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

The July 2025 Parole minutes were provided to the Board for review. Robert Reavis made a motion to approve the July 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 personnel updates to report.
 - B. Field Updates** – Leroy Long, Field Director, informed the Board that Field Staff were in the process of completing the September docket. He informed the Board of upcoming medical paroles, special reviews, and ICE special reviews. Leroy also stated that he had interviews scheduled in the upcoming days for the Parole Investigator vacancy,
 - C. Legal Updates** – Kyle Counts, General Counsel, reported that in the month of July there were a total of 21 revocations, with 15 waiving and 6 receiving their hearings.
 - D. Executive Updates** – Tom Bates, Executive Director acknowledged the upcoming retirement of a long-time employee and how it will impact the Field Staff working under Leroy Long. He also informed the Board of ongoing interim studies taking place in the legislature that would affect the Pardon and Parole Board.
- IV. Discussion and Possible Action to Approve the 2026 Regular Meeting Schedule – Melinda Romero**
- The 2026 Regular Meeting Schedule was provided to the Board for review. Kevin Buchanan made a motion to approve the 2026 Regular Meeting Schedule, Robert Reavis seconded. The motion was carried by a vote of 5-0.
- V. Discussion and Possible Action to adopt the draft Emergency Rules and Rule Impact Statement amending OAC 515:25-13 to comply with pending changes to 57 O.S. § 516, pursuant to rulemaking authority under 75 O.S. § 253(A)(1)(c) – Kyle Counts**
- The Board was Provided with the proposed rule changes which would adopt the draft Emergency Rules and Rule Impact statement. These rule changes contain changes to revocations which were recently amended in 57 O.S. § 516. The rule changes will be adopted next year in the permanent rulemaking process. Kevin Buchanan made a motion to approve the changes, Robert Reavis seconded. The motion 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**
- VII. Adjournment of the Business Meeting**
- The meeting was adjourned at 9:09 a.m.

Respectfully Submitted,


Molly West
Executive Assistant

The minutes for the August 2025 Pardon and Parole Board Business Meeting were approved by a majority vote on the 8th day of September 2025.