



State of Oklahoma  
**PARDON AND PAROLE BOARD**

**PARDON AND PAROLE BOARD**  
**Business Meeting Minutes**

**Monday, October 6, 2025**  
**9:00 a.m.**

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

**MEMBERS ABSENT:** Susan Stava

**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, October 6, 2025.

**A. Roll Call**

The members present were Richard Miller, 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 October 2, 2025, on the Pardon and Parole Board's website, [www.ok.gov/ppb](http://www.ok.gov/ppb). The meeting is in compliance with the Open Meeting Act.

**II. Approval of Minutes**

**A. Discussion and Possible Action on September 2025 Business Meeting Minutes**

The September 2025 Business Meeting minutes were provided to the Board for review. Robert Reavis made a motion to approve the September Business Meeting minutes, Kevin Buchanan seconded. The motion was carried by a vote of 4-0.

**B. Discussion and Possible Action on September 2025 Parole Meeting Minutes**

The September 2025 Parole minutes were provided to the Board for review. Robert Reavis made a motion to approve the September Parole minutes, Kevin Buchanan seconded. The motion was carried by a vote of 4-0.

- III. Agency Updates –Tom Bates, Executive Director, Melinda Romero, Deputy Director, Leroy Long, Field Director, and Kyle Counts, General Counsel**
- A. Personnel Updates** – Deputy Director Melinda Romero had one separation to report – Nathan Smith, Parole Investigator assigned to AGCC.
  - B. Field Updates** – Field Director Leroy Long informed the Board that the recent investigator had resigned, but that he was working to fill the role as quickly as possible. He stated that the field staff were finishing the November docket and that there would be changes coming to investigative reports. He stated he is in the process of docketing these changes to reports in order to provide the Board with the most accurate information possible prior to each parole meeting.
  - C. Legal Updates** – General Counsel Kyle Counts informed the Board that in the month of September there were 17 revocations with 4 receiving and 13 waiving their Executive Revocation Hearings. He also informed the Board that the training initially scheduled for the October Business Meeting would be pushed to November. Finally, Mr. Counts announced that the Clemency Hearing for Tremaine Wood is scheduled for November 5, 2025. Packets for said hearing are due October 22, 2025, and the Board would receive both PDF and hard copies of those packets.
  - D. Executive Updates** – Executive Director Tom Bates had no updates to report.
- IV. Discussion and Possible Action on to Convene in Executive Session, pursuant to 25 O.S. § 307(B)(1), for the purpose of holding confidential discussions regarding “the employment, hiring, appointment, promotion, demotion, disciplining, or resignation” of the Executive Director – Richard Miller.**
- Sean Malloy made a motion for the Board to Convene in Executive Session, Robert Reavis Seconded. The motion was carried by a vote of 4-0. The Board exited the main meeting room to convene.
- V. Discussion and Possible Action to Reconvene in Open Session – Richard Miller**
- The Board returned to the Open Meeting Room to Reconvene in an Open Session following the Executive Session. Kevin Buchanan made a motion to reconvene, Robert Reavis seconded. The motion was carried by a vote of 4-0.
- VI. Discussion and Possible Action Regarding Matters Discussed in Executive Session – Richard Miller**
- Chairman Richard Miller stated that possible action on the matters discussed in the Executive Session would be tabled to the November Business meeting. No action was taken at this time.
- VII. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda**
- No new business.

**VIII. Adjournment of the Business Meeting**

The meeting was adjourned at 9:39 a.m.

Respectfully Submitted,



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Molly West  
Executive Assistant

The minutes for the October 2025 Pardon and Parole Board Business Meeting were approved by a majority vote on the 3<sup>rd</sup> day of November 2025.