



State of Oklahoma  
**PARDON AND PAROLE BOARD**

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

**Monday, November 3, 2025**  
**9:00 a.m.**

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

**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, November 3, 2025.

**A. Roll Call**

The members present were Richard Miller, Keivn Buchanan, Sean Malloy, Susan Stava, 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 30, 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 October 2025 Business Meeting Minutes**

The October 2025 Business Meeting minutes were provided to the Board for review. Robert Reavis made a motion to approve the October Business Meeting minutes, Kevin Buchanan seconded, and Susan Stava abstained. The motion was carried by a vote of 4-1.

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

The October 2025 Parole minutes were provided to the Board for review. Kevin Buchanan made a motion to approve the October Parole minutes, Robert Reavis seconded, and Susan Stava abstained. The motion was carried by a vote of 4-1.

**C. Discussion and Possible Action on October 2025 Executive Session Meeting Minutes**

The October 2025 Executive Session minutes were provided to the Board for review. Kevin Buchanan made a motion to approve the October Executive Session minutes, Robert Reavis seconded, and Susan Stava abstained. The motion was carried by a vote of 4-1.

**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** – Ms. Romero had one separation to report: Parole Investigator Morgan Glidewell. She stated the posting for this position would be made by the end of the week.
- B. Field Updates, Leroy Long** – Mr. Long informed the Board that field staff were finishing the December docket. He also stated that interviews would be taking place the following Friday for a field vacancy. He informed the Board of changes coming for stipulations – offenders need to be a minimum of 1 year from their discharge date to participate in SAT.
- C. Legal Updates, Kyle Counts** – Mr. Counts shared that in the month of October, there were 14 revocations with 10 waiving and 4 receiving their Executive Revocation hearings.
- D. Executive Updates, Tom Bates**- Mr. Bates had no updates for the Board.

**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.**

Kevin Buchanan made a motion for the Board to Convene in Executive Session, Sean Malloy seconded. The motion was carried by a vote of 5-0. 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, Sean Malloy seconded. The motion was carried by a vote of 5-0.

**VI. Discussion and Possible Action Regarding Matters Discussed in Executive Session – Richard Miller**

In its Executive Session, the Board discussed hiring Kyle Counts as Executive Director of the Pardon and Parole Board effective December 1, 2025. Kevin Buchanan made a motion to approve the matters discussed in the Executive Session, Robert Reavis seconded. The motion was carried by a vote of 5-0.

**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 9:23 a.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Molly West". The signature is written in black ink and is positioned above a horizontal line.

Molly West  
Executive Assistant

The minutes for the November 2025 Pardon and Parole Board Business Meeting were approved by a majority vote on the 8<sup>th</sup> day of December 2025.