



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, December 8, 2025
9:00 a.m.

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

MEMBERS ABSENT: None

STAFF: Kyle Counts, Melinda Romero, Leroy Long

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, December 8, 2025.

A. Roll Call

The members present were Richard Miller, Keivn 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 December 4, 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 November 2025 Business Meeting Minutes

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

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

The November 2025 Parole minutes were provided to the Board for review. Robert Reavis made a motion to approve the November Parole minutes, seconded. The motion was carried by a vote of 5-0.

C. Discussion and Possible Action on November 2025 Executive Session Minutes

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

III. Agency Updates –Kyle Counts, Executive Director, Melinda Romero, Deputy Director, Leroy Long, Field Director

- A. Personnel Updates, Melinda Romero** – Ms. Romero reported two vacancies in the agency. Interviews would be held soon for the Eddie Warrior CC Parole Investigator position. Interviews for the open General Counsel position were scheduled for December 9th.
- B. Field Updates, Leroy Long** – Mr. Long informed the Board that field staff were completing the January docket and working on the February docket. He informed the Board that through 2025, the Board had reviewed 3,496 Parole reports, 3 Clemency reports, and 86 Pardon reports. Finally, he stated that the open Allen Gamble CC Parole Investigator position had been filled.
- C. Executive Updates, Kyle Counts** – Mr. Counts informed the Board that the next Clemency Hearing was scheduled for Tuesday, January 13th, 2026 with packets being due December 19th, 2025. Note: The Clemency hearing was later rescheduled to Wednesday, January 14th, 2026.

IV. Discussion and Possible Action on Resolution of Appreciation for Mr. Tom Bates

The Board was provided with the Resolution of Appreciation for Tom Bates, former Executive Director:

Whereas, Tom Bates, was appointed by the Pardon and Parole Board to serve as Executive Director in September 2020, and during his tenure oversaw the clearing of a backlog of thousands of commutations, the streamlining and modernization of all the agency's processes--including the introduction of online applications for pardons, transitioning to a new internal case management system, and the updating of the Board's administrative rules and policies & procedures. In sum, Mr. Bates lead the Board as it considered over 30,000 cases for relief, to include the twenty clemency hearings that have been held since the resumption of executions in 2021.

Be it resolved, that the Oklahoma Pardon and Parole Board does hereby extend its sincerest appreciation to Tom Bates, commends him for his service, and wishes him good fortune in all his future endeavors.

Robert Reavis made a motion to approve the Resolution of Appreciation for Mr. Bates, Kevin Buchanan seconded. The Resolution of Appreciation was carried by a vote of 5-0.


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

No new business.

VI. Adjournment of the Business Meeting

The meeting was adjourned at 9:16 a.m.

Respectfully Submitted,



Molly West
Executive Assistant

The minutes for the December 2025 Pardon and Parole Board Business Meeting were approved by a majority vote on the 12th day of January 2026.