



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, January 12, 2026
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, Alejandra Brigida

GUESTS: None

I. Call To Order – Richard Miller, Chairman

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:01 a.m. by Chairman Richard Miller on Monday, January 12, 2026.

A. Roll Call

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

B. Assurance of Compliance with Open Meeting Act

General Counsel Alejandra Brigida 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 September 24, 2025. 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 January 7, 2026, 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 December 2025 Business Meeting Minutes

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

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

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

C. Discussion and Possible Action on November 2025 Clemency Hearing Minutes

The November 2025 Clemency Hearing minutes were provided to the Board for review. Robert Reavis made a motion to approve the November 2025 Clemency Hearing minutes, Kevin Buchanan 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, Alejandra Brigida, General Counsel

- A. Personnel Updates, Melinda Romero** – Ms. Romero informed the Board that the Pardon and Parole Board became fully staffed with the new hiring of General Counsel, Ms. Alejandra Brigida.
- B. Field Updates, Leroy Long** – Mr. Long informed the Board that the field staff had completed the February 2026 docket, moving forward to complete the March docket.
- C. Legal Updates, Alejandra Brigida** – Ms. Brigida had no legal updates.
- D. Executive Updates, Kyle Counts** – Mr. Counts reminded the Board of the Chair and Vice Chairperson elections taking place during the Board meeting. He also informed the Board that the Pardon and Parole Board’s Budget Meeting would be taking place the day following the Business Meeting.

IV. Discussion and Possible Action on Election for Chairperson

The Board discussed the annual election for the Chairperson of the Pardon and Parole Board. Richard Miller made a motion to elect Robert Reavis as Chairperson, and Kevin Buchanan seconded. The motion to approve the election of Robert Reavis as Chairperson was carried by a vote of 5-0.

V. Discussion and Possible Action on Election for Vice-Chairperson

The Board discussed the annual election for the Chairperson of the Pardon and Parole Board. Richard Miller made a motion to elect Kevin Buchanan as Chairperson, Robert Reavis seconded, and Kevin Buchanan abstained. The motion to approve the election of Kevin Buchanan as Vice Chairperson was carried by a vote of 4-1

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

No new business.

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 January 2026 Pardon and Parole Board Business Meeting were approved by a majority vote on the 9th day of February 2026.