



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, March 3, 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:** Morgan Hale, Stephanie Horten, Madison Boone, Brianna Blackburn, Emma Wiseboro, Connor Doyle

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, March 3, 2025.

A. Roll Call

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

B. Assurance of Compliance with Open Meeting Act

General Counsel Kyle Counts provided assurance of compliance with the Open Meeting Act. The regular 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 February 27, 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 February 2025 Business Meeting Minutes

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

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

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

C. Discussion and Possible Action on Wendell Grissom Clemency Hearing Minutes

The Wendell Grissom Clemency Hearing Minutes were provided to the Board for review. Kevin Buchanan made a motion to approve the Wendell Grissom Clemency Hearing Minutes, Robert Reavis 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 new hires or separations to report.
- B. Field Updates** – Leroy Long, Field Director, informed the Board that the April docket was close to completion. He explained that he has been working with DOC to make changes to ICON, specifically regarding the hearing dockets. The changes would bring clarity to the publicly posted dockets. He stated that next month’s training would be provided by Stephanie Adams with DOC Administrative Programs.
- C. Legal Updates** – Kyle Counts, informed the Board that in the month of February there were 17 total revocations with 11 waiving, and 6 receiving their Executive Revocation Hearings. He introduced PPB legal intern Paige Chandler. He stated that there were currently no updates to pending litigation but will be providing legislative updates later in the business meeting.
- D. Director’s Update** – Tom Bates, Executive Director, discussed with the Board the goal to bring Pre-Pardon Investigations back ‘in-house’ to the Pardon and Parole Board. The Pre-Pardon Investigations are currently being completed by DOC Probation and Parole staff. He stated that while there is a good working relationship there, the desire is to take the workload off DOC and have PPB Field Staff complete them.

IV. Discussion and Possible Action on Operation Guardian

The language in the following motion comports with the cited authority’s requirement to hold a preliminary vote before considering such persons:

“Pursuant to the Pardon and Parole Board’s authority under Title 57, Section 332.7(M), I move that any person identified through Operation Guardian who:

- Is received and processed into Department of Corrections Custody,
- Not a U.S. Citizen,
- Convicted of a non-violent offense,
- And subject to a final order of deportation from the U.S.,

Is to be considered for parole to the custody of Immigration and Customs Enforcement for continuation of deportation proceedings on the next available docket.”

Sean Malloy made a motion to approve the motion, and Susan Stava seconded. The motion was carried by a vote of 4-1.

V. Legislative Update – Kyle Counts

Kyle Counts, General Counsel, provided a legislative update to the Board, covering the following bills. SB76 – covers revocations, authorizing the Board to be the authority to revoke non-violent offenders paroled by the Board. SB78 – revises language to the 1st Degree Burglary statute. HB1968 raises salaries for Board members, would make Board members full-time employees, and would allow for the appointment of 5 alternate Board members. HB1074 – authorizes non-violent offenders to apply for commutation every 2 years rather than the current 3 years. HB1860 – Alters the clemency hearing process to protect against the release of crime scene and autopsy photos through the Open Records Act and display during hearings. HB1242 – establishes eligibility for sex offenders to receive hormonal treatment prior to release from the Department of Corrections.

VI. Discussion and Possible Action on Motion to Amend Policy 1002, Board Meeting Standards

The revised Policy 1002, Board Meeting Standards, was provided to the Board for review. Robert Reavis made a motion to approve the amendments, and Susan Stava seconded. The motion was carried by a vote of 5-0.

VII. Discussion and Possible Action on Motion to amend Policy 2006, Pre-Pardon Investigations

The revised Policy 2006, Pre-Pardon Investigations, was provided to the Board for review. Robert Reavis made a motion to approve the amendments, and Kevin Buchanan seconded. The motion was carried by a vote of 5-0.

VIII. Discussion and Possible Action on Motion to amend Policy 4003, Commutation Correspondence and Records

The revised Policy 4003, Commutation Correspondence and Records, was provided to the Board for review. Robert Reavis made a motion to approve the amendments, and Kevin Buchanan seconded. The motion was carried by a vote of 5-0.

IX. Discussion and Possible Action on Motion to Approve and Adopt Chapter 3 of the Pardon and Parole Board Policies and Procedures

Chapter 3 of the Pardon and Parole Board’s Policies and Procedures was provided to the Board for review. Robert Reavis made a motion to approve and adopt Chapter 3, and Kevin Buchanan seconded. The motion was carried by a vote of 5-0.

X. Training – Project Commutation


Members of the Tulsa-based legal advocacy organization, Project Commutation, provided a training presentation to the Board covering the expanse of resources that their organization provides. Project Commutation explained the re-entry resources, legal assistance, and advocacy work that they complete for their clients through a network of partnerships around the state.

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

No new business was discussed.

XII. Adjournment of the Business Meeting
The meeting was adjourned at 10:10 a.m.

Respectfully Submitted,



Kyle Counts
General Counsel

The minutes for the March 2025 Pardon and Parole Board Business Meeting were approved by a majority vote on the 7th day of April 2025.