



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, April 7, 2025
9:00 a.m.

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

MEMBERS ABSENT: Kevin Buchanan (Excused)

STAFF: Tom Bates, Melinda Romero, Leroy Long, Kyle Counts

GUESTS:

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, April 7, 2025.

A. Roll Call

The members present were Richard Miller, Susan Stava, 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 April 2, 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 March 2025 Business Meeting Minutes

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

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

The March 2025 Parole minutes were provided to the Board for review. Robert Reavis made a motion to approve the March Parole minutes, Sean Malloy 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** – Melinda Romero, Deputy Director, had no new hires or separations to report.
- B. Field Updates** – Leroy Long, Field Director, informed the Board that the field staff are one day away from completing the May 2025 docket. He reminded the Board that he is still working to improve the way inmate programs are added to investigative reports.
- C. Legal Updates** – Kyle Counts, stated that in the Month of March there were 16 total revocations with 4 receiving and 12 waiving their Executive Revocation Hearings. He also informed the Board that he is continuing to monitor all legislative updates. Finally, he informed the Board that notices have been sent out for the upcoming Clemency Hearing for John Hanson, taking place Wednesday May 7, 2025. Mr. Counts stated that the deadline to submit packets for the hearing would be April 23.
- D. Director’s Update** – Tom Bates, Executive Director, explained to the Board that staff are still working through ICON and its changes. He informed the Board that with improved efficiency, the implementation of ICON has allowed the PPB to eliminate the vacant Administrative Assistant position entirely.

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

No new business.

V. Adjournment of the Business Meeting

The meeting was adjourned at 9:18 a.m.

Respectfully Submitted,



Kyle Counts
General Counsel

The minutes for the April 2025 Pardon and Parole Board Business Meeting were approved by a majority vote on the 5th day of May 2025.