



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, June 9, 2025
9:00 a.m.

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

MEMBERS ABSENT: None

STAFF: Melinda Romero, Leroy Long, Kyle Counts

GUESTS: Tom Bates

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, June 9, 2025.

A. Roll Call

The members present were Richard Miller, Susan Stava 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 June 5, 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 May 2025 Business Meeting Minutes

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

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

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

C. Discussion and Possible Action on John Hanson Clemency Hearing Minutes

The John Hanson Clemency Hearing Minutes were provided to the Board for review. Robert Reavis made a motion to approve the minutes, Susan Stava seconded. The motion to approve the John Hanson Clemency Hearing minutes 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 personnel updates to report.
- B. Field Updates** – Leroy Long, Field Director, informed the Board that Field Staff were in the process of completing the July docket. He also informed the Board of one resignation, leaving an Parole Investigator position open.
- C. Legal Updates** – Kyle Counts, General Counsel, reported that in the month of May there were a total of 14 revocations with all waiving their hearings. He provided the Board with a copy of the final legislative update for this legislative session, noting the only one bill that will affect the Board. This bill relieves the Governor of making revocation decisions on paroles where the original offenses were non-violent, granting authority to the Board instead.

IV. DOC Training on Programs – Stephanie Adams and Clint Castleberry

Ms. Stephanie Adams and Mr. Clint Castleberry provided training to the Board regarding requirements, assessment, and application of DOC programs for inmates. They provided pertinent information that would assist the Board in recommending parole stipulations and conditions in a manner that would be achievable for inmates and consistent with policies and procedures. Ms. Adams and Mr. Castleberry answered the Board’s questions following the presentation.

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

VI. Adjournment of the Business Meeting

The meeting was adjourned at 9:45 a.m.

Respectfully Submitted,



Molly West
Executive Assistant

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