



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, September 8, 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: 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, September 8, 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 September 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 August 2025 Business Meeting Minutes

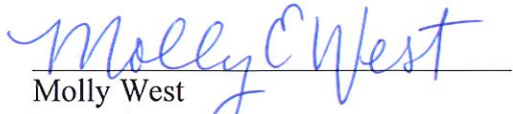
The August 2025 Business Meeting minutes were provided to the Board for review. Kevin Buchanan made a motion to approve the August Business Meeting minutes, Robert Reavis seconded. The motion was carried by a vote of 5-0.

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

The August 2025 Parole minutes were provided to the Board for review. Kevin Buchanan made a motion to approve the August Parole 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** – Deputy Director Melinda Romero had one new hire to report – Nathan Smith, Parole Investigator.
 - B. Field Updates** – Field Director Leroy Long informed the Board that the new investigator would be covering Allen Gamble Correctional Center and John Lilley Correctional Center. He informed the Board that there would be a few medical paroles and ICE special reviews for the month of September, and that the common SAT stipulation would no longer be available at medium security facilities for the time being. Finally, he stated that the field staff were completing the October docket and starting on the November docket.
 - C. Legal Updates** – General Counsel Kyle Counts informed the Board that the rule changes adopted at the August Business meeting were approved by the Governor, and that there would be training on revocations from the Governor’s office at the October meeting. He also stated that in the month of August there were a total of 16 revocations with 12 waiving and 4 receiving their Executive Revocation Hearings.
 - D. Executive Updates** – Executive Director Tom Bates provided a brief presentation to the Board reflecting on his five (5) years with the Pardon and Parole Board. He provided statistics of the number of paroles, commutations, and pardons that have been docketed and reviewed since September of 2020. He offered sincere gratitude to all of the PPB staff who perform the duties that make the monthly meetings possible.
- IV. Discussion and Possible Action on Resolution of Appreciation for Lisa Reading – Tom Bates**
The Board was provided with a Resolution of Appreciation for Parole Investigator Supervisor, Lisa Reading, for her 41 years of service to the State of Oklahoma. Robert Reavis made a motion to approve the Resolution of Appreciation, and Kevin Buchanan seconded. The motion was carried by a vote of 5-0.
- V. Update on 2025 APAI Annual Training Conference – Richard Miller, Chairman**
Chairman Miller provided the Board and all in attendance of the meeting with a presentation regarding his time at the Association of Paroling Authorities International (APAI) Annual Training Conference in May of 2025. Chairman Miller was able to meet with Chairpersons of Parole Board across the country. He highlighted notable differences between board structures and procedures between states.
- VI. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda**
- VII. Adjournment of the Business Meeting**
The meeting was adjourned at 9:32 a.m.

Respectfully Submitted,



Molly West
Executive Assistant

The minutes for the September 2025 Pardon and Parole Board Business Meeting were approved by a majority vote on the 6th day of October 2025.