



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, April 10, 2023
9:00 a.m.

MEMBERS PRESENT: Richard Smothermon, Edward Konieczny, Cathy Stocker, Richard Miller, Calvin Prince

MEMBERS ABSENT: None

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

GUESTS: None

I. Call To Order – Richard Smothermon, Chairman

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:00 a.m. by Chairman Richard Smothermon on Monday, April 10, 2023.

A. Roll Call

The members attending were Cathy Stocker, Edward Konieczny, Richard Miller, Calvin Prince, and Richard Smothermon. The voting order was announced as Cathy Stocker, Edward Konieczny, Richard Miller, Calvin Prince, and Richard Smothermon.

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 14, 2022. 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 6, 2023, 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 2023 Business Meeting Minutes

The March business meeting minutes were provided to the Board for review. Edward Konieczny made a motion to approve the March business meeting minutes, Calvin Prince seconded. The Board carried the motion 5-0.

B. Discussion and Possible Action on March 2023 Parole Meeting Minutes

The March parole minutes were provided to the Board for review. Calvin Prince made a motion to approve the March parole meeting minutes, Edward Konieczny seconded. The Board carried the motion 5-0.

III. Business Meeting –Tom Bates, Executive Director, Melinda Romero, Deputy Director, Leroy Long, Field Director, and Kyle Counts, General Counsel

A. Personnel Updates – New Hires and Separations

Deputy Director Melinda Romero reported two new hires; administrative assistant Michelle Hill and parole investigator John McNew. Ms. Romero reported these new hires bring the Pardon and Parole Board to being fully staffed.

B. Field Updates

Field Director Leroy Long reiterated that the new hires bring the Pardon and Parole Board to being fully staffed. Mr. Long stated that the May 2023 docket is being completed and that field staff is returning to normal operations for the June 2023 docket, pending all recent field hires being fully trained.

C. Legal Updates

General Counsel Kyle Counts updated the Board on revocations, reporting there were 7 revocations since the last meeting with 6 waiving and once receiving a hearing. Mr. Counts also stated that within the coming weeks, the progress of the update project for administrative rules, policies, and procedures will be ready to be discussed with the board members, especially the 5-year rule the board wishes to set with pardons. Finally, Mr. Counts stated that legislation is still being monitored and there are no noteworthy bills that have come up since the last meeting.

D. Director's Update

Executive Director Tom Bates reiterated contentment with the Pardon and Parole Board being fully staffed. Mr. Bates announced that some members of staff and members of the Board would be traveling to Kansas City for the International Association of Paroling Authorities conference. He also announced that the April 2023 meeting would be the last meeting to take place at the Ted R. Logan Meeting center, and that further meetings would take place at the Oklahoma Healthcare Authority located at 4345 N. Lincoln Boulevard in Oklahoma City. Mr. Bates did state that there had been some scheduling conflicts with regards to the main board room in the building, but that they should be resolved going into 2024. Mr. Bates noted that later on the agenda there would be training from the Cherokee National on tribal reentry via zoom. Finally, Mr. Bates mentioned that at the May 2023 meeting the board will hear from different sober living providers in the metro area to offer education to the board about sober living facilities.

IV. Training Tribal Reentry

Ms. Nancy Davidson of the Cherokee Nation Tribal Reentry Program joined the board members via zoom to provide a presentation regarding the program. Joining Ms. Davidson were Ms. Madison Treat and Ms. Heather McKinnis, both tribal reentry specialists. Ms. Davidson explained the purpose and goals of the tribal reentry program. The program seeks to rehabilitate, lower recidivism rates, and provide justice-involved individuals tools needed to become self-sufficient, employable, functioning members of society. She explains that the Cherokee Nation reentry program has partnerships with both internal, tribal service providers as well as external agencies and organizations to provide services including, but not limited to, housing, substance

abuse and mental health treatment, and employment opportunities. The program only serves Cherokee Nation members; the program has 8 employees on staff and currently has a caseload of 817 individuals. The program also works with DOC Probation and Parole to facilitate compliance and follow-through with program requirements and agency referrals. Ms. Davidson was not aware of any partnership limitations. Finally, she encouraged the Board to make contact with the Cherokee Nation if they ever come across Cherokee Nation members who may be eligible for the program.

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

No new business was discussed.

VI. Adjournment of the Business Meeting

The meeting was adjourned at 9:20 a.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kyle Counts", is written over a horizontal line.

Kyle Counts
General Counsel

The minutes for the April 2023 Pardon and Parole Board Business Meeting were approved by a majority vote on the 8th day of May, 2023.