



State of Oklahoma  
**PARDON AND PAROLE BOARD**

**PARDON AND PAROLE BOARD**  
**Business Meeting Minutes**

**Monday, June 5, 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 9:08 a.m. by Chairman Richard Smothermon on Monday, June 5, 2023.

**A. Roll Call**

The members attending were Richard Smothermon, Richard Miller, Calvin Prince, Cathy Stocker, and Edward Konieczny.

**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 June 1, 2023, on the Pardon and Parole Board's website, [www.ok.gov/ppb](http://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 2023 Business Meeting Minutes**

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

**B. Discussion and Possible Action on May 2023 Parole Meeting Minutes**

The May Parole minutes were provided to the Board for review. Edward Konieczny made a motion to approve the April Parole meeting minutes, Calvin Prince 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 one new separation – investigator Jim Sharp – and advised that the position would be posted by the end of the week

**B. Field Updates**

Field Director Leroy Long reported that with the latest departure he was down to 11 investigators, but that they were currently completing work on the July docket.

**C. Legal Updates**

General Counsel Kyle Counts reported 22 revocations for May, with half of them being waivers and half having hearings. Mr. Counts advised the Board that the project to update the rules, policies, and procedures was continuing and that he would provide an update on commutations at a later meeting.

**D. Director's Update**

Director Tom Bates advised the Board that dockets would continue to increase as more offenders become eligible at 25% completion of sentences. Mr. Bates further advised that upcoming meetings would include training for the Board.

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

**V. Adjournment of the Business Meeting**

The meeting was adjourned at 9:13 a.m.

Respectfully Submitted,



Kyle Counts  
General Counsel

The minutes for the June 2023 Pardon and Parole Board Business Meeting were approved by a majority vote on the 10th day of July, 2023.