



State of Oklahoma
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD
Business Meeting Minutes

Monday, November 7, 2022
9:01 a.m.

MEMBERS PRESENT: Scott Williams, Cathy Stocker, Larry Morris and Edward Konieczny

MEMBERS ABSENT: Richard Smothermon

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

GUESTS: Clint Castleberry, Administrator of Programs from DOC

I. Call To Order – Scott Williams - Chairman

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:00 a.m. by Chairman Scott Williams on Monday, November 7, 2022.

A. Roll Call

The members attending were Scott Williams, Cathy Stocker, Larry Morris and Edward Konieczny. The voting order was announced as Scott Williams, Cathy Stocker, Larry Morris 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 16, 2021. 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 November 3, 2022, on the Pardon and Parole Board's website, www.ok.gov/ppb. The meeting is in compliance with the Open Meeting Act.

C. Reading of Pardon and Parole Board Mission Statement

Scott Williams recited the Oklahoma Pardon and Parole Mission Vision and Values Statement.

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

A. Discussion and Possible Action on October Business Meeting Minutes

The October business meeting minutes were provided to the Board for review. Edward Konieczny made a motion to approve the October business meeting minutes, Larry

Morris seconded. The Board carried the motion 4-0.

B. Discussion and Possible Action on October Parole Meeting Minutes

The October parole minutes were provided to the Board for review. Edward Konieczny made a motion to approve the October parole meeting minutes, Larry Morris seconded. The Board carried the motion 4-0.

C. Discussion and Possible Action on October Clemency Hearing Minutes

The October special meeting minutes were provided to the Board for review. Edward Konieczny made a motion to approve the October clemency hearing minutes, Larry Morris seconded. The Board carried the motion 4-0.

D. Discussion and Possible Action on Agency Updates:

1. Personnel Updates – New Hires and Separations

Deputy Director Melinda Romero reported one separation Randall Gollhofer. Mrs. Romero also states there are three investigator positions, one administrative assistant, and one attorney position posted.

2. Field Updates

Field Director Leroy Long reports the December Docket is now complete and the field is currently working on January 2023 Docket.

3. Legal Updates

General Counsel Kyle Counts gave a brief update on revocations, there were 10 waivers and five hearings for the month of October. Mr. Counts went over the House Bill 4369. Administrative parole will be granted to inmates who are six months from their discharge date and do not receive a protest from the victim/DA. Administrative parole is not available to violent offenders. Board is no longer accepting waivers on administrative parole.

4. Director's Update

Executive Director Tom Bates states the Part Time Attorney position has closed. Mr. Bates states the administrative parole is not available for violent offender and that each inmates' offenses are reviewed before going to the Board.

III. Training: "Program Services at the Department of Corrections" – Clint Castleberry, Administrator of Programs from DOC

Clint Castleberry, Administrator of Programs from DOC presented a training "Program Services at the Department of Corrections".

IV. Discussion and Possible Action to Approve the 2023 Regular Meeting Schedule – Melinda Romero

The Board went over 2023 Regular Meeting Schedule. Edward Konieczny made a motion to approve the schedule, Cathy Stocker seconded. The Board carried the motion 4-0.

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

None.

VI. Adjournment of the Business Meeting

The meeting was adjourned at 9:25 a.m.

Respectfully Submitted,

Sicilia Talavera

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Executive Assistant

The minutes for the November 2022 Pardon and Parole Board Business Meeting were approved by a majority vote on the 5th day of December 2022.