



State of Oklahoma  
PARDON AND PAROLE BOARD

PARDON AND PAROLE BOARD  
Business Meeting Minutes

Monday, December 9, 2019  
9:00 a.m.

**MEMBERS PRESENT:** Robert Gilliland, Allen McCall, Larry Morris, Kelly Doyle, and Adam Luck

**MEMBERS ABSENT:** None

**STAFF:** Steven Bickley, Melinda Romero, and Jennifer Pando

**GUESTS:** Alina Sorrell, Office of the Governor

**I. Call to Order – Chairman Robert Gilliland**

The Business Meeting of the Pardon and Parole Board (PPB) was called to order at 9:02 a.m. by Chairman Robert Gilliland on Monday, December 9<sup>th</sup>, 2019, at the Kate Barnard Correctional Center (KBCC) in Oklahoma City.

**A. Roll Call**

The members attending were Robert Gilliland, Allen McCall, Larry Morris, Kelly Doyle, and Adam Luck. The voting order was announced as Robert Gilliland, Adam Luck, Kelly Doyle, Larry Morris, and Allen McCall

**B. Pledge of Allegiance**

Chairman Gilliland led the Pledge of Allegiance.

**C. Assurance of Compliance with Open Meeting Act**

Deputy Director Romero 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 advance notice of the date, time, and place filed with the Oklahoma Secretary of State on November 9, 2018.

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, place, and agenda of the meeting at 8:50 a.m. on December 6, 2019, at the principal office of the Pardon and Parole Board, located at 2915 N. Classen, Oklahoma City, OK, 73106. The meeting is in compliance with the Open Meeting Act.

## **II. Business Meeting**

### **A. Discussion and Possible Action on November Business Meeting Minutes**

The November business meeting minutes were provided to the Board for review. Allen McCall made a motion to approve the November Business meeting minutes, Larry Morris seconded. The board approved the motion 5-0.

### **B. Discussion and Possible Action on November Parole Meeting Minutes**

The November parole meeting minutes were provided to the Board for review. Allen McCall made a motion to approve the November Parole meeting minutes, Robert Gilliland seconded. The board approved the motion 5-0.

### **C. Discussion and Possible Action on November Special Meeting Minutes**

The November special meeting minutes were provided to the Board for review. Robert Gilliland made a motion to approve the November special meeting minutes, Allen McCall seconded. The board approved the motion 5-0.

### **D. Discussion and Possible Action on Agency Updates**

#### **1. Personnel Updates – New Hires and Separations**

Deputy Director Romero indicated that she had investigated the hiring of a Paralegal as suggested by the Board. Unfortunately, the small size of our agency doesn't allow employing both a General Counsel and a Paralegal per state policy. Instead of hiring a Paralegal, staff will seek to hire a legal admin. Both the data analyst and General Counsel positions have been posted and staff is awaiting a list of applicants from OMES.

#### **2. Administrative Staff Activities**

Deputy Director Romero informed the Board of the 2020 APAI Conference in April in Nashville and requested interested Board Members coordinate attendance with her. Deputy Director Romero reminded the Board that only two members may attend to avoid the potential of a quorum being inadvertently created at the conference.

#### **3. Director's Update – Executive Director, Steven Bickley**

Director Bickley provided an update on the staff activities that occurred since the last Board meeting. Firstly, on December 3, Director Bickley and Deputy Director Romero presented the FY2021 agency budget to the appropriations committee. Our agency was one of only a few agencies requesting a flat budget. Key messages delivered during that meeting were that our agency was strong and performing well, volumes are exploding, we are focused on transformation, and we need additional automation, not additional headcount. Secondly, Director Bickley provided an update on calendar year volumes. Docketed cases have increased 118% and favorable recommendations have increased 255%. Director Bickley indicated that staff would publicly post the updated volumes to the website. Thirdly, Director Bickley noted that staff is continuing to work towards additional 1269 dockets. He noted that the 11/1/19 Special Meeting Docket excluded simple possession only offenders on GPS and that staff would try to docket these offenders in January. Next, Director Bickley discussed some process related issues of using a "commute to next parole docket" recommendation for commutations. Director Bickley recommend that the Board instead specify "commute to X years," which would be in accordance with how the commutation will be processed. Finally, Director Bickley provided quick updates on various projects and noted that the agency was focused on getting fully staffed, scheduling additional 1269 dockets, and continuing to work on automation and other transformation efforts.

**III. Discussion and Possible Action on FY2020 Second Quarter Budget Report – Deputy Director, Melinda Romero**

Deputy Director Romero presented the second quarter budget report. As of December 9, 2019, the agency had spent \$820,577.61 out of an annual budget of \$2,368,125.00. Allen McCall made a motion to approve the second quarter budget report, Robert Gilliland seconded. The board approved the motion 5-0.

**IV. New Business Not Known or Which Could Not Have Been Reasonable Foreseen Before the Posting of the Agenda – Robert Gilliland, Chairman**

There was no new business.

**V. Adjournment of Business Meeting – Chairman Robert Gilliland**

The meeting was adjourned at 9:50 a.m.

Respectfully Submitted,



Steven Bickley  
Executive Director

The minutes for the December 2019 Pardon and Parole Board Business Meeting were approved by a majority vote on the 13 day of January 2020.