



State of Oklahoma  
PARDON AND PAROLE BOARD

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

**Monday, August 12, 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, Justin Wolf, and Amber Briggs-Spell
- 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 9:00 a.m. by Chairman Robert Gilliland on Monday, August 12<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 Kelly Doyle, Allen McCall, Larry Morris, Adam Luck, and Robert Gilliland. Allen McCall arrived at 9:19 a.m.

**B. Pledge of Allegiance**

Chairman Gilliland led the Pledge of Allegiance.

**C. Assurance of Compliance with 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 11:15 a.m. on August 8<sup>th</sup>, 2019, at the principal office of the Pardon and Parole Board, located at 2915 N. Classen, Oklahoma City, OK. The meeting is in compliance with the Open Meeting Act.

**II. Business Meeting –**

**A. Discussion and Possible Action on June Business Meeting Minutes**

The July business meeting minutes were provided to the Board for review. Due to a Scrivener's error, the agenda posted did not include the review and possible action on July's meeting

minutes. The board will revisit the July minutes in September when they can be properly added to the agenda.

**B. Discussion and Possible Action on June Parole Meeting Minutes**

The July parole meeting minutes were provided to the Board for review. Due to a Scrivener's error, the agenda posted did not include the review and possible action on July's meeting minutes. The board will revisit the July minutes in September when they can be properly added to the agenda.

**C. Discussion and Possible Action on Agency Updates**

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

Since the last meeting we have had no new hires or separations to report.

**2. Administrative Staff Activities**

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

**III. Discussion and Possible Action on Monthly Statistical Information – Executive Director, Steven Bickley**  
Director Bickley presented work volume statistical information to the Board showing an increase in decisions made by the Board.

**IV. Discussion and Possible Action on current Commutation Applications and processing procedure – General Counsel, Justin Wolf**  
Justin Wolf updated the Board on commutation applications received and confirmed that the number of applications received each month continues to increase. The PPB received over 600 applications in June and over 850 applications in July.

**V. Discussion and Possible Action on Personal Appearance Policy and procedure – General Counsel, Justin Wolf**  
Justin Wolf presented information to the Board regarding the personal appearance procedure. He requested a motion to approve amended policy that would allow the Board to pass or waive personal appearances at their discretion, when personal appearance is not required by statute or administrative rule. A motion was made by Robert Gilliland and seconded by Allen McCall. Kelly Doyle, Allen McCall, Larry Morris, Adam Luck, and Robert Gilliland all voted in favor of the motion. There were no votes against the motion. The motion passed.

**VI. Legal Update regarding pending lawsuits and legal matters - General Counsel, Justin Wolf**  
Justin Wolf updated the Board on the pending lawsuits and confirmed that the Oklahoma County District Court recently ruled in favor of the Board, approving the constitutionality of the Board's policy of denying pardon applications for deferred sentences after confirming that the cases did not result in convictions.

**VII. Discussion and Possible Action on the A/V system and standardizing settings – Vice-Chair, Adam Luck**  
Vice-Chair Adam Luck led discussion regarding the video-appearances of inmates and noted that poor audio/visual quality produced inequities in opportunity for offenders depending on their facility's setup. He requested that we standardize the presentations and provide feedback and training to the staff who set up the system at each facility.

**VIII. Presentation to the Board on T.A.S.K. – Clarence Bramlett, Joshua Christon, Todd Saunders, Lawrence Ballard, Terry Lomack, and Pastor Manning**  
Pastor Manning and the other members presented to the Board regarding the T.A.S.K. program and their

efforts to help inmates. They explained the structure of the program and members shared their stories of how they were able to use the resources provided by TASK to rehabilitate themselves and help others.

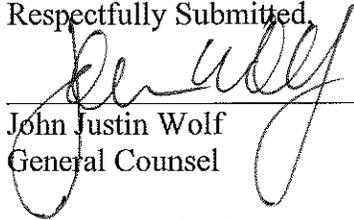
**IX. New Business Not Known or Which Could Not Have Been Reasonably Foreseen Before the Posting of the Agenda – Robert Gilliland, Chairman**

There was no new business.

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

The meeting was adjourned at 10:07 a.m.

Respectfully Submitted,



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John Justin Wolf  
General Counsel

The minutes for the August 2019 Pardon and Parole Board Business Meeting were approved by a majority vote on the 16<sup>th</sup> day of September 2019.