



**MINUTES OF THE
ARKANSAS POST PRISON TRANSFER BOARD
MARCH 28, 2024
9:00 A.M.
RICHARD LEE RICHARDSON AUDITORIUM**

Board Members Present

Lona McCastlain, Chairwoman, PPTB
Brett Morgan, Vice Chairman, PPTB
Wendy Ryals, Secretary, PPTB
Andy Shock, Commissioner, PPTB
Doug Smith, Commissioner, PPTB
John Felts, Commissioner, PPTB

Others Present

Kevin Smith, Executive Administrator, PPTB
Brandon Mills, Revocation Hearing Judge, PPTB
Hollie Wellborn, Executive Assistant to the Chairman, PPTB
Christie Goldman, Business Operations Manager, PPTB
Scott Howard, Investigator, PPTB
Felicia Bentley, Investigator, PPTB
Tamara Salaam, Administrative Support Supervisor, PPTB
Lakeshia Swanigan, Administrative Specialist III, PPTB
Shirley Ellingburg, Area Manager, IRS, ACC
Michael Lewis, Assistant Attorney General, AG's Office
Elizabeth Taylor, Assistant Director Parole/Probation, ACC

Excused

Brenton Wood, Revocation Hearing Judge, PPTB

Call to Order

Chairwoman McCastlain called the Board meeting to order at 9:04 a.m. A quorum was declared. Commissioner Smith joined the meeting via phone.

Approval of Minutes – March 14, 2024

Commissioner Felts moved for approval of the minutes. Secretary Ryals seconded the motion. The minutes were approved as presented.

A copy of the minutes was included in each board member's packet for review.

Review of Population Reports

Chairwoman McCastlain reviewed the population reports starting with the ADC report. They have an in count of 18,674 and a grand total of 18,771.

Chairwoman McCastlain then reviewed the population report for ACC. They have an in count of 2,097 and a grant total of 2,126.

Chairwoman McCastlain then reviewed the statewide field operations report. There are 22,741 individuals on parole and 34,638 on probation. There is a grand total of 69,273 individuals under supervision.

Attorney General's Report

Mr. Michael Lewis, Assistant Attorney General, AG's Office, went over the list of lawsuits that was provided to the Board. Mr. Lewis said one of the cases that was dismissed last month had an appeal filed on February 23rd.

A copy of the Attorney General's report was included in each board member's packet for review.

Fiscal Report Update

Ms. Christie Goldman, Business Operations Manager, PPTB, updated the Board on the Fiscal Report. Ms. Goldman reported that effective July 1, 2023, the Agency received funding of \$244,711 for Maintenance & Operations and Conference & Travel for fiscal year 2024. As of February 29, 2024, we've expensed \$117,972.80 (48.21%) of the FY24 Maintenance & Operations and Conference &

Travel Budget. At this time last year, the Board had exhausted 47.80% of the operating expense budget.

Chairwoman McCastlain mentioned that as a result of the SAFE App and the Protect Act, the Board has been mandated to handle some expenses. Payment is being sought by the PPTB, but there aren't any funds available because they weren't budgeted. She said she has figured that we will end up being approximately \$125-\$150,000 over in eOMIS by the end of the fiscal year. There are bills that are due for work that has already been done, and there are bids out there that they are waiting for us to okay for them to do. Chairwoman McCastlain said she met with the eOMIS Director and repeatedly met with budget to try to figure out if there are other areas to pull from other than our operating budget. She said we will be trying to find more money and ask for money to cover the legislative expenses. Chairwoman advised the Board that yesterday she received an email stating our operating account has been locked down, and they are taking the money for eOMIS. They are taking it out of our operating account that would leave us with a balance of \$30,000. She said she will be dealing with this issue.

A copy of the fiscal report was included in each board member's packet for review.

Agency Updates

Ms. Goldman introduced Mr. Kevin Smith as the new Executive Administrator.

Mr. Kevin Smith, Executive Administrator, PPTB, advised the Board that the Board Policy Manual is under revision. He stated that interviews for a third Revocation Hearing Judge will start in the next coming days. He said there are some applicants for the Administrative Specialist III that are under review. Interviews for that position will begin as well. As for the APAI conference, the flights have been booked and rooms confirmed in May for Chairwoman McCastlain, Vice Chairman Morgan, Secretary Ryals, and himself. Mr. Smith also stated that we've begun the audit of our internal administrative directives.

Old Business

There was nothing to report regarding old business.

New Business

There was nothing to report regarding new business.

Review of the Hearing Schedule

A copy of the hearing schedule was included in each board member's packet for review. Ms. Tamara Salaam, Administrative Support Supervisor, PPTB, mentioned to the Board that Tucker's numbers have grown to over 50+. A third Board member may need to be added.

Adoption of Recommendations

Secretary Ryals moved to adopt the recommendations of the Board for the units as listed on the attached ratification list. Vice Chairman Morgan seconded the motion. The motion passed, and the recommendations became the official vote of the Parole Board.

Other Discussion

Chairwoman McCastlain advised Ms. Ellingburg that she finished revising her IRS Manual. She would like to schedule a meeting with whoever drafted the manual to go over some changes.

Mr. Brandon Mills, Revocation Hearing Judge, PPTB, updated the Board on revocation hearings conducted throughout the month of February 2024. There were 398 total revocations. Of those, 358 were laws and technical, 106 were laws only, and 34 were technical only. A copy of the revocation hearing judge report was included in each board member's packet for review. Commissioner Felts asked how many were administrative. Mr. Mills said there were 69.

Adjournment

The meeting was adjourned at 9:27 a.m.

The next Board meeting will be held on Thursday, April 11, 2024, at 9:00 a.m.

Signature on file

Lona McCastlain
Chairwoman

Signature on file

Wendy Ryals
Secretary

ARKANSAS POST PRISON TRANSFER BOARD

FULL BOARD RATIFICATION OF VOTES

MARCH 2024

UNITS:

RATIFIED (X)

R.L. Williams



Pine Bluff



Ester



Grimes



East Arkansas



Mississippi Co. W/R/NEACC



Varner



Ouachita



Other: Pardons, Commutations, Transfer Screenings, ACT 290s, 700s, Reconsiderations, Revocation Appeals, Rescinds, Special Conditions, Etc.



Motion By: Secretary Ryals Seconded by: Vice Chairman Morgan

Ratification Date: March 28, 2024