



MINUTES OF THE ARKANSAS PAROLE BOARD

January 11, 2018

9:00 A.M.

APB BOARDROOM

BOARD MEMBERS PRESENT:

John Felts, Chairman
John Belken, Vice Chairman
Andy Shock, Secretary
Dawne Vandiver, Commissioner
Abraham Carpenter, Jr., Commissioner
Jerry Riley, Commissioner
Lona McCastlain, Commissioner

EXCUSED WITH VALID REASONS:

Carol Bohannon, Hearing Judge, APB
Lisa Wilkins, Hearing Judge, APB
Evelyn Gomez, Hearing Judge, APB
Nga Mahfouz, Assistant Attorney General, Attorney General's Office

OTHERS PRESENT:

Brooke D. Cummings, Executive Administrator, APB
Jessica Leija, Business Operations Manager, APB
Kelly Knuckles, Executive Assistant to the Chairman, APB
Scott Howard, Investigator, APB
Tamara Salaam, Administrative Support Supervisor, APB
Kenya Woods, Victim Input Coordinator, APB
Christie Little, Administrative Support Supervisor, APB
William T. Bowman, II, Computer Support Analyst, APB
Lindsey Rindahl, Administrative Analyst, APB
Shirley Ellingburg, Area Manager, Institutional Release Services
Jerry Bradshaw, Deputy Director of Parole and Probation, ACC

Call to Order

Chairman Felts called the board meeting to order at 9:05 a.m. A quorum was declared.

Approval of Minutes- December 14, 2017

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

Agency Updates

Ms. Brooke Cummings, Executive Administrator, introduced and welcomed Ms. Lindsey Rindahl, Administrative Analyst, to the agency. Ms. Cummings stated previously the position was handling the scheduling of revocation hearings; the position will now assist with policy writing and other duties associated with revocation and parole services.

Ms. Cummings updated the Board in regard to the CSG training that is coming up in February, we will follow-up with the Board with a definite date. There will be training for the Parole Board and a separate CSG training for the Revocation Hearing Judges.

Ms. Cummings mentioned to the Board that she and Ms. Jessica Leija, Business Operations Manager, have been working on the Controlled Self-Assessment Tool for the agency. Ms. Cummings stated this project has been on-going since 2014 and the final assessment will be due March 2018. Ms. Cummings and Ms. Leija have attended workshops related to this project, the latest coming up in latter January 2018. Ms. Cummings explained this tool is in place to assess our risk management and the internal control process for the agency which would include the process within the fiscal department, human resource department, information technology, etc. Ms. Cummings will update the Board at a future date in regard to this assessment tool.

Old Business

There were no questions or concerns regarding Old Business.

New Business

There were no further questions or concerns regarding New Business at this time.

Files for Review

The Board discussed a case and added a stipulation to the case, no name or ADC number was mentioned.

There were no further questions or concerns regarding Files for Review.

Adoption of Recommendations

Secretary Shock moved to adopt the recommendations. Commissioner Carpenter seconded. The motion passed.

Other Discussion

Vice-Chairman Belken mentioned a recent decrease in the county jail back-up numbers. Chairman Felts stated that was a direct benefit of those offenders being released after completion of the 90-day and reentry programs.

Mr. Jerry Bradshaw, Deputy Director of Parole and Probation, reported to the Board regarding recent changes with ACC related to the caseload size for ACC supervising officers, this change followed a recommendation made by the Council of State Governments.

Chairman Felts stated on behalf of the Board that the work of ACC and their team members is greatly appreciated.

There were no further questions or concerns to be discussed at this time.

Adjournment

The meeting adjourned at 9:29 a.m.

The next Parole Board meeting will be held on Thursday, January 25th at 9:00 a.m.

Signature on File

John Felts
Chairman

Signature on File

Andy Shock
Secretary

**Arkansas Parole Board
FULL BOARD RATIFICATION OF VOTES**

January 2018

<u>UNITS:</u>	<u>RATIFIED</u>
Delta	<input checked="" type="checkbox"/>
Wrightsville	<input checked="" type="checkbox"/>
Wrightsville Satellite/Wrightsville Hawkins	<input checked="" type="checkbox"/>
Tucker	<input checked="" type="checkbox"/>
Tucker Max	<input checked="" type="checkbox"/>
Cummins	<input checked="" type="checkbox"/>
Benton	<input checked="" type="checkbox"/>
TRCC/SWACC	<input checked="" type="checkbox"/>
Bowie County	<input checked="" type="checkbox"/>
McPherson	<input checked="" type="checkbox"/>
North Central	<input checked="" type="checkbox"/>
NWA- Work Release	<input checked="" type="checkbox"/>
OTHER: Pardons, Commutations, Transfer Screenings, ACT 290s, 700s, Reconsiderations, Revocation Appeals, Rescinds, Special Conditions, EPAs, Etc.	<input checked="" type="checkbox"/>

MOTION BY: Secretary Shock SECONDED BY: Commissioner Carpenter

RATIFICATION DATE: January 11, 2018