



# MINUTES OF THE ARKANSAS PAROLE BOARD January 12, 2012 @ 9:30 A.M.

## **BOARD MEMBERS PRESENT:**

John Felts, Chairman  
Abraham Carpenter, Vice-Chairman/Commissioner  
Richard L. Mays, Jr., Secretary/Commissioner  
Richard Brown Jr., Commissioner  
Joe Peacock, Commissioner  
James Wallace, Commissioner

## **HEARING EXAMINERS PRESENT:**

Ashley Vailes, Hearing Examiner/Attorney  
Carol Bohannon, Hearing Examiner/Attorney

## **EXCUSED WITH VALID REASONS:**

Carolyn Robinson, Commissioner  
Jim Williams, Hearing Examiner/Attorney

## **OTHERS PRESENT**

Solomon Graves, Administrative Services Manager, APB  
Norma Gillerson, Fiscal Support Manager, APB  
Tamara Salaam, Administrative Support Specialist, APB  
Melissa Haney, Administrative Analyst, APB  
Dan Roberts, Deputy Director, Parole/Probation Services, DCC  
Steve Arnold, Assistant Director, Parole/Probation, DCC  
Damien McNeal, Assistant Director, Parole/Probation, DCC  
Shirley Ellingburg, Area Manager, Institutional Release Services, DCC  
Garland Walker, Volunteer Coordinator, DCC

## **CALL TO ORDER**

Chairman Felts called the meeting to order at 9:30 am. A quorum was declared.

## **APPROVAL OF MINUTES – December 15, 2011**

Commissioner Carpenter moved. Commissioner Brown seconded the motion. The minutes were approved as presented.

## **OLD BUSINESS**

Chairman Felts reminded the Board that their financial interest forms are due by full Board and that these forms must be in the Secretary of State's office by January 31, 2012. He instructed Board members to fill out the forms and submit them to Ms. Haney in order to have them notarized and filed by the deadline.

## **NEW BUSINESS**

Mrs. Norma Gillerson reported that in the Board packets there is a copy of the audit report for fiscal years 2008-2010 and that during that period no findings were reported. However, the auditors did request that the office improve upon their inventory tracking. Mrs. Gillerson reported that they are in the process of updating the inventory list at this time.

Mr. Solomon Graves reported that he has started to compile the necessary documentation for the 2011-2012 ACA year. He stated that this process will begin to pick up over the next month and that one new change to the process is that those involved with ACA will now meet quarterly to discuss the process. He stated that the next meeting will be held on February 6, 2012 and after that meeting he will be submitting a detailed report regarding ACA.

Mr. Graves also reported that there have been project updates to the risk assessment. The prototype screens for the risk assessment developed by JFA are being updated and Marquis is currently working to have these screens fully automated by February 22, 2012. Mr. Graves also reported on a project to fully automate all paper based forms in revocation. He stated that he has also talked with Mrs. Ashley Vailes about doing the same for Parole Services in order to address their issues of automation.

Chairman Felts reported that they are in the process of discussing revisions to the Employee Manual. He requested that the Personnel Committee schedule a meeting in order to discuss these changes.

Chairman Felts also reported that Commissioner Richard Mays Jr., has been re-appointed by the Governor for a new 7 year term.

## **FILES FOR REVIEW**

Chairman Felts requested that the Board review the victim input hearing votes for this Board. It was pointed out that the date on the form was incorrect. This will be fixed for the official record. There were no questions regarding the victim input hearing votes.

## **RATIFICATION OF VOTES**

Commissioner Richard Mays Jr., moved to ratify the votes. Commissioner Carpenter seconded. The motion was carried.

At this time Mr. Peacock asked that the Cummins Unit votes be moved to the beginning of the month so that inmates can be released earlier from that unit. Chairman Felts stated that they will work to set up a task force in order to discuss this issue in the future.

### **OTHER COMMENTS**

Mr. Dan Roberts introduced Mr. Damian McNeal and Mr. McNeal told the Board that he is happy and excited to be here and he discussed some new changes with the Board including the hiring of a person to coordinate volunteer services in the field. He introduced Mr. Garland Walker and stated that Mr. Walker will be coordinating offender employment and volunteer services within DCC. He further reported that they are working on some other issues and are happy to be here to assist the Board.

Mrs. Shirley Ellingburg addressed the Board and thanked them for their support and prayers. Chairman Felts reported that she does an excellent job and that the Board is glad to have her back.

At this time Commissioner Wallace moved that the meeting be adjourned. Commissioner Carpenter seconded.

The next Board meeting will be held on Thursday, January 26, 2012 at 9:30a.m.

The meeting adjourned at 9:50 a.m.

**Signature on File**

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**John Felts**  
**Chairman**

**Signature on File**

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**Richard L. Mays, Jr.**  
**Secretary**

**ARKANSAS BOARD OF PAROLE  
FULL BOARD RATIFICATION OF VOTES**

**JANUARY 2012**

**UNITS:**

**RATIFIED (X)**

**DELTA**



**GRIMES**



**MCPHERSON**



**NORTH CENTRAL UNIT**



**NORTH WEST/WASHINGTON CO.**



**TUCKER**



**TUCKER MAX.**



**OTHER: TRANSFER SCREENINGS, COMMUTATIONS, PARDONS**



**RECONSIDERATIONS, REVOCATION APPEALS, RESCINDS,  
SPECIAL CONDITIONS, ACT 290, 700'S, EPA, ETC.**

**MOTION BY: Commissioner Mays**

**SECONDED BY: Commissioner Carpenter**

**RATIFICATION DATE: January 12, 2012**