



# MINUTES OF THE ARKANSAS PAROLE BOARD

January 12, 2017

9:00 A.M.

APB BOARDROOM

## **BOARD MEMBERS PRESENT:**

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

## **EXCUSED WITH VALID REASONS:**

Carol Bohannon, Hearing Judge/Attorney, APB  
Lisa Wilkins, Hearing Judge/Attorney, APB  
Evelyn Gomez, Hearing Judge/Attorney, APB  
Nga Mahfouz, Assistant Attorney General, Attorney General's Office  
Solomon Graves, Public Information Officer, Arkansas Department of Correction

## **OTHERS PRESENT:**

Brooke D. Cummings, Executive Administrator, APB  
Kelly Knuckles, Executive Assistant to the Chairman, APB  
Scott Howard, Investigator, APB  
Janice Horton, Business Operations Manager, APB  
Kenya Woods, Victim Input Coordinator, APB  
Tamara Salaam, Administrative Support Supervisor, APB  
Lois Hansberry, Administrative Support Supervisor, APB  
William T. Bowman, II, Computer Support Analyst, APB  
Shirley Ellingburg, Area Manager, Institutional Release Services  
Jerry Bradshaw, Deputy Director-Parole/Probation, ACC

## **Call to Order**

Chairman Felts called the board meeting to order at 9:00 am. A quorum was declared.

## **Approval of Minutes-December 15, 2016**

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

## **Agency Updates**

Ms. Brooke Cummings, Executive Administrator, stated that the Annual Report will be completed within the next two weeks. Ms. Cummings further stated that if the Board had any concerns or suggestions regarding the report to contact her or Chairman Felts. Chairman Felts asked Ms. Cummings to update the Board on the ACA Re-accreditation that is due this year. Ms. Cummings stated the reaccreditation is scheduled for June 2017. The agency will conduct a mock audit prior to that June date in preparation.

There were no further questions or concerns regarding Agency Updates.

## **Old Business**

Vice Chairman Vandiver mentioned the video conferencing connectivity issues with ADC. Vice Chairman Vandiver mentioned the internet was down at McPherson Unit when she attended the hearings there this week. Mr. William Bowman, Computer Support Analyst, stated that the new video conferencing will be installed at the ACC Units first followed by the ADC Units; this will be a direct line which will not be interrupted by the internet going down. Mr. Bowman stated where in the past some Units have not been internet friendly, this system will eliminate that problem. We look forward to a positive outcome as all of the testing that has been conducted with this new phone/video system has been successful.

There were no further questions or concerns regarding Old Business.

## **New Business**

Chairman Felts asked Ms. Brooke Cummings, Executive Administrator, to update the Board on the Statement of Financial Interest for all Board members. Ms. Cummings stated to the Board that she will hand out forms to be completed and returned to Ms. Janice Horton, Business Operations Manager, once those statements are completed and notarized. A copy of the statements were provided to each member with a copy of his/her statement completed in 2016.

Ms. Cummings stated to the Board that Ms. Lois Hansberry, Administrative Support Supervisor, will be leaving the Board in a couple of weeks. Ms. Cummings stated that we will be honoring Ms. Hansberry with a farewell celebration. Ms. Hansberry's time with the Board is thoroughly appreciated and she will be missed by all.

Chairman Felts mentioned special visitors, Ms. Cathy McVey and Ms. Jen Kasela, who are here from the Council of State Governments and will be conducting training for the Board and other staff members after the Board meeting today.

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

**Files for Review**

There were no questions regarding the files for review.

**Adoption of Recommendations**

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

**Adjournment**

The meeting adjourned at 9:15 a.m.

The next Board meeting will be held on Thursday, January 26<sup>th</sup>, 2017 at 9:00 a.m.

***Signature on File***

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**John Felts**  
**Chairman**

***Signature on File***

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**Andy Shock**  
**Secretary**

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

**January 2017**

<b><u>UNITS:</u></b>	<b><u>RATIFIED</u></b>
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"/>
<b>OTHER: Pardons, Commutations, Transfer Screenings, ACT 290s, 700s, Reconsiderations, Revocation Appeals, Rescinds, Special Conditions, EPAs, Etc.</b>	<input checked="" type="checkbox"/>

**MOTION BY: Secretary Shock      **SECONDED BY: Commissioner Carpenter****

**RATIFICATION DATE: January 12, 2016**