



**MINUTES**  
**ARKANSAS BOARD OF PAROLE**  
January 14, 2010 @ 9:30 A.M.  
ABP Board Room

**BOARD MEMBERS PRESENT:** Leroy Brownlee, Chairman  
Abraham Carpenter, Jr., Vice-Chairman  
Richard L. Mays, Jr., Secretary  
John Felts, Commissioner  
Carolyn Robinson, Commissioner

**EXCUSED ABSENT  
WITH VALID REASON(S):** Joe Peacock, Commissioner

**HEARING EXAMINERS  
PRESENT:** Carol V. Bohannan, Attorney  
James L. Williams, II, Attorney  
Ernest Sanders, Jr., Attorney

MINUTES PREPARED BY: Sharon. Lewis, Executive Assistant to the Chairman

## **OTHERS PRESENT**

Wendy Kelley, Deputy Director of Health & Correctional Programs, Arkansas  
Department of Correction (ADC)

Steve Arnold, Assistant Director, Parole/Probation, Department of Community Correction (DCC)

Jeff Tillman, Assistant Director, Parole/Probation, DCC

Rhonda Sharp, Public Relations, DCC

Shirley Ellingburg, Area Manager, Institutional Release Services, DCC

Norma Gillerson, Fiscal Support Supervisor, ABP

Solomon Graves, Computer Support Specialist/ACA Coordinator, ABP

Lois Hansberry, Administrative Support Supervisor - Revocation, ABP

**CALL TO ORDER**

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

**APPROVAL OF MINUTES – December 17, 2009**

Carpenter moved,  
Felts seconded the motion. *Motion carried.*

**OLD BUSINESS**

Inmate panels and parole/probation visits will be postponed until the adjournment of the Legislative Session.

On January 19, 2010, Mr. Graves will be meeting with DCC and Dr. Ed Latessa, who was selected to review and discuss ways of improving the Risk Assessment Tool utilized by ADC, DCC and ABP. Board members were to submit their recommendations to Mr. Graves.

**NEW BUSINESS**

Mr. Graves met with Ms. Cathy Hughes from the Information Network of Arkansas (INA) to discuss changes to the ABP website. He will be converting the site to a new design, address and template. The changes will meet the common look and feel requirements for all state agencies. Time frame for completing is late spring.

The Website Usage Report was reviewed. The public's viewing of ABP website has increased.

Due to budget cuts, no raises will be given to state employees this fiscal year. Ms. Gillerson, Fiscal Support Supervisor, is in the process of developing a Reduction In Force (RIF) Policy in case there is a need for employee lay-offs. Time frame for completing - next fiscal year.

Institutional Release Officers are invited to the January Full Board Meeting for a meet and greet session with the Board.

**FILES FOR DISCUSSION & REVIEW**

The Board reviewed the listing of victim input hearings that were conducted the first half of January 2010.

**RATIFICATION OF VOTES**

Commissioner *Mays moved.*  
Commissioner *Carpenter seconded* the motion to ratify the votes. *Motion carried.*

The meeting adjourned at 10:00 a.m.

**SIGNATURE ON FILE**

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**Leroy Brownlee  
Chairman**

**SIGNATURE ON FILE**

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

**ARKANSAS BOARD OF PAROLE  
FIRST BOARD VOTE RATIFICATION**

**JANUARY 2010**

**UNITS:**

**RATIFIED (X)**

**DELTA**



**GRIMES**



**MCPHERSON**



**NORTH CENTRAL UNIT**



**TUCKER**



**TUCKER MAX.**



**OTHER: TRANSFER SCREENINGS, CLEMENCIES, PARDONS,  
RECONSIDERATION, REVOCATION APPEALS, RESCINDS,  
SPECIAL CONSIDERATIONS, ACT 290, 700'S, EPA, ETC.**



**MOTION BY: RICHARD L. MAYS, JR. SECONDED BY: ABRAHAM CARPENTER, JR.**

**RATIFICATION DATE: JANUARY 14, 2010**