



**MINUTES OF THE  
ARKANSAS PAROLE BOARD  
MAY 30, 2019  
9:00 A.M.  
APB BOARDROOM**

**Board Members Present:**

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

**Excused with Valid Reason(s):**

Carol Bohannon, Hearing Judge, APB  
Lisa Wilkins, Hearing Judge, APB

**Others Present:**

Brooke D. Cummings, Executive Administrator, APB  
Evelyn Gomez, Hearing Judge, APB  
Hollie Wellborn, Executive Assistant to the Chairman, APB  
Christie Little, Business Operations Manager, APB  
Scott Howard, Investigator, APB  
William T. Bowman, II, Systems Coordination Analyst, APB  
Tamara Salaam, Administrative Support Supervisor, APB  
Monica Adams, Administrative Support Supervisor, APB  
Shirley Ellingburg, Area Manager, Institutional Release Services, ACC

## **Call to Order**

Chairman Felts called the Board meeting to order at 9:02 a.m. A quorum was declared. All board members were noted as being present.

## **Approval of Minutes – May 16, 2019**

Commissioner Vandiver moved for approval of the minutes. Vice-Chairman Shock 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**

Chairman Felts reviewed the population reports. The report showed that ADC is above capacity with the exception of Work Release. Chairman Felts mentioned that this past Tuesday the Board of Corrections invoked a new 90 day and 1 year EPA. The county jail back-up has 118 females and 1,445 males. ADC's jurisdictional count is 17,908.

Chairman Felts then reviewed the population report for ACC. Their in count is 2,212 with their jurisdictional at 2,217. There are 5 individuals that are out to court.

Chairman Felts ended the review of the population reports by reviewing the Statewide Field Operations report. Regular Probation's count was 32,689, Drug Court was 2,244, Parole was 25,304, Boot Camp was 43, and the Act 539's count was 18. This gives a combined total of 60,298 persons under supervision.

## **Attorney General's Report**

There was nothing to report from the Attorney General's office.

## **Fiscal Report Update**

Ms. Christie Little, Business Operations Manager, updated the Board on the Fiscal Report. Ms. Little reported that effective July 1, 2018, the Agency received funding of \$295,211 to cover Operating and Travel Expenses for fiscal year 2019. As of April 30, 2019, we've expended \$210,157.46 (71%) of the Maintenance & Operations and Travel and Conference budget. At this time last year, the Agency had also expended 80% of budgeted funds.

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

## **Hearing Judge's Report**

Ms. Brooke Cummings, Executive Administrator, updated the Board on revocation hearings conducted throughout the month of April 2019. Ms. Cummings reported to the Board that there were a total of 440 actions. That number includes 430 revocations, 280 waivers, 96 administrative revocations not requiring a hearing, and 54 individuals that were revoked at a hearing.

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

## **Agency Updates**

Ms. Brooke Cummings mentioned that we had posted three positions for the agency. One was the Administrative Specialist III. Ms. Cummings said that interviews were conducted. The position was offered and accepted, and the individual will start work on June 3<sup>rd</sup>. The interviews for the Administrative Specialist II will be conducted next Tuesday.

Ms. Cummings also told the Board that the performance evaluations will be available on June 5<sup>th</sup>. Supervisors will be able to start reviewing them with their employees on June 5<sup>th</sup>. The pay increases will become effective on July 1<sup>st</sup> in relation to the performance evaluations. The performance evaluations are located in EASE.

## **Old Business**

Comm. Vandiver mentioned that she, along with other commissioners, are having issues with the computers while at the units. Chairman Felts said that he is going to have a meeting with ADC Director Wendy Kelley next week, and he will discuss the issues with her.

Chairman Felts told the Board that the badges they requested have been made. They will be delivered to the office next week.

## **New Business**

Chairman Felts informed the Board of a new bill regarding open meetings. A law has been passed that requires any state and county boards to record open meetings and keep them for a year.

## **Files for Review**

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

There were no questions or comments regarding the files for review.

### **Adoption of Recommendations**

Secretary McCastlain moved to adopt the recommendations of the Board for the units as listed on the attached ratification list. Commissioner Carpenter seconded the motion. The motion passed, and the recommendations became the official vote of the Parole Board.

### **Other Discussion**

Chairman Felts advised the Board to consult with him before making any changes to the hearing schedule. Comm. Riley mentioned that he has an Act 539 inmate assigned to him to interview. Chairman Felts said he would like for Comm. Riley and Secretary McCastlain both to conduct the interview.

### **Adjournment**

The meeting adjourned at 9:31 a.m.

The next Board meeting will be held on Thursday, June 13, 2019, at 9:00 a.m.

*Signature on file*

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**John Felts**  
Chairman

*Signature on file*

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**Lona McCastlain**  
Secretary

# ARKANSAS PAROLE BOARD

## FULL BOARD RATIFICATION OF VOTES

May 2019

UNITS:

RATIFIED (X)

R.L. Williams/SEC



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, EPAs, Etc.



Motion By: Secretary McCastlain      Seconded by: Commissioner Carpenter

Ratification Date: May 30, 2019