



**MINUTES
OF THE ARKANSAS BOARD OF PAROLE MEETING**

**ABP Board Room,
105 W. Capitol, Suite 500
Little Rock, Arkansas
June 24, 2010**

MEMBERS PRESENT:

**Leroy Brownlee, Chairman
Abraham Carpenter, Jr., Vice-Chairman
Richard L. Mays, Jr., Secretary
John Felts, Commissioner
Carolyn Robinson, Commissioner
Joseph Peacock, Commissioner
Jimmy Wallace, Commissioner**

HEARING EXMAINERS:

**Carol V. Bohannon, Attorney
James L. Williams, II, Attorney**

MINUTES PREPARED BY:

Tamara Salaam, Administrative Support Supervisor

OTHERS PRESENT

Wendy Kelly, Assistant Director for Health & Correctional Programs, (ADC)
Bob Parker, Mental Health Services Administrator, (ADC)
Steve Arnold, Assistant Director, Department of Community Correction, (DCC)
Jeff Tillman, Assistant Director, Department of Community Correction, (DCC)
Shirley Ellingburg, Area Manager, Institution Release Services, (DCC)
Meredith Rebsamen, Assistant Attorney General, Attorney General's (AG's) Office
Norma Gillerson, Fiscal Support Supervisor, (ABP)
Solomon Graves, Computer Support Specialist/ACA Coordinator, (ABP)
Lois Jean Hansberry, Administrative Support Supervisor, Revocation (ABP)
Tamara Salaam, Administrative Support Supervisor, Parole Services (ABP)

Called to Order

Chairman Brownlee called the meeting to order at 9:30 a.m. A quorum was declared, and a moment of silence observed.

Approval of June 14, 2010 Minutes

Wallace moved.

Carpenter seconded.

Motion carried.

Overview of Population Reports

Chairman Brownlee reviewed the population reports from ADC, DCC and ABP. From ADC Report #2 he noted there are 15,539 inmates currently in the Arkansas Department of Correction (ADC) with an additional 1,366 inmates waiting in the County Jails for transport to ADC. According to DCC Report #4 there are a total of 21,298 on parole. From DCC Report #3 he noted there are 1,571 inmates currently in Department of Community Correction with 117 on TVP backlog.

Attorney General's Office

Meredith Rebsamen had no new legal updates for the Board.

Fiscal Report

Norma Gillerson reported the fiscal year 2010 will close on June 30, 2010. Currently we have used 97% of the total budget for the agency. She further noted that all pay raises; career service bonus, cost of living and performance evaluation are frozen at this time. Performance evaluations are to continue on every employee.

Hearing Examiner's Report

Each hearing examiner presented their report for the month of June. Ms. Bohannan conducted 38 revocation hearings and Mr. Williams conducted 40 revocation hearings. Both attended two CLE seminars.

Old Business

Solomon Graves reported on the following:

- The Board is approaching the end of its audit year, July 31, 2010. An internal file review was conducted by Plato Barnett from DCC on Jun 10th. Mr. Graves extended thanks to Plato for his continued assistance to the Board. A meeting will be held on June 30, 2010 with all staff that has assigned standards to review the report. Mr. Brownlee stated that he will also meet with the staff individually to discuss tightening up in some areas.
- A reminder was given to those Board Members that still need training hours to comply with ACA standards. July 15 and July 19 are the available training sessions at the ADC Training Academy.

- At the end of July he will be going to Chicago for the annual ACA summer conference. Updates on the ACA's Adult Parole Authority Standards will also be discussed during this meeting.

New Business

Solomon Graves reported on the following:

Board Policy Manual

- Policy Manual Revisions: The following changes were proposed the Board Policy Manual:
 - *Processing and Transmitting Release Decisions* - This is a new section to the Board Policy Manual which addresses how parole/transfer decisions will be handled once the file is returned to DCC. Our assigned AG has informed the Board that it retains full responsibility for a release decision once it has been made.
 - *Inspection of Records* – These changes simply clarify some of the current terminology.
 - *Revised Legal Notice- Form 153* – These revisions were made at the request of the Board. There was more space added in the comment box for the Sheriff, Judge, and Prosecutor to respond.
- Commissioner Wallace moved that the Board Policy Manual revisions be adopted. Commissioner Carpenter seconded and the motion carried. The revisions of the Board Policy Manual were adopted as printed.
- Chairman Brownlee informed the Board that an emergency would need to be declared so the Manual could be adopted pending the completion of the rules promulgation process. Commissioner Mays moved to declare an emergency and immediately adopt the revised Manual. Commissioner Felts seconded to declare an emergency and immediately adopt the revised Manual and the motion carried.

ADC Programs Update

Wendy Kelly & Bob Parker from ADC updated the Board on the various ADC programs offered at the units. It was noted that the Thinking Errors program is one that the Board doesn't need to stipulate unless the inmate has not taken any courses. Thinking Errors is taught in the majority of the other courses offered. Ms. Kelly and Mr. Parker also explained the difference between SAE and SATP. SAE is a class taught in group format for 2 ½ weeks. SATP is an intense residential program with separate barracks and takes 6-12 months to complete. Ms. Kelly and Mr. Parker also reviewed several instances where conditions for treatment were imposed that were contradictory based on the type of class and the inmate's history.

Parole Hearing Schedule – July 2010

The schedule was reviewed. The board was requested to notify Tamara Salaam if there are any changes. Mr. Brownlee stated that the ACA visits to North Central Unit and the Harrison Parole Office has been cancelled.

Commissioners were reminded of the Jonesboro Parole Office visit, Friday, June 25, 2010 at 11:00a.m.

Files for Review

There were fifteen victim input hearings conducted the last half of June.

Ratification of Votes

Mays moved.

Carpenter seconded the motion.

The motion carried.

Comments

Richard Mays, Jr. stated that he enjoyed his time with the summer intern, Jay Withers, during the hearings at the Ouachita unit.

The meeting adjourned at 10:25 a.m.

Signature on File

Leroy Brownlee
Chairman

Signature on File

Richard L. Mays, Jr.
Secretary

ARKANSAS BOARD OF PAROLE
FULL BOARD RATIFICATION VOTES BY UNITS
June 24, 2010

<u>UNITS:</u>	<u>RATIFIED (X)</u>
BENTON	<input checked="" type="checkbox"/>
CACCC	<input checked="" type="checkbox"/>
CUMMINS	<input checked="" type="checkbox"/>
DIAGNOSTIC	<input checked="" type="checkbox"/>
EAST (BRICKEYS)	<input checked="" type="checkbox"/>
MISSISSIPPI CO.	<input checked="" type="checkbox"/>
NEACCC	<input checked="" type="checkbox"/>
OUACHITA RIVER CORRECITON	<input checked="" type="checkbox"/>
PINE BLUFF	<input checked="" type="checkbox"/>
R. L. WILLIAMS CORRECTION	<input checked="" type="checkbox"/>
SEARC	<input checked="" type="checkbox"/>
SWARC	<input checked="" type="checkbox"/>
TRCC	<input checked="" type="checkbox"/>
VARNER	<input checked="" type="checkbox"/>
WRIGHTSVILLE	<input checked="" type="checkbox"/>
OTHER: PARDONS, CLEMENCIES, TRANSFER SCREENINGS, RECONSIDERATION, REVOCATION APPEALS, RESCINDS, SPECIAL CONDITIONS, ACT 290, 700'S, EPA, ETC.	<input checked="" type="checkbox"/>

MOTION BY: Richard Mays, Jr. SECONDED BY: Abraham Carpenter, Jr.

RATIFICATION DATE: June 24, 2010