



MINUTES OF THE ARKANSAS PAROLE BOARD

July 13, 2017

9:00 A.M.

APB BOARDROOM

BOARD MEMBERS PRESENT:

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

EXCUSED WITH VALID REASONS:

Carol Bohannon, Hearing Judge/Attorney, APB
Lisa Wilkins, Hearing Judge/Attorney, APB
Evelyn Gomez, Hearing Judge/Attorney, APB
Solomon Graves, Public Information Officer, ADC
Jerry Bradshaw, Deputy Director of Parole and Probation, ACC

OTHERS PRESENT:

Brooke D. Cummings, Executive Administrator, APB
Janice Horton, Business Operations Manager, APB
Rachel Butler, Fiscal Support Specialist, APB
Kelly Knuckles, Executive Assistant to the Chairman, APB
Scott Howard, Investigator, APB
Tamara Salaam, Administrative Support Supervisor, APB
Kenya Woods, Victim Input Coordinator, APB
Christie Little, Administrative Support Supervisor, APB
William T. Bowman, II, Computer Support Analyst, APB
Shirley Ellingburg, Area Manager, Institutional Release Services
Nga Mahfouz, Assistant Attorney General, Attorney General's Office

Call to Order

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

Approval of Minutes- June 29, 2017

Commissioner Vandiver moved for approval of the minutes. Commissioner Carpenter seconded the motion. The minutes were approved as presented.

Agency Updates

Chairman Felts asked Ms. Janice Horton, Business Operations Manager to introduce the Parole Board's new employee, Ms. Rachel Butler, who has filled the position of Fiscal Support Specialist in our Human Resources department. Ms. Horton introduced Ms. Butler to the Board and welcomed her to the agency.

Ms. Brooke Cummings, Executive Administrator, mentioned to the Board that she had been working on a strategic plan for fiscal year 2018-19. The strategic plan was requested by the Governor's office to all state agencies and the deadline is August 1, 2017. Ms. Cummings stated the strategic plan has been put together, but is not finalized at this time. Commissioner Vandiver asked for Ms. Cummings to explain to the Board what the strategic plan included. Ms. Cummings stated that the plan included agency goals for the agency for fiscal year 2018-19, further stating that there were three main goals lined out for the plan. One goal would be parole guidelines, the second being in relation to the Revocation Hearing Judges, the third related to transparency for the agency and updating our website. Ms. Cummings stated that she would provide a draft copy of the strategic plan to each commissioner upon request.

In addition, Ms. Cummings mentioned to the Board that she had been working with the Council of State Governments (CSG) in regard to the parole guidelines tool which included: parole guidelines, transparency of the agency and accuracy on the number of actions by the Board for reporting purposes. CSG will be visiting the agency in the upcoming months to address the instrument and its benefits.

Ms. Cummings, asked William Bowman, Computer Support Analyst, to update the Board on a recent DIS meeting in relation to the agency's Information Technology infrastructure. Mr. Bowman stated that the update from DIS included details of the cost analysis, storage and accuracy of the actions of the Board in comparison to the numbers provided by other correctional agencies. This update to our IT infrastructure will allow our agency to run our own reports versus depending on other agencies to pull our Board action numbers. Mr. Bowman stated he could provide a copy of the reports including the Board action numbers upon request, he stated that if the Board found any changes or concerns to let him know and he will have DIS remove those items.

Chairman Felts asked Ms. Nga Mahfouz, Assistant Attorney General, if she had any updates for the Board. Ms. Mahfouz did not have an update from the Attorney General's office at this time.

There were no further questions or concerns regarding Agency Updates.

Old Business

There was no update regarding Old Business at this time.

New Business

There was no update 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.

Other Discussion

Ms. Shirley Ellingburg, Institution Release Services Area Manager, mentioned to the Board that Ms. Donna Cobb, an Institutional Release Officer, at the East Arkansas Unit has resigned and will be leaving soon. Ms. Ellingburg stated they are currently looking for a replacement for Ms. Cobb.

Adjournment

The meeting adjourned at 9:16 a.m.

The next Parole Board meeting will be held on Thursday, July 27, 2017 at 9:00 a.m.

Signature on File

John Felts
Chairman

Signature on File

Andy Shock
Secretary

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

July 2017

UNITS:

RATIFIED

Delta



Wrightsville



Wrightsville Satellite/Wrightsville Hawkins



Tucker



Tucker Max



Cummins



Benton



TRCC/SWACC



Bowie County



McPherson



North Central



NWA- Work Release



**OTHER: Pardons, Commutations, Transfer Screenings, ACT 290s,
700s, Reconsiderations, Revocation Appeals, Rescinds,
Special Conditions, EPAs, Etc.**



MOTION BY: Secretary Shock SECONDED BY: Commissioner Carpenter

RATIFICATION DATE: July 13, 2017