



**MINUTES OF THE  
ARKANSAS PAROLE BOARD  
JULY 17, 2014 @ 9:30 A.M.  
APB BOARDROOM**

**BOARD MEMBERS PRESENT:**

John Felts, Chairman  
Richard Brown Jr., Vice-Chairman/Commissioner  
Dawne Vandiver, Secretary/Commissioner  
Jimmy Wallace, Commissioner  
Dennis Young, Commissioner  
Richard L. Mays, Jr., Commissioner

**HEARING JUDGES PRESENT:**

Carol Bohannon, Hearing Judge/Attorney  
Ashley Vailes, Hearing Judge/Attorney  
Cara Boyd-Conners, Hearing Judge/Attorney

**EXCUSED WITH VALID REASON:**

Abraham Carpenter, Commissioner  
Jim Williams, Hearing Judge/Attorney

**OTHERS PRESENT:**

Solomon Graves, Administrative Services Manager, APB  
Mahogany Franklin, Fiscal Support Supervisor, APB  
Melissa Haney, Executive Assistant to the Chairman, APB  
Tamara Salaam, Administrative Specialist III (Parole), APB  
Shirley Ellingburg, IRS Area Manager, DCC  
Ray Hobbs, Director, ADC  
Wendy Kelley, Chief Deputy Director, ADC  
Meredith Rebsamen, Attorney General's Office

## **CALL TO ORDER**

Chairman Felts called the meeting to order at 9:45 am. A quorum was declared.

## **APPROVAL OF MINUTES – June 26, 2014**

Commissioner Young moved for approval. Commissioner Wallace seconded the motion. The minutes were approved as presented.

## **AGENCY UPDATES**

Mr. Solomon Graves, Administrative Services Manager, stated that the ACA audit package is available for the Board to review. He reported that the Board was non-compliant on only one standard and it will go before the Standards Committee in Salt Lake City for final approval.

Mr. Graves reported that he is working on the Board's annual report and has all the data compiled. He stated that the annual report will be expanded to cover denials, revocation data and length of prison stay. He stated that it is required to be submitted by February 1, 2015. He stated that he will have a draft available for the Board to review and approved by August.

Mr. Graves reported on the status of the Board's 2015 Legislative Package. He stated that he also spoke with Senator Hutchinson and Representative Wright regarding the Board presenting at the Joint House and Senate Judiciary Committees in August.

Mr. Graves stated that there are two new eOMIS enhancements that will soon be available to the Board. The first one will allow revocation to adjust their scheduling process. The other project will cover electronic voting for the Board. He stated that they are currently working with ADC and ACC to cover funding for these projects. He stated that Director Hobbs and Director Sharp have both been very helpful in this endeavor and the Board is very appreciative of their assistance. He stated that they currently have a model of the new equipment for voting available and the Board can review it and see how it will work. He stated that this will be more user friendly and replace the tablets currently in use.

Mr. Graves stated that there will be Board training on August 4<sup>th</sup> at 9:00am that will cover offender programs and treatment. He stated that Mr. Bob Parker will be here with his staff as well as Mr. Joe Kilenhoffer from the Riverside Vo-Tech program. He stated that there will be another training day on August 11<sup>th</sup> for sex offender training and Ms. Sheri Flynn will be present to discuss treatment and sex offender levels. She will cover the various components of SOFT/RSVP.

Mr. Graves reported that they are working with ADC's re-entry coordinator to prepare a handbook for inmates that will educate them on the re-entry process. He stated that they will be working to expand the handbook with a section related to parole release guidelines including revocation and ACT 679 to transitional living. Mr. Graves discussed website enhancements to the Parole Board website regarding information on offender re-entry. He stated that Mr. Kenneth Giesbrecht will be getting estimates on this. He stated that it is important for the Board to support the re-entry initiative.

Mr. Graves reported that Mr. Giesbrecht will be conducting unit site inspections and working with ADC's IT department to ensure adequate cables to enhance the Board's ability to do hearings via video conferencing and vote electronically. He stated that ADC will have a point of contact at each facility to aid in technical issues.

Mr. Graves reported that there will be a meeting of the Joint Performance Review Committee in Meeting Room B at the Big Mac building today at 1:00 pm and Director Hobbs and Director Sharp will be presenting at the meeting.

## **OLD BUSINESS**

There was no old business to discuss.

## **NEW BUSINESS**

Chairman Felts stated that Director Hobbs and Chief Deputy Director Wendy Kelley are present today to discuss safety and security concerns with the Board. He stated that the Board has had some issues with security at the facilities and they would like to address those in order to find a suitable solution.

Director Hobbs stated that he is here to help the Board and ensure that the Board is safe anytime they conduct hearings at the units.

Commissioner Vandiver stated that she has noticed that security during hearings has become lax. She stated that someone used to meet them at their vehicles and this is not being done any longer. She also stated that the Board members are being left alone with inmates and are not escorted while using the restrooms or walking around the grounds. She stated that she feels this is a safety issue that needs to be addressed. She stated that she would like to see an officer with the Board at all times. Also, she stated that the number of supporters that attend the parole hearings is impossible to deal with during the meeting. She stated that there are children present and they are a distraction to the Board. She stated that she would like to see children restricted from these meetings because it is a security risk and distraction the Board and the inmate. She stated that another security issue of concern is that inmates and their families want to shake hands with the Board after the hearings. She stated that she would like to see the IRO's instruct the families and inmates that the Board does not shake hands or hug. She stated that it needs to be a policy.

Commissioner Wallace stated that an issue that concerns him is the way Board members are asked to go through the security process when entering the facilities. He stated that as a Parole Board Commissioner, they should be able to enter the facility without having to go through biometric scanning and metal detectors. He stated that on Board days there are long lines of visitors and this holds the Board up from getting to their meetings on time. He also stated that at some of the facilities they have to carry their boxes a long way and he thinks it would be a kindness to the Board to have a porter meet the Commissioner to carry the boxes for them. Commissioner Wallace agreed with Commissioner Vandiver that children should be excluded from the parole hearings and that they would like to limit the number of supporters that attend with each inmate.

Director Hobbs asked if this is a policy of the Board. Chairman Felts stated that the Board could look at policy to limit the number of supporters allowed to attend hearings. Commissioner Young asked Mrs. Meredith Rebsamen if this would legally pose an issue to limit the number of attending supporters. She stated that she will research this and report back to the Board.

Chief Deputy Director Wendy Kelley asked if the Board has considered doing all hearings via video so that they do not have to come to the units. Chairman Felts stated that the Board currently does do video conferencing but it is limited by the units' availability to conduct video hearings. He stated that not all units have the equipment to conduct these types of hearings. Mr. Graves stated that the Board can conduct up to four video hearings at a time, while each ADC facility only has the capability to do one video conference at a time. Director Hobbs stated that this can be easily corrected and he will make a note regarding this enhancement. Commissioner Wallace stated that video conferencing is an excellent idea, but the quality of the video is very poor. He stated that he feels this is also a very impersonal way for the Board to conduct hearings. He stated that this is the most important hearing of that inmate's life and the Board needs to allow them the full opportunity to express themselves in person. Mrs. Kelley stated that if the technology is available then it needs to be utilized. Commissioner Young stated that he would like to be able to sit at his desk and conduct hearings. He stated that the cost to do that would be a great expense to the Board. Mrs. Kelley proposed using the free service of SKYPE to conduct hearings. Mr. Graves addressed several issues regarding SKYPE. Chairman Felts stated that these are all long term projects that can be addressed and resolved over time. Director Hobbs reviewed his notes with the Board and stated that he will send the Board a final review of these issues and concerns.

Commissioner Wallace stated that he would like to have the Board approve for the Hearing Judges to attend the NAALJ Conference in Memphis on September 14-17<sup>th</sup>. He stated that Hearing Judge Ashley Vailes is the elected chairman of the organization and her expenses will be paid for by NAALJ. He stated that Hearing Judge Cara Boyd-Connors has family in the area that she can stay with during the conference. He stated that the only one the Board will be responsible for providing accommodations for will be Hearing Judge Carol Bohannon. Mrs. Franklin stated that the only issue is that the per diem rate is \$99 and the rooms are \$180. This would mean that Mrs. Bohannon would have to pay the additional cost of the room. She also stated that the registration fee is \$475 for members and \$525 for non-members. The Board will not be responsible for Mrs. Vailes registration fee, but will have to accommodate Mrs. Boyd-Connors and Mrs. Bohannon's

registration fees. Commissioner Wallace moved to approve this request. Commissioner Mays seconded the motion. The motion was carried.

**FILES FOR REVIEW**

There were no questions regarding the files for review.

**ADOPTION OF RECOMMENDATIONS**

Commissioner Vandiver, Secretary of the Board, moved to adopt the recommendations. Commissioner Young seconded. The motion was carried.

**OTHER COMMENTS**

Commissioner Wallace stated that they have had an issue with field reports not being in the files for review. Mrs. Shirley Ellingburg stated that not all crimes require a field report and if there is an issue she needs to be made aware of this so that it can be resolved.

**ADJOURNMENT**

The next Board meeting will be held on Thursday, July 31, 2014 at 9:30 a.m. in the APB Boardroom.

The meeting adjourned at 10:55 a.m.

**Signature on File**

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**John Felts**  
**Chairman**

**Signature on File**

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**Dawne Vandiver**  
**Secretary**

**ARKANSAS PAROLE BOARD  
FIRST BOARD ADOPTION OF RECOMMENDATIONS**

**JULY 2014**

**UNITS:**

<b>DELTA</b>	<input type="checkbox"/>
<b>NORTH CENTRAL UNIT</b>	<input type="checkbox"/>
<b>NORTH WEST/WASHINGTON CO.</b>	<input type="checkbox"/>
<b>TUCKER</b>	<input type="checkbox"/>
<b>TUCKER MAX.</b>	<input type="checkbox"/>
<b>GRIMES</b>	<input type="checkbox"/>
<b>MCPHERSON</b>	<input type="checkbox"/>
<b>MCPHERSON</b>	<input type="checkbox"/>
<b>BENTON</b>	<input type="checkbox"/>
<b>TRCC/SW</b>	<input type="checkbox"/>
<b>DCC-CAC</b>	<input type="checkbox"/>
<b>CUMMINS</b>	<input type="checkbox"/>
<b>OTHER: TRANSFER SCREENINGS, COMMUTATIONS, PARDONS RECONSIDERATIONS, REVOCATION APPEALS, RESCINDS, SPECIAL CONDITIONS, ACT 290, 700'S, EPA, ETC.</b>	<input type="checkbox"/>

**MOTION BY: Commissioner Vandiver**

**SECONDED BY: Commissioner Carpenter**

**ADOPTION DATE: JULY 17, 2014**