



**MINUTES**  
**ARKANSAS BOARD OF PAROLE**  
**August 12, 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  
Jimmy Wallace, Commissioner

**HEARING EXAMINERS  
PRESENT:**

James L. Williams, II, Hearing Examiner/Attorney

**EXCUSED WITH VALID  
REASON(S):**

Joe Peacock, Commissioner  
Carol V. Bohannon, Hearing Examiner/Attorney

**OTHERS PRESENT**

Dan Roberts, Deputy Director, Department of Community Correction - Parole/Probation  
Steve Arnold, Assistant Director, Department of Community Correction - Parole/Probation  
Jeff Tillman, Assistant Director, Department of Community Correction - Parole/Probation  
Rhonda Sharp, Public Relations, Department of Community Correction  
Solomon Graves, Administrative Services Manager, ABP  
Tamara Salaam, Administrative Support Supervisor – Pre-Release, ABP  
Sharon Lewis, Executive Assistant to the Chairman, ABP

**CALLED TO ORDER**

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

**APPROVAL OF MINUTES – July 29, 2010**

Commissioner Carpenter moved. The minutes were approved as presented, if no corrections. Commissioner Felts seconded the motion. *Motion carried.*

**OLD BUSINESS**

Mr. Graves discussed agency updates for ABP.

- A proposed design for agency's website will be submitted to the Board for approval by October. The Information Network of Arkansas (INA) who maintains the websites for state government agencies is designing the site. The cost for completing the project is \$3,500 and \$1,050 for the annual maintenance fee.
- On August 11, 2010, the Chairman, Mr. Graves, and members of the Management Teams from ADC and DCC met to discuss implementing the recommendation related to eOMIS that came from the Strategic Planning effort earlier in the spring. This committee will work with Marquis to get price quotes on the various recommendations and bring back to ADC, DCC, and BOC for approval to proceed.
- During the week of August 16<sup>th</sup>, Mr. Graves will be meeting with DCC's Information Technology Administrator to discuss assigning a staff member to handle the IT needs of the Board.
- Mr. Graves discussed some of the changes he has implemented in the Revocation Section since his promotion as Administrative Services Manager. He is currently developing a package of additional changes based on his observations and staff feedback. Upon meeting with the Hearing Examiners, they will present to the Board for final approval.
- Institutional Release Services (IRS) staff conducted a training session for keying parole votes on Friday, August 6, 2010 for ABP staff. The second session will be held on Friday, August 20, 2010. IRS staff gave positive feedback on the speed ABP staff picked up the information presented. ABP is scheduled to start keying votes in September 2010.
- Revisions to the current process of conducting Victim Input Hearings will be discussed following the Victim Input Meeting on August 18<sup>th</sup>.
- DCC is finalizing the data for ABP Annual Report. A draft will be ready by September 2010.
- ADC and DCC are currently training their staff on administering the Ohio Risk Assessment System (ORAS) Tool. The Board will be provided continued updates as the Tool is implemented and involved in determining the procedures for administering the Reentry Tool. January 2011 is the to implement all tools.
- A full written report on of the 2010 American Correctional Association (ACA) will be presented during the August 26<sup>th</sup> Board Meeting.
- August 13<sup>th</sup> is the deadline for designated staff to submit corrective ACA standards to Mr. Graves.

- Documentation for the 2010-2011 audit year standards will begin September 1, 2010. The reaccreditation audit will take place during the spring 2011.
- The Board's recommendations on revised ACA standards will be presented at the August 26<sup>th</sup> Board Meeting.
- Bob Parker, Mental Health Administrator for ADC, will be conducting a session on ADC Treatment Programs, August 16<sup>th</sup> at 9:00 a.m.

### **NEW BUSINESS**

Board members went into executive session at 9:32 to discuss a personnel matter.

The Board reconvened at 9:35 a.m., with the approved the recommendation of promotion for Melissa Haney to the position of Administrative Analyst in the Administrative Services Section.

Commissioner Wallace moved.

Commissioner Mays seconded the motion. Motion carried.

Commissioner Wallace requested Mr. Graves to reconsider the office location for Ms. Haney. The Chairman requested for both to meet at a later time to discuss this issue.

On Friday, October 15, 2010, and Monday, October 18<sup>th</sup>, trainers from DCC will be conducting a 2 day session on Motivational Interviewing. The follow-up class will be held on Monday, November 1, 2010.

The fall Arkansas Adult Parole/Probation Association (AAPPA) Conference will be held in West Memphis, Arkansas on September 22, 2010 and September 23, 2010. Mr. Graves requested to be notified as soon as possible, so a list of individuals attending could be submitted to DCC.

The Board has been directed to make sure they place reasons in the file when they grant, deny, or defer an inmate.

Mr. Graves was invited to serve on the DIS State Network Users Group. This committee will provide guidance to DIS on how to improve communications regarding the efficient operation of, and future development of, services provided via the State of Arkansas' network.

### **FILES FOR DISCUSSION - REVIEW**

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

### **RATIFICATION OF VOTES**

*Commissioner Mays moved.*

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

The meeting adjourned at 9:50 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**

**AUGUST 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: August 12, 2010**