



**MINUTES OF THE
ARKANSAS PAROLE BOARD
AUGUST 30, 2012 @ 9:30 A.M.
APB BOARDROOM**

BOARD MEMBERS PRESENT:

John Felts, Chairman
James Wallace, Vice-Chairman/Commissioner
Richard Brown Jr., Commissioner
Carolyn Robinson, Commissioner
Abraham Carpenter, Commissioner
Joe Peacock, Commissioner

HEARING EXAMINERS PRESENT:

Jim Williams, Hearing Examiner/Attorney
Ashley Vailes, Hearing Examiner/Attorney
Carol Bohannon, Hearing Examiner/Attorney

EXCUSED WITH VALID REASONS

Richard L. Mays, Jr., Secretary/Commissioner

OTHERS PRESENT

Solomon Graves, Administrative Services Manager, APB
Norma Gillerson, Fiscal Support Manager, APB
Melissa Haney, Executive Assistant to the Chairman, APB
Tamara Salaam, Administrative Support Specialist, APB
Dan Roberts, Deputy Director, Parole/Probation, DCC
Damien McNeil, Assistant Director, Parole/Probation, DCC
Steve Arnold, Assistant Director, Parole/Probation, DCC
Shirley Ellingburg, Area Manager, Institutional Release Services, DCC
Meredith Rebsamen, Asst. Attorney General, Attorney Generals Office

MINUTES PREPARED BY: Melissa Haney, Executive Assistant to the Chairman

CALL TO ORDER

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

APPROVAL OF MINUTES – AUGUST 6, 2012

Commissioner Brown moved. Commissioner Wallace seconded the motion. The minutes were approved as presented.

POPULATION REPORT

Chairman Felts reported that there are 13,772 inmates in the Department of Correction. He stated that there are currently 466 inmates in the county jail backup with a total of 14,238. Chairman Felts commended Mrs. Ellingburg and her staff on the great work they are doing in quickly releasing those inmates approved by the Board.

In review of the state wide population report there are currently 29,412 on probation and 23,388 on parole with a total under supervision of 55,592.

Chairman Felts reported that the total residential population for DCC is 1,498 with 113 backed up in TVP. He also reported that DCC has opened up additional bed space. Mr. Dan Roberts stated that they have also opened up 24 additional beds in Osceola for the drug court violations.

Chairman Felts reported that the Board's monthly report shows a total of 571 approved for parole, 49 denied, 108 deferred, 102 reconsiderations/rescinds and 60 commutations and pardons with total actions of 916. The Board's current release rate is 75.7%.

ATTORNEY GENERAL'S OFFICE

Mrs. Meredith Rebsamen had no report.

FISCAL REPORT

Mrs. Norma Gillerson stated there is a report in the file that documents and explains the expenditures from character codes #2 (Maintenance and Operations) and #9 (Travel) of the Board's budget. This report reviews the authorized spending amount and funds available. Mrs. Gillerson stated that the Board has expended 8% the total budget for character codes 2 and 9 for maintenance, operations and travel as of July 31st. She reported that the Board receives \$1,879,580 for total expenses and of that amount \$270,000 was allotted for maintenance, operations and travel. The remainder of the balance is allotted for employee salaries and benefits.

HEARING EXAMINERS REPORT

The Hearing Examiners report showed a total of 48 hearings conducted. Of that total 32 were revoked to ADC, 9 were revoked to TVP, 0 were not revoked and 3 had their final action deferred. There were also 3 compact hearings and 1 transfer hearing for this period. There were no questions regarding the Hearing Examiner Report.

AGENCY UPDATES

Mr. Graves stated that the formal Board Committee policy requires Board approval. He stated that this policy puts our current operations into policy. It establishes two types of committees. One is the standing committee and the second is special committee. One of the standing committees established is the fiscal committee, which is responsible for making recommendations regarding fiscal issues. The other standing committee is the personnel committee, which is responsible for the annual review of the employee manual, hiring recommendations, and personnel changes. The Chairman called for approval of this policy. Commissioner Wallace moved. Commissioner Brown seconded. Motion was carried.

Chairman Felts stated that he appreciates those that have volunteered to take part in these committees. Mr. Graves stated that there will be a follow up meeting next week to finalize policy changes and those will hopefully be presented at the next Board meeting to be held in Malvern.

Mr. Graves reviewed the FY 12 Annual Report draft for the Board. There were no questions.

Chairman Felts stated in meeting with Mr. Graves they had discussed the need for a strategic planning committee that will be designed to develop a new mission statement and the Boards long term and short term goals. This committee will include the Chairman, 2 board members, Mr. Graves, the parole supervisor and a staff member from that section, the revocation supervisor and a staff member from that section. He stated that

any other Board members who wish to volunteer are welcome to do so. This committee will meet on September 17th at 9:00 am to meet and will conduct monthly meetings until this task is completed.

Chairman Felts stated that there is a Women Working in Corrections conference to be held September 16-19th here in Little Rock. This conference will be a great meeting with interesting speakers and workshops. He reported that he asked for volunteers to attend the meeting and Mrs. Delores Jones has been selected to attend. Chairman Felts stated that it will be a good experience and Mrs. Jones will gain valuable information that can be shared with the other ladies in the office.

OLD BUSINESS

Commissioner Wallace stated that he would like a follow up on the units searching Commissioners when they go to conduct parole hearings. He stated that as representatives of the Board they should not be submitted to these searches and that he would like to see that this followed up on as soon as possible.

Chairman Felts stated that he has sent a letter to the ADC Director requesting that the Board be allowed to attend these hearings by signing in and showing identification only. He stated that he will be following up on this with ADC.

SEPTEMBER CALENDAR

Chairman Felts stated that the Board should have copies of the calendar for September in their Board packets. He stated that, as always, if changes need to be addressed please bring these to the attention of the Board and they can be addressed accordingly.

FILES FOR DISCUSSION REVIEW

There were no questions regarding files for review.

RATIFICATION OF VOTES

Commissioner Wallace moved. Commissioner Carpenter seconded the motion to ratify the votes. Motion carried.

OTHER COMMENTS

Chairman Felts stated that this completes the business on the Board's agenda and that the Board will be going into Executive Session to discuss a personnel issue. Executive Session began at 10:05 a.m. and ended at 10:45 a.m.

Chairman Felts stated that the Board took no action on the personnel issue.

ADJOURNMENT

Commissioner Wallace moved to adjourn the meeting. Commissioner Carpenter seconded. Motion carried.

The next Board meeting will be held on Thursday, September 13, 2012 at 9:30a.m. This meeting will take place at the Omega Technical Violators Center in Malvern.

The meeting adjourned at 10:50 a.m.

Signature on File

John Felts
Chairman

Signature on File

Richard L. Mays, Jr.
Secretary

**ARKANSAS PAROLE BOARD
FULL BOARD RATIFICATION OF VOTES**

August 2012

<u>UNITS:</u>	<u>RATIFIED (X)</u>
BENTON	X
CACCC	X
EAST AR	X
MISSISSIPPI CO.	X
NEACCC	X
OUACHITA RIVER CORR.	X
PINE BLUFF	X
R.L. WILLIAMS	X
SEARC	X
SWARC	X
TRCC	X
VARNER	X
WRIGHTSVILLE	X
OTHER: PARDONS, COMMUTATIONS, TRANSFER SCREENINGS, ACT 290, 700'S, RECONSIDERATION, REVOCATION APPEALS, EPA, RESCINDS, SPECIAL CONDITIONS, ETC.	X

MOTION BY: Commissioner Wallace SECONDED BY: Commissioner Peacock

RATIFICATION DATE: August 30, 2012