



**MINUTES OF THE
ARKANSAS PAROLE BOARD
SEPTEMBER 12, 2019
9:00 A.M.
APB BOARDROOM**

Board Members Present:

John Felts, Chairman
Lona McCastlain, Secretary
Abraham Carpenter, Commissioner
John Belken, Commissioner
Dawne Vandiver, Commissioner
Jerry Riley, Commissioner

Excused with Valid Reason(s):

Andy Shock, Vice Chairman
Carol Bohannon, Hearing Judge, APB
Christie Goldman, Business Operations Manager, APB

Others Present:

Brooke D. Cummings, Executive Administrator, APB
Lisa Wilkins, Hearing Judge, APB
Evelyn Gomez, Hearing Judge, APB
Scott Howard, Investigator, APB
William T. Bowman, II, Systems Coordination Analyst, APB
Tamara Salaam, Administrative Support Supervisor, APB
Hollie Wellborn, Executive Assistant to the Chairman, APB
Barry Bealer, Assistant Area Manager, Institutional Release Services, ACC
Solomon Graves, Chief of Staff, ADC
Jerry Bradshaw, Deputy Director Parole/Probation, ACC
Cindy Richardson, Assistant Director Parole/Probation, ACC

Call to Order

Chairman Felts called the board meeting to order at 9:03 a.m. A quorum was declared. Chairman Felts noted that Vice-Chairman Shock was out ill.

Approval of Minutes – August 22, 2019

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

A copy of the minutes was included in each board member's file for review.

Agency Updates

Ms. Brooke Cummings, Executive Administrator, APB, reminded the Board that our Control Self-Assessment will be due March of 2020. Ms. Cummings said that it is an ongoing thing that we will be talking a lot about. She said that we will be reaching out to staff members to provide input on their areas so that we can make sure that if we need to strengthen our internal controls we can do so. Ms. Cummings stated that it is due on the even numbered years, so it comes up periodically. Ms. Cummings said that the Control Self-Assessment is a lengthy document, and it controls every aspect of the agency. She said we will be forming small committees, and pulling people in to talk about risks in their areas and what we have in place to address those. Chairman Felts asked Ms. Cummings if she will be providing this electronically to Commissioners, and she said yes she will be.

Commissioner Vandiver asked if our agency is still planning on utilizing the ACA Audit. Chairman Felts said that we currently haven't had any comments on continuing to utilize the ACA Audit at this time.

Old Business

There was nothing to report regarding old business.

New Business

There was nothing to report regarding new business.

Other Business

Mr. Solomon Graves, Chief of Staff, ADC, told the Board that they had their Leadership Team Meeting this morning. Mr. Graves said that Secretary Kelley is meeting bi-weekly with the directors of all the entities in addition to the shared services chiefs within the department. This is to make sure that we are maintaining open lines of communication throughout the department and that we are moving through this transformation process as effectively as possible. Mr. Graves said that a few things came out of that meeting. Secretary Kelley will be holding a department wide strategic planning session on October 28th. This will include the directors of all the entities within the department and the chiefs of our shared services within the Office of the Secretary. Mr. Graves said that they are going to ask the directors if they will identify one other

individual from within their operations committed to the strategic planning effort committed to bring the department forward to join us on October 28th.

Mr. Graves said that they will also have two policies up for discussion to the directors. One does not pertain to the Board in any way. It pertains specifically to the divisions with the department responsible for custody and supervision of offenders. This means ADC and ACC. That policy would standardize their approach to incident notifications and make sure that they are all on the same page in meeting the standards of the Secretary. Mr. Graves said that the second policy will pertain to the entirety of the department. That is the policy of data driven decision making. He said the Governor talks about wanting the government to operate more in a business mindset. One of the hallmarks of that for him is making empirically based decisions, so we are moving with some sense of urgency to meet that challenge of his. It is also a priority of the Secretary, so Mr. Graves expects probably around the first of the month as we work through some of the feedback received yesterday that we will have that policy out for implementation. Mr. Graves said that the Governor has requested we take a look at our websites. Some of our government websites are outdated in terms of the content on them. Also, to ensure that the public is clear of an entities affiliation with the Department of Corrections, we've asked each Secretary to add to their website a page specific to the Secretary that includes contact information and their organizational chart.

Mr. Graves also mentioned that Ms. Rhonda Patterson, Chief Technology Officer, ADC, gave an update in regards to viruses and security threats. He said that they are taking some fairly aggressive steps to mitigate those risks and understanding in the short term that some of those steps might be inconvenient for the user. Mr. Graves said that we are at a crisis point in some areas to ensure our technology resources are secure and aren't subject to infiltration from ransom or any other types of viruses.

Mr. Graves said that the first part of October their Chief Legal Counsel Christine Cryer in conjunction with the Jail Standards Office are going to be hosting a department wide PREA training. On October 2nd they will be down at Admin East for all day training. On October 3rd they will be in Ozark and is geared more for jail personnel and some other training that they will be going through that week. It will be conducted by the National PREA Resource Center out of Washington.

Lastly, Mr. Graves said that they are in the early stages of implementing standardized personnel policies throughout the department. Part of that is looking at the employee grievance process throughout the department. He said that Ms. Christine Cryer is leading that effort and has brought in Chairman Felts and Ms. Brooke Cummings for those conversations on behalf of the Parole Board. Mr. Graves said that the Board's existing policy on Dispute Resolution and the Board's Employee Manual will be considered in those discussions.

Files for Review

A copy of the files for review was included in each board member's packet.

Adoption of Recommendations

Secretary McCastlain moved to adopt the recommendations. Commissioner Carpenter seconded the motion. The motion passed.

Adjournment

The meeting adjourned at 9:28 a.m.

The next Board meeting will be held on Thursday, September 26, 2019, at 9:00 a.m.

Signature on File

**John Felts
Chairman**

Signature on File

**Lona McCastlain
Secretary**

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

September 2019

<u>UNITS:</u>	<u>RATIFIED</u>
Delta	<input checked="" type="checkbox"/>
Wrightsville	<input checked="" type="checkbox"/>
Wrightsville Hawkins	<input checked="" type="checkbox"/>
Tucker	<input checked="" type="checkbox"/>
Tucker Max	<input checked="" type="checkbox"/>
Cummins	<input checked="" type="checkbox"/>
Benton	<input checked="" type="checkbox"/>
TRCC/SWACC	<input checked="" type="checkbox"/>
Bowie County	<input checked="" type="checkbox"/>
McPherson	<input checked="" type="checkbox"/>
North Central	<input checked="" type="checkbox"/>
NWA- Work Release	<input checked="" type="checkbox"/>
OTHER: Pardons, Commutations, Transfer Screenings, ACT 290s, 700s, Reconsiderations, Revocation Appeals, Rescinds, Special Conditions, EPAs, Etc.	<input checked="" type="checkbox"/>

MOTION BY: Secretary McCastlain SECONDED BY: Commissioner Carpenter

RATIFICATION DATE: September 12, 2019