



**MINUTES OF THE  
ARKANSAS PAROLE BOARD  
SEPTEMBER 27, 2012 @ 9:30 A.M.  
APB BOARDROOM**

**BOARD MEMBERS PRESENT:**

John Felts, Chairman  
James Wallace, Vice-Chairman/Commissioner  
Richard L. Mays, Jr., Secretary/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

**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  
Damien McNeil, Assistant Director, Parole/Probation, DCC  
Steve Arnold, Assistant Director, Parole/Probation, DCC  
Pam Brown, Assistant 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 – SEPTEMBER 13, 2012**

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

### **POPULATION REPORT**

Chairman Felts reported that there are 14,702 inmates in the Department of Correction. He stated that there are currently 329 inmates in the county jail backup.

In review of the State-wide Population report there are currently 29,433 on probation and 23,559 on parole with a total under supervision of 55,786.

Chairman Felts reported that the total residential population for Department of Community Correction is 1,542 with 78 in TVP and 58 in back-up. He stated that DCC is doing a great job reaching out to the community for the drug court program and that it is a great asset to the courts.

Chairman Felts reported that the Board's monthly report shows a total of 647 approved for parole, 75 denied, 137 deferred, 98 reconsiderations/rescinds and 66 commutations and pardons with total actions of 1,023. The Board's current release rate is 75.6%.

### **ATTORNEY GENERAL'S OFFICE**

Mrs. Meredith Rebsamen had no report.

### **FISCAL REPORT**

Mrs. Norma Gillerson stated effective August 31, 2012 the Board has expended 17.2 % of the annual budget. She reported that there is a detailed copy of the expenditures and travel reimbursements attached to the report and if there are any questions it gives a thorough breakdown of all expenditures.

Mrs. Gillerson announced that as of January 1, 2013 she will be retiring from the Board and the State of Arkansas. She stated that it has been a privilege working with the Board and it is a memory that she will always cherish. She stated that her prayers will be with each and every one of the Board and staff.

Chairman Felts stated that the Board will miss her but know that it will be a great opportunity for her to spend more time with her new grandchildren and that this information will be taken under advisement and that will allow the Board to get a head start on selecting a new candidate for her position when it becomes available.

### **HEARING EXAMINERS REPORT**

The Hearing Examiners report showed a total of 22 hearings conducted. Of that total 16 were revoked to ADC, 2 were revoked to TVP, 2 were not revoked and 1 had their final action deferred. There was also 1 compact hearing for this period. There were no questions regarding the Hearing Examiner Report.

Chairman Felts stated that the Hearing Examiners will be helping with parole hearings in the upcoming month and if they need to make any changes then they need to let him know so that those changes can be addressed.

### **AGENCY UPDATES**

Mr. Graves stated that he has nothing to new to report.

### **OLD BUSINESS**

Commissioner Peacock asked that it is necessary to stipulate alcohol/drug assessments on the vote sheets if there is no history of drug/alcohol abuse and the inmate has already taken SATP.

Chairman Felts stated that there needs to be an assessment clarification and the stipulated assessment is very regimented and intense. He stated that the Board will need to look at this and do some further research, but that there is no need to do drug testing if the inmate shows no problems with drugs or alcohol. Chairman Felts stated that the Board will meet with DCC to get a better understanding of this assessment.

**NEW BUSINESS**

Commissioner Mays stated that the Personnel Committee has made revisions to the Employee Manual and Grievance Policy. The committee consists of Jim Williams, Commissioner Mays, Ashley Vailes, Norma Gillerson, Mahogany Brown and Solomon Graves. They have made these new changes to better adapt the policy to our agency and create a better fit for our employees. He stated that there is a draft of the Employee Manual and information in the Board packets today.

Chairman Felts stated that the committee went through and updated and clarified some issues and it looks good and will be a useful tool to the Board and staff.

Mr. Graves stated that the Board will need to vote on the new changes in the Employee Manual and that the Grievance Policy will be voted on at a later date in October. The Board called for a vote to ratify the new changes to the Employee Manual. Commissioner Mays moved. Commissioner Wallace seconded the motion. Motion carried.

**FILES FOR DISCUSSION REVIEW**

There were no questions regarding files for review.

**OCTOBER CALENDAR**

Chairman Felts stated that due to the AAPP Conference in October, there are a few minor changes to the calendar. He stated that the second set of Victim Input hearings for the month will be moved to Monday, October 15<sup>th</sup> and the parole hearings to be held on Thursday, October 18<sup>th</sup> at the East and Wrightsville Units will be moved to Monday, October 22<sup>nd</sup>. He stated that this is a one time change so that the Board can be in attendance at the AAPP Conference in Fayetteville. If there are any changes they can be addressed and the Board should let Tamara know if they have a scheduling conflict so that she can make sure the appropriate changes are made.

**RATIFICATION OF VOTES**

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

**OTHER COMMENTS**

Chairman Felts stated that he will be out of the office on October 3<sup>rd</sup> during the Victim Input Hearings and that Commissioner Wallace will be handling the meeting in his absence.

**ADJOURNMENT**

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

The next Board meeting will be held on Thursday, October 11, 2012 at 9:30a.m. in the APB Boardroom.

The meeting adjourned at 10:00 a.m.

**Signature on File**  
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**John Felts**  
**Chairman**

**Signature on File**  
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**Richard L. Mays, Jr.**  
**Secretary**

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

**SEPTEMBER 2012**

<b><u>UNITS:</u></b>	<b><u>RATIFIED (X)</u></b>
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
<b>OTHER:</b> PARDONS, COMMUTATIONS, TRANSFER SCREENINGS, ACT 290, 700'S, RECONSIDERATION, REVOCATION APPEALS, EPA, RESCINDS, SPECIAL CONDITIONS, ETC.	X

**MOTION BY:** Commissioner Mays    **SECONDED BY:** Commissioner Carpenter

**RATIFICATION DATE:**    SEPTEMBER 27, 2012