



**MINUTES OF THE
ARKANSAS PAROLE BOARD
DECEMBER 19, 2019
9:00 A.M.
APB BOARDROOM**

Board Members Present:

John Felts, Chairman, APB
Andy Shock, Vice Chairman, APB
Lona McCastlain, Secretary, APB
Abraham Carpenter, Commissioner, APB
John Belken, Commissioner, APB
Jerry Riley, Commissioner, APB

Excused with Valid Reason(s):

Dawne Vandiver, Commissioner, APB
Carol Bohannon, Hearing Judge, APB

Others Present:

Brooke D. Cummings, Executive Administrator, APB
Lisa Wilkins, Hearing Judge, APB
Evelyn Gomez, Hearing Judge, APB
Christie Goldman, Business Operations Manager, APB
William T. Bowman, II, Systems Coordination Analyst, APB
Hollie Wellborn, Executive Assistant to the Chairman, APB
Scott Howard, Investigator, APB
Tamara Salaam, Administrative Support Supervisor, APB
Shirley Ellingburg, Area Manager, Institutional Release Services, ACC
Cindy Richardson, Assistant Director Parole/Probation, ACC
Joe West, Assistant Attorney General, Attorney General's Office

Minutes Prepared by: Hollie Wellborn, Executive Assistant to the Chairman

Call to Order

Chairman Felts called the Board meeting to order at 9:00 a.m. A quorum was declared. Chairman Felts noted that Commissioner Vandiver was out doing her retirement paperwork in Pine Bluff at ADC.

Approval of Minutes - December 5, 2019

Commissioner Belken moved for approval of the minutes. Vice Chairman Shock seconded the motion. The minutes were approved as presented.

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

Review of Population Reports

Chairman Felts reviewed the population reports starting with the ADC report. He said that the county jail backup is lower than it's been in a few years at 1,229. Chairman Felts said about 175 of those are beds that were opened back up at the Cummins Modular Unit. They closed it down when they were having some issues with Varner Unit's security staff. All units are at 100% capacity with the exception of Work Release. Chairman Felts said there is going to be a Board of Corrections meeting in January, in which time they will be invoking a new 1-year EPA. He said they will also be updating the current 90-day EPA.

Chairman Felts then reviewed the population report for ACC. They have a jurisdictional count of 2,311. Chairman Felts noted that ACC is at full capacity.

Chairman Felts ended the review of the population reports by reviewing the Statewide Field Operations report for the month of November. Chairman Felts noted that there were 33,556 on Regular Probation. Specialty Court was at 2,165, Parole was 25,325, Boot Camp was 35, and the Act 539s count was 21. This gives a combined total of 61,102 persons under supervision.

Attorney General's Report

Assistant Attorney General Joe West advised the Board that there are 12 pending APA appeals. There is one outstanding appeal that Ms. Nga Mahfouz filed a Motion to Dismiss. Mr. West said that one new lawsuit has surfaced. He is working on a Motion to Dismiss.

There were no questions regarding the Attorney General's report.

Fiscal Report Update

Ms. Christie Goldman, Business Operations Manager, APB updated the Board on the Fiscal Report. Ms. Goldman reported that effective July 1, 2019, the Agency received funding of \$295,211 for Maintenance & Operations and Conference & Travel for fiscal year 2020. As of November 30, 2019, we've expensed \$102,307.27 (35%). At this time last year, the Board had exhausted 40% of the operating expense budget.

Chairman Felts mentioned that the Financial Statements of Interest with the Secretary of State will be coming up and are due January 31, 2020.

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

Hearing Judge's Report

Ms. Brooke Cummings, Executive Administrator, updated the Board on revocation hearings conducted throughout the month of November 2019. Ms. Cummings reported to the Board that there was a total of 414 actions. That number includes 407 revocations, 245 waivers, 45 revoked at a hearing, and 114 administrative revocations.

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

Agency Updates

Ms. Cummings advised the Board that we have received the application for ACA reaccreditation. She said they are in the process of filling it out and getting the contract, which would make the reaccreditation audit set for mid-June.

Ms. Cummings mentioned that she and Mr. Joe West will be working on a training for commissioners some time after the first of the year regarding FOIA.

Old Business

There was nothing to report regarding old business.

New Business

Chairman Felts told the Board that if they ever wish to add anything to the board meeting's agenda

to either let him know or Ms. Hollie Wellborn, Executive Assistant to the Chairman, APB.

Chairman Felts also mentioned that there will be two new board members starting in January. The newest board member, Wendy Ryals, will start on January 15, 2020. Chairman Felts stated that Commissioner Belken's last day will be December 31st.

Files for Review

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

Adoption of Recommendations

Secretary McCastlain moved to adopt the recommendations of the Board for the units as listed on the attached ratification list. Commissioner Carpenter seconded the motion. The motion passed, and the recommendations became the official vote of the Parole Board.

Other Discussion

Mr. William Bowman, Systems Coordination Analyst, APB, advised the Board that regarding the locking down of the votes they came across other issues, so it's taking a little longer. It is still being worked on though.

Ms. Cindy Richardson, Assistant Director Parole/Probation, ACC, mentioned that they are trying to fill Ms. Elizabeth Taylor's position. In the meantime, Mr. Nicholas Stewart, ACC, is pretty much covering the southern part of the state. Ms. Richardson said she is covering Little Rock and the northern part of the state.

Adjournment

The meeting adjourned at 9:30 a.m.

The next Board meeting will be held on Thursday, January 16, 2020 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**

December 2019

UNITS:

RATIFIED (X)

R.L. Williams/SEC



Pine Bluff/Ester



Grimes



East Arkansas



Mississippi Co. W/R/NEACC



Varner



Ouachita



**Other: Pardons, Commutations, Transfer Screenings, ACT 290s,
700s, Reconsiderations, Revocation Appeals, Rescinds,
Special Conditions, EPAs, Etc.**



Motion By: Secretary McCastlain Seconded by: Commissioner Carpenter

Ratification Date: December 19, 2019