



**MINUTES OF THE
ARKANSAS PAROLE BOARD
December 14, 2017
9:00 A.M.
APB BOARDROOM**

Board Members Present:

John Felts, Chairman
John Belken, Vice Chairman
Andy Shock, Secretary
Dawne Vandiver, Commissioner
Jerry Riley, Commissioner
Lona McCastlain, Commissioner

Excused with Valid Reason(s):

Abraham Carpenter, Commissioner
Carol Bohannon, Hearing Judge, APB
Lisa Wilkins, Hearing Judge, APB
Evelyn Gomez, Hearing Judge, APB
Nga Mahfouz, Assistant Attorney General, Attorney General's Office

Others Present:

Brooke Cummings, Executive Administrator, APB
Scott Howard, Investigator, APB
Kelly Knuckles, Executive Assistant to the Chairman, APB
William T. Bowman, II, Computer Support Analyst, APB
Jessica Leija, Business Operations Manager, APB
Kenya Woods, Victim Input Coordinator, APB
Christie Little, Administrative Support Supervisor, APB
Tamara Salaam, Administrative Support Supervisor, APB
Solomon Graves, Public Information Officer, ADC
Shirley Ellingburg, Area Manager, Institutional Release Services, ACC

Call to Order

Chairman Felts called the board meeting to order at 9:05 a.m. A quorum was declared.

Approval of Minutes – November 20, 2017

Secretary Shock moved for an approval of the minutes. Commissioner McCastlain seconded the motion. The minutes were approved as presented.

Report Updates

Chairman Felts reported that there are 18,020 inmates incarcerated in the Arkansas Department of Correction (ADC). All ADC Units are at capacity. Chairman Felts mentioned there are 1,557 men and women on the ADC County Jail Back-up list as of today.

In reviewing the Arkansas Community Correction (ACC) Center Jurisdictional Population Report, Chairman Felts stated there are 1,990 offenders in ACC Centers. This includes those in all ACC Centers including RCFs, Omega, SW AR CCC, and those offenders on ACC's back-up list. The Statewide Field Operations report reflects 30,419 on probation, 2,761 out to drug court/specialty court, 147 boot camp releases (including inactive cases) and 24,476 on parole, for a combined total of 57,803 under supervision.

There were no further questions or comments regarding the report updates at this time.

Attorney General's Report

There was no update or report from the Attorney General's office.

Fiscal Report Update

Ms. Jessica Leija, Business Operations Manager, updated the Board on the Fiscal Report. Ms. Leija reported that the Board, as of November 30, 2017, has expended 40% of the maintenance, operations, and travel budget. Ms. Leija stated that at this time last year the Board had spent 32% of the operating expense budget. There was an attachment included in the board member's packets for review.

Ms. Leija mentioned there was \$846.00 remaining in the training and travel budget; there were 2 conferences within the last fiscal year. Next year will be the last year of the biennial budget. Ms. Cummings stated there were additional funds this year specifically earmarked for the replacement of the hearing judge's laptops and next year we have budgeted to replace all of the commissioner's laptops. Ms. Cummings stated the biennial budget will be submitted within the next 6 months for the following two years. Commissioner McCastlain inquired about the deadline for that budget submission. Chairman Felts stated that the Board would have some discussions in regard to the budget planning.

There were no further questions or comments regarding the Fiscal report.

Hearing Judge Report

Ms. Brooke Cummings, Executive Administrator, updated the Board on the current revocation hearing numbers. Ms. Cummings stated that the reports provided today in the board packets are hearing and outcome numbers for November 2017. Ms. Cummings stated she would be happy to answer any questions the Board may have in regard to the report.

There were no further questions or comments regarding the Hearing Judge Report.

Agency Updates

Ms. Cummings met the Act 423 Core Implementation Committee regarding the Justice Reinvestment Initiative, the purpose of the meeting was to review and approve the final sub award fund request to BJA. The agency is asking for funds to assist in implementation of the parole board guidelines, with training and developing of the pilot on the parole guidelines tool. Chairman Felts mentioned that he and Brooke met with CSG yesterday to discuss the tool and the possibility of her coming back to conduct training.

There were no further Agency Updates to be discussed at this time.

Old Business

There were no questions or concerns regarding Old Business.

New Business

There were no questions or concerns regarding New Business.

Files for Review

There were no questions or concerns regarding the Files for Review.

Adoption of Recommendations

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

Other Discussion

Chairman Felts mentioned to the meeting attendees there will be a retirement party for Ms. Sharon Lewis today in the boardroom set to begin at 11:30. There will also be a presentation for Ms. Lewis during this time.

Ms. Ellingburg stated that Ms. Pam Brown and Ms. Mary Wisemon are currently out of the office until after the first of the year and that she will be out of the office as well starting December 18th. The acting supervisor in that department during this time will be Ms. Betty McMiller. Ms. McMiller will assist the Board and Board staff with any needs they may have.

Adjournment

The meeting adjourned at 9:40 a.m.

The next board meeting will be held on Thursday, January 11th at 9:00 a.m.

Signature on File

**John Felts
Chairman**

Signature on File

**Andy Shock
Secretary**

ARKANSAS PAROLE BOARD

FULL BOARD RATIFICATION OF VOTES

December 2017

UNITS:

RATIFIED (X)

Delta



Wrightsville/Wrightsville Hawkins/Satellite



Tucker/ Tucker Max



Cummins



Benton



TRCC/SWACC/Bowie Co.



R.L. Williams



Pine Bluff/Ester



Grimes



McPherson



North Central



NWA – W/R



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 Shock Seconded by: Commissioner McCastlain

Ratification Date: December 14, 2017