



**MINUTES OF THE  
ARKANSAS PAROLE BOARD  
April 27, 2017  
9:00 A.M.  
APB BOARDROOM**

**Board Members Present:**

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

**Excused with Valid Reason(s):**

Carol Bohannon, Hearing Judge/Attorney, APB  
Lisa Wilkins, Hearing Judge/Attorney, APB  
Evelyn Gomez, Hearing Judge/Attorney, APB  
Christie Little, Administrative Support Supervisor, APB  
Solomon Graves, Public Information Officer, ADC  
Nga Mahfouz, Assistant Attorney General, Attorney General's Office  
Jerry Bradshaw, Director of Parole and Probation Services, ACC

**Others Present:**

Brooke Cummings, Executive Administrator, APB  
Janice Horton, Business Operations Manager, APB  
Kelly Knuckles, Executive Assistant to the Chairman, APB  
Scott Howard, Investigator, APB  
Kenya Woods, Victim Input Coordinator, APB  
Tamara Salaam, Administrative Support Supervisor, APB  
William T. Bowman, II, Computer Support Analyst, APB  
Shirley Ellingburg, Area Manager, Institutional Release Services, ACC

### **Call to Order**

Chairman Felts called the board meeting to order at 9:00 a.m. A quorum was declared.

### **Approval of Minutes – April 13, 2017**

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

### **Report Updates**

Chairman Felts reported that there are 17,747 inmates incarcerated in the Arkansas Department of Correction (ADC). There are currently 1,223 men and women on the ADC County Jail Back-up list.

In reviewing the Arkansas Community Correction (ACC) Center Jurisdictional Population Report, Chairman Felts stated there are 1,974 offenders in ACC Centers. The total ACC capacity is 1,986. 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 28,891 on probation, 2,747 out to drug court/specialty court, 281 boot camp releases (including inactive cases) and 24,109 on parole, for a combined total of 56,028 under supervision.

Chairman Felts stated that the OVG report and the Act 570 report are available to the Board upon request, the report is kept in the office of the Executive Assistant, Ms. Kelly Knuckles.

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

### **Attorney General's Report**

Chairman Felts announced that Ms. Nga Mahfouz, Assistant Attorney General, will not be present for today's board meeting due to a conflict in her schedule.

There was not a report from the Attorney General's office at this time.

### **Fiscal Report Update**

Ms. Janice Horton, Business Manager, updated the Board on the Fiscal Report. Ms. Horton reported that the Board, as of March 31, 2017, has expended 67% of its annual travel, maintenance, and operations budget with four months remaining in the fiscal year. There is an attachment included in the board member's packets for review.

Chairman Felts asked if there would be any purchases for technology coming up before fiscal year end. Ms. Brooke Cummings, Executive Administrator, stated that they are currently assessing the technology needs of the agency and will update the Board once that assessment is complete.

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

### **Hearing Judge's Report**

Ms. Brooke Cummings, Executive Administrator, updated the Board on revocation hearings conducted throughout the past month. The report is not available in the board member packets today. Ms. Cummings stated that there are copies of that report readily available upon request.

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

### **Agency Updates**

Ms. Brooke Cummings updated the Board on the Act 539 individuals. Ms. Cummings stated that APB, ADC and ACC are assessing the needs created by the implementation of Act 539, specifically pertaining to victim notification and the transfer eligibility of certain offenders under the Act. Our agency is working together with ACC and ADC on the procedural side of the process going forward.

Ms. Cummings stated there was a recent meeting in regard to records retention within the agency. That meeting included Kelly Knuckles (FOIA request), Janice Horton (Human Resources) and William Bowman (Information Technology). The goal is to devise a plan to train the staff on the retention periods of certain documents that APB are required to keep.

Ms. Cummings mentioned to the Board that we received a proposal on an eOMIS project that will update the way APB issues the abscond warrants within eOMIS. The process we use currently is somewhat time consuming. Marquis will develop an interface with ACIC that will be a more efficient method for the revocation department. The estimated cost on that project is \$34,860 with duration of build being 3 months. Ms. Cummings will update the Board with any changes as they come.

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

### **Old Business**

Vice-Chairman Belken mentioned to the Board that the recent eOMIS code changes still need some revision, there were codes that should have been removed, but are still being used. Ms. Tamara Salaam, Administrative Support Supervisor, mentioned that the change has not been made at this time. Ms. Salaam stated that change will be activated in eOMIS on or around May 1<sup>st</sup>.

There were no further comments or questions regarding Old Business.

### **New Business**

Chairman Felts mentioned to the Board that Governor Asa Hutchinson asked him to let the Board know that he, Governor Hutchinson, appreciated the professionalism displayed by the Board and staff during the recent clemency hearings. Chairman Felts stated the Governor was very appreciative and asked that I express his gratitude.

There were no further comments or questions 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 Carpenter seconded the motion. The motion passed.

**Adjournment**

The meeting adjourned at 9:45 a.m.

The next Board meeting will be held on Thursday, May 11 at 9:00 a.m.

***Signature on File***

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**John Felts  
Chairman**

***Signature on File***

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**Andy Shock  
Secretary**

# ARKANSAS PAROLE BOARD

## FULL BOARD RATIFICATION OF VOTES

April 2017

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 Shock      Seconded by: Commissioner Carpenter

Ratification Date: April 27, 2017