

## ***MINUTES***

***Arkansas Board of Parole  
MAY 14, 2009 @ 9:30 A.M.  
ABP Board Room – Little Rock***

***MEMBERS PRESENT:***

Leroy Brownlee, Chairman  
Abraham Carpenter, Jr., Vice-Chairman  
Richard L. Mays, Jr., Secretary  
Carolyn Robinson, Commissioner  
John Felts, Commissioner  
John Belken, Commissioner  
Joe Peacock, Commissioner

***HEARING EXAMINERS PRESENT:*** James L. Williams, II, Attorney  
Ernest Sanders, Jr., Attorney

***ABSENT - EXCUSED WITH  
VALID REASON(S):***

Carol V. Bohannan, Attorney

***MINUTES PREPARED BY: Sharon H. Lewis, Management Project Analyst, ABP***

### **OTHER ATTENDEES**

Wendy Kelley, Deputy Director, Health & Correctional Programs, ADC  
Dan Roberts, Deputy Director, Department of Community Correction (DCC)  
Jeff Tillman, Asst. Director of Parole/Probation Services, DCC  
Steve Arnold, Asst. Director of Parole/Probation Services, DCC  
Shirley Ellingburg, Area Manager, Institutional Release Services, DCC  
Solomon Graves, User Support Analyst/ACA Coordinator, ABP  
Tamara Salaam, Administrative Assistant, ABP  
Lois Hansberry, Administrative Assistant, ABP

**CALLED TO ORDER**

The *Chairman* called the meeting to order and declared a quorum at 9:30 a.m.

**APPROVAL OF MINUTES – March 30, 2009**

*Carpenter* moved. *Felts* seconded the motion. Motion carried.

**OLD BUSINESS**

Mr. Graves reported the ACA accreditation process and staff getting their required training hours was going well.

Ms. Smith and Mr. Graves were currently working on the budget for FY09-10. They will make a presentation on the new pay plan at the June Full Board Meeting.

*Mays* gave favorable comments to Mr. Graves and Ms. Smith on the great job they were doing in handling the fiscal operations for the agency due to the vacancy of the Fiscal Manager.

The board/inmate panel discussions at the Newport and Tucker units went well. Senator Tracy Steele and Representative Nancy Blount attended the Tucker panel discussions. The board has received a lot of positive feedback from the field officers and the prison grapevine regarding the board members visits.

**NEW BUSINESS**

The *Chairman* wanted to ensure everyone had received a copy of the May 11<sup>th</sup> memorandum on procedures for completing the time sheet and leave request forms.

The *Chairman* will be meeting with Ms. Wendy Kelley, Deputy Director, Health & Correctional Programs, of Arkansas Department of Correction (ADC) and Mr. Alonza Jiles, Board of Correction (BOC) member, this morning to discuss program improvements at the ADC units.

The process of handling clemency and pardon files will be changed. Files will be circulated, beginning with the board members instead of the Chair. He will be tie breaker, if needed. Ms. Salaam will assign the file boxes to the Commissioners.

Mr. Roberts informed the Board that DCC has applied for a grant and the federal stimulus money to hire polygraphers to test sex offenders, provide transportation, medical health, and drug abuse programs to parolees. The Parole Officers and Institutional Release Officers will assist with the assessment of inmates who are within four months of their TE date and meet the criteria for the usage of this money.

Mr. Roberts gave a status report on the DCC Litter Program: Averaging 75-80% participants and working 2800 hours per month.

**FILES FOR DISCUSSION - REVIEW**

The victim input hearing listing was reviewed. Random mental health case files will be reviewed and the board will be looking at improving the mental health program for parolees and inmates.

*Peacock* inquired on the difference in the process for inmates who are granted parole and given a board stipulation and those who are recommended for completion of a program. Response from Ms. Kelley: Inmates are moved up, if given a stipulation. If recommended, the inmate will stay in line until a vacancy occurs in the program.

**RATIFICATION OF VOTES**

*Mays* moved.

*Carpenter* seconded the motion to ratify the votes. Motion carried.

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**LEROY BROWNLEE**  
**-CHAIRMAN**

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**RICHARD L. MAYS, JR.**  
**SECRETARY**

**ARKANSAS BOARD OF PAROLE  
FIRST BOARD VOTE RATIFICATION**

**MAY 2009**

<b><u>UNITS:</u></b>	<b><u>RATIFIED (X)</u></b>
DELTA	<input checked="" type="checkbox"/>
GRIMES	<input checked="" type="checkbox"/>
MCPHERSON	<input checked="" type="checkbox"/>
NORTH CENTRAL UNIT	<input checked="" type="checkbox"/>
TUCKER	<input checked="" type="checkbox"/>
TUCKER MAX.	<input checked="" type="checkbox"/>
<b>OTHER:</b> TRANSFER SCREENINGS, CLEMENCIES, PARDONS, RECONSIDERATION, REVOCATION APPEALS, RESCINDS, SPECIAL CONSIDERATIONS, ACT 290, 700'S, ETC.	<input checked="" type="checkbox"/>

MOTION BY: RICHARD L. MAYS, JR.    SECONDED BY: ABRAHAM CARPENTER, JR.

RATIFICATION DATE: MAY 14, 2009