



**MINUTES**  
**OF THE ARKANSAS BOARD OF PAROLE MEETING**  
**October 15, 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, Member  
John Felts, Member  
Joe Peacock, Member

***HEARING EXAMINERS PRESENT:***

James L. Williams, II, Attorney  
Ernest Sanders, Jr., Attorney  
Carol V. Bohannon, Attorney

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

John Belken, Member

*MINUTES PREPARED BY: Sharon H. Lewis, Executive Assistant to the Director, ABP*

## **OTHER ATTENDEES**

Sheila Sharp, Assistant Director, Arkansas Department of Correction (ADC)  
Rhonda Sharp, Public Relations, Department of Community Correction  
Steve Arnold, Assistant Director of Parole/Probation Services, DCC  
Jeff Tillman, Assistant Director of Parole/Probation Services, DCC  
Pam Brown, Assistant Area Manager, Institutional Release Services, DCC  
Angela Robinson, Institutional Release Officer, Jefferson Co. Correctional Facilities/DCC  
Meredith Rebsamen, Assistant Attorney General, AG's Office  
Norma Gillerson, Fiscal Support Supervisor, ABP  
Solomon Graves, Computer Support Specialist/ACA Coordinator, ABP  
Tamara Salaam, Administrative Support Supervisor – Parole Services, ABP  
Lois Hansberry, Administrative Supervisor - Revocation, ABP

**CALLED TO ORDER**

The *Chairman* called the meeting to order at 9:30 a.m. A quorum of Commissioners was present and the meeting having been duly convened, was ready to proceed with business.

**APPROVAL OF MINUTES – September 24, 2009**

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

**OLD BUSINESS**

Mr. Graves reported on the following:

- Parole Office Visits:

Texarkana, Friday, 10/30/09 at 11:00 a.m. West Memphis, Friday, 11/13/09 at 11:00 a.m.

- The work for the new microphones/PA system has been delayed due to the back order of parts. The installation was rescheduled for October 26<sup>th</sup> and should be completed by Full Board.

-Video Hearing Policy Committee was formed by the Chair to develop a set of guidelines for the public on the conduct of video hearings. Committee Members are: Felts, Mays, Williams, and Sanders. Craig Robie, Ft. Smith Parole Officer, Area 5, was invited to join the committee. The first meeting is scheduled for Monday, October 19<sup>th</sup> at 10:00 a.m., Small Conference Room. A report will be submitted at the Full Board Meeting on October 29<sup>th</sup>.

**NEW BUSINESS**

Additional Information reported by Mr. Graves:

- A copy of the September Website Usage Report was distributed. This report tells what area of the agency's website was reviewed by the public. Mr. Graves requested for the Board to submit their recommendations of what other content needs to be added.

- A new podium has been ordered.

- 2009-2010 ACA Meeting will take place following Full Board for all staff. A time will be provided later. The meeting is to discuss document submission and the arrival of the auditors during the spring of 2011.

- Commissioners, Hearing Examiners and Management Team are to receive a copy of their training report. Supervisors will discuss with their staff. The Training year has been adjusted to run from August to July in order to coincide with the accreditation year.

-PEW Foundation – Reviewing these reports from the Foundation to assist in revising the Risk Assessment Tool.

- Copies of the 2008-2009 ABP Annual Report were distributed.

Formal introductions were made for Ms. Meredith Rebsamen, the new Attorney General Office Liaison for the ABP. She replaced Mr. Don Barnes, who retired.

The Chairman welcomed everyone to the meeting and recognized Ms. Sheila Sharp, Assistant Director from Arkansas Department of Correction. Thanks were given to ADC and DCC for their support and assistance they have provided to ABP.

The Board requested for Mr. Arnold and/or Mr. Jeff Tillman to give an overview of the new programs on the Special Agents at the next meeting on October 29th.

Administrative changes were made in Parole & Revocation Sections of ABP. Mr. Sanders will be looking at ways of improving work with Victim Input Hearings, Parole and Revocation. The Board was requested to let him know of any suggestions they had.

The Chairman will be meeting with Ms. Norma Gillerson, Fiscal Support Supervisor to discuss possible budget cuts within the agency.

The Board recognized Ms. Joanna Hoffman to give a brief presentation on inmate Michael D. Vanvliet – ADC #144284.

**FILES FOR DISCUSSION - REVIEW**

The victim input hearing listing was reviewed.

**RATIFICATION OF VOTES**

*Mays* moved.

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

The meeting adjourned at 10:10 a.m.

**SIGNATURE ON FILE**

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

**SIGNATURE ON FILE**

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

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

**OCTOBER 15, 2009**

**UNITS:**

**RATIFIED (X)**

**DELTA**



**GRIMES**



**MCPHERSON**



**NORTH CENTRAL UNIT**



**TUCKER**



**TUCKER MAX.**



**OTHER: TRANSFER SCREENINGS, CLEMENCIES, PARDONS, EPA  
RECONSIDERATION, REVOCATION APPEALS, RESCINDS, SPECIAL  
CONSIDERATIONS, ACT 290, 700'S, ETC.**



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

**RATIFICATION DATE: OCTOBER 15, 2009**