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**ARKANSAS BUDGET SYSTEM**  
**AGENCY PROGRAM COMMENTARY**  
**1995 - 1997**

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Agency Program Commentary

The Post Prison Transfer Board was renamed in Act 547 of 1993. The responsibility of this Board requires new responsibilities as it relates to the new community punishment facility transfers. In addition to reviewing all allegations of parole violation, determining those offenders eligible for transfer, determining whether warrants for parole violations should be issued and assuring that revocation hearings are conducted fairly, the Board must also conduct Protesting/Victims' hearing before decisions are rendered.

As a result, the workload of the Post Prison Transfer Board has increased in volume, and an increased need for better technology. The technology demands better trained staff who can handle the needs of the office. Previously, the Board has requested an additional Revocations Officer which indicates the growing casework of this office.

The Post Prison Transfer Board is requesting an Administrative Assistant II position. As a result of the increase in the caseload and the increase in technical duties with the Board, more staffing is needed for administrative responsibilities. The Administrative Assistant II would be needed to assist the Management Project Analyst and Board members with administrative duties.

The Post Prison Transfer Board is also requesting increased funding for the phone service, computers, and general inflationary cost of operations associated with office. The increasing need for better technical equipment for the operation of the office is greatly needed. The Board currently has only one computer terminal which corresponds with the Department of Corrections. The Post Prison Transfer Board needs at least three additional terminals for Board members to obtain information regarding offenders.

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**AGENCY**

POST PRISON TRANSFER BOARD

**DIRECTOR**

DEBORAH SUTTLAR

**AGENCY PROGRAM  
COMMENTARY**

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**ARKANSAS BUDGET SYSTEM**  
**AGENCY PROGRAM COMMENTARY**  
**1995 - 1997**

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The Post Prison Transfer Board is requesting an increase for maintenance and operation of the office as a result of an enlarged caseload, Board members schedule for offenders and victims, and because of the need for more technical staff and equipment to keep up with the increased duties.

<u>AGENCY</u>	<u>DIRECTOR</u>	<u>AGENCY PROGRAM COMMENTARY</u>	<u>PAGE</u>
POST PRISON TRANSFER BOARD	DEBORAH SUTTLAR	BR21	457

STATE BOARD OF PAROLE AND COMMUNITY REHABILITATION \*  
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS  
FOR THE YEAR ENDED JUNE 30, 1992

	<u>Fund Type</u>	<u>Account Groups</u>		<u>Total</u>
	<u>Governmental</u>	<u>General Fixed Assets</u>	<u>General Long- Term Debt</u>	
Assets	\$ 967.05	\$ 48,850.75	\$ 25,760.64	\$ 75,578.44
Liabilities	719.50		25,760.64	26,480.14
Fund Equity	247.55	48,850.75		49,098.30
Revenues	394,951.00			394,951.00
Expenditures	379,628.91			379,628.91
Other Financing Sources (Uses)	(15,272.35)			(15,272.35)

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Findings

None.

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Recommendations

None.

\*ACT 547 OF 1993 RENAMED THE STATE BOARD  
OF PAROLE AND COMMUNITY REHABILITATION TO  
THE POST PRISON TRANSFER BOARD.

ARKANSAS BUDGET SYSTEM  
EMPLOYMENT SUMMARY  
AS REQUIRED BY ACT 358 OF 1993

AGENCY TITLE      323 - POST PRISON TRANSFER BOARD

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	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>2</u>	<u>1</u>	<u>3</u>	<u>50%</u>
BLACK EMPLOYEES	<u>1</u>	<u>2</u>	<u>3</u>	<u>50%</u>
EMPLOYEES OF OTHER RACIAL MINORITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
TOTAL EMPLOYED AS OF      08/27/94			<u>3</u>	<u>50%</u>
DATE			TOTAL MINORITIES	<u>50%</u>
			<u>6</u>	<u>100%</u>
			TOTAL EMPLOYEES	<u>100%</u>

*Boiah Suller*  
AGENCY DIRECTOR

**SUMMARY**  
**STATUS OF NEW PROGRAMS/EXPANSIONS AUTHORIZED BY THE 79TH GENERAL ASSEMBLY**  
**AGENCY: POST PRISON TRANSFER BOARD (323)**

PROGRAM AUTHORIZED	# POS. AUTH.	ADDITIONAL AUTHORIZED APPROPRIATION		STATUS
		FY 93-94	FY 94-95	
<u>APPROPRIATION: 306 – Operations</u>				
A. Regular Salaries	10	\$315,765	\$426,455	This agency was created by Act 530 of 1993. Of the positions authorized, eight (8) were actually utilized in FY94 and eight (8) are budgeted for FY95. In Regular Salaries and Personal Services Matching, \$360,317 was expended in FY94 and \$429,123 is budgeted in FY95. In Operating Expenses, \$80,210 was expended in FY94 and \$82,659 is budgeted in FY95. For Conference Fees & Travel, \$1,960 of the increase was expended in FY94 and all is budgeted in FY95. For Capital Outlay, \$471 was expended in FY94 and \$4,279 is budgeted in FY95.
B. Personal Services Matching		\$91,238	\$123,768	
C. Operating Expenses		\$89,160	\$102,260	
D. Conference Fees & Travel		\$2,000	\$2,000	
E. Capital Outlay		\$9,600	\$19,200	

# ARKANSAS BUDGET SYSTEM

## DEPARTMENT APPROPRIATION SUMMARY

AGENCY TITLE		1993-95				1995-97				1995-97			
Post Prison Transfer Board (323)		Expenditures				Biennium Request				Executive Recommendation			
Appropriations		Actual	No. of	Budgeted	No. of	Year 1	No. of	Year 2	No. of	Year 1	No. of	Year 2	No. of
Code	Name	1993-94	Pos.	1994-95	Pos.	1995-96	Pos.	1996-97	Pos.	1995-96	Pos.	1996-97	Pos.
306	Operations	\$442,958	8	\$518,061	8	\$587,609	9	\$580,758	9	\$525,732	8	\$558,960	9
<b>TOTALS</b>		<b>\$442,958</b>	<b>8</b>	<b>\$518,061</b>	<b>8</b>	<b>\$587,609</b>	<b>9</b>	<b>\$580,758</b>	<b>9</b>	<b>\$525,732</b>	<b>8</b>	<b>\$558,960</b>	<b>9</b>
Funding Sources			% of Total		% of Total		% of Total		% of Total		% of Total		% of Total
Fund Balances													
General Revenues		442,958	100.0%	499,910	96.5%	587,609	100.0%	580,758	100.0%	525,732	100.0%	558,960	100.0%
Special Revenues													
Federal Funds													
Const. & Fiscal Agency Fund													
State Central Services Fund													
Non-Revenue Receipts													
Cash Funds													
Other-Merit Adjustment				18,151	3.5%								
Total Funding		442,958	100.0%	518,061	100.0%	587,609	100.0%	580,758	100.0%	525,732	100.0%	558,960	100.0%
Excess Appro./ (Funding)													
<b>TOTAL</b>		<b>\$442,958</b>		<b>\$518,061</b>		<b>\$587,609</b>		<b>\$580,758</b>		<b>\$525,732</b>		<b>\$558,960</b>	
DEPARTMENT			DIRECTOR						DEPARTMENT APPROPRIATION SUMMARY				
POST PRISON TRANSFER BOARD (323)			Deborah Suttlar						BR 40 <b>461</b>				

**ARKANSAS BUDGET SYSTEM  
ANALYSIS OF BUDGET REQUEST  
1995 - 1997**

The Post Prison Transfer Board, formerly the Board of Parole and Community Rehabilitation, consists of seven members, three of which are full-time paid employees of the state and four which are part-time non-paid members. Each member is appointed by the Governor to staggered seven-year terms. A panel comprised of two or more Board members regularly interview eligible inmates to determine who should be placed on parole or in an alternative service program and to prescribe the conditions of parole or release. The full Board meets weekly to take action on inmates who have been interviewed and are eligible for consideration. Additional agency personnel consists of two Hearing Examiners, an Administrative Assistant, and two Secretaries. The Chairman of the Post Prison Transfer Board also serves as an ex-officio member of the Board of Correction and Community Punishment.

Base Level reflects a total of \$513,782 each fiscal year covering 8 positions with funding provided through general revenue. The agency requested priorities totaling \$73,827 for FY96 and \$66,976 for FY97 making the request from general revenue total \$587,609 and \$580,758 each year respectively, which includes the cost of a 2.5% salary increase and anticipated matching requirements. Further enhancements include a request for an Administrative Assistant II position which is requested to handle the expanded work load due to the increasing prison population and to meet requirements for accreditation from the American Correctional Association (ACA). Since January 1991, the Board has been holding weekly rather than monthly meetings to ensure all inmates eligible for parole are considered at the earliest possible date and have expanded meetings with victims and families to accommodate those who desire to protest parole or release of an inmate.

Operational costs reflect priority requests totaling \$27,190 in FY96 and \$9,190 in FY97 representing increased funding for the phone service, computer maintenance, and capital outlay. Of the FY96 request, a total of \$15,000 represents capital outlay to purchase three computers that would interface with the Arkansas Department of Correction to obtain information regarding offenders.

The Executive Recommendation reflects approval of the Base Level request for appropriation and position authorization. Additionally, the support position was recommended in FY97, but at a classification of a Secretary II. The Post Prison Transfer Board's request for Operating

<u>AGENCY</u>	<u>APPROPRIATION</u>	<u>TREASURY FUND</u>	<u>ANALYSIS OF BUDGET REQUEST</u>	<u>PAGE</u>
Name: Post Prison Transfer Board Code: 323	Name: Operations  Code: 306	Name: State General Services Code: HUA	BR20	462

**ARKANSAS BUDGET SYSTEM  
ANALYSIS OF BUDGET REQUEST  
1995 - 1997**

Expenses was approved, with the biennial request for Capital Outlay approved, but divided between fiscal years at \$3,000 in FY96 and \$15,000 in FY97. General Revenue funding has been recommended to fully fund the appropriation authorization of \$525,732 in FY96 and \$558,960 in FY97. While the costs included in the Agency Request under "SALARY/MATCHING COST FOR BASE POSITIONS (P13)" reflect the appropriation needed for personal services above the Base Level and a 2.5% payplan increase on July 1 of each year of the biennium along with the accompanying employee matching requirements, the Executive Recommendation for the State Payplan will be presented for Legislative Recommendation as scheduled on December 7, 1994.

<u>AGENCY</u>	<u>APPROPRIATION</u>	<u>TREASURY FUND</u>	<u>ANALYSIS OF BUDGET REQUEST</u>	<u>PAGE</u>
Name: Post Prison Transfer Board Code: 323	Name: Operations  Code: 306	Name: State General Services Code: HUA	BR20	463

ARKANSAS BUDGET SYSTEM

CHARACTER TITLE	-----EXPENDITURES-----			-----95-96 FISCAL YEAR-----			-----96-97 FISCAL YEAR-----			-----R E C O M M E N D A T I O N S-----			
	93-94	94-95	94-95	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	BASE	PRIORITY PROGRAMS	TOTAL REQUEST	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	AUTHORIZED APPRO							95-96	96-97	95-96	96-97
REGULAR SALARIES	283,530	336,508	426,455	336,508	27,086	363,594	336,508	36,174	372,682	336,508	351,122		
NUMBER OF POSITIONS	8	8	10	8	1	9	8	1	9	8	9		
PERSONAL SERV MATCHING	76,787	92,615	123,768	92,615	19,551	112,166	92,615	21,612	114,227	92,615	99,229		
OPERATING EXPENSES	80,210	82,659	102,260	82,659	8,950	91,609	82,659	8,950	91,609	91,609	91,609		
CONF FEES & TRAVEL	1,960	2,000	2,000	2,000	240	2,240	2,000	240	2,240	2,000	2,000		
CAPITAL OUTLAY	471	4,279	19,200	0	18,000	18,000	0	0	0	3,000	15,000		
<b>TOTAL</b>	<b>442,958</b>	<b>518,061</b>	<b>673,683</b>	<b>513,782</b>	<b>73,827</b>	<b>587,609</b>	<b>513,782</b>	<b>66,976</b>	<b>580,758</b>	<b>525,732</b>	<b>558,960</b>		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES			*****										
GENERAL REVENUES	442,958	499,910	*****	513,782	73,827	587,609	513,782	66,976	580,758	525,732	558,960		
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS			*****										
OTHER MERIT ADJUSTMENT		18,151	*****										
<b>TOTAL FUNDING</b>	<b>442,958</b>	<b>518,061</b>	<b>*****</b>	<b>513,782</b>	<b>73,827</b>	<b>587,609</b>	<b>513,782</b>	<b>66,976</b>	<b>580,758</b>	<b>525,732</b>	<b>558,960</b>		
EXCESS APPRO/ (FUNDING)			*****										
<b>TOTAL</b>	<b>442,958</b>	<b>518,061</b>	<b>*****</b>	<b>513,782</b>	<b>73,827</b>	<b>587,609</b>	<b>513,782</b>	<b>66,976</b>	<b>580,758</b>	<b>525,732</b>	<b>558,960</b>		

DEPT 009 OTHER BOARDS AND COMMISSIONS  
 AGY 323 POST PRISON TRANSFER BOARD  
 APPRO 306 OPERATIONS

APPROPRIATION SUMMARY

BR 215

FUND HUA STATE GENERAL SERVICES(000)

ARKANSAS BUDGET SYSTEM

PROGRAM/SERVICE INFORMATION LIST

RANK BY APPROPRIATION

1	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	-----EXPENDITURES-----		-----1995 - 97 BIENNIAL REQUESTS-----						-----RECOMMENDATIONS-----						
					ACTUAL	BUDGETED	-----FY 1995 - 96-----			-----FY 1996 - 97-----			-----EXECUTIVE-----		-----LEGISLATIVE-----				
					93-94	94-95	-----REQUEST-----			-----REQUEST-----			1995-96	1996-97	1995-96	1996-97			
0		HUA	323 306	B	442,958 8	518,061 8	513,782 8			513,782 8			513,782 8	513,782 8					
10		HUA	323 306 SALARY/MATCHING COST FOR BASE POSITIONS	P13			21,008 0			31,597 0									
<p>Additional appropriation required above the Base Level for payment of salaries and anticipated personal services matching requirements for all current positions.</p>																			
101		HUA	323 306	P01		0 0	30,899 1			28,459 1			5,200	23,428 1					
<p>The Post Prison Transfer Board is requesting an Administrative Assistant II position. As a result of the increase in the caseload and the increase in technical duties with the Board, more staffing is needed for administrative responsibilities. The Administrative Assistant II would be needed to assist the Management Project Analyst and Board members with administrative responsibilities.</p>																			

DEPT 009 OTHER BOARDS AND COMMISSIONS  
 AGY 323 POST PRISON TRANSFER BOARD  
 APPRD 306 OPERATIONS

RANK BY APPROPRIATION

BR 264

FUND HUA STATE GENERAL SERVICES(1000)

ARKANSAS BUDGET SYSTEM  
PROGRAM/SERVICE INFORMATION LIST  
RANK BY APPROPRIATION

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19
RANK	PROGRAM DESCRIPTION	FUND	ACCOUNTING INFORMATION	D E S	-----EXPENDITURES-----				-----1995 - 97 BIENNIIUM REQUESTS-----				-----RECOMMENDATIONS-----					
					---ACTUAL---		---BUDGETED---		---FY 1995 - 96---		---FY 1996 - 97---		-----EXECUTIVE-----		-----LEGISLATIVE-----			
					93-94	94-95	REQUEST	REQUEST	1995-96	1996-97	1995-96	1996-97						
002		HUA	323 306	P02		0		6,920		6,920				6,750	6,750			
<p>The Post Prison Transfer Board is also requesting increased funding for the phone service, computers, and general inflationary cost of operations associated with office.</p>																		
003		HUA	323 306	P03		0		15,000		0					15,000			
<p>The increasing need for better technical equipment for the operation of the office is greatly needed. The Board currently has only one computer terminal which corresponds with the Department of Correction. The Post Prison Transfer Board needs at least three additional terminals for Board members to obtain information regarding offenders.</p>																		

DEPT 009 OTHER BOARDS AND COMMISSIONS  
AGY 323 POST PRISON TRANSFER BOARD  
APPRO 306 OPERATIONS  
FUND HUA STATE GENERAL SERVICES(1000)

RANK BY APPROPRIATION

BR 264