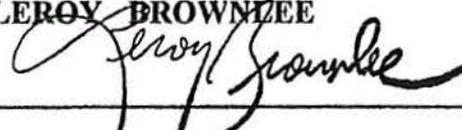


**ARKANSAS BUDGET SYSTEM  
AGENCY PROGRAM COMMENTARY  
2001 - 2003**

The Post Prison Transfer Board's workload has increased significantly since 1995, due to the number of inmates for interviews, requests for pardons and clemencies and the expansion of correctional institutions within the state. With the expansion in our work load, we have added our own Agency Fiscal Manager and a third (3<sup>rd</sup>) Hearing Examiner since the Regular Session of 1997. Historically, we have depended on the Department of Finance and Administration to handle our budget and accounting responsibilities. Our Agency Fiscal Manger is currently handling these functions. The three (3) Hearing Examiners hold reviews in all seventy-five (75) counties, as well as protest hearings.

The Arkansas Department of Correction and the Arkansas Department of Community Punishment will be adding new beds and expanding several of their units around the state; and with the ever increasing inmate population, the Post Prison Transfer Board can continue to operate in a timely and efficient manner without requesting additional positions at this time. It is this agency's request to increase operating expenses, conference fees and travel and to reclass certain positions, as well as adhere to the CLIP Program introduced by OPM. These additional funds are requested due to a significantly increased workload within this agency.

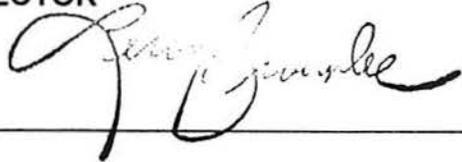
AGENCY	DIRECTOR	AGENCY PROGRAM COMMENTARY	PAGE
POST PRISON TRANSFER BOARD	LEROY BROWNLEE 	BR21	300

**ARKANSAS BUDGET SYSTEM  
AGENCY PROGRAM COMMENTARY  
1999 - 2001**

During the 79<sup>th</sup> General Assembly Regular Session, 1993, an Act to change the name of the State Board of Parole and Community Rehabilitation to the Post Prison Transfer Board was introduced and became law. This was followed by Act 285/361 of 1995, to provide that the Post Prison Transfer Board be comprised of five (5) full-time members and two (2) part-time members. Act 979 of 1999, authorized a change to six (6) full-time members and one (1) part-time member. The staff consist of three (3) Revocation Hearing Officers and seven (7) Clerks for a total of 16 authorized positions.

The Post Prison Transfer Board receives assistance from the Department of Correction and the Department of Community Punishment, as provided by Act 1376 of 1999, Section 4, Special Language.

The Board members interview inmates ruled eligible for parole at 22 correctional units. For those persons eligible for parole or transfer, the Post Prison Transfer Board retains the power to determine what persons shall be placed on parole and to fix the time and conditions of the parole and/or transfer.

AGENCY	DIRECTOR 	AGENCY PROGRAM COMMENTARY BR21	PAGE  301
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POST PRISON TRANSFER BOARD  
SUMMARY OF AUDIT FINDINGS AND RECOMMENDATIONS  
FOR THE YEAR ENDED JUNE 30, 1998

Assets					Liabilities			Total Equity	
Cash and Investments	Fixed	Other	Total	Current	Long-Term	Total			
\$ 129	\$ 87,955	\$ 56,845	\$ 144,929	\$ 2,528	\$ 54,094	\$ 56,622	\$ 88,307		

Revenues				Expenditures				Other Sources (Uses)		
Intergovernmental	Federal	Licenses and Fees	Other	Total	Salaries and Matching	Grants and Aid	Capital	Other Operating	Total	
\$ 781,366	\$ 0	\$ 0	\$ 1,626	\$ 782,992	\$ 766,489	\$ 0	\$ 14,654	\$ 77,213	\$ 858,356	\$ 74,829

Findings

None.

Recommendations

None.

ARKANSAS BUDGET SYSTEM  
 EMPLOYMENT SUMMARY  
 AS REQUIRED BY ACT 358 OF 1993  
 (A.C.A 19-4-307)

AGENCY TITLE      323 - POST PRISON TRANSFER BOARD

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	MALE	FEMALE	TOTAL	PERCENTAGE OF TOTAL
WHITE EMPLOYEES	<u>5</u>	<u>3</u>	<u>8</u>	<u>53%</u>
BLACK EMPLOYEES	<u>2</u>	<u>5</u>	<u>7</u>	<u>47%</u>
EMPLOYEES OF OTHER RACIAL MINORITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
TOTAL EMPLOYED AS OF      08/05/00 <u>DATE</u>			<u>7</u>	<u>47%</u>
			TOTAL MINORITIES	
			<u>15</u>	<u>100%</u>
			TOTAL EMPLOYEES	

*Greg Broulee*

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AGENCY DIRECTOR

**STATE AGENCY PUBLICATIONS**

**Fiscal Year 2001**

**Act 1276 of 1999**

**AGENCY:** Post Prison Transfer Board

**AGENCY #** 323

NAME OF PUBLICATION	STATUTORY AUTHORIZATION ACT # OR A.C.A.	REQUIRED FOR GOVERNOR AND/OR GENERAL ASSEMBLY ONLY	NUMBER OF COPIES PUBLISHED & DISTRIBUTED	REASON(S) FOR CONTINUED PUBLICATION AND DISTRIBUTION
Post Prison Transfer Board Annual Report	Act# 16-93-202	No	10	Information Purposes

**ARKANSAS BUDGET SYSTEM  
ANALYSIS OF BUDGET REQUEST  
2001 - 2003**

The Post Prison Transfer Board, formerly the Board of Parole and Community Rehabilitation, consists of seven members, five of which are full-time paid employees of the State and two which are part-time non-paid members. Each member is appointed by the Governor to staggered seven year terms. Board members regularly interview eligible inmates to determine who should be placed on parole or in an alternative service program as well as prescribe conditions of parole or release for inmates. The Chairman of the Post Prison Transfer Board also serves as an ex-officio member of the Board of Correction and Community Punishment.

The agency is funded by General Revenue and a fund transfer from the Department of Correction as authorized in Section 4 of Act 848 of 1997. The Board is also authorized to receive assistance from the Department of Correction and Department of Community Punishment, as provided by Section 3 of Act 848 of 1997.

The Base Level request includes a payplan increase of 2.6 % each year over the 2001 fiscal year salary levels for all incumbents plus appropriate Personal Services Matching costs. Base Level positions that were authorized by the 82<sup>nd</sup> General Assembly for the Career Ladder Incentive Program (CLIP) are reflected at the maximum authorized classifications with additional appropriation only and in accordance with CLIP guidelines.

The Agency Total Request is \$1,095,422 in Fy02 and \$ 1,119,498 in FY03.

The Change Level Request submitted by the Agency is \$ 17,695 in FY02 and \$ 17,889 in FY03 and is summarized as follows:

1. CLIP Adjustments for five (5) positions totaling \$4,243 in FY02 and \$ 4,356 in FY03
2. Reclassification of three positions is requested for two (2) Secretary II positions, and one (1) Executive Secretary/Administrative Secretary to a new position title of Administrative Assistant I in the amount of \$ 3,052 in FY02 and \$ 3,133 in FY03
3. \$2,400 each year of the biennium for increased Operating Expenses for Association dues, Official Mileage, Printing and Food Catering and Coffee for expenses of Board Meetings

AGENCY	APPROPRIATION	TREASURY FUND	ANALYSIS OF	PAGE
Name: Post Prison Transfer Board  Code: 323	Name: Post Prison Transfer Board Operations  Code: 306	Name: State General Services  Code: HUA	BUDGET REQUEST  BR20	305

**ARKANSAS BUDGET SYSTEM  
ANALYSIS OF BUDGET REQUEST  
2001 - 2003**

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4. Conference Fees and Travel was requested for \$ 8,000 in each year of the biennium so that three (3) hearing examiners can complete CLE training and other related training needs

The Executive Recommendation provides for Base Level and CLIP adjustments on a Management Project Analyst I, a Secretary I, and a Secretary II.

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

CHARACTER TITLE	-----EXPENDITURES-----		00-01	-----01-02 FISCAL YEAR-----			-----02-03 FISCAL YEAR-----			-----RECOMMENDATIONS-----			
	99-00	00-01	AUTHORIZED	CHANGE		TOTAL	CHANGE		TOTAL	EXECUTIVE		LEGISLATIVE	
	ACTUAL	BUDGETED	APPRO	BASE	LEVEL	REQUEST	BASE	LEVEL	REQUEST	01-02	02-03	01-02	02-03
REGULAR SALARIES	715,578	757,906	757,234	776,302	6,165	782,467	796,479	6,326	802,805	777,865	798,083		
NUMBER OF POSITIONS	16	16	16	16	0	16	16	0	16	16	16		
PERSONAL SERV MATCHING	169,502	186,840	185,712	189,878	1,130	191,008	193,583	1,163	194,746	190,165	194,552		
OPERATING EXPENSES	96,675	109,547	121,609	109,547	2,400	111,947	109,547	2,400	111,947	109,547	109,547		
CONF FEES & TRAVEL	1,908	2,000	2,000	2,000	8,000	10,000	2,000	8,000	10,000	2,000	2,000		
CAPITAL OUTLAY	901	0	0	0	0	0	0	0	0	0	0		
<b>TOTAL</b>	<b>984,564</b>	<b>1,056,293</b>	<b>1,066,555</b>	<b>1,077,727</b>	<b>17,695</b>	<b>1,095,422</b>	<b>1,101,609</b>	<b>17,889</b>	<b>1,119,498</b>	<b>1,079,577</b>	<b>1,104,182</b>		
PROPOSED FUNDING SOURCES			*****										
FUND BALANCES			*****										
GENERAL REVENUES	924,501	981,065	*****	1,010,766	17,695	1,028,461	1,035,499	17,889	1,053,388	1,010,766	1,035,499		
SPECIAL REVENUES			*****										
FEDERAL FUNDS			*****										
STATE CENTRAL SERVICES FUND			*****										
NON-REVENUE RECEIPTS			*****										
CASH FUNDS		3,014	*****										
OTHER	75,480	75,480	*****	75,480		75,480	75,480		75,480	75,480	75,480		
TOTAL FUNDING	999,981	1,059,559	*****	1,086,246	17,695	1,103,941	1,110,979	17,889	1,128,868	1,086,246	1,110,979		
EXCESS APPRO/ (FUNDING)	( 15,417)	( 3,266)	*****	( 8,519)		( 8,519)	( 9,370)		( 9,370)	( 6,669)	( 6,797)		
<b>TOTAL</b>	<b>984,564</b>	<b>1,056,293</b>	<b>*****</b>	<b>1,077,727</b>	<b>17,695</b>	<b>1,095,422</b>	<b>1,101,609</b>	<b>17,889</b>	<b>1,119,498</b>	<b>1,079,577</b>	<b>1,104,182</b>		

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

APPROPRIATION SUMMARY

BR 215

FUND HJA STATE GENERAL SERVICES(000)

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-----		-----2001 - 03 BIENNIAL REQUESTS-----						-----R E C O M M E N D A T I O N S-----					
					ACTUAL	BUDGETED	FY 2001 - 02			FY 2002 - 03			EXECUTIVE		LEGISLATIVE			
					99-00	00-01	REQUEST		REQUEST		2001-02	2002-03	2001-02	2002-03				
000		HUA	323 306	B	984,564 16	1,056,293 16	1,077,727 16		1,101,609 16		1,079,577 16	1,103,506 16						
001		HUA	323 306 010 ADMINISTRATION	C01			2,400 0		2,400 0									
<p>After careful examination of this agency's total operating expenses, a conclusion was made to request an increase in five (5) operating expense categories. The increases requested total \$2,400, for each year in the biennium. We feel that these increases are necessary to keep up with the rising costs incurred by this agency.</p>																		
002		HUA	323 306 010 ADMINISTRATION	C02			8,000 0		8,000 0									
<p>It is this agency's request to increase conference fees and travel from \$2,000 to \$10,000 per each year of the biennium. This agency has three (3) hearing examiners that are required to complete a certain amount of CLE hours as well as attend other job related training. It is necessary for board members to attend certain parole related conferences as well. Certain staff have been certified in ACIC and it is necessary for these staff members to go to conferences related to ACIC. In the past, many much needed conferences have been missed due to lack of funds.</p>																		

DEPT 009 OTHER BOARDS AND COMMISSIONS  
 AGY 323 POST PRISON TRANSFER BOARD  
 APPRO 306 OPERATIONS  
 FUND HUA STATE GENERAL SERVICES(000)

RANK BY APPROPRIATION  
 BR 264

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-----		-----2001 - 03 BIENNIUM REQUESTS-----						-----R E C O M M E N D A T I O N S-----					
					ACTUAL	BUDGETED	FY 2001 - 02			FY 2002 - 03			EXECUTIVE		LEGISLATIVE			
					99-00	00-01	REQUEST			REQUEST			2001-02	2002-03	2001-02	2002-03		
003		HUA	323 306 010 ADMINISTRATION	C09			4,243 0				4,356 0							
<p>With increased workloads and a constant increase in the inmate population, we are requesting that five (5) positions be added to the CLIP Program. This will promote motivation in employees, as well as entice employees to stay with the agency to prevent constant turnover in particular positions.</p>																		
004		HUA	323 306 010 ADMINISTRATION	C10			3,052 0				3,133 0							
<p>This agency is requesting that two (2) positions be reclassified. These positions do not meet the criteria established for the CLIP Program. We feel that it is necessary to reclassify these positions as the workload and volume of work generated by these two (2) positions are steady increasing.</p>																		

DEPT 009 OTHER BOARDS AND COMMISSIONS  
 AGY 323 POST PRISON TRANSFER BOARD  
 APPRO 306 OPERATIONS  
 FUND HUA STATE GENERAL SERVICES(000)

RANK BY APPROPRIATION

BR 264