

PAROLE BOARD

Enabling Laws

Act 54 of 2016
A.C.A. §16-93-201, et seq.

History and Organization

The Parole Board is dedicated to the process of promoting public safety by the return of offenders into the community through supervised, conditional release. The goal is to guide and monitor the transition from confinement to the successful completion of supervision within the community. The State Board of Parole and Community Rehabilitation was created by Act 937 of 1989, with three (3) full-time Members and four (4) part-time Members.

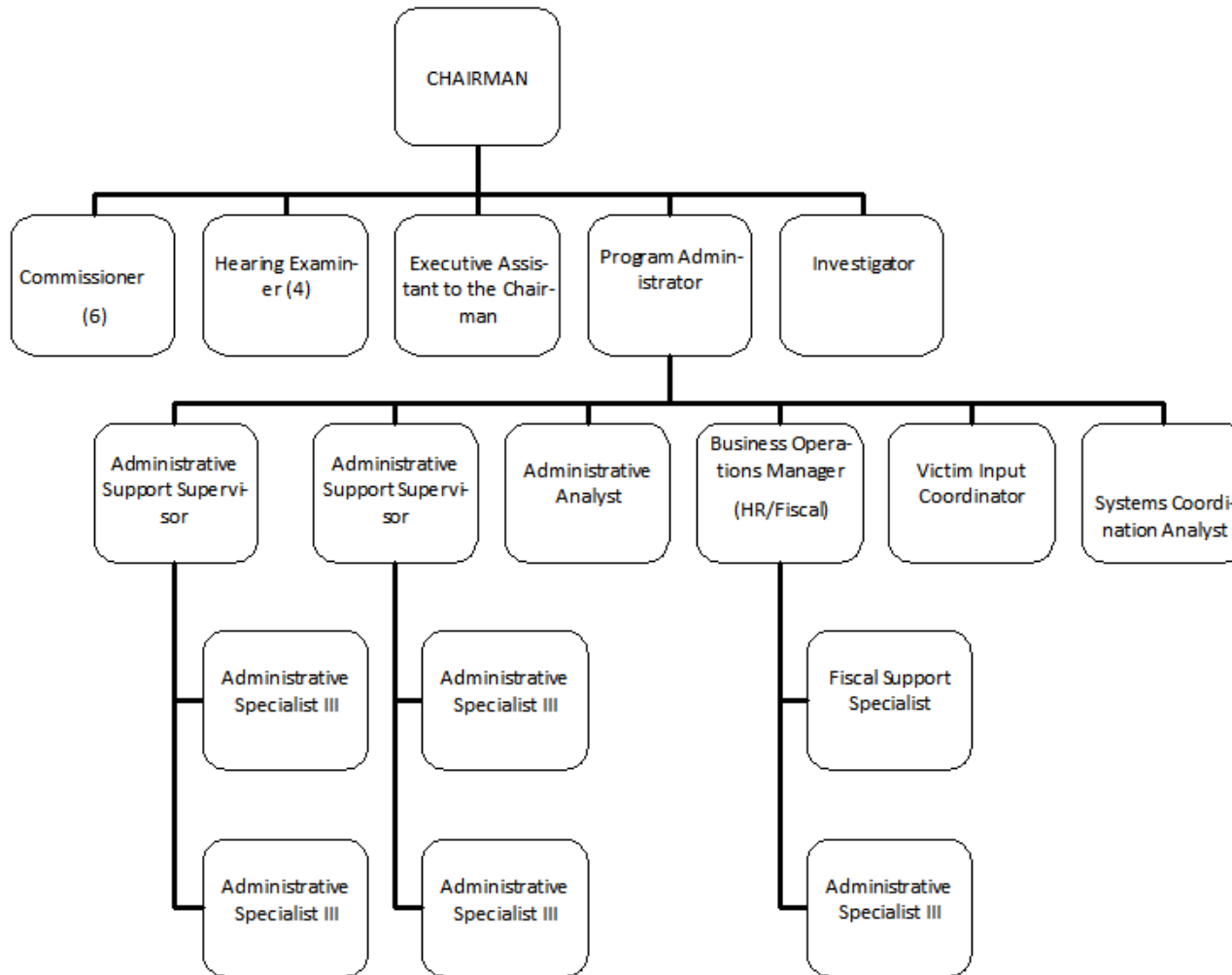
During the 79th General Assembly Regular Session the name of the State Board of Parole and Community Rehabilitation was changed to Post Prison Transfer Board. This was followed by Act 285 & 361 of 1995, to provide that the Post Prison Transfer Board be comprised of five (5) full-time Members and two (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 Examiners and seven (7) Clerks for a total of 16 authorized positions.

During the 85th General Assembly Regular Session, Act 1033 of 2005 changed the name of the Post Prison Transfer Board to the Parole Board and authorized three (3) additional clerical staff. The staff consist of three (3) Revocation Hearing Examiners, five (5) Administrative Assistants, three (3) Secretaries, one (1) Management Project Analyst and one (1) Agency Manager for a total of 19 authorized positions.

During the 86th General Assembly Regular Session, Act 697 of 2007 authorized two (2) additional support staff members and changed the composition of Board to seven (7) full-time members to be appointed from the state at large by the Governor and confirmed by the Senate. The support staff consist of three (3) Revocation Hearing Examiners, five (5) Administrative Assistants, three (3) Secretaries, one (1) Fiscal Agency Manager, one (1) Management Project Analyst, one (1) User Support Specialist, and one (1) Investigator for a total of 22 authorized positions.

In 2013 and again in 2014, the Board added additional staff to cope with increased workload and to further support its automation efforts. The Parole Board currently consists of seven (7) full-time Board Members, four (4) Revocation Hearing Judges, one (1) Executive Assistant, one (1) Program Administrator, one (1) Investigator, one (1) Victim Input Coordinator, one (1) Business Operations Manager, one (1) Systems Coordination Analyst, one (1) Administrative Analyst, two (2) Administrative Support Supervisors, five (5) Administrative Assistants,

and one (1) Fiscal Support Specialist for a total of 26 authorized positions.



Agency Commentary

The Arkansas Parole Board (APB) is responsible for conducting parole hearings throughout the State, making decisions on the conditional release of inmates from correctional facilities, and reviewing all pardon and executive clemency applications and making non-binding recommendations to the Governor. APB is responsible for granting, denying, suspending, and revoking parole in accordance with legislative criteria and Board policy. The Chairman of the Parole Board also serves as an ex-officio member of the Board of Corrections.

In recent years, the Agency has adjusted to meet an ever-changing environment. As a result, we have implemented and/or dealt with the following:

- Evidenced-based practices
- Expanded reporting requirements
- Automation and mobility efforts
- Data-driven decision making
- Dramatic changes in parole and revocation policies
- Increases in staffing

The Agency has taken calculated steps to efficiently use its current base level of funding through implementation of a number of cost saving measures. These include re-negotiating the lease agreement for the building that currently houses the operations of APB. There has also been a reduction in the cost of purchasing ink for personal printers, as well as an agency-wide effort to utilize the free-standing copiers in place to effectuate print jobs. The Parole Board has discontinued the use of the majority of its aging vehicle fleet in an attempt to reduce costs associated with maintenance, reducing the size of the agency's fleet from seven (7) cars to three (3).

The agency's total appropriation and additional general revenue funding request for FY18 is \$65,015 and \$70,415 for FY19. The breakdown is as follows:

Increase in Salaries and Match

The agency is requesting \$52,015 in FY18 and FY19 for the continuation of the Victim Input Coordinator C118 that was approved by OPM as a growth pool position in FY16.

Increases in Operating Expenses

The agency is requesting an increase in Operating Expenses in the amount of \$7,200 for FY18 and \$12,600 for FY19. The FY18 request will

be used to purchase laptops for the four (4) Revocation Hearing Judges (RHJ's) to replace previously purchased equipment which will have reached the end of its life cycle. The FY19 request will be used to purchase seven (7) laptops to provide for the Arkansas Parole Board Commissioners and Chairman of the Board. Both the Board and RHJ's rely heavily on this equipment to effectuate fulfillment of their job requirements. The need for up-to-date portable computer equipment is paramount in the Board and the RHJ's abilities to complete daily job tasks and responsibilities that include the following:

- accessing and reviewing pertinent Electronic Offender Management Information System (eOMIS) data while on site at facilities located across the State of Arkansas;
- voting electronically by the Board; and
- the ability of the RHJ's to electronically sign documents as needed at any time during the work day regardless of each person's location.

The agency is also requesting an additional \$300 in both FY18 and FY19 to cover the cost of postage. Currently, the Agency is processing over one hundred (100) appeals per month on average. Although the cost of postage decreased two cents (\$0.02) in April 2016, the number of appeals processed daily by the APB has continued to increase.

The total amount above base level requested by the Agency in Operating Expenses is \$7,500 in FY18 and \$12,900 in FY19.

Conference and Travel Expenses

The Agency is requesting an increase of \$5,500 in FY18 and FY19 for Conference and Travel expenses. The increase will be put toward training senior staff in (1) evidence-based practices; (2) data-driven decision making; (3) recidivism reduction; and (4) stake-holder collaboration as required by A.C.A 16-23-201. This request will also supply additional funds to provide specialized training for Revocation Hearing Judges in administrative law and general development opportunities for clerical staff in adhering to the requirements necessary to maintain the Arkansas Parole Board's certification by the American Correctional Association.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS PAROLE BOARD
FOR THE YEAR ENDED JUNE 30, 2013

Findings	Recommendations
<p>Effective internal controls provide for the safeguarding of assets. During our test of equipment, seven exceptions were noted:</p> <ul style="list-style-type: none">• The Agency was unable to reconcile five asset numbers assigned in AASIS to the inventory tag numbers assigned by the Agency. Although we were able to sight equipment with the Agency's inventory tag number that matched the description of the item in AASIS, no documentation was available to verify these assets were the assets listed in AASIS.• A sixth asset was sighted that was not tagged with any identifying asset number.• The seventh asset was unable to be located. <p>Lack of proper internal controls over capital assets could allow for the misappropriation of state assets and result in inaccurate accounting records.</p>	<p>To ensure that all assets are properly tagged and accounted for, we recommend Agency management: 1) conduct a complete asset inventory, 2) identify any assets that need to be added or deleted from the fixed asset listing in AASIS, 3) reconcile the Agency's inventory tag numbers to the asset numbers in AASIS, and 4) submit any missing information to the Department of Finance and Administration (DFA) for upload to AASIS. We further recommend that Agency management submit a list of any assets that cannot be accounted for to DFA for approval to remove the assets from the Agency's fixed asset listing.</p> <p><u>Agency Response:</u> We have begun implementing several steps to address this issue which include:</p> <ul style="list-style-type: none">• We are identifying any asset that needs to be added or deleted from the fixed asset listing• We are also reconciling the Agency's inventory tag numbers to the asset numbers in AASIS and submitting any missing information to DFA.• We will submit a list of any assets that cannot be accounted for to DFA for approval to remove the assets from the Agency's fixed asset listing. <p>We are confident that these efforts, along with closer monitoring by staff, will address current issues and prevent future ones.</p>

State Contracts Over \$50,000 Awarded To Minority Owned Businesses Fiscal Year 2016

None

Employment Summary

	Male	Female	Total	%
White Employees	6	7	13	52 %
Black Employees	2	10	12	48 %
Other Racial Minorities	0	0	0	0 %
Total Minorities			12	48 %
Total Employees			25	100 %

Publications

A.C.A. 25-1-201 et seq.

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution	Unbound Black & White Copies Produced During the Last Two Years	Cost of Unbound Copies Produced During the Last Two Years
		Governor	General Assembly				
Annual Report	ACA §16-93-202	Y	Y	0	Information Purposes	0	0.00
Monthly Board Reports	ACA §16-93-210	Y	Y	0	Monitor Parole Applications and Outcomes	0	0.00

Agency Position Usage Report

FY2014 - 2015						FY2015 - 2016						FY2016 - 2017					
Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted Total	% of Authorized Unused
	Filled	Unfilled	Total				Filled	Unfilled	Total				Filled	Unfilled	Total		
24	23	1	24	0	4.17 %	25	26	0	26	-1	-4.00 %	25	24	2	26	-1	4.00 %

Budgeted Number of Positions exceeds the Authorized Number due to a transfer from the Agency Growth Pool during the 2015-2017 Biennium

Analysis of Budget Request

Appropriation: 306 - Parole Board Operations

Funding Sources: HUA - Miscellaneous Agencies Fund

The Parole Board consists of seven members, which are appointed by the Governor and confirmed by the Senate for a seven-year term. Board members regularly conduct parole hearings throughout the State of Arkansas and make decisions on conditional releases of inmates in correctional facilities. The Board is also responsible for reviewing all pardon and executive clemency applications and making non-binding recommendations to the Governor. The Chairman of the Parole Board also serves as an ex-officio member of the Board of Corrections.

Funding for Parole Board is from general revenue. The Parole Board is authorized to receive assistance from the Department of Correction (DOC) and the Department of Community Correction (DCC), as provided by Section 3 of Act 54 of 2016.

Base Level Regular Salaries and Personal Services Matching include the continuation of the previously authorized 2017 Salaries and Career Service Payments for eligible employees. Personal Services Matching includes the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$420 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases. The Base Level salary of unclassified positions reflects the FY17 line item maximum plus the previously authorized 2016 1% Cost of Living Adjustment authorized by Act 1007 (3 (B)) of 2015. The Base Level request for Regular Salaries includes board member stipend payments. The Technology related requests are documented in the Agency's Information Technology (IT) Plan.

The Agency's Change Level Request is for new general revenue funding and appropriation totaling \$65,015 in FY18 and \$70,415 in FY19 and includes the following:

- Regular Salaries and Personal Services Matching of \$52,015 in FY18 and FY19 for the restoration of one (1) Victim Input Coordinator (C118 - growth pool position);
- Operating Expenses totaling \$7,500 in FY18 and \$12,900 in FY19, including \$7,200 FY18 and \$12,600 FY19 for the purchase of laptops and \$300 each year for postage; and
- Conference & Travel of \$5,500 in FY18 and FY19 for increased specialized training for the senior and clerical staff, and Revocation Hearing Judges.

The Executive Recommendation provides for the Agency Request in appropriation and general revenue funding, with exception of \$5,500 each year for Conference and Travel, for an increasing totaling \$59,515 in FY18 and \$64,915 in FY19.

Appropriation Summary

Appropriation: 306 - Parole Board Operations
Funding Sources: HUA - Miscellaneous Agencies Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			2017-2018			2018-2019		
		2015-2016 Actual	2016-2017 Budget	2016-2017 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	1,446,277	1,471,843	1,416,043	1,445,444	1,483,726	1,483,726	1,445,644	1,483,926	1,483,926
#Positions		26	26	25	25	26	26	25	26	26
Personal Services Matching	5010003	434,828	457,053	444,667	454,261	467,994	467,994	454,307	468,040	468,040
Operating Expenses	5020002	286,882	262,811	334,673	262,811	270,311	270,311	262,811	275,711	275,711
Conference & Travel Expenses	5050009	1,322	4,500	5,000	4,500	10,000	4,500	4,500	10,000	4,500
Professional Fees	5060010	32,944	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	75,000	0	0	0	0	0	0
Total		2,202,253	2,276,207	2,355,383	2,247,016	2,312,031	2,306,531	2,247,262	2,317,677	2,312,177
Funding Sources										
General Revenue	4000010	2,202,253	2,258,696		2,247,016	2,312,031	2,306,531	2,247,262	2,317,677	2,312,177
Merit Adjustment Fund	4000055	0	17,511		0	0	0	0	0	0
Total Funding		2,202,253	2,276,207		2,247,016	2,312,031	2,306,531	2,247,262	2,317,677	2,312,177
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		2,202,253	2,276,207		2,247,016	2,312,031	2,306,531	2,247,262	2,317,677	2,312,177

FY17 Budget amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2015-2017 Biennium.
 FY17 Budget Positions exceed the Authorized Positions due to a transfer from the Agency Growth Pool during the 2015-2017 Biennium.

Change Level by Appropriation

Appropriation: 306 - Parole Board Operations
Funding Sources: HUA - Miscellaneous Agencies Fund

Agency Request

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	2,247,016	25	2,247,016	100.0	2,247,262	25	2,247,262	100.0
C01	Existing Program	5,800	0	2,252,816	100.3	5,800	0	2,253,062	100.3
C06	Restore Position/Approp	52,015	1	2,304,831	102.6	52,015	1	2,305,077	102.6
C08	Technology	7,200	0	2,312,031	102.9	12,600	0	2,317,677	103.1

Executive Recommendation

Change Level		2017-2018	Pos	Cumulative	% of BL	2018-2019	Pos	Cumulative	% of BL
BL	Base Level	2,247,016	25	2,247,016	100.0	2,247,262	25	2,247,262	100.0
C01	Existing Program	300	0	2,247,316	100.0	300	0	2,247,562	100.0
C06	Restore Position/Approp	52,015	1	2,299,331	102.3	52,015	1	2,299,577	102.3
C08	Technology	7,200	0	2,306,531	102.6	12,600	0	2,312,177	102.9

Justification

C01	Agency is requesting \$300 for Postage due to the increase of offender Appeals. \$5,500 for Conference and Travel in FY18 and FY19 for specialized training for the senior and clerical staff, and Revocation Hearing Judges.
C06	Agency received one (1) C118 Victim Input Coordinator (growth pool position) in FY16 due to Executive Assistant to the Director fulfilling both duties as Executive Assistant to the Director and Victim Input Coordinator.
C08	Agency is requesting \$7,200 to purchase laptops for the Revocation Hearing Judges (4) due to current inventory expiring life-cycle in FY18. \$12,600 for FY19 to purchase laptops for the Parole Board Members (7) due to current inventory due to expiring life-cycle