



**MINUTES OF THE  
ARKANSAS POST-PRISON TRANSFER BOARD  
AUGUST 8, 2024  
9:00 A.M.  
RICHARD LEE RICHARDSON AUDITORIUM**

**Board Members Present**

Lona McCastlain, Chairwoman, PPTB  
Brett Morgan, Vice Chairman, PPTB  
Wendy Ryals, Secretary, PPTB  
Andy Shock, Commissioner, PPTB  
John Felts, Commissioner, PPTB  
Doug Smith, Commissioner, PPTB  
Willie Robinson, Commissioner, PPTB

**Others Present**

Kevin Smith, Executive Administrator, PPTB  
Charlotte Moore, Revocation Hearing Judge, PPTB  
Hollie Wellborn, Executive Assistant to the Chairman, PPTB  
Christie Goldman, Business Operations Manager, PPTB  
Scott Howard, Investigator, PPTB  
Felicia Bentley, Investigator, PPTB  
Tamara Salaam, Administrative Support Supervisor, PPTB  
Shirley Ellingburg, Area Manager, Institutional Release Services, DCC

**Excused**

Brenton Wood, Revocation Hearing Judge, PPTB  
Brandon Mills, Revocation Hearing Judge, PPTB

### **Call to Order**

Chairwoman McCastlain called the board meeting to order at 9:01 a.m. A quorum was declared. Commissioner Robinson, Commissioner Smith, and Commissioner Shock all joined the meeting by phone.

### **Approval of Minutes – July 25, 2024**

Commissioner Felts moved for approval of the minutes. Vice Chairman Morgan seconded the motion. The minutes were approved as presented.

A copy of the minutes was included in each board member’s file for review.

### **Agency Updates**

A list of the agency updates prepared by Mr. Kevin Smith, Executive Administrator, PPTB, was provided to the Board. Commissioner Felts asked if it’s required to advertise the changes regarding the policy updates. Mr. Smith explained the process of advertising and the timeframe for public comment. Chairwoman McCastlain advised to Board to let Mr. Smith know if there are any suggestions they have to be submitted to Marquis. Chairwoman McCastlain asked Mr. Smith to inform the Board about the implementation of the Employee of the Month that is recognized at each monthly staff meeting. She asked that if any Board member wants to highlight something an employee does that goes above and beyond their duties to inform Mr. Smith.

### **Old Business**

There was nothing to report regarding old business.

### **New Business**

There was nothing to report regarding new business.

### **Files for Review**

A copy of the victim input recommendations was included in each board member’s file for review.

### **Adoption of Recommendations**

Secretary Ryals moved to adopt the recommendations. Vice Chairman Morgan seconded the motion. The motion passed.

**Adjournment**

The meeting was adjourned at 9:16 a.m.

The next Board meeting will be held on Thursday, August 22, 2024, at 9:00 a.m.

*Signature on file*

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**Lona McCastlain**  
**Chairwoman**

*Signature on file*

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**Wendy Ryals**  
**Secretary**

**Arkansas Post-Prison Transfer Board  
FULL BOARD RATIFICATION OF VOTES**

**August 2024**

<b><u>UNITS:</u></b>	<b><u>RATIFIED</u></b>
Delta	<input checked="" type="checkbox"/>
Wrightsville	<input checked="" type="checkbox"/>
Wrightsville Hawkins	<input checked="" type="checkbox"/>
Tucker	<input checked="" type="checkbox"/>
Tucker Max	<input checked="" type="checkbox"/>
Cummins	<input checked="" type="checkbox"/>
Benton	<input checked="" type="checkbox"/>
TRCC/SWACC	<input checked="" type="checkbox"/>
McPherson	<input checked="" type="checkbox"/>
North Central	<input checked="" type="checkbox"/>
NWA- Work Release	<input checked="" type="checkbox"/>
<b>OTHER: Pardons, Commutations, Transfer Screenings, ACT 290s, Reconsiderations, Revocation Appeals, Rescinds, Special Conditions, Etc.</b>	<input checked="" type="checkbox"/>

**MOTION BY: Secretary Ryals    SECONDED BY: Vice Chairman Morgan**

**RATIFICATION DATE: August 8, 2024**