

Asa Hutchinson  
Governor

Wendy Kelley  
Secretary



Office of the Secretary  
6814 Princeton Pike  
Pine Bluff, Arkansas 71602  
Phone: 870-267-6200  
Fax: 870-267-6244

## SECRETARY'S BOARD REPORT

### July 2020

#### SECRETARY'S UPDATE:

June was another month of pandemic issues, as well as calls and webinars regarding the pandemic. Because of the virus spread to ORCU, male intake was suspended to allow staff to focus on the inmates currently in our care.

The final transformation report was submitted to the Governor.

Tonya Gates and the Secretary took part in a call with Senator Boozman, discussing the Second Chance Pell Act and how higher education is being provided to our inmate population.

The Secretary visited the Cummins Unit on June 4 to encourage staff and inmates, and to see if further assistance was needed.

Staff met with Entegrity regarding phase one savings, and to discuss phase two possibilities. Given the budget cuts, renovating the Gibson Building was taken off the agenda for this project.

The Parole Board received a recommendation for reaccreditation from the American Correctional Association auditors, who visited Board offices June 15 and 16.

There were several legislative meetings, including inquiries into how the Department is dealing with the virus. Legislators appeared to accept our response.

With tears, the Secretary announced her plans to retire at the end of July.

#### POLICY:

During the month of June the following secretarial policy was issued:

Secretarial Directive 2020-05 Employee Assistance Program (Effective Date: June 24, 2020)

#### COMMUNICATIONS:

At the end of June, the Facebook page had 25,567 followers (an increase of 130 from the number reported at the end of May) and 24,609 "likes" (an increase of 38 from the number reported at the end of May).

Our Twitter account had 787 followers at the end of the month. Both accounts include posts highlighting the entire department.

#### SHARED SERVICES:

##### DIVISION OF CORRECTION PROCUREMENT:

For June 2020, Purchase Orders and Contracts in excess of \$10,000 amounted to \$1,543,071.42 (see chart on Page 7 for details). Of this amount, \$707,764.59 was for Inmate Care and Custody-related items (food, shoes, clothing, etc.).

Bulk fuel costs for the month of June were \$22,403.88 – average cost for E-10 was \$1.51/gallon; average cost for diesel was \$1.45/gallon.

##### CURRENT BIDS –

- Bag Feed (Farm)

##### NEW CONTRACTS/OSP –

- Ground Beef (Farm)
- Printed Checks and Deposit Books
- Paper and Plastic

##### ABA BIDS –

- EARU Recreation Yard Precast

##### DIVISION OF COMMUNITY CORRECTION PROCUREMENT:

For June 2020, Purchase Orders and Contracts in excess of \$10,000 amounted to \$645,765.98 (see chart on Page 8 for details).

**HUMAN RESOURCES UPDATE:**

**WORKPLACE SAFETY –**

During the month of June, the modified version of the Health and Safety Plan for the **Division of Correction** was presented to two Basic Training classes with a total of 85 cadets in attendance.

Incidents reported to the Company Nurse for the month are as follows:

DIVISION OF CORRECTION	
June 2020	160
Total for CY2020	552

DIVISION OF COMMUNITY CORRECTION	
June 2020	14
Total for CY2020	58

**BENEFITS –**

A total of 103 FMLA requests were processed for the **Division of Correction**. Of those, 57 were approved, 19 were denied, and 27 are pending. A total of ten catastrophic leave requests were received – five of which were approved, three were denied, and two are pending.

A total of 14 FMLA requests were processed for the **Division of Community Correction**. Of those, ten were approved, two were denied, and two are pending. Five catastrophic leave requests were received with two approved and one denied.

**PHYSICAL ASSESSMENTS –**

A total of 71 **Division of Correction** applicants and incumbent personnel were assessed in the month of June. Of those, 70 passed their physical assessments and one did not. Incumbent physical assessments were postponed until July 1.

**EMPLOYMENT –**

A total of 1,325 applications were received by the **Division of Correction** during June and the following were processed:

- 44 Non-Security applications
- 94 CO I applications

The number of Correctional Officers hired totaled 71, while the number of Correctional Officer rehires totaled 24.

The **Division of Community Correction** processed:

- Four (4) Non-Security applications
- 13 Parole and Probation Officer applications
- Seven (7) CO I applications.

A total of 13 Correctional Officers were hired.

**VACANCIES, HIRES, AND TERMINATIONS – JUNE 2020**

DIVISION OF CORRECTION	
Total Vacancies	793
New Hires	97
Terminations	120
Retirements	14

DIVISION OF COMMUNITY CORRECTION	
Total Vacancies	118
New Hires	19
Terminations	21
Retirements	2
Grant Positions	16

**HUMAN RESOURCES (continued):**

Division of Correction Correctional Officer interviews were conducted in June at the following:

Date	Unit
6/2/20	McPherson Tucker Reentry Varner
6/3/20	Cummins
6/5/20	MAX
6/8/20	Grimes MAX
6/9/20	MAX
6/10/20	Cummins MAX
6/11/20	Grimes MAX Ouachita River
6/15/20	MAX

Date	Unit
6/16/20	McPherson MCWRC Ouachita River Varner
6/18/20	MAX McPherson MCWRC Ouachita River
6/19/20	Cummins Ouachita River
6/22/20	Grimes
6/23/20	MAX
6/24/20	Cummins
6/25/20	Ouachita River
6/30/20	McPherson Varner

**MISCELLANEOUS FUND REPORTS:**

**DIVISION OF CORRECTION-**

- **GIFTS, GRANTS, AND DONATIONS** made in the month of June totaled \$11,550.00 [3,080 pounds of strawberries at \$3.75 per pound].
- The **INMATE WELFARE FUND** balance on June 30, 2020, was \$8,995,913.16.
- The **PAWS IN PRISON FUND** balance on June 30, 2020, was \$329,431.06: ADC account (NDC0500/Recycling) \$106,415.62, and ADC account (QUICKBOOKS) \$223,015.44.

**DIVISION OF COMMUNITY CORRECTION-**

- The **SPECIAL REVENUE FUND** balance was \$4,978,493.60 (Budget)/Cash Balance \$9,700,410.30 on June 30, 2020.
- The **RESIDENTIAL CASH FUND** balance was \$2,367,016.17 (Budget)/Cash Balance \$2,632,222.76 on June 30, 2020.
- The **DRUG COURT ACCOUNTABILITY GRANT FUND** balance was \$523,219.46 (Budget)/Cash Balance \$548,790.39 on June 30, 2020.

**INFORMATION TECHNOLOGY:**

**GENERAL -**

Staff members continued providing support to users in a variety of tasks including but not limited to: hardware issues, computer replacements and upgrades, software installation, active directory changes, Laserfiche changes, VPN installation, scan-to-network setups, pushing Cylance to computers, smartphone changes, setups and Meraki maintenance, video courts support, Unitrends backups, update server (WSUS) maintenance, untangling web filter maintenance and updates, etc.

**DCC STATE-ISSUED SMARTPHONES -**

Several smartphones were upgraded to Apple iPhones and configured with Meraki Mobile Device Management software.

**TIMEX BUILDING -**

Preparations are underway for moving the staff of the NLR Parole and Probation office into the Timex Building on July 6. Network equipment (switches and access points) has been installed and network equipment at the former office has been removed. DIS equipment will be returned to discontinue billing.

**VIDEO -**

Depositions began being held via ZOOM video and many new courts from across the state were added for video hearings.

**CYLAND WELLPATH COMPUTERS -**

Per DIS, Wellpath endpoints on the state network must be moved or removed from the Wellpath Cylance tenant to the DOC Cylance tenant. A meeting was held to discuss this requirement, and Wellpath agreed to the request. The costs associated with Cylance licensing will be assumed by Wellpath.

**COAP -**

A test tablet was deployed in the Sheridan Area Office. Marquis is working to fix an issue with the Zoom accounts that are tied to the COAP tablets. Once the issue is fixed, a test meeting will be conducted to verify that everything is working as expected.

**INFORMATION TECHNOLOGY (continued):****DCC SERVER ROOM –**

DCCMGMTSVR was moved to the new HyperV host at the DCC Central Office. DCC Bravo, DCCCOHR, and DCC management file servers from DCC's VMWare host were migrated to a HyperV host environment. This work had to be completed after regular business hours. The team is working on migrating the last two servers: DCC-CO-C-SPF (SharePoint) and DCC-CO-D-SQL (SQL server for DCC). A new virtual machine for SQL server migration is currently in the process of being built.

**SHAREPOINT –**

A video meeting was held to continue discussions on the merging of the Department's intranet presence. Anthony Frazier presented a demonstration on the development which is completed at this time.

**DATACENTER OPTIMIZATION (DCO) –**

A meeting was held to discuss the different service models that DIS will offer in the new datacenter environment.

**FY 22-23 IT PLAN –**

The due date was extended to July 10. Work continues on the Shared Services plan.

**COMPUTER MIGRATION FROM THE DIVISION OF COMMUNITY CORRECTION TO THE DIVISION OF CORRECTION DOMAIN –**

Prior to migration, each site is prepped to include either a new imaged computer or a new imaged hard drive installed with a minimum of 8GB ram for staff. *Please refer to the chart on Page 9 for computer migration status.*

## DIVISION OF CORRECTION PERSONNEL REPORT JUNE 2020

UNIT	AUTHORIZED	FILLED	VACANT	% VACANT	HIRED	VOLUNTARY TERMINATION	INVOLUNTARY TERMINATION	RETIREMENT
BENTON (CR05)	78	74	4	5.13%	2	2	0	0
CENTRAL OFFICE/SHARED SERVICES (CR01,CR02,CR08,CR22,C	334	278	56	16.77%	0	0	0	3
509 CHAPL ADMIN	27	27	0	0.00%	0	0	0	0
CONSTRUCTION (CR04)	59	57	2	3.39%	0	0	0	0
CUMMINS (CR09)	459	340	119	25.93%	5	10	7	0
DELTA (CR10)	183	172	11	6.01%	4	0	1	0
EAST ARKANSAS (CR12)	366	260	106	28.96%	8	12	3	0
ESTER (CR11)	156	152	4	2.56%	1	1	0	1
FARM (CR29)	53	38	15	28.30%	0	0	0	0
GRIMES (CR27)	244	219	25	10.25%	4	5	3	0
HAWKINS (CR06)	72	59	13	18.06%	3	1	1	2
INDUSTRY (CR07)	54	44	10	18.52%	0	0	0	0
MAXIMUM SECURITY (CR14)	225	179	46	20.44%	8	3	5	0
MCPHERSON (CR28)	233	191	42	18.03%	3	4	0	0
MENTAL HEALTH	187	146	41	21.93%	2	1	0	0
MISS COUNTY (CR15)	39	36	3	7.69%	3	1	0	0
NORTH CENTRAL (CR16)	197	190	7	3.55%	3	1	0	3
NORTHWEST ARK (CR17)	30	28	2	6.67%	0	0	0	0
OUACHITA RIVER (CR30)	466	357	109	23.39%	6	13	3	2
PINE BLUFF (CR20)	169	157	12	7.10%	4	3	1	1
RANDAL L. WILLIAMS (CR13)	146	138	8	5.48%	9	2	3	0
TEXARKANA (CR21)	30	28	2	6.67%	1	0	0	0
TRANSPORTATION (CR32)	104	98	6	5.77%	2	1	0	1
TUCKER (CR23)	197	147	50	25.38%	7	5	2	0
TUCKER REENTRY (CR33)	32	31	1	3.13%	3	0	1	0
VARNER (CR24)	358	297	61	17.04%	12	5	8	1
WRIGHTSVILLE (CR25)	210	172	38	18.10%	7	10	2	0
<b>TOTAL</b>	<b>4,708</b>	<b>3,915</b>	<b>793</b>	<b>16.84%</b>	<b>97</b>	<b>80</b>	<b>40</b>	<b>14</b>

Term/Hire report run 7/1/20 - PSR created 7/1/20 for 6/30/20

\*These numbers reflect both security and non-security employees.

## DIVISION OF COMMUNITY CORRECTION PERSONNEL REPORT JUNE 2020

LOCATION	AUTHORIZED	FILLED	VACANT	% VACANT	HIRED	VOLUNTARY TERMINATION	INVOLUNTARY TERMINATION	RETIREMENT	Grant Positions
CAC	74	62	12	16.22%	0	1	0	1	1
ECC	126	110	16	12.70%	6	2	3	0	2
NEA	70	62	8	11.43%	0	2	0	0	0
NWA	61	55	6	9.84%	2	0	0	0	1
SWA	128	113	15	11.72%	3	4	0	0	1
Omega	93	87	6	6.45%	2	1	0	0	1
Transportation	10	10	0	0.00%	0	0	0	0	0
Area 1	75	74	1	1.33%	2	1	0	0	2
Area 2	39	38	1	2.56%	0	0	0	0	0
Area 3	63	62	1	1.59%	0	0	0	0	1
Area 4	52	49	3	5.77%	0	1	0	0	0
Area 5	55	48	7	12.73%	0	0	0	1	0
Area 6	49	46	3	6.12%	1	2	0	0	0
Area 8	90	84	6	6.67%	1	0	0	0	2
Area 9	37	36	1	2.70%	0	0	0	0	0
Area 10	52	50	2	3.85%	0	0	0	0	1
Area 11	45	44	1	2.22%	0	0	0	0	0
Area 12	47	45	2	4.26%	2	1	0	0	0
Area 13	35	34	1	2.86%	0	0	0	0	0
Inst. Parole	38	38	0	0.00%	0	2	0	0	0
Field Treatment	113	102	11	9.73%	0	0	0	0	0
SOAP	14	12	2	14.29%	0	0	0	0	0
SRT	18	18	0	0.00%	0	0	0	0	0
Re-entry	23	18	5	21.74%	0	0	0	0	1
Central Office	32	24	8	25.00%	0	1	0	0	3
TOTAL	1439	1321	118	8.20%	19	18	3	2	16
MFG (M)	16	10	6	37.50%	0	0	0	0	16

Term/Hire report run 7/1/20 - PSR created 7/1/20 for 6/30/20



## DIVISION OF COMMUNITY CORRECTION PROCUREMENT REPORT (IN EXCESS OF \$10,000) – JUNE 2020

<b>PURCHASE ORDERS OVER \$10,000.00</b>					
<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>	<b>PO#</b>	<b>PURCHASE AMOUNT</b>	<b>FUND</b>
National Restaurant Association	Sersafe Book & Exam Sheets	ACC/Little Rock	4501953410	\$23,813.23	1BR
Norix Group Inc	Seating	ACC/North Little Rock	4501952087	\$15,169.20	Timex Bond Funds
Covenant Recovery Inc	Reentry Housing	Parole Area 11	4501953167	\$25,187.36	510
Covenant Recovery Inc	Reentry Housing	Parole Area 10	4501953171	\$48,453.06	510
Twin Lakes Recovery Inc	Reentry Housing	Parole Area 9	4501953175	\$15,262.48	510
Reclamation House	Reentry Housing	Parole Area 4	4501953197	\$18,297.20	510
Re-Nu Life Center	Reentry Housing	Parole Area 8	4501953177	\$43,579.36	510
Wings to Recover	Reentry Housing	Parole Area 13	4501953207	\$18,114.88	510
Sysco Food Services of Arkansas	Food	DCC SWACCC/Texarkana	4501949653	\$15,270.61	510
Sysco Food Services of Arkansas	Food	DCC SWACCC/Texarkana	4501952243	\$15,600.25	510
Sysco Food Services of Arkansas	Food	ACC NEACCC	4501951151	\$10,322.72	510
AED One Stop Shop LLC	Defibrilators/Blue & You Grant Funded	Area Parole Offices	4501953170	\$11,889.72	2GHC
Community Empowerment Council Inc	Transitional Housing	Parole Area 11	4501953716	\$16,510.00	2GHC
Phoenix Recovery Center LLC	Transitional Housing	Parole Area 6	4501953724	\$21,670.00	2GHC
Sobriety Inc	Transitional Housing	Parole Area 11	4501953725	\$11,390.00	2GHC
Lighthouse Mission Ministries Inc	Transitional Housing	Parole Area 8	4501953728	\$40,030.00	2GHC
Quality Living Center Inc	Transitional Housing	Parole Area 8	4501953713	\$10,640.00	2GHC
Phoenix Recovery Center LLC	Transitional Housing	Parole Area 6	4501953731	\$35,170.00	2GHC
Transitions Faith Based Therapeutic Uni	Transitional Housing	Parole Area 8	4501953733	\$12,450.00	2GHC
Shalom Recovery Centers	Transitional Housing	Parole Area 10	4501953722	\$15,140.00	2GHC
Hope Rises Inc	Reentry Housing	Parole Area 8	4501953712	\$11,023.06	510
Sober Living Inc	Transitional Housing	Parole Area 8	4501953755	\$23,900.00	2GHC
Restore Hope Inc	Technical Services/Grant funded	ACC Administraton	4501954373	\$44,263.47	510
Sysco Food Services of Arkansas	Food	ECC West Memphis	4501951177	\$18,507.45	510
Sysco Food Services of Arkansas	Food	DCC SWACCC/Texarkana	4501952762	\$12,137.68	510
Sysco Food Services of Arkansas	Food	ECC West Memphis	4501952786	\$15,804.12	510
Re-Nu Life Center	Transitional Housing	Parole Area 11	4501954701	\$31,630.00	2GHC
Sysco Food Services of Arkansas	Food	DCC SWACCC/Texarkana	4501953656	\$17,260.13	510
Phoenix Recovery Center LLC	Transitional Housing	Parole Area 1	4501955046	\$47,280.00	2GHC
<i>Total for Purchases over \$10,000</i>				\$645,765.98	
<b>FIRM CONTRACTS OVER \$25,000.00</b>					
<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>Contract # P.O#</b>	<b>PURCHASE AMOUNT</b>	<b>FUND</b>
<i>Total for Contracts</i>				\$0.00	
<b>EMERGENCY PURCHASE ORDERS OVER \$25,000.00</b>					
<i>Total EM Purchases</i>				\$0.00	
<b>Total Purchases</b>				<b>\$645,765.98</b>	



## COMPUTER NETWORK MIGRATION STATUS JUNE 2020

The “Status” column below identifies proposed dates for migration. The date may change depending on the time required for migration for each office or facility. Sites that have been changed from the DCC network to the ADC network are identified as “Completed.” Sites that are identified as pending DOC circuit are not currently on the DCC domain. Data circuits are necessary for connection to the domain and central management.

North Little Rock Parole and Probation is currently a priority.

Hybrid = Router setup in Hybrid mode to allow computer migration to the new domain in groups due to the large number of computers.

OFFICE/FACILITY	AREA	Status
ACC Central Office	08	Hybrid
Fayetteville Area Office	01	In Process
NWACCC	01	Hybrid
SWACCC	12	In Process
NEACCC/Osceola	04	Hybrid
EACCC	04	Hybrid
CACCC	08	Hybrid
Omega	10	Delayed
Lonoke	03	Migration in Progress
Pocahontas	03	Delayed
Heber Springs	03	In Process
Batesville	03	Delayed
Blytheville	04	Ready for Migration
Paragould Office/DC	04	Delayed
Jonesboro	04	Delayed
Booneville	05	Ready for Migration
Clarksville	05	Ready for Migration
Ozark	05	Ready for Migration
Mena	05	Ready for Migration
Fort Smith	05	Ready for Migration
SRT/Reentry/SOAP	08	Delayed
Forrest City	09	Hybrid
West Memphis	09	Delayed
Arkadelphia	10	Delayed
Hot Springs	10	Ready for Migration
Malvern	10	Delayed
Stuttgart	11	Ready for Migration
Ashdown	12	Ready for Migration
Hope	12	Ready for Migration
Nashville	12	Delayed
Huntsville	01	DOC Circuit Ordered

OFFICE/FACILITY	AREA	Status
Salem	02	DOC Circuit Ordered
Hope Court	10	DOC Circuit Ordered
Prescott	12	DOC Circuit Ordered
Truman	04	DOC Circuit Ordered
Harrisburg	04	DOC Circuit Ordered
Star City	11	DOC Circuit Ordered
Fayetteville DC	01	Completed
El Dorado	13	Completed
Harrison	02	Completed
Conway	06	Completed
Russellville	06	Completed
Danville	06	Completed
Morrilton	02	Completed
Berryville	02	Completed
Camden	13	Completed
Melbourne	02	Completed
Mountain View	02	Completed
Rogers	01	Completed
Hardy	03	Completed
Walnut Ridge	03	Completed
Mountain Home	02	Completed
Magnolia	13	Completed
Fordyce	13	Completed
Sheridan	10	Completed
Crossett	11	Completed
Newport	03	Completed
Parole Board	08	Completed
Sentencing Comm./Jail Standards	08	Completed
Monticello	11	Completed
Searcy	03	Completed
Benton	10	Completed