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SECRETARY'S BOARD REPORT

May 2020

SECRETARY'S UPDATE:

April was focused on COVID precautions, testing, and separating positives and negatives at Central Arkansas Community Corrections Center (CACCC) and the Cummins Unit, while working closely with the Arkansas Department of Health (ADH).

We entered an agreement with AEL, a lab in Memphis, for mass testing at Cummins and took samples Friday and Saturday night in an attempt to supplement tests conducted by the ADH and the VA.

Wellpath and the ADH have been an awesome hands-on source of support and guidance as we have gone through steps in the pandemic.

While the residents at CACCC completed their quarantine asymptomatic, Cummins inmates were not as fortunate. Thankfully, the vast majority remained asymptomatic, but multiple inmates required offsite treatment.

CACCC lost a staff member to the virus – Mr. Richardson. He was a treatment coordinator and will be missed. He passed away on April 9, 2020.

The fiscal session was brief and things expected to be addressed following transformation did not occur in order to allow the session to end as quickly as possible.

Dina Tyler retired at the end of April after 25 years with the Department and we wish her all the best!

POLICY:

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

- Secretarial Directive 20-04 Dress Code for Non-Uniformed Personnel (Effective: April 1, 2020)

COMMUNICATIONS:

At the end of April, the Facebook page had 25,164 followers (an increase of 872 from the number reported at the end of March) and 24,328 “likes” (an increase of 822 from the number reported at the end of March). Our Twitter account had 702 followers at the end of the month. Both accounts include posts highlighting the entire department.

SHARED SERVICES:

DIVISION OF CORRECTION PROCUREMENT:

For April 2020, Purchase Orders and Contracts in excess of \$10,000 amounted to \$1,031,174.98 (see chart on Page 7 for details). Of this amount, \$217,223.05 was for Inmate Care and Custody-related items (food, shoes, clothing, etc.). Bulk fuel costs for the month of April were \$16,839.53. No bulk E-10 was purchased during the reporting period and the average cost for diesel was \$1.13/gallon.

CURRENT BIDS –

- Powdered Milk (Farm)
- Aerial (Tucker Farm)
- Paper and Plastic Products

NEW CONTRACTS/OSP –

- Frozen Turkey (Unit Distribution)

ABA CONTRACTS –

- EARU Recreation Yard Precast

RENEWED CONTRACTS/OSP –

- Hauling (Tucker Farm)

**DIVISION OF COMMUNITY CORRECTION
PROCUREMENT:**

For April 2020, Purchase Orders and Contracts in excess of \$10,000 amounted to \$557,422.52 (see chart on Page 8 for details).

HUMAN RESOURCES UPDATE:

WORKPLACE SAFETY –

During the month of April, the modified version of the Health and Safety Plan for the **Division of Correction** was presented to one Basic Training class with a total of 60 cadets in attendance.

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

DIVISION OF CORRECTION	
April 2020	60
Total for CY2020	243

DIVISION OF COMMUNITY CORRECTION	
April 2020	6
Total for CY2020	33

BENEFITS –

A total of 77 FMLA requests were processed for the **Division of Correction**. Of those, 60 were approved, seven were denied, and ten are pending. A total of 13 catastrophic leave requests were received – five of which were approved, four were denied, and one is pending.

A total of 20 FMLA requests were processed for the **Division of Community Correction**. Of those, 16 were approved and four are pending. Two catastrophic leave requests were received with one approved and one denied.

PHYSICAL ASSESSMENTS –

A total of 136 **Division of Correction** applicants and incumbent personnel were assessed in the month of April. Of those, 43 incumbent personnel passed their physical assessments and one did not. That individual did not reschedule. The number of applicants who successfully passed their physical assessments totaled 91. One did not pass, but rescheduled and passed after receiving a physician's release.

EMPLOYMENT –

A total of 951 applications were received by the **Division of Correction** during April and the following were processed:

- 16 Non-Security applications
- 84 CO I applications

The number of Correctional Officers hired totaled 54, while the number of Correctional Officer rehires totaled 17.

The **Division of Community Correction** processed:

- Four (4) Non-Security applications
- Eight (8) Parole and Probation Officer applications
- 13 CO I applications.

Eleven (11) Correctional Officers were hired.

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

DIVISION OF CORRECTION	
Total Vacancies	665
New Hires	77
Terminations	97
Retirements	5

DIVISION OF COMMUNITY CORRECTION	
Total Vacancies	5
New Hires	0
Terminations	0
Retirements	0
Grant Positions	16

HUMAN RESOURCES (continued):

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

Date	Unit	Date	Unit
4/1/20	Tucker Varner	4/15/20	EARU Tucker Varner
4/2/20	Grimes Tucker	4/17/20	Tucker
4/3/20	MAX McPherson Tucker	4/21/20	MAX Tucker
4/7/20	MCWRC Tucker Varner	4/22/20	MAX Varner
4/8/20	Grimes McPherson Tucker	4/23/20	Grimes MAX McPherson Tucker
4/9/20	Tucker	4/24/20	Varner
4/10/20	McPherson	4/27/20	EARU
4/13/20	Tucker	4/28/20	McPherson Tucker
4/14/20	Grimes McPherson	4/29/20	Tucker Varner
		4/30/20	Tucker

All scheduled Job Fairs/Hiring Events were canceled during the month of April due to COVID-19.

MISCELLANEOUS FUND REPORTS:**DIVISION OF CORRECTION-**

- **GIFTS, GRANTS, AND DONATIONS** made in the month of April totaled \$11,000.00 [700 books from a book store that went out of business].
- The **INMATE WELFARE FUND** balance on April 30, 2020, was \$9,639,726.30.
- The **PAWS IN PRISON FUND** balance on April 30, 2020, was \$295,546.41: ADC account (NDC0500/Recycling) \$108,867.26, and ADC account (QUICKBOOKS) \$186,679.15.

DIVISION OF COMMUNITY CORRECTION-

- The **SPECIAL REVENUE FUND** balance was \$6,595,656.63 (Budget)/Cash Balance \$10,466,735.69 on April 30, 2020.
- The **RESIDENTIAL CASH FUND** balance was \$2,556,013.39 (Budget)/Cash Balance \$2,764,095.09 on April 30, 2020.
- The **DRUG COURT ACCOUNTABILITY GRANT FUND** balance was \$537,333.96 (Budget)/Cash Balance \$562,904.89 on April 30, 2020.

INFORMATION TECHNOLOGY:

GENERAL – Staff members continue to provide support to users in a variety of tasks that include but are 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, Untangle Web Filter maintenance and updates, etc.

PAROLE BOARD – Yealink phones were installed for video Parole Board hearings.

SHAREPOINT – A Division of Community Corrections site was added to Spotlight as a collection which does not inherit from the ADC site. About 75% of the structure of the subsites and pages was completed.

TEAMS – DIS excluded Corrections' tablet devices from requiring InTune management software, which allows TEAMS to work on iPads. TEAMS are now being pushed to iPads.

EASE – IT worked with DFA on the DOC Forms tile setup in EASE.

DATACENTER OPTIMIZATION (DCO) – Server hardware depreciation reports were submitted to DIS vendor Ensono as requested. The Self-Service governance proposal was accepted without changes. A request for an invitation to participate in the change management subcommittee was made.

FY 20-21 IT PLAN QUARTERLY REPORTING – The IT Plan for Third Quarter reporting for the ADC and DCC was completed and submitted.

FY 22-23 IT PLAN – The compilation of information for completing the FY22-23 IT plans, due by June 30, 2020, were started.

TEXARKANA – IT worked with Windstream to complete fiber installation in the Texarkana facility. The site is now equipped with a 100MB connection. In the process of installation, the router was moved to the first-floor air handler room. The unused fiber switch was removed and returned to DIS. Some DIS-leased switches were replaced as well.

INFORMATION TECHNOLOGY (continued):

CAC – Access to the Law Library was restored using thin client technology.

K9 – After being damaged by storms and replaced multiple times, K9 wireless equipment was replaced with fiber cabling. The cabling was installed from the Pine Bluff Unit to K9, which gives them network connectivity to the building.

CENTRAL OFFICE FREELINE – The installation of fiber cabling to support VOIP phone service to the Central Office freeline housing was started. The fiber cabling will replace old and faulty copper lines.

ACC CENTREX AND VOIP TELEPHONE NUMBERS – IT has been reconciling ACC phone numbers to eliminate charges for lines no longer required or used, as well as working to consolidate invoices from seven to three.

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. *Please refer to the chart on Page 9 for computer migration status.*

RESEARCH AND PLANNING:**TRAINING:**

DCC staff conducted eOMIS training for new users. ADC staff conducted the following training sessions: eOMIS Basic, eOMIS Incident, and eOMIS Security.

MEETINGS:

Members of the Research and Planning team participated in the following meetings:

- COVID-19
- Marquis
- Administrative Office of the Courts
- Performance Evaluation Overview
- INA
- Intake Application
- Inmate Banking
- Time Computation

DATA GATHERING AND DISTRIBUTION:

During the month of April, the Research and Planning Team completed and submitted its work on 20 survey and ad-hoc data requests.

eOMIS DEVELOPMENT:

A total of 37 Issues were submitted to Marquis for eOMIS development. Of those, 21 were submitted by DOC employees; two by Wellpath; and 14 submitted by Marquis. A total of 25 Issues created by DOC and Wellpath were resolved/closed/cancelled during the month of April.

INTOUCH SEGREGATION PORTAL – The solution is being expanded to the isolation areas of the East Arkansas Regional and Varner Units. A request to purchase software to remotely support the tablets has been made.

DIVISION OF CORRECTION PERSONNEL REPORT APRIL 2020

UNIT	AUTHORIZED	FILLED	VACANT	% VACANT	HIRED	VOLUNTARY TERMINATION	INVOLUNTARY TERMINATION	RETIREMENT
BENTON (CR05)	78	73	5	6.41%	0	1	0	0
CENTRAL OFFICE/SHARED SERVICES (CR01,CR02,CR08,CR22,CR34)	329	284	45	13.68%	0	0	0	0
509 CHAPL ADMIN	27	27	0	0.00%	0	0	0	0
CONSTRUCTION (CR04)	59	56	3	5.08%	0	1	0	0
CUMMINS (CR09)	452	369	83	18.36%	9	12	0	1
DELTA (CR10)	183	173	10	5.46%	4	1	1	0
EAST ARKANSAS (CR12)	366	273	93	25.41%	4	8	10	0
ESTER (CR11)	157	149	8	5.10%	3	1	1	0
FARM (CR29)	60	45	15	25.00%	0	0	0	0
GRIMES (CR27)	244	230	14	5.74%	8	6	0	0
HAWKINS (CR06)	72	62	10	13.89%	3	0	0	0
INDUSTRY (CR07)	54	44	10	18.52%	0	0	0	0
MAXIMUM SECURITY (CR14)	225	181	44	19.56%	3	1	3	0
MCPHERSON (CR28)	233	200	33	14.16%	4	4	0	0
MENTAL HEALTH	184	141	43	23.37%	1	0	0	0
MISS COUNTY (CR15)	39	34	5	12.82%	1	0	0	0
NORTH CENTRAL (CR16)	197	195	2	1.02%	0	0	0	0
NORTHWEST ARK (CR17)	30	28	2	6.67%	0	1	0	0
OUACHITA RIVER (CR30)	466	383	83	17.81%	10	14	4	2
PINE BLUFF (CR20)	169	155	14	8.28%	3	1	3	1
RANDAL L. WILLIAMS (CR13)	146	137	9	6.16%	5	4	1	0
TEXARKANA (CR21)	30	27	3	10.00%	0	0	0	0
TRANSPORTATION (CR32)	104	98	6	5.77%	1	0	1	0
TUCKER (CR23)	197	154	43	21.83%	6	4	4	0
TUCKER REENTRY (CR33)	32	30	2	6.25%	1	1	0	0
VARNER (CR24)	358	311	47	13.13%	5	0	7	0
WRIGHTSVILLE (CR25)	210	177	33	15.71%	6	0	2	1
TOTAL	4,701	4,036	665	14.15%	77	60	37	5

Term/Hire report run 5/5/20 - PSR created 5/5/20 for 4/30/20

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

DIVISION OF COMMUNITY CORRECTION PERSONNEL REPORT APRIL 2020

LOCATION	AUTHORIZED	FILLED	VACANT	% VACANT	HIRED	VOLUNTARY TERMINATION	INVOLUNTARY TERMINATION	RETIREMENT	Grant Positions
CAC	74	66	8	10.81%	1	2	0	0	1
ECC	126	106	20	15.87%	4	0	1	0	2
NEA	71	64	7	9.86%	2	2	0	0	0
NWA	61	56	5	8.20%	1	4	0	0	1
SWA	128	115	13	10.16%	4	2	0	0	1
Omega	93	86	7	7.53%	1	1	0	1	1
Transportation	10	10	0	0.00%	0	0	0	0	0
Area 1	76	72	4	5.26%	2	3	0	0	2
Area 2	39	39	0	0.00%	0	0	0	0	0
Area 3	63	61	2	3.17%	0	0	0	0	1
Area 4	52	52	0	0.00%	0	1	0	0	0
Area 5	55	49	6	10.91%	3	0	0	1	0
Area 6	49	45	4	8.16%	0	0	0	0	0
Area 8	90	83	7	7.78%	0	0	0	0	2
Area 9	37	34	3	8.11%	1	1	0	0	0
Area 10	51	48	3	5.88%	0	0	0	0	1
Area 11	45	44	1	2.22%	1	0	0	0	0
Area 12	47	44	3	6.38%	1	1	0	0	0
Area 13	35	34	1	2.86%	0	0	0	0	0
Inst. Parole	38	38	0	0.00%	0	0	0	0	0
Field Treatment	115	106	9	7.83%	0	0	0	0	0
SOAP	14	14	0	0.00%	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	31	25	6	19.35%	0	1	0	0	3
TOTAL	1441	1327	114	7.91%	21	18	1	2	16
MFG (M)	16	11	5	31.25%	0	0	0	0	16

**DIVISION OF CORRECTION PROCUREMENT REPORT
(IN EXCESS OF \$10,000) – APRIL 2020**

PURCHASE ORDERS OVER \$10,000.00					
VENDOR	DESCRIPTION	LOCATION	PO#	PURCHASE AMOUNT	FUND
Mid States Services Inc	Toilet Paper	ACI Warehouse	4501944731	\$25,804.80	Operational Industry Budge
Arkansas Correctional Industries	Boots	Pine Bluff	4501944296	\$10,010.07	Operational Budget
Galls Inc	Uniform Shirts	Training Academy	4501944325	\$10,608.00	Operational Budget
Arkansas Correctional Industries	Uniform Pants	Training Academy	4501944324	\$24,504.48	Operational Budget
Charles Watkins	Roof System	Miss Co/Maintenance	4501944496	\$25,700.00	Work Release
Mid States Services Inc	Toilet Paper	ACI Warehouse	4501944163	\$25,804.80	Operational Industry Budge
Kronos Incorporated	Time Clock Support Services	Admin East/Information Services	4501943986	\$27,640.15	Operational Budget
Phoenix Trading Inc Amercare Products	Hairnets & Razors	Central Warehouse	4501944813	\$27,255.80	Operational Budget
US Foods	Scouring Pads	Central Warehouse	4501944815	\$10,223.40	Operational Budget
Kerr Paper & Supply	Paper Cups, Cone Shaped	Central Warehouse	4501944824	\$10,095.36	Operational Budget
Kerr Paper & Supply	Food Film Wrap	Central Warehouse	4501944830	\$19,232.40	Operational Budget
American Paper & Twine Co	Toilet Paper & Paper Towels	Central Warehouse	4501944831	\$40,417.43	Operational Budget
Arkansas Correctional Industries	Janitorial Supplies	Central Warehouse	4501944834	\$62,863.35	Operational Budget
Chestnut Ridge Foam Inc	Mattress Inserts	Tucker/Industries	4501944741	\$10,876.00	Operational Industry Budge
Emblems Inc The Emblem Authority	Patches	ADC/Industry	4501945273	\$11,587.50	Operational Industry Budge
Green Point AG LLC	Herbicides for Rice Crop	Cummins/Farm	Operational Far	\$33,498.15	Operational Farm Budget
Helena Chemical Company	Fertilizer for Corn Crops	Cummins/Farm	Operational Far	\$46,687.50	Operational Farm Budget
Icon Systems Inc	Plumbing Building Supplies	EARU/Maintenance	4501945373	\$18,013.94	Operational Budget
VF Imagewear Inc	Uniforms	ACI Warehouse	4501945626	\$19,636.64	Operational Industry Budge
Harcros Chemicals Inc	Janitorial Chemicals	Industry-Janitorial Factory	4501946039	\$16,569.00	Operational Industry Budge
Wholesale Electric Supply Co Inc	Electrical Supplies	Construction/Construction	4501945995	\$19,938.04	Telephone Funds
Jones Hydro Services	Well Repair	EARU/Maintenance	4501940371	\$26,595.95	Operational Budget
Arkansas Correctional Industries	Uniforms	Training Academy	4501946189	\$11,377.08	Operational Budget
Fastenal Co	Thermometers	Admin East/Admin Svc,Asst Director	4501942111	\$21,793.20	Operational Budget
Mid States Services Inc	Toilet Paper	ACI Warehouse	4501946643	\$25,804.80	Operational Industry Budge
McClelland Consulting Engineers Inc	Professional Civil Engineering Services	North Central/Maintenance	4501946530	\$16,500.00	Operational Budget
John Storm Medical Equipment Inc	Nurse Call Intercom System	Health & Corr. Programs	4501946829	\$35,369.40	Medical Sanctions Fund
Haynes Pump & Process LLC	Trojan UV System	Tucker/Maintenance	4501918108	\$37,674.48	DOC Existing Facilities Imp
Galls Inc	Body Armor	Training Academy	4501946920	\$88,400.00	Operational Budget
MSC Industrial Supply Inc	Forklift	ACI Warehouse	4501946485	\$13,769.04	Operational Industry Budge
Bob Barker Company Inc	Masks-N95	Admin East/Purchasing	4501945965	\$10,890.00	Operational Budget
Arkansas Correctional Industries	Uniforms	Training Academy	4501947092	\$84,731.40	Operational Budget
Arkansas Correctional Industries	Mattresses, Linens, Boots	EARU	4501947183	\$37,125.24	Operational Budget
Shamrock Meats Inc	Ground Beef	Cummins/Farm Cold Storage Facility	4501947229	\$49,000.00	Operational Farm Budget
Green and Chapman LLC	Fuel-Diesel	Cummins/Farm	4501946129	\$16,839.53	Operational Farm Budget
Cooks Direct inc	Oven & Supplies	RLW/Maintenance	4501947309	\$10,331.84	Work Release
Marubeni America Corporation Helena A	Herbicide	Tucker/Farm	4501945558	\$12,450.00	Operational Farm Budget
American Builders & Constructions	Roofing Building Supplies	Varner/Construction	4501947462	\$35,556.21	Telephone Funds
				<i>Total for Purchases over \$10,000</i>	\$1,031,174.98
FIRM CONTRACTS OVER \$25,000.00					
VENDOR	DESCRIPTION	UNIT	Contract # P.O.#	PURCHASE AMOUNT	FUND
				<i>Total for Contracts</i>	\$0.00
EMERGENCY PURCHASE ORDERS OVER \$25,000.00					
				<i>Total EM Purchases</i>	\$0.00
Total Purchases				\$1,031,174.98	

COMPUTER NETWORK MIGRATION STATUS APRIL 2020

The "Status" column 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	Hybrid
NWACCC	01	Hybrid
SWACCC	12	Hybrid
NEACCC/Osceola	04	Hybrid
EACCC	04	Hybrid
CACCC	08	Hybrid
Omega	10	Hybrid
NLR PP/DC	08	In Process
Pine Bluff Area Office	11	In Process
Lonoke	03	Delayed due to COVID
Pocahontas	03	Delayed due to COVID
Heber Springs	03	Delayed due to COVID
Batesville	03	Delayed due to COVID
Blytheville	04	Delayed due to COVID
Paragould Office/DC	04	Delayed due to COVID
Jonesboro	04	Delayed due to COVID
Booneville	05	Delayed due to COVID
Clarksville	05	Delayed due to COVID
Ozark	05	Delayed due to COVID
Mena	05	Delayed due to COVID
Fort Smith	05	Delayed due to COVID
SRT/Reentry/SOAP	08	Delayed due to COVID
Forrest City	09	05/19
Helena	09	Delayed due to COVID
West Memphis	09	05/27-28
Arkadelphia	10	06/09
Hot Springs	10	Delayed due to COVID
Malvern	10	06/19
Stuttgart	11	07/07
Training Office PB	11	07/09
Ashdown	12	07/14
Hope	12	07/16
Lewisville	12	07/20
Nashville	12	07/21
Huntsville	01	Pending DOC Circuit

OFFICE/FACILITY	AREA	Status
Bentonville DC	01	Pending DOC Circuit
Salem	02	Pending DOC Circuit
Des Arc	03	Pending DOC Circuit
Wynne	09	Pending DOC Circuit
Hope Court	10	Pending DOC Circuit
DeQueen	12	Pending DOC Circuit
Prescott	12	Pending DOC Circuit
Truman	04	Pending DOC Circuit
Harrisburg	04	Pending DOC Circuit
Star City	11	Pending DOC Circuit
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