

**ARKANSAS DEPARTMENT OF HUMAN SERVICES
STATE INSTITUTIONAL SYSTEM BOARD**

**Division of Behavioral Health Services
Arkansas State Hospital
305 South Palm Street
Little Rock, Arkansas**

Thursday, January 14, 2010

Members Present: Micheal Burden, Chairman
Mark Tripp, Vice Chairman
Carlton Jones, Secretary
Clara Ferron
Stephen Foti
Dianne Thomas
Bonnie Coates

DHS Staff Present: Doyle Young, Program Administrator, Division of Youth Services
Glenn Sago, Facility Manager, Arkansas State Hospital
John Althoff, Deputy Director, Division of Behavioral Health Services
Rich Rosen, Office of Chief Counsel, Department of Human Services
Ed Hood, Director, Arkansas Health Center, Benton, AR
Charles Smith, Administrator, Arkansas State Hospital
Gene Castin, Stuck Architect
Roger Critz, Stuck Architect
Micah Darby, Stuck Architect
Antoniette Thomas, Admin Asst, Division of Youth Services

Chairman Micheal Burden called the meeting to order at 1:30 p.m.

Mr. Burden welcomed Ms. Dianne Thomas as the new SIS Board member and asked everyone to introduce themselves.

APPROVAL OF MINUTES FROM JULY 9, 2009 MEETING

Ms. Clara Ferron made a motion the minutes of the July 9, 2009 meeting be approved. Mr. Carlton Jones seconded the motion. The motion was passed.

Mr. Burden stated they would approve all the reports at one time.

DIVISION OF BEHAVIORAL HEALTH SERVICES REPORT

The Division of Behavioral Health Services (DBHS) report had been previously distributed to the Board and is attached to the minutes.

Mr. John Althoff, Deputy Director of the Division of Behavioral Health Services, presented the report.

Arkansas State Hospital

Mr. Althoff reported the Community Mental Health Center (CMHC) roof needs constant attention as new leaks occur when it rains. The ASH Maintenance Department repairs leaks as they occur, but new leaks open up when it rains. ASH received an estimate to repair the roof for \$70,000, but there is no guarantee with the repair. ASH met with the Director of the CMHC to come up with a plan to increase the CMHC rent and to use the increase to fund the repairs on the building. The repairs include the roof and HVAC system. ASH architects will provide an estimate of the cost to redo the HVAC system and roof.

Mr. Althoff reported effective October 1, 2009, the operational maintenance of the Arkansas Services Center in Jonesboro is now being managed by the Arkansas Building Authority (ABA) instead of the Arkansas State University. Building owners want to move their operations to other space in Jonesboro and put the Services Center site up for sale. DBHS is evaluating moving the operation of its contractor's (Mid-South Health Systems) programs to other sites and continue using the building for alternative space programs such as the 16-bed 911 program and the 16-bed crisis residential unit.

Mr. Rich Rosen discussed that a snag had occurred in the Services Center property transfer from ASU to DBHS over the mineral rights. DBHS will be transferred the property as soon as this issue is worked out.

ASH Economic Stimulus Projects

Mr. Charles Smith reported the following ASH stimulus projects are with ABA for review and the leases will not be fulfilled until ABA is done:

- Replace HVAC system for Forensic Units 5 & 6. The budget for the project is \$1,300,000. The architect and engineer met with ASH staff in October and November to review the project. It was approved by ASH and DHS and sent to ABA for review in November 2009. Requests for bids should occur in February 2010 for installation in the spring.
- The Sign Project was reviewed by ABA and approved, but has been put on hold until budget issues are resolved. Sign Project may get started in July 2010.

- The Seal and Tuck Point Project budget for the Forensic Unit is \$300,000. The project has been submitted to ABA for review. It is hoped the project will be able to begin in February 2010.
- The Seal and Tuck Point Project budget for the ASH Court Building is \$125,000 and has been sent to ABA for review.
- The camera project for the Forensic Unit has been put on hold.

Mr. Carlton Jones questioned budget cut problems as to how they would affect on-going construction projects. Mr. Smith indicated that the stimulus projects are not affected by the budget cuts. Mr. Smith further reported that the ASH proposal to make up budget cuts is by increasing Medicaid revenue on adolescents units and cutting agency Maintenance and Operation (M&O) costs. Ms. Coates asked if the staff ratio will be affected. Mr. Smith reported that ASH will not lower staff ratio. The staff ratio at this time is a minimum of two RN's on day shift, one RN at night, two LPN's on day shift, one LPN at night, and five Behavioral Health Aids on each shift.

Ms. Clara Ferron asked how the roof leakage affected the mold situation in the Forensic Unit. Mr. Smith said the area is cleaned regularly and thoroughly. The mold problem is the result of the leaking roof and aging HVAC system.

Ms. Coates wanted to go on record stating she hopes the roof is not repaired for \$70,000 since there's no guarantee the roof will be fixed. Mr. Smith confirmed ASH will meet with CMHC personnel to discuss a proposal to increase the rent which will allow ASH to obtain financing to have the roof totally replaced.

Mr. Glenn Sago reported that during the recent very cold weather the power was disrupted at ASH, a portion of UAMS and the Health Department. This occurred when the intake coils to the power plant froze and burst. This flooded the area where the automatic transfer switch for the emergency power is located. This ruined the switch and emergency power did not come on. The switch gear was immediately repaired by Riggs Caterpillar. In developing a permanent solution it was discovered that one unit at ASH had already been fitted with a cover over the generators and switches. This solution will be provided for the other units (3, 4, and 5). There were some other problems that needed repair relating to the generators but that cost and solution will be provided by the power loop provider.

Ms. Coates asked if ASH had insurance for repairs. Mr. Sago reported that they do but the deductible is extremely high and the repair costs were below that threshold.

ARKANSAS HEALTH CENTER

Mr. Ed Hood reported on the ongoing repairs and preventive maintenance at the Arkansas Health Center (AHC):

- The old gym will be renovated into a multi-purpose room.

- The multi-purpose room will hold at least 75 people for behavioral modification training and campus training seminars.
- The multi-purpose room will receive new lighting and flooring.
- Estimated cost for the project is around \$20,000. They are asking the Board for approval of cost.

Major Capital Improvement/Stimulus Projects:

- The Governor approved \$1,500,000 in capital funds toward the repair of underground utilities. The engineering review/design was completed December 31st and the estimated cost came in under budget allowing the project to be broadened to cover additional underground water and gas lines. Design work continues on these additions.
- During January 2009, the Governor allotted \$2,000,000 to overhaul the HVAC system to Building 80. The project was bid by ABA. The bids were opened on December 15, 2009. The project came in under budget allowing for additional improvements to the system. Work will begin in April, 2010. The repairs will be done in conjunction with the next item.
- During January 2009, the Governor allotted \$1,160,000 to replace the floor covering throughout Building 80. This project also came in under budget which will allow for additional flooring areas to be replaced. This work will also begin in April 2010 and be completed in conjunction with HVAC project. The plan is to renovate all six units one at a time. This will call for one unit to be emptied and then repaired and then residents being rotated in and out to allow for repair of all units.
- During March 2009, DHS allotted \$1,500,000 in stimulus funds to the upgrade and replacement of dietary equipment in the central kitchen and bakery. The architect has completed the design phase of the project. The project will involve two phases where the bakery is remodeled first and then it will be used as the primary kitchen while renovations occur in the central kitchen.
- During 2009, DHS allotted \$650,000 in stimulus funds to replace food transportation carts at AHC. The food cart installation was completed in November 2009. There were some funds remaining which were used to purchase a new tray line and ice cream machine that was installed in December 2009.
- During March 2009, DHS allotted \$400,000 in stimulus funds for the replacement of all the 310 resident beds throughout the facility. This project was completed in November 2009.

DIVISION OF YOUTH SERVICES

The Division of Youth Services (DYS) report had been previously distributed to the Board and is attached to the minutes.

Mr. Doyle Young, Program Administrator, of the Division of Youth Services, presented the report.

ARRA Report

Funding: \$5.802M

Arkansas Juvenile Assessment and Treatment Center

The New Education Facility Project at the Arkansas Juvenile Assessment and Treatment Center (AJATC) completed ABA design review in December 2009. This project consists of two separate projects. There will be bid dates for each. The first project set to bid is the design to correct the water pressure problems at the facility. The bid date for the water line project has been set for January 27, 2010. The bid date for construction of the building will be February 4, 2010.

Mr. Young also noted that the AJATC address will soon change to the city of Bryant. This will occur when the United States Postal Services re-designates addresses after the completion of the 2010 Census.

Funding: \$2.25M

Education Buildings Colt, Harrisburg, Dermott

The contract for the new educational facilities in Colt and Harrisburg has been awarded to Construction Network, Inc. of Jonesboro in the amount of \$1,140,000.00. The amount was under budget and the contract was signed December 17, 2009. The Dermott education building contract was awarded to Stoney Developers of Conway in the amount of \$672,000.00.

Funding: \$7,826M

Mansfield

The new replacement facility will provide for the construction of living, kitchen/dining, educational, and treatment/administrative spaces. The required report by the Arkansas Historical Commission has been received and bid documents were transmitted to ABA December 29th. The design phase is completed and the bid date is pending approval of ABA.

Funding: \$875,875.00

Lewisville

The Lewisville project includes two new dormitory buildings. The dormitory is designed with double occupancy rooms. There was a delay in the project due to a required change in design. The State Fire Marshal required the inclusion of a sprinkler system. The redesign was completed and sent to ABA for approval. Bid date should be approved this month.

Facility Reports for DYS

Mr. Young reported winter incidents at the Mansfield and the Dermott facilities. The Mansfield facility's pipes froze and were not expensive to repair. The Dermott facility's kitchen sewer lines also froze. He continued his report with the following:

- The water line project in Mansfield has been completed. The project required the supply line to the water tank be repaired. The project was completed and the system is ready for the new construction.
- Minor repairs were done at Alexander that include a perimeter fence, security lighting, and improved drainage. A \$3,000 repair was also done to the water line that served the Jump Building. All these repairs are complete.
- The Dermott 18-21 Program now has an aquaculture program. They grow tilapia fish as part of the program. Emergency electrical circuits will be installed to allow the fish tank heaters and pumps to work during a power failure.
- This facility's exterior doors and hinges are being replaced. The doors are subject to the weather and abuse and in need of replacement. The gables in all the buildings were also repaired and repainted. The kitchen also had duct work repaired in the kitchen. This will hopefully relieve the humidity and rusting problems in the area.

Ms. Thomas asked about the age of the juveniles placed in the facilities. Mr. Young said that ages vary at the facilities. Each juvenile goes through an assessment process at the AJATC and is placed in the appropriate program based on that assessment. He further noted that the Dermott Juvenile Correctional Facility is exclusively for juveniles 18-21 years of age. Ms. Thomas asked how many cottages are in Mansfield and was told by Mr. Young there are three male cottages and three female cottages.

Mr. Burden asked was the requested design change made inside the Mansfield facility. He was informed by Mr. Young the design was not changed. The design was reviewed by program personnel and the redesign requested was determined not necessary. Personnel would be expected to be moving throughout the building and not sitting at the observation station.

Mr. Burden reported it was understood when he left the SIS Board meeting in Mansfield, Arkansas, on Thursday, July 9, 2009, that the design would be changed and a report of this would be brought back to the next SIS Board meeting. Mr. Young again replied that the design was reviewed and it was decided the design was acceptable.

Mr. Burden felt going to Mansfield was a waste of his time if suggestions were not going to be heeded and that staff were going to be making decisions contrary to the Board's wishes. He stated the Board had major concerns and DYS did not get back to them on the issue and that he will speak with the Governor regarding the matter.

Mr. Tripp questioned where the Board's authority lies. Mr. Young said he could not answer the question. Mr. Young suggested that the Board formalize their concerns and pass them on to higher officials.

Mr. Burden asked why the Board responses to plans for the DYS facilities went unheeded and wanted to go on record stating he is very opposed to the design. Ms. Bonnie Coates questioned why there was no one at the meeting that could inform them of their responsibilities.

Mr. Rosen reported he would investigate the Board's authority and report back to them. Ms. Coates had questions about the costs of projects and the \$20,000 limit. She asked for clarification on the amount that comes through the Board and was told by Mr. Burden that items of below \$20,000 do not come through the Board.

Ms. Ferron suggested the Board have a liaison between the board and the administrators. Mr. Burden stated the Chairman of the Board is responsible for maintaining lines of communication.

Mr. Foti stated if DYS did investigate the redesign of the Mansfield facility a letter should have been sent back to the Board stating why it was not feasible or not in DYS' best interest.

Mr. Rosen assured the Board that information and further communication concerning the situation would be forthcoming. Mr. Young also stated that DYS is always willing to assist in meeting the Board's requests and directions. In the past when the Board had questions they were provided with that information at the next meeting. We are willing to respond as the Board wishes including responding between meetings.

Mr. Burden reported the best way to reach the Board before a quarterly meeting is through email. Information should come before the next meeting. He reiterated his objections over the design of the Mansfield dorms.

Mr. Jones questioned how many juveniles are housed at the Mansfield facility. Mr. Young reported Mansfield houses approximately 30 male residents and 21 girls. Mr. Young added that the intention for the Division in long term planning is to continue to use smaller housing units.

Mr. Carlton Jones made a motion to approve all the reports. Ms. Clara Ferron seconded the motion. Motion passed.

NEW BUSINESS

Board members travel reimbursement for 2010:

Mr. Clara Ferron made a motion in accordance with ACA 25-16-901-908, the Board authorizes the \$60 stipend payment per official meeting attended and expenses for meals, travel, lodging and other associated expenses, which are provided to state employees for the members of the

DHS State Institutional System Board throughout 2010 while on official business for the State. Mr. Carlton Jones seconded the motion. Motion passed.

Mr. Burden reported the Board needs to make a motion and on the multi-purpose room for the AHC.

Mr. Mark Tripp made the motion to approve \$20,000 for the multi-purpose room. Mr. Carlton Jones seconded the motion. Motion passed.

Mr. Rosen reported the project to install cameras in the DBHS Forensic Building was discovered to be above the \$20,000 mark required for Board approval. The project had started without the Board's approval but the project stopped to await Board review and approval.

Ms. Coates questioned, if the board did not vote on the cameras could they be held liable for providing an unsafe environment. Mr. Rich Rosen stated the intent would have to be malicious and thus, no, they wouldn't. It was also explained that now the project had been put on hold due to budget cuts but that the Division would like approval if funds became available. Ms. Clara Ferron suggested the Board have a conference call for approval of items needed before quarterly meetings if items like this come up again. This would keep DBHS from having to wait for approval.

Mr. Burden stated a motion needs to be brought before the Board that if money becomes available for installation to go ahead and install the cameras.

Ms. Clara Ferron made the motion to install the cameras, if money is available. Ms. Bonnie Coates seconded the motion. Motion passed.

Mr. Young introduced the Stuck & Associates representatives, Gene Castin, Rogers Critz, and Micah Darby.

Mr. Castin stated Stuck Architects has five projects with DYS. The projects are for the facilities at Colt, Harrisburg, Dermott, Lewisville and Alexander. Stuck Architects' goals for the projects are:

- Construct classrooms to meet the new academic requirement.
- To get a jump on all projects going out with the stimulus money.
- To make the facilities very simple and low maintenance.

Mr. Castin gave everyone plans of the facilities and presented a slide presentation on the classroom buildings and dormitory designs. He stated the design at Lewisville will include pine siding, pre-manufactured trusses and high SEER HVAC units. Mr. Young reported the existing furniture will be used to furnish the facility and that South Arkansas Youth Services is making

furniture at the Mansfield facility for use in the dorms at Lewisville. He stated the furniture for the classrooms is in the design specifications.

Ms. Ferron questioned the exterior drainage in the facilities. Mr. Castin replied drainage is a problem due to the flatness of the ground at all the facilities except AJATC. They have accounted for this by designing the foundations at a higher grade than the existing ground. This will allow for drainage around the buildings.

Mr. Burden asked everyone to have their financials notarized.

Mr. Burden thanked Stuck Architects for their presentation.

NEXT MEETING

Mr. Burden stated the next SIS Board meeting will be April 8, 2010, at the Dermott Correctional Facility, 878 East Gaines Street, Dermott, Arkansas.

Ms. Bonnie Coates made a motion to adjourn the meeting. Mr. Carlton Jones seconded the motion. Motion passed and the meeting adjourned at 3:15p.m.

Respectfully Submitted:

Carlton Jones, Secretary