

ARKANSAS DEPARTMENT OF HUMAN SERVICES

STATE INSTITUTIONAL SYSTEM BOARD

Division of Behavioral Health Services
Administration Building
4800 West 7th Street
Little Rock, Arkansas

Thursday, January 13, 2011

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

DHHS Staff Present: Ron Angel, Director, Division of Youth Services
Doyle Young, Program Administrator, Division of Youth Services
Breck Hopkins, Office of Chief Counsel
David Laffoon, Director, Division of Behavioral Health Services
Charles Smith, Administrator, Arkansas State Hospital
Ed Hood, Administrator, Arkansas Health Center
Glenn Sago, Facility Manager, Arkansas State Hospital
Liz Ganahl, Division of Youth Services

Mr. Stephen Foti called the meeting to order at 1:40 p.m.

Mr. Foti thanked everyone for coming to the meeting.

APPROVAL OF MINUTES FROM OCTOBER 12, 2010 MEETING

Mr. Micheal Burden made a motion for the minutes of October 12, 2010 meeting to be approved. Ms. Dianne Thomas seconded the motion. Motion was passed.

DIVISION OF BEHAVIORAL HEALTH SERVICES REPORT

The Division of Behavioral Health Services Quarterly report had been previously distributed and is attached to the meeting minutes.

The DBHS Director, Mr. David Laffoon, asked Mr. Charles Smith to present the report for the Arkansas State Hospital (ASH).

Arkansas State Hospital

Mr. Smith reported on the ASH Economic Stimulus Projects:

Replace HVAC System for Forensic Units 5 and 6:

The work on Unit 6 Upper is complete. During the first two weeks of December patients were moved from Unit 6 Lower to Unit 6 Upper. The contractor started working on Unit 6 Lower. This project is ahead of schedule and should be completed in two weeks.

During construction large cracks were discovered in the roofing material and concrete fill under the material on Unit 6. The cracks were so large you could stick your hand through it. It was determined by the Arkansas Building Authority (ABA) that replacing the roof fell within the scope of the HVAC project because of the penetrations from the new equipment installed on the roof. Mr. Smith said now we are being told by the ABA that it is not within the scope of the project. Mr. Jerry Berry and Mr. Craig Parsons from DHS still believe it is and they are arguing hard for it. Their fear is they are running out of money for the projects and are starting to back off of some projects. We don't know where we are at this moment with this project but the roof has got to be fixed.

Seal and Tuck Point Forensic Units 5 and 6: This project is complete.

Seal and Tuck Point on the ASH Court Building:

The seal and tuck point has been completed. There are still some windows to be replaced. There was a dispute between the contractor and the sub-contractor but this should be completed within the next two weeks. While working on the court building it was determined the large double wheelchair ramp had deteriorated to the point it was not usable for wheel chairs or any assistance devices. The ramp does not meet ADA standards. Morris & Associates, the architects for this project, received a bid from Mid-Continental Restoration Company to replace the entire ramp for \$38,121. This amount was added to the ARRA monies but now we were told that ABA has not approved the expenditure. Mr. Parsons is arguing for this project too but we still do not have a guarantee of funding.

New Sign Package:

The sign package is good and it is supposed to start this month.

CMHC Roof & HVAC:

The CMHC roof and HVAC system is at a standstill. A request for funding via ABA from the revolving energy loan program was made but was told the State Energy Agency rescinded the program. Ms. Dianne Thomas asked if a project falls within the scope of a change order, isn't it written down somewhere that says if something happens, it can be included? Mr. Smith stated it is not that specific. Mr. Smith stated the wheel chair ramp was generous on their part (ABA) to say that it was within the scope. Mr. Laffoon stated he did not believe that it was in the scope. Mr. Smith stated the roof should have been in the scope but stated it could also be considered a pre-existing condition and that it had nothing to do with the project. Mr. Laffoon commented their argument was the roof was penetrated when the heat was installed. He also commented just because an amount of money was allocated to a project, if the bid comes in under that, the excess is not your money. It goes back to be reallocated. Ms. Thomas asked if the excess money could be put in a fund for these types of expenses. Mr. Stephen Foti said these type funds can't be established unless authorized.

Ms. Bonnie Coates asked if there were any kinds of other funds for repairs. Mr. Smith said there is a IDE fund that can be carried over from fiscal year to fiscal year for construction projects. Mr. Smith stated usually at the end of the fiscal year whatever money is left on the books is forfeited. The IDE accounts were established a few years ago to put your depreciation money in a fund similar to an escrow to help pay for projects. Mr. Smith stated he was glad to get the ARRA money because they were able to get some things done that they could not otherwise of done. Mr. Burden suggested when writing up the bids to include the things that could go wrong so it would also be funded. Ms. Coates asked if the state takes into consideration any repairs for these buildings. Mr. Laffoon said the state has very little flexibility on generating income. He said they can in the budget but in these slim times, salary increases were not put in much less big maintenance costs. It is up to the operations budget to fund maintenance but operations is always tight. Ms. Coates asked where the water went that came through the hole in the roof. Mr. Laffoon stated the water went into the gap between the upper roof and the ceiling and had to be pumped out. Mr. Laffoon said he usually has to work within the budget to find maintenance funds. Mr. Laffoon stated there is a yearly Capital Budget Request where every Division puts in their request and it has to be approved by the Governor. It can take years to get your project funded but we have had a lot of work done at the State Hospital thanks to these funds.

Mr. Burden asked if they had preventative maintenance crews that went around to all the buildings looking for potential problems. Mr. Laffoon said yes he did and they were doing small jobs all the time. Mr. Laffoon reminded everyone of the beds that were recently replaced. He said some of those beds were 30-40 years old and would never of lasted that long if they had not been maintained.

Arkansas Health Center

Mr. David Laffoon asked Mr. Ed Hood to present the report for the Arkansas Health Center (AHC).

Mr. Hood presented a hand out of the AHC Construction Projects Financial Review.

Underground Utilities:

The bid process has been completed on the underground utilities project to replace all the underground sewer, water and gas lines across campus. The winning bid was B.R. McGinty Mechanical Contractors at a projected cost of \$1,200,257.70. Mr. Hood said the contractor has been stockpiling supplies at various points on the AHC campus. He stated this is a major infrastructure repair that usually goes unrepaired until you find the money. Mr. Hood explained the funding is the money that was originally granted by the Governor in January 2009 and along with ARRA funds. The first phase is to replace the gas line, then the water and sewer line work will follow with all three phases being worked on concurrently. Mr. Hood said they have marked all the utilities lines and is hoping they do not hit one of the other lines. The workers have 270 days to complete the project, weather permitting.

Upgrade Dietary Equipment in Central Kitchen:

The Central Kitchen Project bid was awarded to Ross Sparks Construction at \$822,936.00. They are set to begin late January or early February. They will start with replacing the big dish washer in the employee dining room/central kitchen. This is an ARRA funded project.

HVAC Upgrades at Building 80:

In January 2009 the Governor allotted \$2,000,000 for this project. Five of the six units on Building 80 have been completed. Work is ongoing on Willow Court. There have been some problems in adjusting the roof top systems and the floor units to work together in recent weeks. This is a computerized system and both units have to work cohesively to manage temperature and moisture throughout the building. Trane is working with the AHC staff to solve the problems. There have been some complications getting the internet based monitoring system set up to operate on the DHS system with our IT security issues. This system is high tech and if there is a problem it sends out an alarm to various technicians via their iPhone. It will show where the problem is in the building and they can go in and remotely change a setting without having to drive to AHC. DHS, Office of Systems and Technology is working with the AHC administration to solve these problems.

Mr. Hood reported the flooring project is being done in conjunction with the HVAC project. We found excessive moisture under the old tile and carpet in Willow court. The floor has been treated with a concrete sealant product called Laticrete at \$92,000. Within 3 weeks of the product being applied, moisture began seeping through the glue joints in some areas of the floor. Test were run and that showed high levels of moisture were present under the slab. The source of the water is still being determined. A perk test was done and water was discovered 2-3 feet below the surface in each hole which suggest it is a possible natural water source (spring) under the building. If that is the case, the water will have to be pumped out and away from the building. The water will be tested to see if it is chlorine or natural water. Mr. Laffoon asked if there could be broken pipes under the building. Mr. Hood said that is why they were testing the water for chlorine.

AHC Roadway Issue:

AHC has been contacted by a resident in Haskell demanding the facility make improvements to Creek Road. This road goes from the facility to the old sewer plant/pond site in Haskell. Originally the only thing on the road was the facility but now there are several housing subdivisions on this road. Currently AHC is using this property for a dump site. AHC has learned the State Highway Department still considers this part of AHC's jurisdiction. The first 200 yards of the road is on state property. A meeting is scheduled the last week of January with the State Highway Department to discuss responsibility of the road. It is possible AHC will officially grant responsibility of the road to the City of Haskell.

Mr. Hood reviewed the AHC Construction Projects Financial Review handout. Mr. Hood stated this was a summary of all categories, where we started and where we are today. The first three are the Governor funds which are called GIF (general improvement funds) that were released back in 2009. The second three are the ARRA funds (American Recovery and Reinvestment Act). Mr. Hood stated they are hoping to have enough funding to finish all of their projects. Ms. Ferron asked if there was still money at the end of the fiscal year, would AHC get to retain the money. Mr. Hood stated these funds are outside of the fiscal year budget and they would get to carry the money over from year to year to complete the projects.

Arkansas Services Center

Mr. Laffoon reported Arkansas Building Authority has secured a leased space for Arkansas Rehabilitation and they are expected to relocate April, 2011. The DHS offices have found a building and are expected to relocate by June, 2011. The Treatment Facilities operated by Mid-South are still looking at ways to move to the new facilities by September, 2011. As soon as the building is vacated the plan is to sell the property. Mr. Burden stated when the building is ready to be sold; the SIS Board has to approve the sale of the property. Mr. Breck Hopkins agreed and said before anything is done; the transfer of property has to be approved by the Board.

Ms. Clara Ferron made a motion to approve the DBHS report. Ms. Dianne Thomas seconded the motion. Motion passed

DIVISION OF YOUTH SERVICES REPORT

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

Mr. Ron Angel asked Mr. Doyle Young to present the DYS report.

Mr. Angel said several residents who live along Woody Drive going into the AJATC facility, kept complaining about the road breaking down on the side. Mr. Angel agreed that it was and it was dangerous. We got out the old maps to discover it was a state highway and called the State Highway Department. The State Highway Department said they had designated it as an institutional drive. Mr. Angel said we called the County and they said no that's a state highway.

Mr. Angel said after that they have not heard anything recently about it. Mr. Carlton Jones asked if Mr. Angel had asked the State Highway Department if there was a document that showed that. Mr. Breck Hopkins said yes they did and the State Highway Department sent them an inventory of all the state roads.

American Recovery and Reinvestment Act (ARRA) Projects Report:

Alexander Juvenile Assessment and Treatment Center:

Mr. Young stated he could sympathize with Mr. Hood and the ground water problem. He said that DYS had a similar problem at the Arkansas Juvenile Assessment and Treatment Center in Alexander. The new building is in the dry. Roof decking is complete and roofing is underway. Interior rough-in work continues. Exterior brick work is complete. Change orders have included the addition of an intercom system, upgrade in the kitchen wet walls, view windows and electric door for the reception area, IT equipment necessary to connect with the DHS network and to go wireless in the building. The contractors are hoping to finish by June.

The change order mentioned for \$261,000 is for the new water line and has been approved by the Arkansas Building Authority. To correct the water problem a new water line will be laid next to the old one. The lines will be purged and new Arkansas Department of Health required equipment added to the system. The work has to be done to allow the water system to pass inspection and to allow for the proper operation of the sprinkler systems. The staging will allow for water to be provided to all buildings during the work which did add additional costs to the project.

Dermott Juvenile Treatment Center:

The Dermott educational building is complete. The final installation of IT equipment is being done. The cost is \$685,566.92 including change orders. A few small items remain to be done concerning the alarm system and should be on our inventory by the end of the month.

Colt Juvenile Treatment Center and Harrisburg Juvenile Treatment Center:

There is one major change order pending at Colt with an estimated cost of \$75,000. The change will add an emergency generator to cover both the new building and dorm on campus. The change order will include moving the existing dorm generator to the kitchen to replace the one destroyed by fire this fall. Exterior log siding is complete and interior work continues. The windows and the electrical system have been installed. At Harrisburg all rough-in work is complete. The drywall installation is underway. The grid work is laid for the ceiling and the HVAC system has been installed. Both buildings should be finished by March.

Lewisville Juvenile Treatment Center:

The two new dormitories with double occupancy rooms being built at Lewisville are a little behind. The project was delayed due to a redesign to include a sprinkler system. The project was rebid and the Coker Building Company of Texarkana won with a bid of \$1,289,613. In Dorm A the electrical, HVAC and plumbing is roughed-in and the A.C. unit is installed. The propane tank is set. The interior sheet rock installation is underway. The high ceiling and wood framing have been stained. In Dorm B the plumbing is roughed-in and the electrical and HVAC

are in process. The high ceiling and trusses are stained. A change order is still pending for IT connectivity. These projects are scheduled for completion in June, 2011.

No remodel work has been done on the old dormitory. The remodeling has to wait until the residents can move into the two new dorms.

Mansfield:

The Mansfield facility is DYS's largest project. The parking lot work is underway and is 50% complete in front of the Long building. The metal stud framing continues in the Commons building. The roof decking work continues. All rough-in work on the large building is underway. Tile work in the boy's cottages is nearly completed in B-1. Interior work continues on the girl's cottages. The three boy's dorms should be completed by January and the three girl's dorms in February. After the girls are moved into their new dorms, their current housing, the Long building will be remodeled to accommodate administration and the library.

The work continues on the geothermal drilling. The sewer plant needs to undergo testing of the discharge water. This testing is a requirement in the license process with the Arkansas Department of Environmental Quality. The testing will also help determine the correct effectiveness of the plant and any necessary upgrades or repairs at the plant.

Change orders pending are for upgrades of ladders in the buildings to have access to the HVAC units; the replacement of windows in the Long building; and the replacement of 100 feet of partially collapsed sewer line. The project should be complete by June, 2011.

Ms. Coates asked for an explanation of the comment for the Colt, Harrisburg and Dermott facilities "The current spaces were built prior to implementation of the new educational standards and in some cases were not designed as educational spaces". Mr. Young said those facilities were built in the late 90's without regard to any kind of education standards. At that time there were no standards of education that Youth Services fell under concerning the juveniles in our custody. Now the new education laws apply to everyone. We have new standards we have to follow in terms of classroom size. These new buildings are supposedly going to meet those requirements. We are still having discussions with the Department of Education (DOE) over the size of the classrooms. The DOE wants us to build classrooms for 20 people but we will never have more than 10 people in there at one time. That is a lot of expense that we do not have, to build the large classrooms. They are supposed to be 900 sq. feet but ours are 600 sq. feet. We are going to ask for an exception from the DOE.

Mr. Burden said in the report, it stated "DYS was building the new buildings up to the DOE requirements". Mr. Burden said but in reality they were not up to their requirements. Mr. Burden requested the report be changed. Mr. Young said he would change the report. Mr. Angel stated originally he sent the plans off to Mr. Doug Eaton with the DOE. He said at the time he was the construction contact for the DOE. Mr. Angel said we have had several phone conversations about standards and the size of classrooms. Mr. Angel said he told him over the phone since we were only going to have 10 people in there; it appeared to be adequate to him. Mr. Angel said he only had that verbally and not in writing.

Mr. Angel reported at Mansfield, we put in a geothermal up there and that is why they have to test all of this equipment to make sure it works properly. In every one of our facilities we exceeded the Governor's standards for energy conservation.

Ms. Coates asked if the sprinklers in the new buildings were the hang-proof type. Mr. Young said yes that is standard equipment now for our facilities.

Mr. Young stated we have had change orders in all of our construction projects to include IT connections which was not included in the beginning because of the budget. Mr. Young stated it is not easy to get anything approved concerning IT with construction because of the security concerns. The specifications have to be exactly as required before anything is allowed to be attached to the DHS network. Mr. Angel stated "Smart Boards" are being put in every room along with "Lady Bugs". Mr. Angel said Wi-Fi has been put in all of the buildings and he wants to get away from computers against the wall and migrate, as we replace them, with laptops to configure the room for a better teaching environment. Mr. Angel said he has been talking with Mr. Dick Wyatt, head of DHS OST, and we think we will qualify for D-rate. If we can get additional funding from the DOE for D-rate, we can expand our band width which will help with distance learning and technical support. We also have a meeting set up with Mr. Joe Franklin and Mr. Artee Williams about putting Work Force Services Key Training online services into all of our facilities. This will allow the older kids to work on skills development and vocational pieces. We tried to think ahead to allow for the new equipment.

Mr. Angel stated at the Mansfield facility, they are going to paint one wall in each bedroom with chalkboard paint to allow the students to tactfully express themselves through graffiti in their room. Mr. Angel said he visited a facility in Washington D.C. and they had the chalkboard painted walls and was impressed with the student's drawings.

DYS Facility Reports:

Arkansas Juvenile Treatment and Assessment Center:

Mr. Young reported the replacements for the alarm system CPU have been installed. This was due to a lightning strike. Surge protectors were installed in Cottage 1 and Wings unit and this should help prevent problems in the future. This was done by Triple S Alarm for \$2,396.00.

Two doors and hinges were replaced in Cottage 1 and 2. DYS purchased the doors and G4S supplied the labor to install them. Grainger, \$1,353.85.

After a recent torrential rain two leaks occurred in the concrete flat roofs on Building 1 and Building 5 and required patching with rubber aluminum coating. The patching was done by Landon Roofing for \$3,646.00.

The HVAC unit was replaced on Building 5. The inside unit plenum and heat chamber was rusting and caused damage to the condenser unit of the AC unit on top. This required replacing

the inside and outside compressor units due to age. Benton Sheet Metal installation was \$1,406.10 and J&B Supply equipment was \$2,110.24.

Dermott Juvenile Correction Facility:

The existing fence screen was replaced with a screen that is not so porous to block the view of neighboring adult correction facility as required by law. The work was done by Klaser Construction for \$4,610.70

A couple of duplex outlets were installed in the records room for a refrigerator for resident medications. We also replaced two damaged HVAC control boards. Consolidated Electric for \$365.00 and Barham Heating and Air Conditioning for \$861.00

Dermott Juvenile Treatment Center:

The existing fence screen also needs to be replaced with a slightly porous screen to block the view of neighboring adult correction facility as required by state law. Purchase order issued to Klaser Construction for \$4,905.00.

Harrisburg Juvenile Treatment Center:

A fire alarm panel was damaged during the summer and needed to be replaced. Allied Systems was scheduled to do this repair but was unable to provide the parts. May Security was added as the replacement vendor for \$2,590.43.

The fire alarm system was replaced in five campus buildings due to lightning damage by May Security for \$4,881.00.

Mansfield Juvenile Treatment Center:

The HVAC air compressor servicing the administration building and Dorm 1 was replaced by Air Tech for \$1,898.78.

The hot water heated for the laundry was replaced by Advanced Plumbing for \$622.44.

Mr. Young presented a visual presentation of the new construction progress at the DYS facilities.

Mr. Micheal Burden made a motion to approve the DYS report. Ms. Dianne Thomas seconded the motion. Motion passed

Ms. Dianne Thomas asked if it would be possible to tour one of the facilities in July. Mr. Burden stated the Board always toured the facilities up until this year when the Board voted to have the meetings in Little Rock to guarantee a quorum. Mr. Foti said he did not see it as a problem but also reminded the Board that they voted to have the meetings in Little Rock to make sure there was always a quorum. Mr. Burden said they have just as much trouble having a quorum in Little Rock as anywhere else and this has always been an issue and always will be an issue. Mr. Burden felt it was necessary for the Board to go out and see the facilities. Ms. Thomas said she has been on the Board for two years and Dermott was the only facility she has seen. Mr. Foti

said the Board can vote however it wants. Mr. Young said he would arrange the tours and lunch at the facilities.

Ms. Dianne Thomas made a motion to move the location of the April meeting to the DYS Colt or Harrisburg facility. Mr. Micheal Burden seconded the motion. Motion passed

New Business

DHS SIS Board Stipend Approval

Mr. Foti asked everyone to review the DHS SIS Board stipend and expense information which has to be voted on and approved every year. Mr. Foti commented nothing had changed since last year.

Mr. Micheal Burden made a motion to approve the DHS SIS Board Stipend. Mr. Carlton Jones seconded the motion. Motion passed

Arkansas State Hospital

Mr. Charles Smith said ASH wanted to update the present DVR based security camera system in the new building to include sound but in the process we became dissatisfied with our current provider of equipment. After checking with UAMS and several other agencies, about state of the art ways to monitor camera systems, we discovered we needed to do away with our out dated DVR system. Instead we need to patch everything in through our computer system. Mr. Smith said they met with DHS IT Security and were told DHS IT Security was already going through their computer system. ASH worked with DHS IT security to develop a plan. Mr. Smith said there is no way they can do it in this fiscal year but it will have to be after July. Mr. Smith said he wanted to get the SIS Board approval to do it when the money was available. Mr. Glen Sago said the first phase would cost \$185,000.00 and that would replace the system they have for the whole campus.

Mr. Micheal Burden made a motion to approve the expenditure for the ASH security system when the money is available. Ms. Clara Ferron seconded the motion. Motion passed

Ray Winder Field

Mr. Breck Hopkins reported DHS, UAMS and the City of Little Rock, together own Ray Winder Field. No final decision has been made to dispose of that property. UAMS has majority shareholder interest and they want to start some demolition on the property. UAMS has asked DHS to sign a license, which is permission to come on the property and take care of their area. It is not a transfer of any interest in the property to them. The first license was returned because

the indemnity clause did not take care of DHS as well as it should have. DHS wanted it clear if there was a claim against DHS as a result of the demolition, UAMS would take care of it. City of Little Rock has not returned their license. UAMS wants to demolish the bleachers and the concession stand. Mr. Foti said it was it was rotten and falling down. Mr. Hopkins said it was to everyone's best interest to get it torn down.

Mr. Micheal Burden made a motion to proceed with the demolition. Ms. Bonnie Coates seconded the motion. Motion passed

NEXT MEETING

The next meeting will be on Thursday, April 14, 2011, at the DYS Colt or Harrisburg facility.

Mr. Carlton Jones made a motion to adjourn the meeting. Ms. Clara Ferron seconded the motion. Motion passed and the meeting adjourned at 3:20 p.m.

Respectfully Submitted:

Clara Ferron, Secretary