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

Division of Behavioral Services  
Arkansas State Hospital  
305 South Palm Street  
Little Rock, AR 72205

April 11, 2013

Members Present: Clara Ferron, Chairperson  
Stephen Foti, Vice Chairman  
Dianne Thomas, Secretary  
Micheal Burden  
Doug Kidd  
Don Purcell

DHS Staff Present: Breck Hopkins, Office of Chief Counsel  
Jay Hill, Interim Director, Division of Behavioral Health Services  
Eddy Boyd, Maintenance Supervisor, Arkansas State Hospital  
Lisa Bridges, Arkansas State Hospital  
Ryan Petty, Arkansas State Hospital  
Perry Wyse, Arkansas State Hospital  
Pat Sellars, Arkansas State Hospital  
Ronald Angel, Director, Division of Youth Services  
Steve Little, Asst Director, Division of Youth Services - CFO  
Doyle Young, Program Administrator, Division of Youth Services  
William Ketcher, Division of Youth Services  
Liz Ganahl, Division of Youth Services  
Scottie Leslie, Division of Behavioral Health Services

Others Present: Tom Grunden, Director, Little Rock Community Mental Health  
Center, Inc. (LRCMHC)  
Debby Nye, Attorney, LRCMHC  
Rick Fleetwood, Chairman, LRCMHC Board of Directors

Ms. Clara Ferron, Chairperson, called the meeting to order at 1:35 p.m.

Ms. Ferron thanked everyone for coming.

**APPROVAL OF MINUTES FROM January 10, 2013 MEETING**

**Mr. Micheal Burden made a motion for the minutes of January 10, 2013 meeting to be approved. Mr. Stephen Foti seconded the motion. Motion was passed.**

**DIVISION OF YOUTH SERVICES REPORT (DYS)**

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

Mr. Young introduced Mr. William Ketcher, Construction Manager for DYS.

Mr. Young presented the DYS report.

**Lewisville Juvenile Treatment Center:**

Water at the facility is provided via a well and pump system. The water requires treatment to use for drinking. The treatment involves a reverse osmosis system and chlorine injector system. The water has a high iron content which is hard on all equipment that it touches. The system is 20 years old, obsolete and parts are no longer available for purchase. Mr. Andy Franks, a private civil engineer from Texarkana, has made recommendations, written specifications and will furnish supervision during the installation of the new replacement equipment for the water treatment plant. Mr. Franks managed the bid process and Industrial Research Corporation was selected and completed for \$16,358.74.

**Mansfield Juvenile Treatment Center:**

The special equipment to repair the waste water treatment system has been installed and is in operation. McClelland Engineers reported the system is required to run for several weeks before the re-inspection can be made to see if the equipment is operating adequately. McClelland Engineers are scheduled to complete the re-inspection and then set up the final inspection by the Arkansas Department of Environmental Quality (ADEQ).

**DYS Facility Reports:**

**Arkansas Juvenile Treatment and Assessment Center:**

The repairs to 12 spots damaged on the East fence and 8 spots damaged on the North fence have been completed by United Fence - \$3,214.00.

The removal of 4 trees and hauled to the burn pile has been completed by Arkansas Statewide Tree Service - \$1,800.00.

The purchase of a 90 gallon hot water tank for WINGS, Building 19, has been completed by Southern Pipe & Supply - \$4,321.55. The installation has been completed by Dyer Plumbing - \$817.50.

**Colt Juvenile Treatment Center:**

The repair of the exterior lights outside of the Education Building has been completed by Powerhouse Electric - \$540.00

**Dermott Juvenile Correction Facility:**

The purchase and installation of a 75 gallon light commercial hot water heater in the Admin Building has been completed by Mark Doss - \$3,435.68.

Pumping out the Lift Station has been completed by Thompson Tank Pumping - \$2,500.00.

**Harrisburg Juvenile Treatment Center:**

The water out in the Dormitory Building #4, Dorm 302 has been repaired and completed by Hedges Roto Rooter - \$821.50.

Two showers in Dorm 2 have been retiled and completed by Browns Ceramic Tile - \$378.88.

The relocation of existing 12 strand fibers from the attic to the new rack location in the dorm is being completed by Advanced Cabling - \$2,495.00.

**Lewisville Juvenile Treatment Center:**

The conventional fire alarm panel battery 10AH, DP SVCS is being replaced by Simplex Grinnell - \$4,294.91

The inspection of the job site and develop specifications for replacement of the water treatment system has been completed by A.L. Franks Engineering - \$2,706.25.

The installation of the new duplex iron filter system is being completed by Industrial Research - \$16,358.74.

**Mansfield Juvenile Treatment Center:**

The pump extraction has been completed by West Ark Electric - \$1,608.75.

The installation of the ISCO flow meter and parshall flume for effluent flow has been completed by Environmental Process Systems - \$5,148.00.

The repair of the fire pump has been completed by Butler & Cook - \$4,190.83.

The installation of the wall/ceiling mounted Chromalox heater has been completed by All Phase Electric - \$1,448.11

The repair of the roof and interior wall of the Guest house has been completed by Roberts Construction - \$1,769.63.

The installation of the fire pump has been completed by Butler & Cook - \$1,562.28.

The power to the pump was reinstalled by Interstate Electric - \$536.25.

Digging up the chlorinator lines was completed by Advanced Plumbing - \$429.00.

The start-up test on the fire pump was completed by Northwest Fire Protection - \$700.00.

The installation of a new Norweco Model 2000 tablet chlorinator along with a 100 pound drum of 3" chlorine tablets was completed by Environmental Process Systems - \$1,251.61.

The re-installation of the pump was completed by West Art Erection - \$1,600.00.

**Mr. Micheal Burden made a motion to approve the DYS report. Mr. Don Purcell seconded the motion. Motion passed.**

Mr. Micheal Burden and the other SIS Board members thanked Doyle Young for all of his hard work with DYS and the SIS Board and hoped he would enjoy his upcoming retirement.

#### **DIVISION OF BEHAVIORAL HEALTH SERVICES REPORT (DBHS)**

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

#### **ARKANSAS STATE HOSPITAL (ASH)**

Mr. Eddy Boyd presented the report for ASH.

#### **New Roof for Forensic Administration & Visitation:**

Mr. Boyd reported Colonial Roofing has completed the replacement roof on the Forensic Administration & Visitation Building using monies from the Governor's office. The project cost was \$117,760. The warranty was submitted as a 15 year warranty but the architect specified that it be a 20 year warranty. Documents to close the project were delivered from ABA with a corrected 20 year warranty.

#### **Forensic Bathroom:**

The suicide prevention fixtures contract has been awarded to Bradford & Scruggs. The project start date was October 8, 2012. The contractor has completed the remodel project on Unit 6 Upper of the Forensic building. The contractor has begun construction on Unit 6 Lower.

**Audio Visual Camera System:**

The video surveillance system upgrade for the hospital will replace the current camera system with a web based technology system to allow improved video footage and expand the camera coverage. Advanced Cabling Systems was awarded the contract project for \$996,823.00. The project start date was January 17, 2013 and the project is now 85% complete with an estimated completion date of May 1, 2013.

**New Flooring for Units 5 and 6:**

The project was to install the vinyl composition tile (VCT) in Units 5 and 6 with a cost of \$160,000. After much discussion it was decided not to install the VCT tile because the flooring in Units 5 and 6 are terrazzo and can be grinded down and polished. This will make the floors much easier to care for. The contract was awarded to Bradford Scruggs for \$100,000. The project will be completed using money from the Governor's office and was started on October 15, 2012. The savings was used to purchase doors and a locking system for patient rooms. Unit 6 Upper has been completed and the overall project is 50% complete.

**ARKANSAS HEALTH CENTER (AHC)**

Mr. Jay Hill presented the report for AHC.

**Energy Conservation Measures:**

Mr. Hill reported DHS is finalizing the contract with Schneider Electric for upgrades in five key areas at AHC which will result in long term energy savings for the facility, 20 year average return. The bond has been issued.

**Cottage Lane:**

AHC has started remodeling Cottage 9. The other six (6) homes located on Cottage Lane are being contracted with Schneider electric through DHS for a complete remodel. Cottage 8 will be refurbished for the move of the Family House from Cottage 7. Cottage 12 will be refurbished for staff housing, replacing Cottage 8.

**Emergency Power:**

Bids will be received April 10, 2013 for the emergency power generator. AHC staff will install the generator and connect Cottage 9. Connections of Cottages 1, 2, 3, 4, 6 and 7 will be included in the contract with Schneider Electric.

**Chapel Foundation:**

Due to the ground settling, ASH has contracted with Powerlift to install nine (9) concrete piers as recommended by the structural engineer for \$11,350.00. The project is scheduled to begin June 10, 2013.

**Building 70 (Gibson Building):**

All residents were moved out of Building 70 and into Building 80 due to life safety/sprinkler system requirements per the Office of Long Term Care (OLTC), on February 27, 2013. Building 80 areas were reworked and staffs were relocated to make bed space. Building 70 still has various support services (CAN training, sewing room, storage, etc.) utilizing space. The old Aspen Court is being set up for bed space in the event of emergency resident moves from Building 80. Options are being looked into for using some areas for day programs.

**Water Reservoir:**

On February 14, 2013, the Water Plant was restarted to produce AHC's water only. Water is being run straight from the river because the PH in the reservoir water is still too high and water is not treatable in the reservoir. Three (3) different engineers have evaluated the reservoir problem in the past month. All of the engineers have recommended an aeration system be installed to help provide better water quality and also to prevent the algae bloom from reoccurring. AHC will be evaluating the engineers' recommendations on steps to resolve this problem. Over the next few months, as dryer weather occurs, the recommendation from engineers is to monitor the reservoir level to determine where the leakage in the levee is occurring. Once this is determined, the engineer will make a recommendation on a solution.

**Mr. Stephen Foti made a motion for the DBHS report to be approved. Ms. Dianne Thomas seconded the motion. Motion was passed**

**ARKANSAS SERVICES CENTER – JONESBORO**

Mr. Breck Hopkins reported the Arkansas Service Center (ASC) has been closed for some time and the Arkansas Building Authority (ABA) has been supervising the closure of the building, maintaining the grounds and generally trying to have some security in the building. Mr. Hopkins stated today he received a FedEx through ABA indicating Jonesboro City Power, Light and Water has made an offer of \$900,000.00 for that property. Mr. Hopkins stated he did not remember what the previous offers were but DHS may want to do some additional negotiating. Mr. Hopkins reported ABA is not going to be part of this transaction because it would be government unit to government unit. DHS is 51-52% owner in that property and the other property owners will have to approve the offer as well. Mr. Hopkins stated there are several DHS agencies that own the property and he did not want the SIS Board to think that DBHS would get 50% of the money. Mr. Hopkins reported before DHS can sign an acceptance of a pending offer, DHS would have to have the approval of the SIS Board.

**Mr. Micheal Burden made a motion for DHS to proceed with the negotiations of the sale of the Arkansas Services Center in Jonesboro, AR, to sell for at least \$900,000.00 and to conclude the sale with the approval of the SIS Board. Mr. Stephen Foti seconded the motion. Motion was passed**

## **NEW BUSINESS:**

### **Arkansas State Hospital Video Equipment/Camera Report:**

Mr. Eddie Boyd asked everyone to review the seven (7) page handout. Mr. Boyd reported there was a timeline for the purchase of all the camera systems, a list of all the purchase orders for the equipment, a camera system inventory and a demolition schedule. Mr. Boyd reported between May 2005 and December 2011, 363 analog cameras and 22 digital video recorders were installed at the Arkansas State Hospital at a cost of \$231,117.90. This included 69 outdoor and 294 indoor cameras. The Maintenance Support inventory for repair and replacement contains 27 cameras and 5 digital video recorders at a cost of \$14,648.00. A detailed inventory of each camera and its location is available for review. Mr. Boyd continued to describe the new camera system stating it records sound in all areas, it has the ability to retrieve and review incidents, it is web based and does not require the use of DVR's, ASH put in additional cameras to ensure proper coverage in the new hospital building, and ASH has a support and service contract with a vendor skilled in the maintenance of these specific cameras and video software. Mr. Boyd reported the new camera system installation should be completed by May 1, 2013.

Mr. Micheal Burden asked if ASH was selling the old cameras. Ms. Lisa Bridges continued and reported ASH was going to sell them through the state Marketing and Redistribution (M&R) and they would help them establish a fair market price for them. Ms. Bridges reported as the old system was being replaced, it was being inventoried and stored in a locked room until it could be sent to M&R. Ms Bridges stated the architect's demolition schedule was also part of the handouts.

Mr. Jay Hill showed a visual demonstration of the difference between the old camera system and the new camera system. Mr. Hill stated ASH has installed the most current technology.

## **OLD BUSINESS:**

### **Little Rock Community Mental Health Center (LRCMHC):**

Mr. Rick Fleetwood, Chairman of the LRVMHC Board, introduced himself, Ms. Debby Nye, Attorney and Mr. Tom Grunden, Director. Mr. Fleetwood thanked the Board for the opportunity to discuss the items concerning the LRCMHC. Mr. Fleetwood stated some of the issues go back to 2009. Mr. Fleetwood stated the most important concern is to make sure those people, who they serve, have a safe place to come and be served.

Mr. Tom Grunden gave the report.

Mr. Tom Grunden gave out three (3) handouts concerning LRCMHC, Inc.:  
Facility Maintenance and Capital Improvement Report  
Facility Renovation Proposal, September 21, 2012  
Facility Maintenance and Capital Improvement Progress Report, December 13, 2012

Mr. Grunden asked the Board to review the handouts and stated there had been some communication difficulties concerning the follow up to the meetings that were held with the former Chairman, Mr. Carlton Jones, Mr. Stephen Foti, Mr. Breck Hopkins and our counsel, Ms. Debby Nye, just a year ago. Mr. Grunden stated he understood the question of the buildings have been on the agenda for some time concerning the roof leakage and the HVAC system. Mr. Grunden reported the handouts will give you background information and take you forward to show what has been done since the LRCMHC went into a new lease agreement with the Board and DHS.

Mr. Grunden gave a summary of the history of the LRCMHC and stated it has served as a vital community resource for the last 45 years. Mr. Grunden reported the last time the building received a GIF was before 1993.

Mr. Grunden reported since assuming control of maintenance and capital improvements for the leased properties in June 1, 2012, several smaller maintenance items have been completed. LRCMHC has consulted various maintenance and construction contractors and engineers, both with familiarity with the building and its systems and those without previous history with the building. Assessments by those parties considered the building to be structurally sound and feasible for renovation and continued use.

Mr. Grunden reported in August 2012, Ketcher and Company Roofing was contacted to inspect the roof and provide an assessment of the maintenance problems of both the main roof and the metal roof now covering the originally open second floor exterior walking. In examining the main roof, the source of the major leaks was attributed to the buildings expansion joint and adjacent area. The numerous previous unsuccessful attempts to repair leaks related to the expansion joint had resulted in an accumulation of various materials that posed an equal if not larger problem. As an interim solution, Ketcher and Company recommended removal of the accumulated materials from earlier repairs and corrective application of materials to the expansion joint to resolve roof leaks in the main roof. LRCMHC's maintenance staff took immediate action and they have been 100 percent successful in eliminating leaks from the metal roof flowing to the second floor surface and support structure. These actions did not permanently eliminate the problems with the roof. The main roof can be replaced for an estimated \$78,000 and it is their plan to replace it later this spring. The second problem is to replace the metal roof and the estimated cost is in excess of \$400,000. They plan to use whatever funds might become available.

Mr. Grunden reported in November 2012, TME, Inc., conducted a site observation and nondestructive testing of the facility's existing HVAC system and recommended the HVAC system be replaced. The project budget would be approximately \$1,125,000. The project would take approximately 16 months; four month for the design of the new HVAC system and twelve months for construction of the new HVAC system. Concurrently, ATOKA, Inc. was contracted to conduct an air quality study of the building. Following the recommendations from the study findings, Service Master of Little Rock has been contracted to clean the entire building for a cost of \$9,000 and will proceed in four stages. An annual preventative maintenance program has

been recommended to maintain the air quality. The complete cleaning cost was \$96,800 and LRCMHC will incur an annual cost of \$35,000 to \$45,000 for preventative cleaning.

Mr. Grunden reported progress towards the financing to cover the HVAC system and roof replacement is promising in that two major legislative initiatives moving forward in the current legislative session; Act 689, which has passed in both the Senate and House, calls for an appropriation of GIF of \$1,000,000 designated for LRCMHC. The second bill, SB 801, will add to the DHS authority to support community mental health centers and clinics by allowing DHS to donate property to these entities and is essential to the use of commercial sources of financing by LRCMHC.

Mr. Grunden reported he was told two gentlemen from the SIS Board came to the facility to inspect the improvements but he was not there. He stated it was a misunderstanding since Ms. Gallaher never called him to say they were coming. He stated he did not have contact with Ms. Gallaher until after the January 2013 meeting.

Mr. Grunden continued to answer questions from the Board concerning a new roof and HVAC system. Mr. Grunden stated the old roof contributes to the moisture in the building. The old HVAC system does not have a dehumidifier in the system so the moisture has nowhere to go, hence the excess moisture and mold in the building. The new roof and HVAC system would take care of the moisture problem.

Mr. Doug Kidd inquired how long LRCMHC had been in the building and about their funding. Mr. Grunden reported they had been in the building since 1967. The funding is received through fees for services and also receives general revenue money from the State to operate their programs and services. Mr. Grunden stated when they left the State in 1993 the lease was negotiated on the basis of utilities plus \$1.00 per square foot for general maintenance which is a low amount. Mr. Kidd asked if you did get the GIF what would you do with the money. Mr. Grunden stated even though the Legislators asked for a GIF of \$1,000,000, Mr. Grunden felt they would only get half of that and it would be spent on the building.

Mr. Rick Fleetwood stated they appreciated the opportunity to be there and reported the roof and the HVAC are the priorities on both sides. Mr. Fleetwood stated if they wanted to improve the property themselves it is diminished by them not owning the property. If SB 801 came through it would give them the opportunity to own it and make more improvements to the building if the Board agreed that would be the best thing moving forward. Mr. Fleetwood stated he did not want the Board to think the LRCMHC had not made any improvements throughout the years because we have authorized countless numbers of improvements but the property needs so many more.

Ms. Clara Ferron stated the Board would like a written action plan that can be utilized and LRCMHC could be held responsible for. Mr. Stephen Foti questioned if LRCMHC received the GIF money what would they do in stages and over long term. Mr. Grunden stated they had to get the money first and then they would fix the roof, install a new HVAC system and treat the mold. Mr. Micheal Burden stated the Board wants a timeline and the progress that has been

made towards the timeline to go along with the lease agreement. Ms. Dianne Thomas stated she would like to see this report before the next meeting in July 2013.

Mr. Fleetwood stated they do have plans and depending on the amount of money they receive will determine what they can do. Mr. Fleetwood stated LRCMHC would also like to go forward. He felt there had been an issue with communication and also wanted a presence from the LRCMHC to be at the SIS Board meetings in the future. Mr. Kidd suggested after the LRCMHC Board meeting each month, whatever maintenance was decided to do, it would be put it in a report and send it to the SIS Board. Mr. Fleetwood stated he would do that.

**Mr. Micheal Burden made a motion for LRCMHC to supply a plan with a timeline, projections of their expenditures and a tentative start date. Ms. Dianne Thomas seconded the motion. Motion passed.**

**NEXT MEETING:**

The next meeting will be on Thursday, July 11, 2013, at 1:30 pm, at the Arkansas State Hospital, 305 South Palm Street, Little Rock, AR.

**Mr. Micheal Burden made a motion to adjourn the meeting. Ms. Dianne Thomas seconded the motion. Motion passed and the meeting adjourned at 2:40 pm.**

Respectfully Submitted:

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Dianne Thomas, Secretary