

**MINUTES OF MEETING**  
**BOARD OF DEVELOPMENTAL DISABILITIES SERVICES**  
**November 8, 2005**  
**Alexander Human Development Center**  
**Alexander, Arkansas**

A regular meeting of the Board of Developmental Disabilities Services (DDS) was held on November 8, 2005 at the Alexander Human Development Center (AHDC). The meeting convened at approximately 11:10 a.m. pursuant to the call of the Board Chair.

MEMBERS PRESENT: Ms. Kay Barnes, Ms. Suzann McCommon, Mr. Randy Lann, Mr. Luke Heffley, and Mr. Thomas Dolislager.

STAFF PRESENT: Dr. Charlie Green, Ms. Marilyn Junyor, Mr. Dale Woodall, Mr. Dennis Bonge, Ms. Betty Schwartz, Ms. Tammy Benbrook, Mr. Leroy Wainwright, Ms. Lynn Beck, Mr. James Helton, Ms. Sharon Mohammed, Ms. Traci Harris, Ms. Deborah Tenner, Mr. Forrest Steele, Ms. Margo Green, Mr. Calvin Price, Ms. Nancy Craft, Ms. Judy Adams, Ms. Shelley Lee, and Ms. Donna Madden.

OTHERS PRESENT: Mr. Eric Treat; Ms. Jackie Fliss; Mr. Mike McCreight; Ms. Debbie Stehling; Ms. Carole Sherman; Mr. Larry Taylor; Mr. Parnell Allbritton; Mr. Dusty Maxwell; Mr. Ralph Wilcox, Ms. Lori Freno, Arkansas Attorney General's Office; and Mr. Ray Scott, Department of Health and Human Services (DHHS) Deputy Director.

Ms. Kay Barnes, Board Chair, called the meeting to order.

Ms. Barnes called for a motion on the minutes from the August 4, 2005 regular meeting of the Board of DDS.

Mr. Randy Lann made a motion the minutes from the August 4, 2005 regular meeting of the Board of DDS be approved. Ms. Suzann McCommon seconded the motion. Motion passed unanimously.

Ms. Barnes welcomed everyone attending the meeting and expressed the Board's appreciation for their attendance, and she invited anyone attending the meeting who wanted to address the Board to do so; no one addressed the Board at this time.

Ms. McCommon presented the Physical Management Subcommittee report. Ms. McCommon stated the Subcommittee had met before the Board meeting and an item discussed at the meeting needed Board action. She explained the item was a request from the Booneville Human Development Center (BHDC) for the Center to be placed on the "National Register of Historic Places". Ms. McCommon stated Mr. Ralph Wilcox with the Department of Arkansas Heritage had attended the Subcommittee meeting and information presented by Mr. Wilcox provided the understanding to the Subcommittee that there would be no restrictions or negatives for the Center

if placed on the register. Ms. McCommon stated the Center being placed on the register would be a “win-win” situation and the Subcommittee recommended proceeding with the application process. Ms. McCommon stated the Subcommittee’s recommendation to be a motion. Mr. Thomas Dolislager seconded the motion. Motion passed unanimously.

Mr. Randy Lann presented the Administrative Services Subcommittee Report and began his report by informing the Board the Subcommittee had reviewed three items to be presented to the full Board. Mr. Lann stated the first item was the process being used to secure bids for selling stock, and he requested Ms. Deborah Tenner provide a status report on the process. Ms. Tenner stated the advertisement inviting the submission of bids to handle selling the stock had appeared in the newspaper two consecutive Sundays and only one response had been received. She stated the advertisement would be published again and an ad would be placed in the *Arkansas Business* publication, which would hopefully generate more bid responses. Mr. Lann stated the process included the need to receive three bids and the Subcommittee voted to move forward with re-advertising. The Board decided no action was needed for re-advertising.

Mr. Lann continued the Subcommittee report and stated an update on the respite project, Evergreen Respite Resort, had been presented by Ms. Traci Harris and Ms. Sharon Mohammed. He noted the update had included information on visits to two out-of-state programs and an in-state site, all of which had been visited to gather ideas for the project. Mr. Lann stated a “business plan” for the respite project had also been provided to the Subcommittee by Ms. Harris and Ms. Mohammed, and he provided copies of the “plan” to Board members who were not members of the Subcommittee. Mr. Lann stated the Subcommittee voted to continue with the project and the Board decided no action was needed on this item. In response to Mr. Dolislager questioning whether there had been any changes to the respite project plan as previously discussed by the Board, Mr. Lann stated no changes had been made.

Mr. Lann stated the third item discussed by the Subcommittee was a request from Conway HDC (CHDC) for funding from the Gifts and Bequests account to be used to provide Christmas presents for residents of the Center. Mr. Lann stated the Subcommittee voted to recommend the Board approve \$20,720 from the central office Gifts and Bequests account for CHDC. Mr. Lann stated the Subcommittee’s recommendation to be a motion. Ms. McCommon seconded the motion. Motion passed unanimously.

Ms. Nancy Craft, Alexander HDC (AIHDC) Superintendent, presented the report for the human development centers and began the report by welcoming everyone attending the meeting to the Alexander Center. Ms. Craft included the following HDC items of interest in her report as provided to her by the Superintendents: Jonesboro HDC opened business office space in Crowley’s Ridge Development Council’s (CRDC) newly constructed building located on property leased from JHDC and the new office space will allow for more living space for residents on campus in the space vacated by the move to the CRDC building; CHDC held its annual employee/family fish fry and approximately 1200 folks attended, Center’s annual walk-a-thon raised approximately \$20,000 and plans for using the money include new awnings over walkways and park equipment repair, harvesting pine trees on Center land is ready to begin, and

the Center hosted "Quality Improvement" training for staff from all the HDCs and central office; BHDC's rug sales from participation in three craft shows netted the Center almost \$10,000, the Center housed twenty-two Katrina evacuees for up to six weeks and had staff at Fort Chaffee for the equivalent of forty staff days, and the Center's number of employees without sick leave usage for the first period to the second period went up from thirteen to thirty-three; Southeast Arkansas HDC (SEAHDC) has a new heat/air system for the Center's living area and the Center held a staff/family picnic sponsored by the Center's Employee Relations Committee and Volunteer Council with approximately 126 folks attending; AIHDC's Employee Relations Committee held a staff recognition night with two staff being recognized and awarded a steak dinner for not having used sick leave for the entire year. Ms. Craft stated Ms. Margo Green, Arkadelphia HDC (ArHDC) Superintendent, asked that the ArHDC's reports in the Board packet be referred to for that Center's items of interest. Ms. Craft reminded the Board that monthly reports from each of the HDCs were included in the Board packet and noted the Superintendents would be glad to address any questions the Board members might have about the reports.

Ms. Barnes thanked the HDCs for all the assistance their staff had provided the victims of the Katrina hurricane and commented on how wonderful it is to have staff who are so willing to give of their time. Ms. Barnes also thanked the Alexander Center staff for hosting the Board meeting and noted it was always a pleasure to visit the Center.

Dr. Charlie Green provided the Division Director's report. Dr. Green began his report with a thanks to the Alexander staff for hosting the Board meeting and an expression of thanks to all HDC staff for their Katrina assistance. Dr. Green acknowledged Mr. Ray Scott's attendance, thanked him for attending, and commented he was glad Mr. Scott was back with the Department and the Department was fortunate to have him again. Dr. Green stated former Representative Joyce Dees was now the Governor's liaison for the Department of Health and Human Services and commented how lucky the Department was to have her in the liaison position. Dr. Green announced that Ms. Kathy Weatherl had been selected to fill DDS' Assistant Director for Quality Assurance position. He stated Ms. Lori Freno had been appointed to the permanent position as the Board's attorney from the Attorney General's (AGs) office and noted having Ms. Freno in the permanent position was great for the Board. Dr. Green provided an update on the awarding of the pharmacy bid for the HDCs. Dr. Green expressed his appreciation to Ms. Barnes for the excellent job she had done as the Board Chair; stated he had enjoyed working with her and hoped she had overlooked his shortcomings; noted he was making his comments to Ms. Barnes in case this was the last meeting the Board would have the privilege of her chairing.

Mr. Luke Heffley presented the nominating committee's recommendation on the slate of officers for the Board for calendar year 2006 and stated the recommendation to be a motion: Dr. Wesley Kluck for Chair; Mr. Randy Lann for Vice-Chair; and Mr. Thomas Dolislager for Secretary. Ms. McCommon seconded the motion. Motion passed unanimously.

Mr. Scott addressed the Board and began by introducing himself to persons attending the meeting who did not know him and saying "hello" to those who knew him. Mr. Scott's comments included his thanks to the HDCs and all DDS staff for the outstanding assistance they

had provided to the Katrina evacuees and explained his comments on DDS' assistance were being made because he wanted the Board to know the help from the HDC and DDS staff had been the best. Mr. Scott stated he was proud to again be a part of DDS and the Department's team.

The meeting adjourned.

ATTEST:

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Executive Secretary

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Ms. Kay Barnes, Chair  
Board of Developmental Disabilities Services