

**MINUTES OF MEETING**  
**BOARD OF DEVELOPMENTAL DISABILITIES SERVICES**  
**ADMINISTRATIVE SERVICES SUBCOMMITTEE**  
**January 9, 2017**  
**Conway Human Development Center**  
**Conway, Arkansas**

The Administrative Services Subcommittee meeting of the Board of Developmental Disabilities Services (DDS) was held January 9, 2017 at the Conway Human Development Center. The meeting convened at 10:30 a.m. pursuant to the call of the Subcommittee Chair.

MEMBERS PRESENT: Subcommittee Chair Ms. Suzann McCommon, Board Chair Mr. Randy Lavery, Mr. Darrell Pickney, Ms. Artie Jones and Mr. David Rosegrant.

STAFF PRESENT: DDS Director Melissa Stone, Sarah Murphy, Forrest Steele, Steve Farmer, Avis Lane, Dale Woodall and James Brader.

OTHERS PRESENT: Jan Fortney, Airline Stoddard, Steve Wilson, Rita Edwards and Melvin Pickney.

Ms. McCommon called the meeting to order and welcomed everyone in attendance.

Ms. Stone provided an update on GIF funding. The subcommittee was referred to SB 340 by Senator Cooper (Attachment 1) and SB 397 by Senator Rapert (Attachment 2). SB 340 designated \$50,000 to the Human Development Centers and SB 397 designated \$25,000 to the Conway Human Development Center. Ms. Murphy advised the subcommittee CHDC would utilize the funds for two new bathrooms. Following discussion of potential projects to allocate the remaining funds, Mr. Pickney made a motion that the CHDC bathroom additions be presented to the full Board for approval and the HDC Superintendents present their needs to the full Board during the February meeting. Mr. Lavery seconded the motion which passed unanimously.

Ms. McCommon presented an overview of the Board's policy history. She noted that in 2002 the Board recognized substantial administrative duties being carried out by the Board. At that time, in an effort to make more informed decisions and carry out its mission more effectively, the Board opted to review its role. The subcommittee was referred to minutes from April 15, 1993, May 11, 1993 and August 8, 2002 (Attachment 3).

Mr. Lavery voiced his optimism that at the conclusion of the meeting there would be clarification of both the Board and the DDS Director's roles. He recommended that moving forward decisions be made with discussion between the Board and the DDS Director. Mr. Lavery also reminded members of the subcommittee that any recommendations made must be reviewed by the full Board.

Mr. Pickney advised he envisioned the DDS Director's role to be that of 1) Managing day to day operations and 2) Keeping the Board apprised of matters concerning DDS. He noted a certain awkwardness associated with being advised of DDS concerns by other sources. Mr. Pickney further advised the Board's role would be to provide assistance to the Director as needed.

Ms. McCommon then referred the subcommittee to the full Board Policy Index (Attachment 4) and began a review of each policy to ensure clarification.

1001 – Board Policies. Board's policy-making authority clarified. No discussion.

1002 – Board Involvement in Personnel. Discussion clarified the Board's delegation of authority for hiring and termination of HDC Superintendents to the DDS Director. The Director will promptly advise the Board of corrective action plans and/or terminations imposed.

1003 – HDC Placements/Transfers/Discharges. Discussion clarified the Board's delegation of authority regarding placement status of clients to the DDS Director.

1004 – Federal Grants. No discussion.

1005 – Use of Lands/Facilities/Equipment. No discussion.

1006 – Organizational Structure. Discussion clarified that the Director will advise the Board of any proposed changes and these changes will be discussed by the full Board.

At this time Ms. Stone provided the subcommittee with information regarding lost DDS positions. The losses created savings which made salary increases for direct services workers possible and resulted in 11 critical DDS positions becoming freeze exempt. Ms. Stone will provide the Board with a listing of the lost positions. She also advised the Board of the temporary release of DDS positions to the Division of County Operations to assist with a backlog. These positions are to be returned within two weeks. Ms. Stone further advised of a six month release of positions to the Department of Youth Services while DDS assists with overseeing youth homes.

1007 – Public Input. Discussion indicated the Board's practice associated with item #5 of the policy is lenient. This practice will continue until such time as difficulties mandate a return to policy as stated.

1008 – Consultant Selection. Discussion clarified the authority to make such selections will remain with the DDS Director.

At this time Ms. Stone advised the Board she has delegated the duties associated with selections to General Services Manager, Dale Woodall.

1011 – Legal Compliance. No discussion.

1012 – HDC Program Administration. Discussion clarified the Board delegates its authority for administrative responsibility of the HDCs to the DDS Director in accordance with Act 348 of 1985.

1013 – DDS Board Subcommittees. Discussion clarified that Subcommittee's recommendations will be submitted to the full Board for approval.

1014 – Review and Acceptance of Gifts of Real Estate. No discussion.

2001 – Budget Requests. No discussion.

2002 – Financial Reports. No discussion.

At this time Ms. McCommon requested that the HDCs resume the practice of providing financial reports to the Board.

2003 – Gifts and Bequests. Discussion clarified the Board has authority to accept gifts and bequests on behalf of the HDCs.

2004 – Fees. No discussion.

2005 – Uncollectable Accounts. No discussion.

Ms. McCommon cited a prior example of a private pay client's account balance being forgiven.

2006 – Timber Sale and Mineral Lease Proceeds. Discussion clarified that proceeds could be designated to all HDCs.

3003 – Education Law Compliance. No discussion.

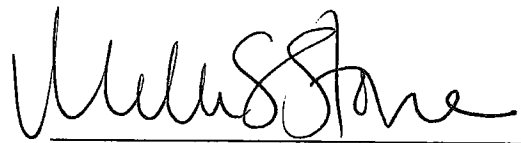
3004 – Readmission to an HDC. No discussion.

The meeting adjourned at 12:29 p.m.

ATTEST:



Ms. Suzanne McCommon, Chair  
Administrative Services Subcommittee

  
Executive Secretary