

MINUTES OF MEETING
BOARD OF DEVELOPMENTAL DISABILITIES SERVICES
May 3, 2017
Conway Human Development Center
Conway, Arkansas

The regular meeting of the Board of Developmental Disabilities Services (DDS) was held May 3, 2017 at the Conway Arkansas Human Development Center. The meeting convened at 10:40 a.m. pursuant to the call of the Board Chair.

MEMBERS PRESENT: Board Chair Mr. Randy Laverty, Ms. Sally Hardin, Mr. Darrell Pickney, Ms. Artie Jones, Ms. Suzann McCommon, Mr. David Rosegrant and Dr. Linda Selman.

STAFF PRESENT: DDS Director Melissa Stone, Jeff Gonyea, Sarah Murphy, Diane Keith, Mark Wargo, Steve Farmer, Regina Davenport, Avis Lane, Tammy Benbrook, Elizabeth Pitman, Dale Woodall, Jim Brader, Thomas Tarpley and Mike Emerson.

OTHERS PRESENT: Jan Fortney, Rita Hoover, Carole Sherman, Conway HDC staff, parents and family members of HDC residents, Attorney General Representative Olan Reeves and Christian Adcock from Disability Rights Arkansas.

Mr. Laverty called the meeting to order and welcomed everyone in attendance. He also recognized Jonesboro Interim Superintendent Diane Keith and Warren Interim Superintendent Mark Wargo along with the Conway HDC staff.

Ms. McCommon informed the Board that the purpose of the May 3, 2017 Administrative Services Subcommittee meeting was to continue to review Board policies. She complimented the open lines of communication between the Board and DDS Director Melissa Stone and noted how well operations are running. The subcommittee also discussed GIF funding awarded under SB 340 by Senator Cooper and SB 397 by Senator Rapert. SB 340 designated \$50,000 to the Human Development Centers and SB 397 designated \$25,000 to the Conway Human Development Center. CHDC would utilize the funds for two new bathrooms. The subcommittee reviewed a list of requests (Attachment 1) from the four remaining Superintendents. Following discussion, Ms. McCommon made a motion that the CHDC bathroom additions be approved and the funds designated under SB 340 be divided equally among the four remaining HDCs for the proposed projects listed. Mr. Pickney seconded the motion which passed unanimously.

Ms. Hardin informed the Board of matters discussed during the May 3, 2017 Physical Management Subcommittee meeting; 1) The 15 year extension of the USDA lease with Booneville HDC; 2) Arkansas Valley Cooperative's request to place a 40 foot wide easement on Booneville HDC property for the purpose of powering chicken houses; 3) Amending the current lease with Pathfinder, Inc. to reflect the original termination date of 2022 approved by the Board, and; 4) Exploration of transferring the Alexander property to the City of Alexander to utilize as a training facility for the police department. The action would require the city of Alexander to honor the existing lease between DDS and Pathfinders where clients are currently housed on the

property. Ms. Hardin made a motion to approve the matters discussed by the subcommittee. Ms. McCommon seconded the motion which passed unanimously.

Mr. Lavery called for a motion to approve the minutes from the February 1, 2017 regular meeting of the DDS Board. Ms. McCommon made a motion that the minutes be approved. Mr. Pickney seconded the motion which passed unanimously.

DDS Director Melissa Stone began her report by recognizing the Superintendents for the assistance they have provided the AmeriCorps volunteers with garden projects. She also recognized Tammy Benbrook for the work she has been doing with the HDCs. Ms. Stone advised the Board of a consultant retained to assist with a staff retention survey. The information obtained from the survey will be reviewed by focus groups in an effort to identify specific problems and propose next steps to address these issues. Rita Hoover, Tammy Benbrook and DHS Human Resources Director Glenn Eisenhower are in the process of producing an HDC public service announcement.

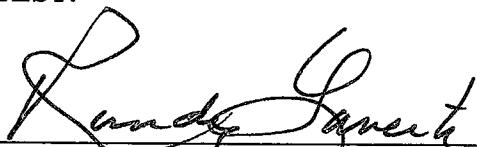
Following Ms. Stone's report Mr. Lavery requested that the Board go into Executive Session to discuss personnel issues. The Board entered into Executive Session at 11:10 a.m. and returned at 11:25 a.m. After discussion, the Board found no need for action.

Ms. Sarah Murphy, Superintendent of Conway HDC, presented the report for the Human Development Centers by sharing items of interest regarding each center.

Mr. Pickney thanked the Superintendents for addressing issues with the data contained in the monthly reports. He provided the Board with data obtained from the reports (Attachment 2) and then spoke regarding HDC staffing, specifically allocated versus funded staff positions. Ms. Stone shared the quality of the current staff recruitment plan and pointed out the success of having a number of direct care service workers exempt from freeze status. Mr. Pickney noted a drop in population from May of 2012 to May of 2017. He also asked for clarification on the number of licensed beds versus the number of filled beds in an effort to understand if an unfilled bed constitutes an opening. Mr. Gonyea noted respite is not included in those numbers and that a number of openings at BHDC are in the center's independent section. Requests for beds in this section are seldom made. Ms. Stone recommended the issue be revisited after the numbers provided are clarified.

Mr. Lavery called for a motion for the meeting to be adjourned. Mr. Rosegrant made a motion for the meeting to be adjourned. Mr. Pickney seconded the motion which passed unanimously. The meeting adjourned at 11:45 p.m.

ATTEST:



Mr. Randy Lavery, Chair, Board of DDS



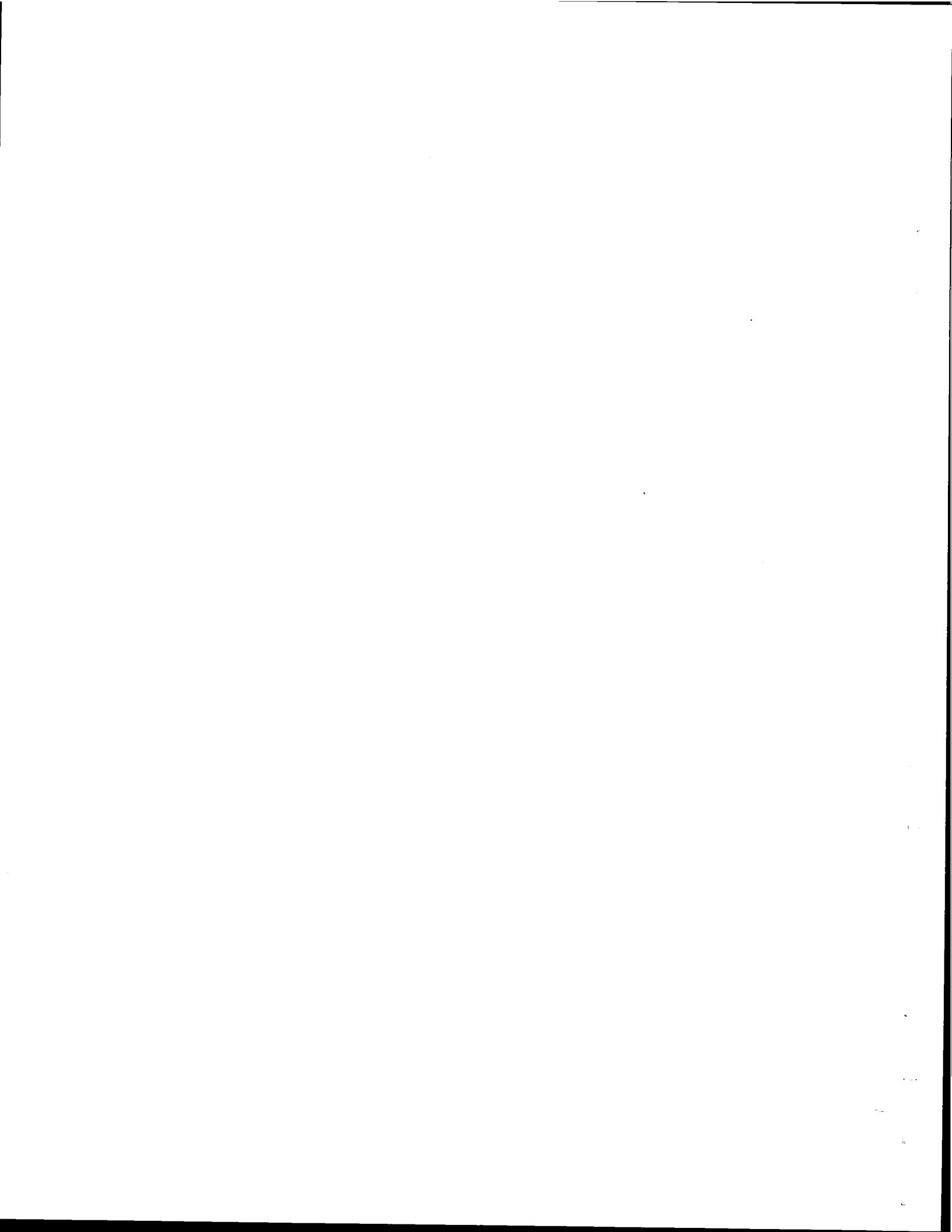
Executive Secretary

HDC GIF Funds Request

HDC	Project	Cost
ArkHDC	Build a 51 ft. x 48 ft. covered area west of the Administration Building. Phase 1 is to install the cover at a cost of \$11,500. Plans are to add a concrete slab, electricity, a grilling area, an interactive water feature, and a garden in the future.	\$ 11,500.00
ArkHDC	Construct a large one piece cover on a concrete slab for outdoor special events held for our clients, it would provide shade and protection from the weather. Approximate cost would be:	\$48,500.00

HDC	Project	Cost
BHDC	Park grade picnic tables and benches plus installation supplies 12 picnic tables for 3 work areas and pool pavillion 9 - 8' benches for 3 work areas and pool pavillion	\$ 12,500.00
BHDC	Road Repair and Paving	\$ 50,000.00
JHDC	Greenhouse equipment and Supplies for the existing greenhouse. allowing more jobs for residents. 13 tables @ \$3,692 each, 2 sale area tents @ \$3,360.00, other containers, soil and operations equipment @ \$5,516.23	\$ 12,528.00
JHDC	Road to 3400 815' Paved road to recycle building	\$52,000.00

SEAHDC	Patio Furniture for 11 Living Units	\$12,500
SEAHDC	9 - Interactive TVs for rooms without smart boards @ \$25,900	
	12 - LeapPad 3 Tablet WiFi capable with Carry case @ \$1,100	
	2 - Golf Cart for Hab transport with cover to seat 8 @ \$16,000	
	1 - Gazebo with wheelchair ramp and swing @ \$7,000	
	TOTAL	\$50,000.00



STAFFING

	<u>ToFu</u>	<u>ToFi</u>	<u>DIFF</u>	<u>DCFu</u>	<u>DCFi</u>	<u>DIFF</u>
AHDC (Jan)	299	221	-78	137	79	-58
(Feb)	299	229	-70	137	83	-54
(Mar)	299	222	-77	137	76	-61
BHDC (Jan)	330	315	-15	205	155	-50
(Feb)	330	311	-19	205	157	-48
(Mar)	330	323	-7	205	168	-37
CHDC (Jan)	1216	1025	-191	617	497	-120
(Feb)	1216	1019	-197	617	492	-125
(Mar)	1214	1021	-193	617	492	-125
JHDC (Jan)	250	235	-15	157	136	-21
(Feb)	250	238	-12	157	136	-21
(Mar)	250	246	-4	157	158	+1
SHDC (Jan)	255	224	-31	160	124	-36
(Feb)	255	223	-32	160	125	-35
(Mar)	<u>255</u>	<u>231</u>	-24	<u>160</u>	<u>131</u>	-29

Staffing Totals

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>
Total Funded	2350	2350	2340
Total Filled	<u>2020</u>	<u>2020</u>	<u>2043</u>
Difference	330	330	297
Dir. Care Funded	1276	1276	1276
Dir. Care Filled	<u>991</u>	<u>993</u>	<u>1025</u>
Difference	285	283	251

HDC Population Data

<u>CENTER</u>	<u>DATE</u>	<u>LIC.CAP.</u>	<u>FUNCT. CAP.</u>	<u>CURR POP.</u>	<u>FIVE YEAR L/G</u>
AHDC	03/12	134	130?	126	
	03/13	134	121	124	
	03/14	134	119	119	
	03/17	125	???	114	(-12)
BHDC	03/12	159	149	137	
	03/13	159	149	132	
	03/14	159	149	128	
	03/17	138	???	126	(-11)
CHDC	03/12	534	520	484	
	03/13	534	520	481	
	03/14	518	511	482	
	03/17	518	???	465	(-19)
JHDC	03/12	128	116	110	
	03/13	128	116	113	
	03/14	128	104	108	
	03/17	109	???	103	(-7)
SEAHDC	03/12	104	103	97	
	03/13	104	97	92	
	03/14	104	93	93	
	03/17	100	???	95	(-2)

TOTALS

<u>DATE</u>	<u>LIC. CAP.</u>	<u>FUNCT. CAP.</u>	<u>CURRENT POP.</u>	
03/12	1,059	1,018	954	
03/13	1,059	1,003	942	
03/14	1,043	988	930	
03/17	990	?????	903	(-51)

POPULATION-2017

	<u>JAN.</u>	<u>FEB.</u>	<u>MAR.</u>	<u>L/G</u>
AHDC	115	115	114	(-1)
BHDC	124	124	126	+2
CHDC	467	466	465	(-2)
JHDC	108	106	103	(-5)
SEAHDC	95	95	95	<u>0</u>
			1 st Quarter Loss	(-6)

WAITING LIST CONCERNS

(As of March 31, 2017)

<u>FACILITY</u>	<u>LICENSED BEDS</u>	<u>CURRENT POP.</u>	<u>DIFFERENCE</u>
AHDC	125	114	-11
BHDC	138	126	-12
CHDC	518	465	-53
JHDC	109	103	-6
SEAHDC	<u>100</u>	<u>95</u>	<u>-5</u>
TOTALS	990	903	-87

DO WE HAVE 87 EMPTY BEDS? IF SO, HOW DO WE FILL SOME OF THEM?

