

MINUTES OF MEETING
BOARD OF DEVELOPMENTAL DISABILITIES SERVICES
February 7, 2018
Conway Human Development Center
Conway, Arkansas

The regular meeting of the Board of Developmental Disabilities Services (DDS) was held February 7, 2018 at the Conway Human Development Center. The meeting convened at 10:28 a.m. pursuant to the call of the Board Chair.

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

STAFF PRESENT: DDS Director Melissa Stone, Jeff Gonyea, Sarah Murphy, Mark Wargo, Johnathan Jones, Steve Farmer, Brian Marr, Avis Lane, Tammy Benbrook, Jim Brader, Dale Woodall and Thomas Tarpley.

OTHERS PRESENT: Jan Fortney, Rita Hoover, Carole Sherman, Conway HDC staff, parents and family members of HDC residents, and Tom Masseur from Disability Rights Arkansas.

Mr. Laverty called the meeting to order and welcomed everyone in attendance.

Mr. Laverty called for a motion to approve the minutes from the November 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.

Mr. Pickney shared information from the HDC Statistical report that suggested a decline in the number of direct care staff and asked for explanation of the decrease. Ms. Stone and AHDC Interim Superintendent Johnathan Jones cited the revisions to calculations of who is included in direct care staff and an actual increase since the revisions were implemented. Mr. Jones added that a staff person has now been directed to oversee recruiting and retention to aid in further increasing the number of staff. Ms. Stone added that Mr. Jones has also reallocated staff members to add additional support to direct care employees.

BHDC Superintendent Jeff Gonyea provided the Board with information regarding matters discussed during the February 7, 2018 Physical Management Subcommittee meeting. The Magazine Telephone Company seeks to renew its lease for two years. Their transmitter, which is placed on the BHDC water tower, provides free internet service and the company also makes computers available for the clients.

Greystone Fire Association received a grant to cover the cost of a substation and requests approval to place it on BHDC property currently occupied by USDA. USDA agreed to release the acre needed. The Board approved amending the USDA lease to remove this acre and granted a lease to Greystone Fire Association.

Mr. Laverty made a motion to approve the Magazine Telephone Company lease renewal and to authorize legal staff to draft a lease agreement with Greystone Fire Association. Mr. Pickney seconded the motion which passed unanimously.

Rita Hoover of Families and Friends of Care Facility Residents updated the Board on the PSA. It successfully aired across the state and in Northern Louisiana. Future PSAs will be produced. Ms. McCommon and Carole Sherman thank Ms. Hoover for her diligence in completing the project which included clips from all of the HDCs.

Carole Sherman of Families and Friends of Care Facility Residents addressed the Board. Last month she received an invitation to meet with the newly appointed Administrator of Administration for Community Living (ACL), HHS and other ACL leadership. The meeting will be in Washington, Thursday, February 15, 2018. Darrell Pickney will also participate.

Jan Fortney shared her concerns with the Board regarding the amount of daily paperwork direct care staff is required to complete citing it reduces time that could be spent with clients. (Attachment 1) Ms. Fortney would like to see an electronic system in place to allow the required information to be captured in less time. Ms. Stone advised IT is actively considering system adjustments which will be beneficial to all divisions. They are also searching for funding sources.

Tom Masseau of Disability Rights Arkansas voiced HDC concerns regarding trauma informed care, restraint usage, and communication devices for nonverbal clients. Ms. Stone suggested a follow up meeting with Mr. Masseau regarding his concerns. Mr. Pickney noted that the Board would welcome Mr. Masseau's assistance with solutions to address his concerns and to join them to petition the Legislature for additional HDC funding.

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 updated the Board on his meeting with Troy Clark of Stephens, Inc. Since acquiring the account in 2012 Stephens reports there have been no withdrawals and the average annual return has been minimal. (Attachment 2) Mr. Clark advised changes can be made to the account which would safely earn 2.5% - 5%. Mr. Pickney asked the Administrative Services Subcommittee to review the investment account statement and the gifts and bequests policy (Attachment 3) and submit recommendations to the Board. Mr. Pickney also advised interest earned would be divided between DDS and the HDCs.

Brian Marr, DHS Chief of Security, addressed the Board. He explained he has been tasked with evaluating offices in all county facilities and commended the current proactive positions of the HDCs. Mr. Marr and staff will offer suggestions to enhance current practices.


The Board went into Executive Session at 11:35 a.m. to discuss personnel issues and returned at 11:50 a.m. Mr. Pickney made a motion to accept Mark Wargo as Superintendent of the Southeast Arkansas Human Development Center. Ms. McCommon seconded the motion which

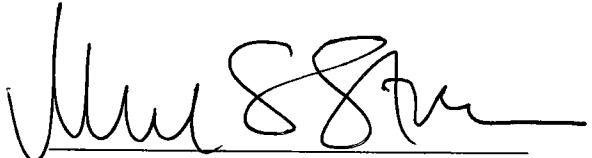
passed unanimously. Mr. Lavery, on behalf of the Board, congratulated Mr. Wargo on his new position.

DDS Director Melissa Stone reported she, Assistant Director Tammy Benbrook, and Sarah Murphy participated in a fundraiser for Special Olympics. She also informed the Board that March is Developmental Disabilities Awareness Month. DDS is sponsoring the Famous Arkansans Campaign to bring awareness to individuals who make a difference in their communities.

Mr. Lavery called for a motion for the meeting to be adjourned. Mr. Rosegrant made a motion for the meeting to be adjourned. Ms. McCommon seconded the motion which passed unanimously. The meeting adjourned at 11:58 a.m.

ATTEST:


Mr. Randy Lavery, Chair, Board of DDS


Executive Secretary

DDS Board Meeting
Wednesday, February 7, 2018

Mr. Chairman and DDS Board Members,

Good Morning, I am Jan Fortney. I am the parent & guardian of Kim, and the guardian of Mollie, who both live here at CHDC.

Annette Matthews and I recently met with Ms. Stone, Ms. Benbrook, and Mr. Tarpley in the DDS Office about several things. The item I bring before you today is the amount of paperwork that has to be done by employees at the HDCs, and particularly those Direct Care employees. On any given day, the Direct Care Staff could possibly be required to fill out more than 13 reports (these are just the ones I know of). Some of those reports could be required for documentation on each resident in the unit they are working. This doesn't include any forms that they have to reference for each resident (like the QRG-Quick Reference Guide).

Below are some examples of those reports:

- ❖ Daily Food Intake Sheets (each individual for every meal/snack)
- ❖ Observation Report
- ❖ Behavior Report
- ❖ Fall Report
- ❖ Marks Report
- ❖ Body Audit Report
- ❖ Head Count Sheets (Done every 30 minutes & includes: positioning and "in or out" of unit and where)
- ❖ Night Monitoring Sheets (bed checks every 30 minutes)
- ❖ Bowel Documentation Sheets
- ❖ Restraint Sheets (several forms for this)
- ❖ Increased Supervision Sheet
- ❖ Medical Restraint Sheets
- ❖ Medical – Nursing Progress Notes/Orders
- ❖ Monthly Treatment Sheet (per person – Daily) Mostly for Nurses
- ❖ Seizure Report
- ❖ Residential Assessment (8 pages) – Prepared for each resident for their Annual Program Planning Meeting.
- ❖ RCA On-the-Job Training Sheets/Package (Mentor and New Employee)

I know there are more, but surely some of this can be condensed. If there were not so much paperwork, staff members would be able to spend more time with residents and engaging them in activities, etc.

Thank you for allowing me to comment, and thank you for your service!
 Jan Fortney

**DDS BOARD INVESTMENT ACCOUNT
WITH STEPHENS INC.
GIFTS & BEQUESTS FUNDS**

<u>YEAR</u>	<u>ENDING BALANCE</u>	<u>INTEREST EARNED</u>	<u>ANNUAL YIELD</u>
12/31/12	\$2,435,220.21	\$33,498.38	1.38%
12/31/13	\$2,462,227.77	\$17,352.50	0.70%
12/31/14	\$2,512,622.89	\$10,873.78	0.43%
12/31/15	\$2,516,261.37	\$5,822.40	0.23%
12/31/16	\$2,530,846.60	\$9,508.21	0.38%
12/31/17	\$2,557,719.65	\$29,918.03	<u>1.17%</u>
			AVG. YEILD 0.72%

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
MANUAL OF BOARD POLICIES

Policy Type	Subject of Policy	Policy No.
Fiscal	Gifts and Bequests	2003

1. Purpose. This policy has been prepared to establish Developmental Disabilities Services Board authority over and actions regarding gifts and bequests, relative to the Human Development Centers (HDCs).
2. Scope. This policy is directed to all applicable employees and individuals/entities naming the Human Development Centers as donor recipients.
3. Board Authority to Accept Gifts and Bequests. The Board of Developmental Disabilities Services has authority to accept gifts and bequests on behalf of the HDCs from any source in the name of the State of Arkansas. The Board may receive and hold in trust property given, by will or otherwise, for the benefit of individuals with developmental disabilities who reside in Human Development Centers.

Gifts and Bequests with conditional provisions not consistent with Arkansas statute or policy, or with DDS policy or philosophy; or from sources by whose nature could reasonably be expected to cause adverse public impact upon DDS acceptance, shall not be accepted.

4. Use of Gifts and Bequests. Gifts and Bequests funds shall be expended for supplemental purposes. Supplemental being defined as:
 - A. Items and/or services not ICF reimbursable, except those services of a contractual nature.
 - B. Items and/or services for special events and holidays designed for the benefit of individuals, including Christmas presents for those not going home.

Replacement Notation: This Policy replaces DDS Board Policy #2003 effective June 8, 1980, November 1, 1983, and March 26, 1986.

Effective Date:

Sheet 1 of 2

References: Act 6, 1955, as amended by Act 349, 1957, Section 13. State of Arkansas Attorney General's Opinion, May 16, 1955 and July 27, 1982. Board Action: January 14, 1960; February 8, 1976; June 8, 1980; October 8, 1983; November 1, 1983; March 26, 1986 and May 11, 1993.

Administrative Rules & Regulations Sub Committee of the Arkansas Legislative Council: July 1, 1993.

ARKANSAS DEPARTMENT OF HUMAN SERVICES
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- C. Non-consumable items purchased to directly benefit individuals when no other funds are available, excluding any item that is normally purchased from Maintenance and Operations.

Expenditures which are not supplemental in nature must be approved by the DDS Board.

5. Procedures for Gifts and Bequests Expenditures.
- A. Gifts and Bequests funds on hand as of June 30, 1983, less interest earned during FY '83 shall be deposited in, or remain in, interest bearing accounts or other mechanisms, and not be expended without the approval of the DDS Board. On each July 1, thereafter, interest earned during the fiscal year shall be divided among the DDS Human Development Centers, with allocation being based upon the fiscal year average enrollment for each facility and its proportion to the total HDC system enrollment. The HDC with the lowest average enrollment shall be weighted to equal that HDC with the next to lowest average enrollment. Prior to computation, \$1,000.00 shall be set aside for the DDS Director's Office.
- B. Gifts and Bequests received after June, 30, 1983 will be used for the purpose designated by the donor. Funds donated without a designated purpose will be utilized in the same manner as outlined in Section 5A. That is, the principal will not be expended without the approval of the Board and non-designated funds will be divided as specified in Section 5A.
- C. Requests for purchases by HDC Superintendents in the amount up to \$5,000.00 will need no further Agency approval. Expenditures over \$5,000.00 must be approved by the DDS Director. Paragraph 4 above will apply to all purchases.
6. Maintaining and Accounting for Gifts and Bequests. The DDS Board delegates its authority to establish procedures for maintaining and accounting for Gifts and Bequests funds to the Director for Developmental Disabilities Services.

Effective Date: June 18, 1993

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