

MINUTES OF MEETING
BOARD OF DEVELOPMENTAL DISABILITIES SERVICES
May 2, 2018
Conway Human Development Center
Conway, Arkansas

The regular meeting of the Board of Developmental Disabilities Services (DDS) was held May 2, 2018 at the Conway Human Development Center. The meeting convened at 10:35 a.m. pursuant to the call of the Board Chair.

MEMBERS PRESENT: Board Chair Randy Laverty, Darrell Pickney, Suzann McCommon Artie Jones, David Rosegrant, and Dr. Linda Selman via conference call.

STAFF PRESENT: DDS Director Melissa Stone, Jeff Gonyea, Sarah Murphy, Mark Wargo, Johnathan Jones, Steve Farmer, Avis Lane, Tammy Benbrook, Dale Woodall and Regina Davenport.

OTHERS PRESENT: Jan Fortney, Rita Hoover, Carole Sherman, Annette Matthews, 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 February 7, 2018 regular meeting of the DDS Board. Mr. Rosegrant made a motion that the minutes be approved. Dr. Selman seconded the motion which passed unanimously.

Carole Sherman of Families and Friends of Care Facility Residents addressed the Board. She shared information regarding a family from Florida she met through VOR. To honor the memory of their son the family presents an annual award to an exceptional direct care worker. The 2018 recipient, nominated by Ms. Sherman, is Melanie Lewis an RN at Arkadelphia HDC. Ms. Sherman presented the plaque to Interim Superintendent Johnathan Jones to present to Ms. Lewis. She also noted the timing of the award's arrival coincides with National Nurses Week, May 6th -12th. Mr. Laverty was pleased to learn of positive recognition for HDC staff and offered congratulations to Ms. Lewis. He also recommended that a member of the Board attend the annual VOR Conference.

Ms. McCommon provided a history of the Board's receipt of gifts and bequests and the establishment of the DDS Board Investment Account. She then updated the Board on the April 16, 2018 Administrative Services subcommittee meeting with Troy Clark of Stephens, Inc. regarding the account. Ms. McCommon made a motion that the Division of Developmental Disabilities Services Board investment account should be invested in a portfolio of fully FDIC insured certificates of deposit and government backed securities that have staggered/laddered maturities over an appropriate period, which as of this date appears to be a 5-year period. Additionally, a minimum balance of \$100,000 should be maintained in the money market account at all times. Mr. Pickney seconded the motion which passed unanimously.

Following discussion regarding designees with authority to contact Mr. Clark on behalf of the Board, oversee the account and report back to the Board Ms. McCommon made a motion that Darrell Pickney and DDS CFO Thomas Tarpley serve in that capacity. Mr. Pickney seconded the motion which passed unanimously.

Ms. Hardin updated the Board on matters discussed during the May 2, 2018 Physical Management subcommittee meeting;

The subcommittee reviewed the Wallace Brown Lease renewal. The two year renewal involves mowing and fence upkeep of 152 acres on CHDC property with an annual payment of \$2000 made to CHDC. Ms. Hardin made a motion to approve the renewal . Ms. McCommon seconded the motion which passed unanimously.

USDA sought approval to upgrade USDA structures on property currently being leased from BHDC. Ms. Hardin made a motion to approve the upgrades. Mr. Rosegrant seconded the motion which passed unanimously.

World of Wireless proposed placement of internet transmitters on the paging tower located on BHDC property. The proposal involved a monthly payment of \$150 made to BHDC in addition to complimentary wireless service to the BHDC campus. BHDC, however, would be responsible for the purchase of Wi-Fi equipment totaling \$3462. During discussion concerns were raised regarding World of Wireless' exclusive use of the tower, reasonable compensation for use of the tower, and the necessity of involvement from the DHS Office of System Technology. Ms. Hardin made a motion to table the matter to allow the subcommittee to reconvene and further research the proposal. Mr. Pickney seconded the motion which passed unanimously.

Arkansas Oklahoma Gas Corporation requested to place an easement on BHDC property for the purpose of a gas pipeline which would extend service to more rural areas. Ms. Hardin made a motion to approve Arkansas Oklahoma Gas Corporation's request. Ms. McCommon seconded the motion which passed unanimously.

Sarah Murphy, Superintendent of Conway HDC, presented the report for the Human Development Centers by sharing items of interest regarding each center. The Office of Long Term Care recently concluded their survey at Booneville HDC and found no deficiencies. Members of Conway HDC staff participated in an active shooter exercise. The Superintendents recognized Assistant Director Tammy Benbrook thanking her for her leadership and accessibility. Jennifer Crouch was also recognized for 20 years of volunteer service at Arkadelphia HDC.

Mr. Laverty encouraged all HDCs to continue to recognize its volunteers. He also reiterated the importance of campus security and called for staff to remain vigilant to ensure the client safety. Mr. Pickney suggested inviting local law enforcement to campus events that are open to the public. Mr. Rosegrant proposed an active shooter scenario to the Superintendents seeking information regarding response policy. Superintendents advised all houses and buildings have security protocol. Ms. Stone added that HDCs have active security plans that are reviewed annually by the Office of Long Term Care. Copies of security protocols will be provided to the

Board. The Board will also be issued DHS IDs.

DDS Director Melissa Stone advised the Board the in observance of National Nurses Week she and DHS Director Cindy Gillespie will attend a ceremony honor Conway HDC nurses. She noted that a CHDC nurse was featured on one the posters distributed to commemorate the week. Ms. Stone provided updated information regarding the 3rd Annual DDS Fall Festival and Crafts Fair scheduled for September 28th. She also advised DHS Central Office is considering adding a gift shop in the complex to feature client made products. DDS CFO Thomas Tarpley is developing a business plan. Plans are also underway to promote the products at other businesses. The State Capitol and State Parks gift shops were suggested as possible places to carry the products.

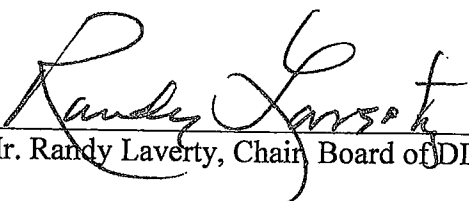
Mr. Pickney noted information from the HDC statistical report reflected a decrease in the number of funded positions at Arkadelphia HDC. Ms. Benbrook advised it was a typographical error that had been corrected. Mr. Pickney also noted slight inaccuracies in the HDC monthly statistical reports and requested the Superintendents remind staff of the importance of accurate data entry. Ms. McCommon complimented Southeast Arkansas HDC and Jonesboro HDC as the statistical report reflected and decline in restraint usage.

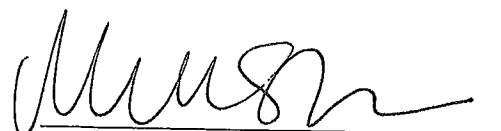
Mr. Lavery requested an update on the search for a Superintendent for Arkadelphia HDC. Ms. Stone advised the preference is to hire internally and a staff member recently shadowed Interim Superintendent Johnathan Jones. At this time Mr. Jones will continue to serve in his currently capacity at both Arkadelphia and Conway with a new hire projected within the next 90 days.

Mr. Pickney acknowledged Tom Masseur of Disability Rights Arkansas and asked if he could provide information related to correspondence from DRA which referenced issues with institutions located in Arkansas. Mr. Masseur explained that on behalf to the Social Security Administration DRA will conduct site visits with Social Security beneficiaries to ensure funds are being properly utilized for the beneficiaries' well-being. DRA will compile reports and submit them, along with plans of corrective action to Social Security. He further explained DRA was prohibited from releasing information collected during the visits. It must be obtained from the Social Security Administration.

Mr. Lavery thanked Mr. Masseur for the information and with there being no further business 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 12:09 p.m.

ATTEST:


Mr. Randy Lavery, Chair, Board of DDS


Executive Secretary