

**MINUTES OF MEETING**  
**BOARD OF DEVELOPMENTAL DISABILITIES SERVICES**  
**February 26, 2020**  
**Conway Human Development Center**  
**Conway, Arkansas**

The regular meeting of the Board of Developmental Disabilities Services (DDS) was held February 26, 2020 at the Conway Human Development Center. The meeting convened at 10:40 a.m. pursuant to the call of the Board Chair.

MEMBERS PRESENT: Board Chair Mr. Darrell Pickney, Ms. Sally Hardin, Mr. Randy Laverty, Ms. Artie Jones, and Dr. Linda Selman via conference call.

STAFF PRESENT: DDS Director Melissa Stone, Jeff Gonyea, Sarah Murphy, Kerry Gambill, Steve Farmer, Mark Wargo, Avis Lane, Tammy Benbrook, Dale Woodall, Thomas Tarpley, Bryan Redditt, and Hannah Knight.

OTHERS PRESENT: Jan Fortney, Rita Hoover, Carole Sherman, Conway HDC staff, parents and family members of HDC residents,

Mr. Pickney called the meeting to order and welcomed everyone in attendance. He advised the Board was provided information during executive session and an announcement will be made on Monday, March 2<sup>nd</sup>.

Mr. Pickney called for a motion to approve the minutes from the November 6, 2019 regular meeting of the DDS Board. Ms. Hardin made a motion that the minutes be approved. Mr. Laverty seconded the motion which passed unanimously.

Ms. Hardin, Chair of the Physical Management Subcommittee, advised the Board that the subcommittee reviewed amendments to the existing leases with Wallace Brown and the city of Conway. The new Wallace Brown lease excludes 50 acres which have been added to the 59 acres currently being leased by the city of Conway. The additional acres will be used to build a soccer complex, handicap accessible splash pad and a nature trail all which Conway HDC will have access to. Ms. Hardin made a recommendation to approve both amended leases. Mr. Laverty made a motion to accept the subcommittee's recommendation. Ms. Jones seconded the motion which passed unanimously.

Ms. Murphy presented the report for the Human Development Centers, shared items of interest about each center and introduced Representative Spencer Hawks. Ms. Murphy also presented CHDC recruitment videos created by the DHS Communications Department to be utilized at job fairs. Implementation of these videos during a mass hire event resulted in 50 new hires.

Booneville HDC Superintendent, Jeff Gonyea, presented 3D architect renderings of new buildings to be constructed on campus. The groundbreaking will be held in June 2020 with a scheduled completion date of February 2022.

Mr. Pickney complemented the videos and Ms. Hardin commended the superintendents for their effort to keep residents actively engaged.

DDS Director Melissa Stone announced that DDS, the DDS Board and Superintendents have been actively working to address the direct care workforce. The new initiative will be outlined on Monday, March 2<sup>nd</sup> at 11:00 a.m.

Mr. Pickney asked Ms. Stone to clarify how the money follows the person concept works in Arkansas. She advised DDS does not receive money follows the person funds in the budget. Instead there are different funding sources provided through the DDS Appropriations Act.

Ashley Gibbs, mother of CHDC resident Trevor, shared her journey of ten years on the waitlist to admission to Conway HDC. Ms. Gibbs spoke highly of the care her son receives and noted how appreciative she is of the staff. She also noted that the DDS Intake and Referral Unit worked very well with her.

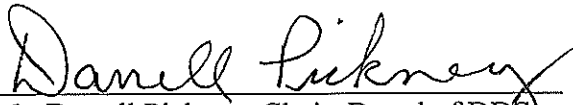
Carole Sherman, mother of AHDC resident John and President of Arkadelphia HDC Families and Friends Association, acknowledged AHDC's 52 years of service (attachment 1). She expressed she and her husband's gratitude to DDS, HDC staff and for the polices which allow for the resident's continuum of care.

Deborah Rainwater, mother of CHDC resident Kirk and President of the CHDC Parent/Guardian Association, advised the association has formed an advisory council and seek to gain involvement from more parents. She spoke of a recent project which involve residents assisting with redecorating their homes.

Following discussion of the travel methodology (attachment 2) Ms. Hardin made a motion to accept the rates for 2020. Ms. Jones seconded the motion which passed unanimously.

Mr. Pickney called for a motion for the meeting to be adjourned. Ms. Hardin made a motion for the meeting to be adjourned. Ms. Jones seconded the motion which passed unanimously. The meeting adjourned at 11:15 a.m.

ATTEST:

  
Mr. Darrell Pickney, Chair, Board of DDS

  
Executive Secretary

450 Midland Street  
Little Rock, AR 72205

February 26, 2020

Darrell, Melissa, Board Members, Superintendents, DDS and HDC staff and Friends,

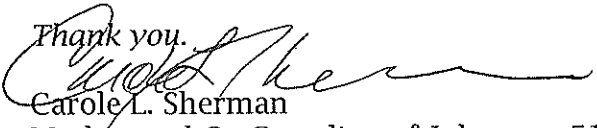
Thank you for the opportunity to address you today.

This year will mark the Arkadelphia HDC's 52nd year of continuous and compassionate service to individuals with cognitive - developmental disabilities and to their families. It's easy for me to remember the anniversary year because our dear son John, the oldest of our three children, will also celebrate his 52nd birthday in December.

I first became acquainted with the HDC programs in 1977, when our family needed respite services for John. Conway HDC filled that need for over seven years. Time and the specialized residential treatment services of Arkadelphia HDC have given our son a good and stable life.

Bill and I will forever be grateful for the HDCs. We will forever be grateful for you, the DDS Board, the professional HDC and DDS staff. We are grateful for your commitment to HDC residents and to HDC staff who work daily to assure that the centers are homes where residents thrive. We will forever be grateful to our state and to its leaders for policies which encourage and support a range of services - including the HDC programs - to meet the diverse needs of persons with permanent disabilities.

Thank you.

  
Carole L. Sherman

Mother and Co-Guardian of John, age 51, who functions on the level of a young toddler  
President, Arkadelphia HDC Families & Friends Association

Cc: HON Asa Hutchinson, Governor  
Chairman Missy Irvin, Senate Committee on Public Health, Welfare & Labor  
Vice-Chair David Wallace, Senate Committee on Public Health, Welfare & Labor  
Chairman Jack Ladyman, House Committee on Public Health, Welfare & Labor  
Vice Chairman Deborah Ferguson,  
House Committee on Public Health, Welfare & Labor

- When an agency hosts a meeting or conference and pay billing charges (rooms, meals and meeting room), do the normal purchasing thresholds apply?

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## Reimbursement

### \* What is the current mileage reimbursement rate?

The current mileage reimbursement rate is \$0.42 per mile.

### How do I get reimbursed?

Complete a TR-1 form, attach appropriate and required receipts, and submit to your AP or travel office. (Have your supervisor sign it and keep a copy for your records.)

### What are the limits for meals and lodging?

Limits for meals and lodging are according to the federal per diem rate schedule which can be found under "Resources." Lodging per diem may be exceeded when fully justified and approved by the administrative head of the agency.

### Is there a maximum amount per meal?

The daily per diem is normally prorated by 15-35-50%. The maximum full day meal allowance will be the Federal-per-Diem rate depending on the destination location. For partial days, meals charged must be in proportion to the time in travel status and may not exceed the maximum for applicable meal(s) stated in the Federal Travel Directory for the location(s).

### Are receipts for meals and lodging required?

Check your agency's policy, but the State does not mandate receipts for meals. Lodging does require an original receipt to be submitted with the TR-1 form.

### What items are not reimbursable?

Except for those provisions enumerated in ACA 19-4-904, expenses for personal entertainment, tips, flowers, valet service, laundry, alcoholic beverages, cleaning, movies or other similar services are not reimbursable. Communication expenses shall be allowed only when necessary for the transaction of official business and properly receipted.

Expenses for rental of space, decorations, entertainment or other arrangements in connection with banquets held solely for the benefit of employees are not reimbursable.