

ARKANSAS DEPARTMENT OF HUMAN SERVICES

STATE INSTITUTIONAL SYSTEM BOARD

Division of Youth Services
Lewisville Juvenile Treatment Center
County Road 16, off Hwy 29 South
Lewisville, AR

Thursday, January 12, 2012

Members Present: Carlton Jones, Chairman
Clara Ferron, Vice Chairman
Stephen Foti, Secretary
Micheal Burden
Doug Kidd

DHS Staff Present: Steve Jones, DHS Deputy Director
Ron Angel, Director, Division of Youth Services
Doyle Young, Program Administrator, Division of Youth Services
Breck Hopkins, Office of Chief Counsel
Glenn Sago, Director of Hospital Operations, Arkansas State Hospital
Jay Hill, Assistant Nursing Home Administrator, Arkansas Health Center
Nathaniel McGee, DHS Energy Commissioner
Steven McKnight, DHS Energy Committee Member
Liz Ganahl, Division of Youth Services

Others Present: Jerry Walsh, Executive Director, South Arkansas Youth Services
Michael Harris, National Center for Youth Law

Mr. Carlton Jones called the meeting to order at 12:30 p.m.

Mr. Jones thanked everyone for coming to the meeting.

Mr. Jerry Walsh, Executive Director of South Arkansas Youth Services, gave a brief history of the facility. Mr. Walsh thanked Mr. Ron Angel and the Division of Youth Services for building the two new dormitories at this facility. Mr. Walsh stated a tour of the facility would follow after the meeting.

Mr. Ron Angel introduced Mr. Michael Harris with the National Center for Youth Law. Mr. Harris is taking over Ms. Pat Arthur's position. Mr. Angel stated Mr. Harris was very interested in viewing the DYS facilities.

APPROVAL OF MINUTES FROM OCTOBER 13, 2011 MEETING

Mr. Micheal Burden made a motion for the minutes of October 13, 2011 meeting to be approved. Ms. Clara Ferron seconded the motion. Motion was passed.

DIVISION OF BEHAVIORAL HEALTH SERVICES REPORT

The Division of Behavioral Health Services Quarterly report had been previously distributed and is attached to the meeting minutes.

ARKANSAS STATE HOSPITAL

Mr. Glenn Sago presented the report for the Arkansas State Hospital (ASH).

Mr. Sago reported on the ASH ARRA Projects:

Replace HVAC System for Forensic Units 5 and 6:

The work on Unit 5 and 6, Upper and Lower is complete. All patients have been moved back to their original units.

Roberts McNutt started working on the new Unit 6 roof on September 1, 2011. The roof is complete but not the flashing, it is about 50 % complete. They wanted another payment and we told them to finish the flashing and we would give them all of the payment once it was approved. We are trying to get it finished. All patients have been moved back into 6 Upper and Lower. There has been no mold or moisture in Units 5 and 6.

Seal and Tuck Point Forensic Units 5 and 6: This project was complete in October, 2010.

Seal and Tuck Point on the ASH Court Building: This project was completed on February 15, 2011.

ASH Court Building Ramp: The project was completed on November 2, 2011.

Materials Management Department Roof:

The roof on the Materials Management Department is in terrible condition. Douglas Brown, P.E. has estimated it will cost \$389,000 to replace the roof. He says within five years the roof could become unsafe in some areas. This is considered a safety issue because the water is getting on patient supplies. Materials Management has to keep equipment and supplies covered with plastic tarps. This roof needs to be addressed next for the safety of staff and patients.

New Fire Exit for the Forensic Activities Center:

Consultants have pointed out a major safety problem in the Forensic Activities Center with a lack of well laid out emergency exits. ASH Maintenance and Safety personnel have looked at a number of solutions and have selected an emergency exit which allows an exit from the west side of the Activities Center. The estimated cost of this patient safety project is \$15,000, if ASH Maintenance personnel complete 65% of the project in house. This project will insure the safety of patients who use the Activities Center. This project is scheduled to be completed by January 16, 2012.

Forensic Activities Center Flooring:

The carpeted flooring in the Activities Center has been in place since 1990. It has 90 to 100 patients and staff using the center daily. The carpet is worn out and unable to clean. Our environmental architect has tested carpet such as this in the past and has found large amount of staph in the carpet. The activity floor and surrounding offices have 8,000 square feet to be covered. The 2,000 square feet of office and classroom floors will be covered by a vinyl composition (VC) tile at a cost of \$7,000. The 6,000 square feet of gym floor will be covered with a 10 millimeter rubberized covering at a cost of \$83,540. The new floor will make it safer for our patients to use the facility.

New Roof for Forensic Administration & Visitation:

The roof is leaking bad and is not patchable. We are attempting to replace it using monies from the Governor's Office. The estimated cost is \$343,790. The project will be completed by June 30, 2012.

New Flooring for Units 3, 5, and 6:

On Forensic Patient Units 3, 5 and 6, the concrete terrazzo floor was put down in 1961. It is pitted, cracked and chipped. The project is to install a vinyl composition (VC) tile over the floor. This new floor will be so much easier to care for. This project will also be using monies from the Governor's Office at an estimated cost of \$54,748. This project will also be completed by June 30, 2012.

ARKANSAS HEALTH CENTER

Mr. Jay Hill gave the report for the Arkansas Health Center (AHC).

Mr. Hill reported on the AHC ARRA Projects.

Fishing Pier:

Mr. Hill reported the fishing pier on the AHC Lake is a T shaped pier, 60 feet out over the water and 40 feet across. It has a large covered area for shade and is entirely wheelchair accessible. Game and Fish will keep it stocked with fish. We have had several fishing derbies and the patients are really enjoying it. Project was completed in October 2011.

AHC Road Re-pavement:

A request was submitted to the Arkansas Highway Department for the repaving of the institutional roadways at AHC. The facility would be responsible for purchasing the needed asphalt at an estimated cost of \$100,000. This project has been placed on hold due to funding considerations.

Building 7 Improvements:

Work is nearing completion on all three wings of the upper floor of Building 7, with painting to commence on the lower floor. The project is 50% complete.

Underground Utilities:

Final repairs have been made to the facility water lines. The lines were pressurized and the project is complete.

Central Kitchen Remodel:

A new water distribution service was put in place on January 3, 2012. This will complete the kitchen project. Upon installation of this service, work will begin on the fire suppression system for the Central Warehouse. Two rooftop HVAC units were damaged by workers during installation and will be replaced by Ross Sparks, General Contractor.

Painting Projects:

Several buildings across the AAHC campus are in the process of being painted. Building 10- Employee Dining Room and Kitchen, Building 16- Communications and Post Office and Building 18 - Maintenance and Staff Development, are in need of general improvements.

Building 80 Water Problems:

Mr. Hill reported the flooring on Maple Court is being replaced with ceramic tile. This eliminates a safety hazard and has improved the general appearance of the unit.

The storm drains servicing original structures have been located in front of Building 80. Camera work was conducted to determine if these drains were channeling water under Maple court and to assist in locating the source of underground water.

Mr. Hill passed around photos and drawings from Arkansas Cleaning and Televising (ACT) showing the video inspection of eight storm drain lines around Building 80. Mr. Hill reported ACT initially set up to clean and video 30"/18" starting west of Building 80. They were able to clean and video 316 feet of this line but ended the process due to the line being full of mud and debris. They reported this line had very little water. ACT continued and moved to a line near the northwest corner of Building 80. This line was dug up and thought to tie into the line previously videoed. They were only able to go 85' before encountering blockage of mud and water. ACT tried to insert a small video in the floor drains within the building but could not penetrate the "P" traps in those floor drains. Finally ACT attempted to video areas in the lower front of Building 80 and it revealed this system was full of water and did not provide the much needed underground drainage relief for ground water under the building.

The source of the water still has not been located. Eight test holes, called monitoring wells, were drilled at a cost of \$5,647, at various places around the building to monitor water levels. This

will help us identify the underground spring and the source of the water. Mr. Hill stated they do plan to cap off the storm drains but right now they have 30 plus years of water that has accumulated under the Building 80. Mr. Hill reported the Division architect is still recommending the extensive 1,800 foot French drain system to be installed around the building. The French drain system will pull the ground water out from under and away from the building. The estimated cost is \$186,000 and we do not want to spend this kind of money if we don't have to. The Division architect is preparing a proposal to install temporary sump pumps under the building to drain/dry the foundation. We are hoping by pumping the water from underneath the building, capping off the storm drains, locating the spring and re-routing the water, this will eliminate our problem at a cost much less than the \$186,000 for a French drain. Mr. Hill stated the building was built in 1980 and felt there was a water problem back then since it was built on a pylon system and not flat on the ground. A copy of the handout will be submitted with the original minutes.

Arkansas Services Center – Jonesboro:

Mr. Breck Hopkins reported the last occupants of the Arkansas Services Center (Mid South Health Systems, patients and staff) moved out of the facility by December 31, 2011. The property has been listed for sale with bids to be opened on January 12, 2012. Mr. Hopkins stated the SIS Board would have to approve the sale of the property.

Ray Winder Field:

Mr. Hopkins reported the sale of Ray Winder Field has been finalized and the payment of \$1,300,000 has been received from UAMS. Mr. Micheal Burden asked where the money was to be used. Mr. Hopkins reported it was being used to pay for consultants for the Arkansas State Hospital (ASH). Centers for Medicare and Medicaid Services (CMS) declared ASH could not be re-certified for Medicare and/or Medicaid unless ASH entered a system improvement agreement with CMS. A condition of that system improvement agreement was to have someone come in and work on correcting all the Medicare and Medicaid hospital conditions of participation and operation. The consultant has to make reports to CMS. Mr. Hopkins explained these consultants were chosen because research showed these people have a history of success in eliminating termination of Medicaid and Medicare services. Mr. Burden questioned why the money was used for this purpose and who authorized it. Mr. Hopkins stated this was the only money available at the time and Mr. Richard Weiss, Director of Department of Finance and Administration, authorized it. Mr. Hopkins stated the use of the \$1.3 million dollars to protect hundreds of millions of Medicaid and Medicare dollars over a period of time, was the only rational decision to make. Mr. Burden felt it was the fault of the management to allow ASH to get into this situation and should be accountable for it. He stated it was the SIS Board's responsibility to oversee the property and not the day to day operations of the facility. Mr. Burden stated the money should have been used to fix a roof or HVAC system instead of being used for consultants for the operations side of the facility. Mr. Burden asked what was going to happen to the money from the sale of the Jonesboro property. Mr. Doug Kidd asked if the money could be earmarked for a certain project. Mr. Carlton Jones commented he did not feel you could legally bind them to using the money for a particular project.

Mr. Steve Jones stated if the Board has any ideas of what they would like to use the money from the sale of the Jonesboro facility, let him know and he would take the ideas to Mr. John Selig, Director of Department of Human Services. Mr. Jones stated he would also express the opinions of the Board concerning the use of the money from the sale of Ray Winder Field.

DIVISION OF YOUTH SERVICES REPORT

The Division of Youth Services (DYS) quarterly report had been previously distributed to the Board and is attached to the minutes.

Mr. Ron Angel reported DYS is in the process of remodeling the old education building at AJATC. We are making it an Intake Unit with 32 beds to house juveniles to prevent them from going to the juvenile detention centers, (JDC). We took the girls out of the WINGS Building, which has a prison environment, and moved them to a cottage. We are going to use that building as a Disruptive Unit for the juveniles who are disrupting everyone else. This is why we are making some configuration changes.

Mr. Doyle Young presented the DYS report.

American Recovery and Reinvestment Act (ARRA) Projects Report:

Alexander Juvenile Assessment and Treatment Center:

Mr. Young said the construction of the new education facility and dining hall building is 100% complete and occupied. There are a couple of minor issues with some drainage around the road that they are working on. Mr. Young stated he also had some problems with the contractor not wanting to finish the project for some reason. We are holding almost \$400,000 of their money. They have to get the final close out paperwork completed. We are hoping to get that project closed out soon.

Dermott Juvenile Treatment Center:

The Dermott educational building is 100% complete and occupied.

Colt Juvenile Treatment Center and Harrisburg Juvenile Treatment Center:

The new education buildings at Colt and Harrisburg are 100% complete and occupied.

Lewisville Juvenile Treatment Center:

The new dormitory buildings and classroom remodeling are 100% complete and occupied.

Mansfield:

The replacement of the Mansfield facility is 100% complete and occupied.

DYS Facility Reports:

Arkansas Juvenile Treatment and Assessment Center:

Mr. Young reported a lot of work has been completed at AJATC.

The installation of the Tandus style carpet in the Conference room and Cottage 2 by Whitley Floor coverings is complete - \$8,600.

The installation of the digital alarm transmitter by Simplex Grinnell is complete - \$2,365.30.

The new contract for the fire alarm monitoring contract with Simplex Grinnell is complete - \$4,676.50.

The removal and replacement cove base and paint ceiling, walls, floors and doors in Cottage 2 by Sanders Painting is complete - \$5,123.

Cottage 2 floors have been painted by Sanders Painting and is complete - \$1,962.00.

The floor covering in the Speaker Building was completed by Whitley Floor Coverings - \$1,657.89.

Repair to the old Kitchen Building sewer line was completed by Keeling Company - \$600.80.

Painting of Building 4 was completed by Sanders Painting - \$9,701.00.

Pay out of old contract for the alarm monitoring system by Triple S Alarm - \$1,888.80.

The installation of the hair wash sink in Cottage 2 by Dyer Plumbing is complete - \$1,286.00.

The installation of cabinet and vanities in the Speaker building was completed by V's Construction - \$3,700.

The replacement of the backup batteries on the fire alarm panel in the Infirmary Building by SimplexGrinnell is complete - \$700.87.

Colt Juvenile Treatment Center:

The windows have been replaced with high efficient vinyl windows. DYS is purchasing the windows from JT White and the CYS employees have installed them. - \$4,393.95

Sixteen bookcases have been purchased and installed to develop a proper library source from National Business Furniture - \$4,060.00.

The phone cable has been re-buried by Ritter construction after it was dug up during construction - \$1,935.36.

The repair of the air intake motor on the kitchen vent hood is complete - \$677.76.

The installation of the outside water fountain by Henry Peacock is complete. The work required a concrete slab surrounding the fountain, drainage sump and plumbing - \$4,695.84.

The wall covering in the kitchen has been replaced with ceramic wall tile including backer board, mastic and grout, Home Depot - \$3,371.90.

Replacement of the wall covering in the kitchen using owner supplied material by Brown Tile - \$9,180.00.

Replacement of the under the floor water line with an attic line in the Kitchen by Strickland Plumbing - \$1,080.00.

Harrisburg Juvenile Treatment Center:

The installation of the outside water fountain by Henry Peacock is complete. The work required a concrete slab surrounding the fountain, drainage sump and plumbing - \$4,695.84.

Sixteen bookcases have been purchased and installed to develop a proper library source from National Business Furniture - \$4,060.00.

Circle M. Termite contract - \$757.75

Dermott Juvenile Correction Facility:

Replacement of the flush valves, assemblies, and solenoids in the Alpha, Delta and Charlie dorms completed by Doss Plumbing - \$3,335.40

Dermott Juvenile Treatment Center:

The storm damaged fence screen has been repaired by Klaser Construction - \$1,998.00.

The water cooler in the Vo-Tech Building has been replaced by Doss Plumbing - \$1,696.04.

The 100 gallon hot water heater in the Kitchen is being replaced by two tankless heaters by Doss Plumbing. The heaters were ordered and should be installed next week.

Lewisville Juvenile Treatment Center:

The wall water leak in the New Education building in the old shower area has been repaired by Pinner Plumbing - \$2,329.81

Mansfield Juvenile Treatment Center:

The control board for the automatic gate operator has been replaced by Modern Fence - \$1,800.73.

A tree was removed near the newly constructed buildings by West Ark Erection \$3,110.25.

Mr. Stephen Foti made a motion to approve both reports, the DBHS report and the DYS report. Ms. Clara Ferron seconded the motion. Motion passed

NEW BUSINESS:

DHS SIS Board Stipend and Expense Information:

In accordance with ACA 25-16-901-908, the Board authorizes the \$60.00 stipend payment per official meeting attended and expense for meals, travel, lodging and other associated expenses, which are provided to state employees for the members of the DHS State Institutional System Board throughout 2012 while on official business for the State.

Mr. Micheal Burden made a motion to approve the SIS Board Stipend and Expense Reimbursements. Mr. Doug Kidd seconded the motion. Motion passed.

DYS – Re-approval of Dermott Crop Sublease:

Mr. Young reported DYS has a long term lease of 80 acres at the Dermott facility. Our facilities only cover 5 acres. DYS subleases 75 acres to Dermott Industrial Mountain Corporation. DYS has received anywhere from \$1,800 to \$2,500 for the sublease depending on the price of soybeans. Every two years the lease has to be renewed. The money stays in the Division.

Mr. Micheal Burden made a motion to approve the DYS Dermott Crop Sublease. Mr. Stephen Foti seconded the motion. Motion passed.

DHS Strategic Energy Plan:

Mr. Steve Jones reported as a result of the Governor's Executive Order of 2007, all state agencies have been tasked with reducing our energy consumption at our facilities by a certain amount and we are taking it seriously. A lot of initiatives have gone on already to cause people to change their habits in the office, turning off lights, using their computers more wisely and a number of other things. In addition to that you also have to do some other things if you want to cut into that and this will involve doing some things with our HVAC systems, boilers, and water systems just to name a few things. Mr. Jones introduced Mr. Nate McGee as the Director of the Energy Committee for DHS and wanted to place these items before the Board for consideration. Mr. Jones stated some of the things upon implementing will save the Department money.

Mr. McGee presented each Board member with a handout titled Energy Services Performance Contract Proposal (ESPC) and continued with a PowerPoint presentation. Mr. McGee added the PowerPoint slides were in the handout. Mr. McGee stated as part of the Strategic Energy Plan, DHS has initiated a Home Weatherization training program for employees. This program provides 101 ways from a no-cost to low-cost methods to conserve energy and save money. Mr. McGee said he would like to come back and present the Board with the Home Weatherization training. Mr. McGee stated DHS has started doing seminars with the people who run the foster care homes and centers. They have thoroughly enjoyed the program because it gives them another means of lowering their cost to provide for the foster children by deductions in their utility bills. Mr. McGee stated the handout also contained the DHS Strategic Energy Plan (StEP). Mr. McGee reported for the last year and a half they have concentrated on the facilities that DHS owns with the idea of reducing their overall energy consumption. We know we cannot obtain a 20% reduction just by turning off the lights when we leave a room, rather look at what kind of improvements in the buildings we can do to achieve this reduction. We know we don't have anyone on staff who knows anything about true energy management. We have people on staff who knows how to make the mechanical systems work when broken. Mr. McGee stated Act 1761 permitted the State to enter into an agreement with an energy service company, who guarantees the 20% energy savings or the company pays the difference. Mr. McGee continued the other act that was passed by Legislature is ACT 1363, which is a \$12,000,000 sustainable Building Revolving Loan Fund that State agencies could borrow the money from to pay for this program.

Mr. McGee stated the Arkansas Health Center (AHC), which is in the SIS Board perimeter, has been surveyed, consisting of eleven (11) facilities/buildings, 363,300 square feet, recommending several changes in HVAC systems and controls, lighting systems and controls, building envelope improvements and water conservation measures. We have identified three (3) buildings in the Donaghey complex for these energy projects. We have identified four (4) of the five (5) Human Development Centers (HDC), but that is governed by the DDS Board.

Mr. McGee stated DHS is mandated by the Governor's office to reduce consumption by 20% by 2014 and 30% by 2017. We feel the renovations we are doing overall in the buildings we have identified we will meet our 30% by 2014.

Mr. McGee wanted to clarify the life of capital funds being used, we found out what they call qualified certified energy funds is about \$29,000,000 dollars in the state. By using an energy service company (ESCO) we can get fund money to fund the project and as a basis for the contract repay that money through the savings that is achieved. They have signed off and said

we can achieve 20% savings annually. Anytime they do not meet that, they write us a check for the difference. We can pay the firms off very quickly. Currently the Arkansas Health Center (AHC) is not included in the program, we are asking for the Board's approval on that. Mr. McGee stated they would start with the other buildings on January 22, 2012. Mr. McGee said we have a ten year pay back on this \$5,000,000 worth of work and we can pay it back in ten (10) years or less. A copy of the handout will be submitted with the formal minutes.

Mr. Micheal Burden made a motion for the Arkansas Health Center (AHC) to use ACT 1761 and enter into an agreement with an Energy Saving Company (ESCO). Ms. Clara Ferron seconded the motion. Motion passed.

Burning of 3 Old Buildings at the DYS Mansfield Facility:

Mr. Doyle Young reported the new buildings at the DYS Mansfield facility are complete and occupied. DYS has approached the Mansfield fire department to use the three (3) old buildings as controlled burn training. Mr. Young stated he still has to get the approval from Mr. Jerry Berry, DF&A and the Arkansas Building Authority (ABA) but wanted to get the approval from the SIS Board before proceeding because it would entail the destruction of three (3) buildings. Mr. Young stated it would be the old kitchen/dining building, the old education building and the old two (2) story dormitory building. Mr. Young reminded everyone the buildings would be stripped of anything useable before being burned. Ms. Ferron asked if a contract was required between DYS and the local fire department to burn the buildings. Mr. Young stated he would not approach the DHS legal department with the details until he had the Board's approval.

Mr. Micheal Burden made a motion to approve the local fire department to use the three (3) old buildings at Mansfield as controlled burn training. Ms. Clara Ferron seconded the motion. Motion passed.

OLD BUSINESS:

Little Rock Community Mental Health Center (LRCMHC)

Mr. Breck Hopkins provided the following summary, including information discussed at the previous meeting: Mr. Carlton Jones, Mr. Steve Foti, and Mr. Hopkins met with Mr. Tom Grunden, Little Rock Community Mental Health Center ("LRCMHC") Director Debby Nye, LRCMHC counsel to discuss LRMHC lease terms. Mr. Jones, Mr. Foti, and Mr. Hopkins were under the impression that agreement had been reached on a plan that would entail the LRCMHC contacting financial institutions to see what kind of security they would need in the lease to be able to borrow the funds to do necessary HVAC and roof work. The written proposal, however, provided for the state to fix the roof and the HVAC system, after which LRCMHC would take over the maintenance. At the previous meeting, the Board approved a motion calling for Mr. Jones, Mr. Foti and Mr. Hopkins to meet with Mr. Grunden and Ms. Nye to find out what changed between the meeting and receipt of the written proposal. Mr. Hopkins stated he began efforts to set up the meeting on October 21, 2011, but that meeting has not occurred. Mr. Hopkins offered to pass out a document outlining the sequence of efforts to set a meeting. Mr.

Hopkins reported that he received an email from Ms. Nye yesterday asking him to call her about the lease. Mr. Hopkins stated he called this morning but the call went to voice mail. Mr. Jones stated it was not due to lack of trying on his and Mr. Hopkins part to arrange a meeting. Mr. Jones said he went to Little Rock for the first meeting and is willing to go back. He provided a slate of dates upon which he could travel to Little Rock as early as early November. Mr. Jones stated when responses were eventually received, he had already committed himself to other obligations. Mr. Jones stated they also tried to set up a phone conference in the event they would not be able to meet face to face or we could attempt to resolve the situation. Mr. Jones reported that Mr. Hopkins has been communicating by email or telephone regarding meeting arrangements, that Mr. Hopkins forwards the communications with Ms. Nye, the most recent one being from last week. Mr. Hopkins stated that he invited Mr. Grunden, Ms. Nye, or both to attend this meeting in an effort to get something moving. Mr. Burden asked if a lease agreement could be prepared and sent to Mr. Grunden stating he had so many days to sign it or else vacate the building. Mr. Burden stated that the Board had seen no results and would continue to see no results unless a different approach is taken. Mr. Hopkins offered to draft a proposed lease, submit the lease to the Arkansas Building Authority for review and approval, and send the lease to Ms. Nye. Mr. Hopkins cautioned that he had no information about conditions that might be imposed by lenders, and therefore could not include such terms in any proposal. Mr. Jones stated that in his opinion, we should propose a standard lease. Ms. Ferron questioned the current lease arrangements. Mr. Hopkins stated that when a lease expires, the tenant is a hold over tenant, which means that the rental is on a month to month basis under the same terms (rent, maintenance, etc.) contained in the expired lease. Mr. Hopkins suggested that the Board should not try to negotiate interim provisions, but rather, leave the month to month arrangement in place until a long term agreement is reached. Mr. Glen Sago stated that the Arkansas State Hospital is doing a lot of work at LRCMHC and recently spent \$1,000 on the building. Mr. Sago stated Mr. Grunden calls him frequently and wants the existing roof repaired, even though the architect recommended against repairing the present roof. When questioned on the type of lease he would like to have, Mr. Sago said identified the Department of Corrections lease, which provides for payment of \$1.00 a year and all maintenance provided by the tenant. Mr. Burden asked that a lease containing those terms be sent to LRCMHC with a 30 or 60 day time frame to sign or to vacate the premises. Mr. Burden questioned where the current lease money goes. Mr. Sago replied ASH gets the lease money but they also pay all of the utilities and maintenance. Mr. Steve Jones questioned how this roof and HVAC replacement missed the ARRA list. Mr. Sago stated ARRA did not cover buildings leased to private entities.

Mr. Michael Burden made a motion to prepare and send a lease providing for \$1.00 per year and LRCMHC responsibility for all maintenance. The lease term and renewal periods should be the maximum allowed by law. Ms. Clara Ferron seconded the motion. Motion passed.

NEXT MEETING:

The next meeting will be on Thursday, April 12, 2012, at the Arkansas Health Center (AHC), 6701 Highway 67, Benton, AR.

Mr. Micheal Burden made a motion to adjourn the meeting. Mr. Stephen Foti seconded the motion. Motion passed and the meeting adjourned at 2:15 p.m.

Respectfully Submitted:

Stephen Foti, Secretary