



**ARKANSAS DEPARTMENT OF HUMAN SERVICES
STATE INSTITUTIONAL SYSTEM BOARD**

**Teleconference Call
April 8, 2020
1:00 p.m.**

AGENDA

1. Call to order at 1:00 p.m.
2. Approval of Minutes for January 8, 2020 Meeting
3. Approval of Minutes for March 13, 2020 Teleconference Meeting
4. Division of Youth Services (DYS) Report
5. Division of Aging, Adult and Behavioral Health Services (DAABHS) Report
6. New Business
 - DYS**
 - Woody Drive Project at Arkansas Juvenile Assessment and Treatment Center
 - Lease DHS and Rite of Passage, Inc.
 - DAABHS**
 - Asbestos Removal and Disposal for Materials Building – Arkansas State Hospital
 - Forensic Unit Security – Arkansas State Hospital
 - Adolescent Courtyard – Arkansas State Hospital
7. Old Business
8. Adjourn

DIVISION OF AGING, ADULT AND BEHAVIORAL HEALTH SERVICES
Quarterly Report to the
DEPARTMENT OF HUMAN SERVICES STATE INSTITUTIONAL SYSTEM BOARD
January - February - March 2020

ARKANSAS STATE HOSPITAL (ASH)

Forensic Building Roof Project: In September of 2018, the SIS Board approved funding for 9 forensic building roof repairs totaling \$1,175,065. Phase I started in November 2019.

Phase I (Completed)

1. Reroof forensic building #5	\$226,998.00
2. Reroof forensic dining area	\$153,158.00
3. Reroof forensic hallway	<u>\$ 72,380.00</u>
	\$452,536.00

Phase II (start date pending DBA bid process)

1. Forensic breezeway	Cost Pending
2. Materials	Cost Pending
3. Forensic Gym	Cost Pending

Phase III (start after Phase II)

1. Forensic Blue band
2. Forensic Unit 3
3. Forensic Unit 3 Skywalk

Room-by-Room Project: This project will ensure that all patient care rooms will receive a deep cleaning, new paint job, and installation of ligature resistant furniture. The new ASH side of the hospital has been completed. The forensic side of the hospital is in process now and expected to be completed by June.

HVAC Replacement for Buildings 3, 4, and for Blue Band Room: The HVAC replacement at a cost of \$162,000 was presented and approved by the Board during the January 8, 2020 meeting. Due to new business items listed below, ASH request this item be placed on hold.

New Business – ASH

Asbestos Removal and Disposal for Materials Building: Asbestos was detected inside of our materials building in the cooler storage room after a ceiling collapse. This area was used for storing emergency management supplies and is listed as a temporary morgue (if needed), in the event of a disaster. There are three rooms inside of this area that need asbestos removal.

Total cost for this project: \$43,000.

Forensic Unit Security New ASH Side: Due to an increase in forensic admissions on the new side of the hospital, additional security is needed to prevent elopements. The NASH side of the hospital was NOT designed to house forensic patients. Specifically, there are 4 units that have a single metal door separating our patients from 7th and Palm Streets. Regardless of our past and current efforts to better secure the doors/locks/frames with sturdier hardware, we continue to see a steady increase in attempted in actual

elopements through these doors. That said, it is IMPERATIVE that we install a fence just outside the each of these metal doors to prevent future elopements. The fire marshal has approved this additional fencing.

Total cost for project: \$28,566.25

Additional Adolescent Courtyard Needed: Our adolescent patient population has become more violent over the past two years as evidence by a significant increase in seclusion/restraint data:

2017: 630 episodes
2018: 1684 episodes
2019: 2026 episodes

Currently, the two adolescent units must share a small outside courtyard that has approximately 3,700 sq. ft. This is barely enough space to have a half-court basketball court and a small section of green space. Adding an additional courtyard will give patients more therapeutic space, opportunity for sunshine/fresh-air, and hopefully a reduction in violence. Hopefully this addition will help reduce violent. That said, we would like to add a courtyard on the southeast side of the adolescent building unit D with an approximate square footage of 30,000. Rex Morris has provided a quote that will include the following:

New Fence	\$145,704
New Concrete	\$36,414
Full Court BB	\$2,200
<u>Patio Cover</u>	<u>\$40,000</u>
Total Cost	\$224,318
Contingency (10%)	\$22,431
Grand Total	\$246,749

ARKANSAS HEALTH CENTER (AHC)

HVAC Replacement Project Buildings 7 and 10: The Board approved the HVAC replacement for the Administration Building 7 and Dietary Building 10 at the April 12, 2019 meeting. This project has been bid for \$253,399.24 to Comfort Systems USA (Arkansas). The agreement was signed Tuesday, February 11, 2020. They have 180 days to complete the project after a Notice to Proceed has been issued.

Large Activity Room: DAABHS requested to pursue options for an addition to the large activity room in Building 80 at the Arkansas Health Center. Rex Morris has projected this cost to be around \$300,000. During the January 8, 2020 meeting the Board approved pursuing this endeavor.



ARKANSAS DEPARTMENT OF HUMAN SERVICES

STATE INSTITUTIONAL SYSTEM BOARD

DIVISION OF YOUTH SERVICES QUARTERLY REPORT

JANUARY – MARCH, 2020

Arkansas Juvenile Assessment and Treatment Center (AJATC)

- United fence is 90% complete with the new perimeter fence and will finish as weather permits. Some staking and ditch repair is all that's left.
- Repairs at Building 7 are ongoing. This is the building that was damaged by a tree falling on the building during storm in June, 2019. Metal ceiling joist have been replaced. Contractors are waiting on dry weather to begin the roof replacement.
- The lock up-grade project is on hold, waiting on change order approval for different style of lock cylinders needed to accommodate the wall thickness.
- DHS was contacted by the city of Bryant and the Arkansas Department of Transportation (ArDot) concerning changes to the intersection at Woody Drive and Highway 5 in Alexander. According to ArDOT, DHS/DYS owns Woody Drive.

A developer is interested in construction near this location and the city agrees changes at the intersection are needed and that safety improvements can be addressed. The changes to the intersection are not under any condemnation action, and the developer plans to incur all costs. During an SIS Board teleconference on March 13, the Board voted to in support of a letter of approval to ArDot for changes at this intersection. All documents are attached.

Dermott Juvenile Correctional Facility (DCJF)

- Water seepage issues from heavy rain events are showing up on the north walls of the Dining Hall and Education Building and need addressing, but are not an emergency at this time.

Mansfield Juvenile Treatment Center (MJTC)

- United Fence is at punch list phase of completion for its anti-climb improvements.
- The sally port is completed other than the camera system.

In response to COVID 19, each DYS residential facility has designated barracks that would be used in the event quarantine/isolation become necessary. They are as follows:

AJATC - Building 15 / Mustang Unit
DJCF - DTIU
HJTC - Recreation Building
LJTC - Cottage B
MJTC - Bungalow 3



Office of Chief Counsel
P.O. Box 1437, Slot S260
Little Rock, AR 72203-1437
P: 501.396.6165
F: 501.682.8000
TDD: 501.682.8033
HUMANSERVICES.ARKANSAS.GOV

March 23, 2020

Arkansas Department of Transportation
Attn: Mark Headley
10324 Interstate 30
Little Rock, AR 72209

Re: Woody Drive Construction Approval

Dear Mr. Headley,

The State Institutional Systems Board ("SIS Board") held a teleconference meeting on March 13, 2020. A quorum was reached and the only issue on the agenda was the approval of the proposed construction changes to the intersection of Highway 5 and Woody Drive in Alexander, Saline County, Arkansas. According to the state's lease, all improvements upon the land are owned by the Division of Youth Services ("DYS"). SIS Board approval for the proposed changes to Woody Drive was required.

A vote was held after discussion and board members' questions were answered. All present voted in favor of the proposed construction changes to the said intersection, none were opposed. The official meeting minutes are forthcoming to be included as an attachment to this letter.

Sincerely,

Sarah Cunningham
Attorney for Division of Youth Services
Office of Chief Counsel

cc: Division of Youth Services Director, Michael Crump
City of Bryant, Mayor Allen Scott
State Institutional Systems Board Members

P.O. Box 1437, Slot S260 + Little Rock, AR 72203-1437 + 501.396.6168
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Report Date: **Tuesday, April 7, 2020**

DBA Proj. #	DYS Facility	Project Description/ <i>Design Professional</i>	Project Status Notes
7101914	Alexander JTC	Detention Locks Replacement <i>A/E: Bernhard TME Eng.</i>	3/17 - In Construction
7101919	Mansfield JTC	Sally Port/No-Climb Fencing <i>A/E: Morris AE, Inc./Bond Eng.</i>	3/17 - In construction
7101922 R	Alexander JTC	No-Climb Fence Topper <i>A/E: Morris AE, Inc.</i>	3/17 - In construction.
7101923	Mansfield JTC	Sewer System Upgrade <i>A/E: Morris AE, Inc./Bond Eng.</i>	3/17 - in Construction.
7102001-EM <i>Emerg. Proj.</i>	Alexander JTC	Storm Damage, Various Bldgs. <i>A/E: Morris AE, Inc.</i>	3/17 - in Construction.
7102010	Dermott JTC "Little Boy"	Em. Generator Relocation <i>A/E: Lockeby & Assoc. Eng.</i>	3/17 - Bid date pending, Flood Plain design issues resolved.
7102011-EM <i>Emerg. Proj.</i>	Mansfield JTC	Fire Protection Systems <i>A/E: Lockeby & Assoc. Eng.</i>	3/17 - In Construction.

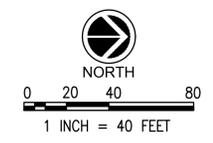
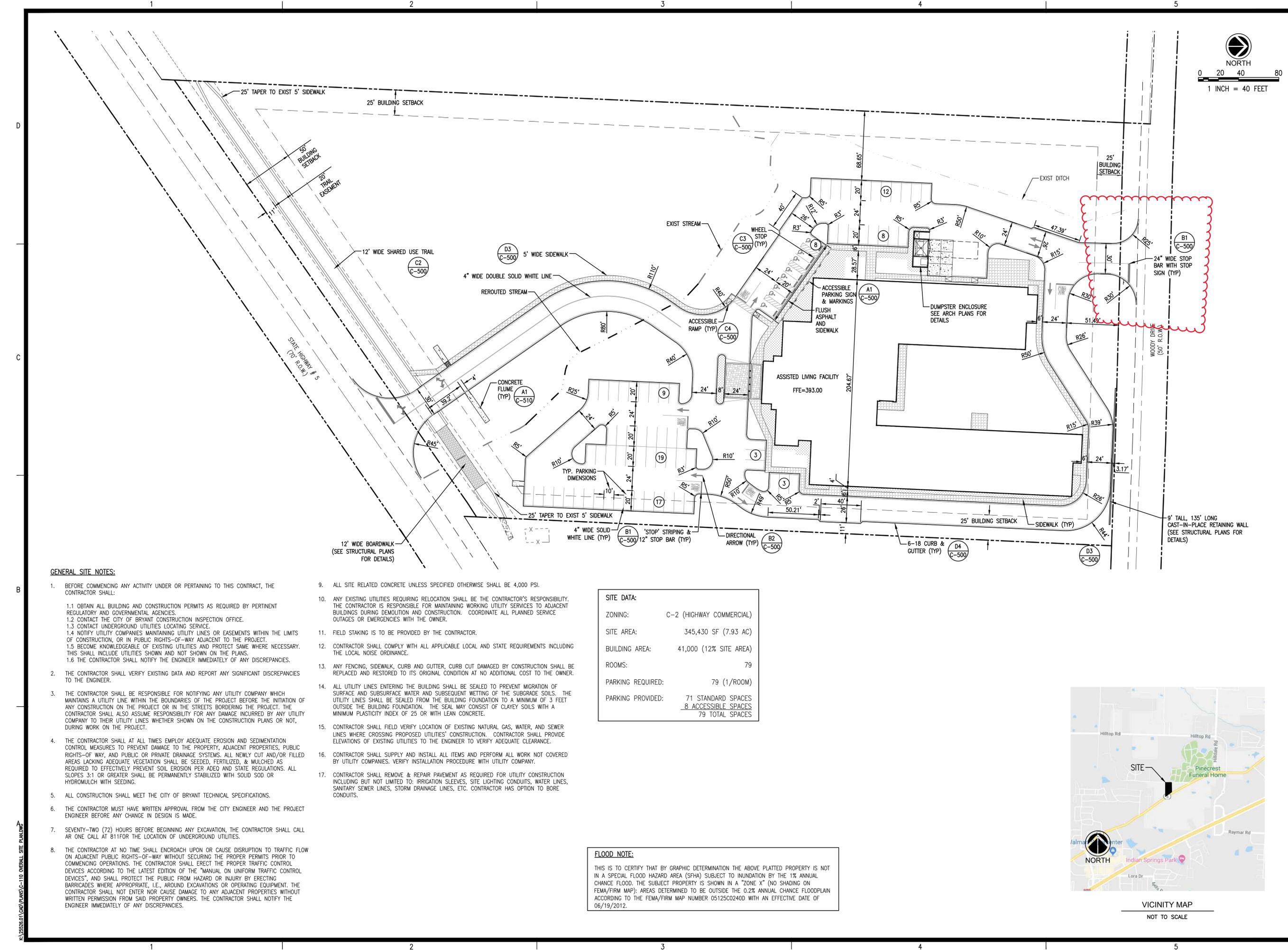
DHS Division of Youth Services - Project Status

DBA Proj. #	DYS Facility	Project Description/ <i>Design Professional</i>	Design Prof. Plans & Specs	DBA Review Comments/Resp
7101914	Alexander JTC	Detention Locks Replacement <i>A/E: Bernhard TME Eng.</i>	Complete	Complete
7101919	Mansfield JTC	Sally Port/No-Climb Fencing <i>A/E: Morris AE, Inc./Bond Eng.</i>	Complete	Complete
7101922R	Alexander JTC	No-Climb Fence Topper <i>A/E: Morris AE, Inc.</i>	Complete	Complete
7101923	Mansfield JTC	Sewer System Upgrade <i>A/E: Morris AE, Inc./Bond Eng.</i>	Complete	Complete
7102001-EM <i>Emerg. Proj.</i>	Alexander JTC	Storm Damage, Various Bldg <i>A/E: Morris AE, Inc.</i>	Complete	Complete
7102010	Dermott JTC "Little Boy"	Em. Generator Relocation <i>A/E: Lockeby & Assoc. Eng.</i>	Complete	Complete
7102011-EM <i>Emerg. Proj.</i>	Mansfield JTC	Fire Protection Systems <i>A/E: Lockeby & Assoc. Eng.</i>	Complete	Complete

Report Date: #####

DBA Bid Date/Awarded	Date of Notice to Proceed	Design Prof. Estimated Construction Phase	Estimated Date of Completion	Project Est. % complete	Comments/ Current Status	Project Est/ Const. Cost	Proj. Actual Bid Amount
<i>Awarded</i>	<i>06/14/19</i>	235 Days	<i><u>14-Feb</u></i>	80%	In Construction	\$ 826,000.00	<i>\$ 464,400.00</i>
<i>Awarded</i>	<i>07/18/19</i>	180 Days	<i>14-Mar</i>	85%	In Construction	\$ 361,900.00	<i>\$ 292,830.00</i>
<i>Awarded</i>	<i>08/21/19</i>	120 Days		75%	In Construction	\$ 413,032.00	<i>\$ 413,032.00</i>
<i>Awarded</i>		120 Days		50%	In Construction	\$ 570,000.00	<i>\$ 469,000.00</i>
<i>Awarded</i>	<i>01/02/20</i>	120 Days	<i>30-Apr</i>	70%	In Construction	\$ 60,000.00	<i>\$ 49,625.00</i>
<i>Pending</i>	---	---	---	45%		\$ -	\$ -
<i>Awarded</i>	<i>02/12/20</i>	90 Days	<i>12-May</i>	50%	In Construction	\$ 128,000.00	<i>\$ 119,815.00</i>

General Contractor (GC)				Design Professional		Total Est.
Change Order	Current Total	Less Prev.	(GC) Project	Design Prof.	Design Prof.	Project
Amounts	Contract	Paid	Balance	Fee Sched. %	Actual Fees	Include. A/E Fees
\$ 9,319.00 <i>+115 Days</i>	\$ 473,719.00	\$ (387,906.96)	\$ 85,812.04	8.00%	\$ 37,897.52	\$ 511,616.52
\$ 334,688.07 <i>+60 Days</i>	\$ 627,518.07	\$ (477,695.15)	\$ 149,822.92	7.50%	\$ 47,063.86	\$ 674,581.93
\$ -	\$ 413,032.00	\$ (285,000.00)	\$ 128,032.00	8.00%	\$ 33,042.56	\$ 446,074.56
\$ -	\$ 469,000.00	\$ -	\$ 469,000.00	8.00%	\$ 37,520.00	\$ 506,520.00
\$ -	\$ 49,625.00	\$ (10,080.00)	\$ 39,545.00	9.25%	\$ 4,590.31	\$ 54,215.31
\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -
\$ -	\$ 119,815.00	\$ -	\$ 119,815.00	8.75%	\$ 10,483.81	\$ 130,298.81



GENERAL SITE NOTES:

1. BEFORE COMMENCING ANY ACTIVITY UNDER OR PERTAINING TO THIS CONTRACT, THE CONTRACTOR SHALL:
 - 1.1 OBTAIN ALL BUILDING AND CONSTRUCTION PERMITS AS REQUIRED BY PERTINENT REGULATORY AND GOVERNMENTAL AGENCIES.
 - 1.2 CONTACT THE CITY OF BRYANT CONSTRUCTION INSPECTION OFFICE.
 - 1.3 CONTACT UNDERGROUND UTILITIES LOCATING SERVICE.
 - 1.4 NOTIFY UTILITY COMPANIES MAINTAINING UTILITY LINES OR EASEMENTS WITHIN THE LIMITS OF CONSTRUCTION, OR IN PUBLIC RIGHTS-OF-WAY ADJACENT TO THE PROJECT.
 - 1.5 BECOME KNOWLEDGEABLE OF EXISTING UTILITIES AND PROTECT SAME WHERE NECESSARY. THIS SHALL INCLUDE UTILITIES SHOWN AND NOT SHOWN ON THE PLANS.
 - 1.6 THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY DISCREPANCIES.
2. THE CONTRACTOR SHALL VERIFY EXISTING DATA AND REPORT ANY SIGNIFICANT DISCREPANCIES TO THE ENGINEER.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING ANY UTILITY COMPANY WHICH MAINTAINS A UTILITY LINE WITHIN THE BOUNDARIES OF THE PROJECT BEFORE THE INITIATION OF ANY CONSTRUCTION ON THE PROJECT OR IN THE STREETS BORDERING THE PROJECT. THE CONTRACTOR SHALL ALSO ASSUME RESPONSIBILITY FOR ANY DAMAGE INCURRED BY ANY UTILITY COMPANY TO THEIR UTILITY LINES WHETHER SHOWN ON THE CONSTRUCTION PLANS OR NOT, DURING WORK ON THE PROJECT.
4. THE CONTRACTOR SHALL AT ALL TIMES EMPLOY ADEQUATE EROSION AND SEDIMENTATION CONTROL MEASURES TO PREVENT DAMAGE TO THE PROPERTY, ADJACENT PROPERTIES, PUBLIC RIGHTS-OF-WAY, AND PUBLIC OR PRIVATE DRAINAGE SYSTEMS. ALL NEWLY CUT AND/OR FILLED AREAS LACKING ADEQUATE VEGETATION SHALL BE SEED, FERTILIZED, & MULCHED AS REQUIRED TO EFFECTIVELY PREVENT SOIL EROSION PER ADEQ AND STATE REGULATIONS. ALL SLOPES 3:1 OR GREATER SHALL BE PERMANENTLY STABILIZED WITH SOLID SOD OR HYDROMULCH WITH SEEDING.
5. ALL CONSTRUCTION SHALL MEET THE CITY OF BRYANT TECHNICAL SPECIFICATIONS.
6. THE CONTRACTOR MUST HAVE WRITTEN APPROVAL FROM THE CITY ENGINEER AND THE PROJECT ENGINEER BEFORE ANY CHANGE IN DESIGN IS MADE.
7. SEVENTY-TWO (72) HOURS BEFORE BEGINNING ANY EXCAVATION, THE CONTRACTOR SHALL CALL AR ONE CALL AT 811 FOR THE LOCATION OF UNDERGROUND UTILITIES.
8. THE CONTRACTOR AT NO TIME SHALL ENCRUCH UPON OR CAUSE DISRUPTION TO TRAFFIC FLOW ON ADJACENT PUBLIC RIGHTS-OF-WAY WITHOUT SECURING THE PROPER PERMITS PRIOR TO COMMENCING OPERATIONS. THE CONTRACTOR SHALL ERECT THE PROPER TRAFFIC CONTROL DEVICES ACCORDING TO THE LATEST EDITION OF THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES", AND SHALL PROTECT THE PUBLIC FROM HAZARD OR INJURY BY ERECTING BARRICADES WHERE APPROPRIATE, I.E., AROUND EXCAVATIONS OR OPERATING EQUIPMENT. THE CONTRACTOR SHALL NOT ENTER NOR CAUSE DAMAGE TO ANY ADJACENT PROPERTIES WITHOUT WRITTEN PERMISSION FROM SAID PROPERTY OWNERS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY DISCREPANCIES.

9. ALL SITE RELATED CONCRETE UNLESS SPECIFIED OTHERWISE SHALL BE 4,000 PSI.
10. ANY EXISTING UTILITIES REQUIRING RELOCATION SHALL BE THE CONTRACTOR'S RESPONSIBILITY. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING WORKING UTILITY SERVICES TO ADJACENT BUILDINGS DURING DEMOLITION AND CONSTRUCTION. COORDINATE ALL PLANNED SERVICE OUTAGES OR EMERGENCIES WITH THE OWNER.
11. FIELD STAKING IS TO BE PROVIDED BY THE CONTRACTOR.
12. CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE LOCAL AND STATE REQUIREMENTS INCLUDING THE LOCAL NOISE ORDINANCE.
13. ANY FENCING, SIDEWALK, CURB AND GUTTER, CURB CUT DAMAGED BY CONSTRUCTION SHALL BE REPLACED AND RESTORED TO ITS ORIGINAL CONDITION AT NO ADDITIONAL COST TO THE OWNER.
14. ALL UTILITY LINES ENTERING THE BUILDING SHALL BE SEALED TO PREVENT MIGRATION OF SURFACE AND SUBSURFACE WATER AND SUBSEQUENT WETTING OF THE SUBGRADE SOILS. THE UTILITY LINES SHALL BE SEALED FROM THE BUILDING FOUNDATION TO A MINIMUM OF 3 FEET OUTSIDE THE BUILDING FOUNDATION. THE SEAL MAY CONSIST OF CLAYEY SOILS WITH A MINIMUM PLASTICITY INDEX OF 25 OR WITH LEAN CONCRETE.
15. CONTRACTOR SHALL FIELD VERIFY LOCATION OF EXISTING NATURAL GAS, WATER, AND SEWER LINES WHERE CROSSING PROPOSED UTILITIES' CONSTRUCTION. CONTRACTOR SHALL PROVIDE ELEVATIONS OF EXISTING UTILITIES TO THE ENGINEER TO VERIFY ADEQUATE CLEARANCE.
16. CONTRACTOR SHALL SUPPLY AND INSTALL ALL ITEMS AND PERFORM ALL WORK NOT COVERED BY UTILITY COMPANIES. VERIFY INSTALLATION PROCEDURE WITH UTILITY COMPANY.
17. CONTRACTOR SHALL REMOVE & REPAIR PAVEMENT AS REQUIRED FOR UTILITY CONSTRUCTION INCLUDING BUT NOT LIMITED TO: IRRIGATION SLEEVES, SITE LIGHTING CONDUITS, WATER LINES, SANITARY SEWER LINES, STORM DRAINAGE LINES, ETC. CONTRACTOR HAS OPTION TO BORE CONDUITS.

SITE DATA:	
ZONING:	C-2 (HIGHWAY COMMERCIAL)
SITE AREA:	345,430 SF (7.93 AC)
BUILDING AREA:	41,000 (12% SITE AREA)
ROOMS:	79
PARKING REQUIRED:	79 (1/ROOM)
PARKING PROVIDED:	71 STANDARD SPACES 8 ACCESSIBLE SPACES 79 TOTAL SPACES

FLOOD NOTE:
THIS IS TO CERTIFY THAT BY GRAPHIC DETERMINATION THE ABOVE PLATTED PROPERTY IS NOT IN A SPECIAL FLOOD HAZARD AREA (SFHA) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD. THE SUBJECT PROPERTY IS SHOWN IN A "ZONE X" (NO SHADING ON FEMA/FIRM MAP); AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN ACCORDING TO THE FEMA/FIRM MAP NUMBER 05125C0240D WITH AN EFFECTIVE DATE OF 06/19/2012.

REVISIONS:

PROJECT #: 25526.01
 DATE: MAY 16, 2019
 DRAWN BY: KNR
 DESIGNER: GJC
 CHECKED BY: HWM

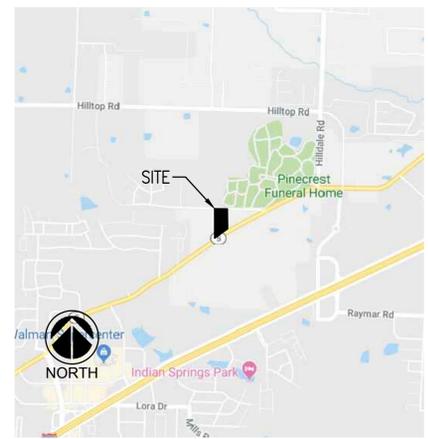
Pickering
 Pickering Firm, Inc.
 Architecture • Engineering
 Planning • Surveying
 6775 Lenox Center Court, Suite 300
 Memphis, TN 38115
 901.726.0810

**PINNACLE POINT AT BRYANT
 ASSISTED LIVING FACILITY**
(FACILITY NAME SHALL BE CHANGED TO LANDMARK LIFESTYLES AT BRYANT AFTER STATE APPROVAL IS GRANTED)
**STATE HIGHWAY # 5
 BRYANT, AR**

SEAL:

SHEET NUMBER:
C-110

DESCRIPTION:
 OVERALL SITE PLAN



VICINITY MAP
 NOT TO SCALE

K:\25526.01\CAD\PLANS\C-110 OVERALL SITE PLAN.DWG

Division of Building Authority
STATE OF ARKANSAS
COUNTY OF PULASKI

Lease Term: 08/01/20 to 07/31/21
Annual Rent: \$1.00
Square Feet: n/a Rate: \$n/a
Type: Renewal
Worked By: Jasmin Tuzon
County: 63 Agency: 000
Lease #: N9232 JWL

**STATE OF ARKANSAS
NINTH LEASE AMENDMENT**

This Agreement is made and entered into as of the 23rd day of March, 2020, by and between ARKANSAS DEPARTMENT OF HUMAN SERVICES – DIVISION OF YOUTH SERVICES, hereinafter referred to as "Lessor", and RITE OF PASSAGE, INC., hereinafter referred to as "Lessee".

WITNESSETH

Whereas, by Lease Agreement dated January 21, 2007 and First Lease Amendment dated June 6, 2008, and Second Lease Amendment dated April 24, 2010, and Third Lease Amendment dated March 29, 2011, and Fourth Lease Amendment dated July 19, 2012, and Fifth Lease Amendment dated October 1, 2013, and Sixth Lease Amendment dated July 16, 2015, and Seventh Lease Amendment dated June 29, 2016, and Eight Lease Amendment dated March 22, 2019, Lessor leased to Lessee the Alexander Juvenile Corrections Facility (AJCF), comprised and approximately eighty (80) acres and nineteen (19) buildings/facilities and structures located at 1501 Woody Drive; all situated in the City of Alexander, Arkansas, County of Saline, (the "Lease"); and

Whereas, the parties hereto have hereby agreed to extend the term of the Lease and to amend and modify the Lease as hereinafter set out.

Now, therefore, for and in consideration of the Premises and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereto hereby agree that the term of the Lease is hereby extended for a period commencing on August 1, 2020 and continuing through July 31, 2021, upon the same terms and conditions as the original Lease Agreement and subsequent Amendments, except the Lease shall be amended and modified as follows:

1. **Definitions.** Definitions of the Lease are hereby amended and modified to replace "Department of Finance and Administration" with "Department of Transformation and Shared Services". "DBA" means the Real Estate Services Section of Department of Transformation and Shared Services, Division of Building Authority. By law DBA is the leasing agency for LESSEE. Arkansas Code Annotated §22-2-114. DBA is not an additional LESSEE and therefore, shall not owe any rent; and
2. **Term.** The Lessee may elect to extend the term not more than ninety (90) days upon the same terms by written notice to Lessor no less than thirty (30) days before the end of the term stated in the above paragraph; and
3. **Special Provisions.** Special Provisions 12(f) of the Lease is hereby restated as follows:
 - (f) The LESSOR, LESSEE and DBA agree that should the Lease and any applicable amendments expire

prior to the execution of this amendment agreement, the parties agree that the Lease and any applicable previous amendments are hereby reinstated and ratified upon this Amendment Agreement being fully executed by the parties. The provisions, terms, and conditions of this Amendment Agreement shall govern in the event of conflict or inconsistencies, or both.

The Lease Agreement as hereby amended, modified and extended is hereby ratified and confirmed by the parties hereto as being in full force and effect.

This Agreement shall be binding on the parties hereto and their respective heirs, successors and assigns.

Executed as of the date first hereinabove set out.

LESSOR:

LESSEE:

ARKANSAS DEPARTMENT OF HUMAN SERVICES - DIVISION OF YOUTH SERVICES

RITE OF PASSAGE, INC.

By: _____
Keesa Smith, DHS Deputy Director

By: CJ Bower
C.J. Bower, CFO

Date: _____

Date: 3-25-20

ARKANSAS DEPARTMENT OF HUMAN SERVICES – INSTITUTIONAL BOARD SYSTEM

By: _____
Michael Burden, President

Date: _____

DIVISION OF BUILDING AUTHORITY
As Agent for DHS – Division of Youth Services

By: _____
Wes Lacewell, Administrator of Real Estate Services

By: _____
Anne W. Laidlaw, Director

Date: _____

Date: _____



ARKANSAS DEPARTMENT OF HUMAN SERVICES
STATE INSTITUTIONAL SYSTEM BOARD MEETING

JANUARY 8, 2020 / 12:30 p.m.

MANSFIELD TREATMENT CENTER
Mansfield, Arkansas

Members Present: Micheal Burden, Vice-Chair
James Luker, via telephone
Dr. Mike Russell
John Yarbrough

DHS Staff Present: Kara Benca, Assistant Director, Quality Assurance, Division of Youth Services
Michael Crump, Director, Division of Youth Services
Alicia Davis, Division of Youth Services
Jay Hill, Director, Division of Aging Adult and Behavioral Health Services
Glenn Holt, Deputy Director, Division of Youth Services
Mark Hooten, Physical Plant Supervisor, Division of Youth Services
Scottie Leslie, Division of Aging Adult and Behavioral Health Services
David Sterling, Office of Chief Counsel

Others in Attendance: Phyllis Bell, Senior Advisor for Child Welfare, Governor's Office
Denise Garner, State Representative, District 84
Marilyn LeCompte, Office Manager, Youth Opportunity Investments
Stephen Parker, Mansfield Program Director, Youth Opportunity Investments
Stacy Williams, Regional Director, Youth Opportunity Investments
Patrick Wilson, Deputy Director, Youth Opportunity Investments

Agenda Item 1: **CALL TO ORDER**

In the absence of Nelson Driver, Board Chair, Micheal Burden, Vice-Chair, called the meeting to order at 12:30 p.m.

Several guests were in attendance and were asked to introduce themselves. Guests included State Representative Denise Garner, and Phyllis Bell from the Governor's Office, along with Stacy Williams, Stephen Parker, Patrick Wilson, and Marilyn LeCompte from Youth Opportunity Investments (YOI).

Agenda Item 2: **APPROVAL OF MINUTES FOR OCTOBER 9 BOARD MEETING**

Mr. Burden asked members if they had all received and reviewed copies of the minutes from the October 9th meeting. All members had and were asked if there were any questions, additions, or corrections.

Dr. Mike Russell stated that a copy of the certificate of insurance for YOI was not attached to the e-mail he received and asked if copies would be available for discussion today. Copies were made and distributed to board members and others in attendance.

There being no further questions or discussion, Dr. Mike Russell made a motion to approve the minutes of the October 9, 2019. Mr. John Yarbrough seconded the motion. Motion was approved.

Agenda Item 3: **APPROVAL OF MINUTES FOR DECEMBER 12 TELE~CONFERENCE**

Mr. Burden asked members if they had all received and reviewed copies of the minutes from the December 12th teleconference meeting, at which time the Lewisville JTC land appraisal was discussed, and asked if there were questions or comments. All members had reviewed the minutes and there were no questions, additions, or corrections.

There being no further questions or discussion, Dr. Mike Russell made a motion to approve the minutes for the December 12, teleconference. Mr. John Yarbrough seconded the motion. Motion was approved.

Agenda Item 4: **DIVISION OF YOUTH SERVICES (DYS)**

Ms. Kara Benca, Assistant Director for Quality Assurance, Service Delivery, and Compliance, presented the report for DYS.

- Ms. Benca thanked the Board Members for participating in the December 12th teleconference and reported that after Board approval, the Arkansas Legislative Council had also approved the DYS land purchase at the Lewisville Juvenile Treatment Center.
- Lease agreements for DYS and Youth Opportunity Investments, the current provider for four (4) residential facilities, were sent to board members via e-mail and copies were also available today for review and discussion.

Dr. Mike Russell expressed concerns with the state's lengthy process in finalizing leases and the problems that could result from having a provider on-site and operating without a "signed" lease agreement. He asked if this occurred because staff was in a rush or if it is normal for state operations.

Mr. Michael Crump, DYS Director, stated that in this case it was a little of both, as the initial bid award was contested sending it back through the State Office of Procurement during a time when DYS leadership was transitioning and there was turnover in all but one Assistant Director position.

Mr. Micheal Burden voiced his agreement that in the sixteen (16) years he has been on the board, this has continued to happen ~ that a provider is selected and begins work while the property lease remains in process for months following the contract award. He definitely believes that changes can be made and hopes with the governor's transformation this will be addressed and that once a contract is awarded work on a lease will begin right away.

SIS BOARD MEETING

January 8, 2020

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- At Alexander (AJATC) the locks project is underway and the first lock was installed. Mark Hooten, Physical Plant Manager, reported that the first lock was installed with staff on-site and that it was determined to be too low. Adjustments are being made before full installation begins.

The fence project underway at AJATC is going well. Mr. Burden asked if the fence was similar to the one at Mansfield, and it is, but it is actually a second fence. The original razor-wire fence was left in place, creating an even more secure perimeter.

- At Mansfield (MJTC), the anti-climb fence project was complete, but upon inspection, it was determined that the “corners” were *not* anti-climb. The vendor is currently working to correct that issue.

The sally-port should be complete by the end of the month. A recent lightning strike affected some of the wiring, which must be repaired/replaced.

The water storage tower project is complete.

The Long Building is also complete and if board members have time, they are encouraged to walk through the building before they leave.

- Generator projects at Lewisville and Dermott are still underway, but the storm water diversion project at Dermott has been completed.

Upon the conclusion of her report, Ms. Benca introduced Glenn Holt, new Deputy Director for DYS.

Mr. Micheal Burden asked for clarification as to whether or not the Lewisville property purchase was closed and the reply was yes. The purchase was complete before the end of 2019, perhaps on the 30th.

Dr. Mike Russell wanted to point out that board member comments concerning the lease “process” were not in any way a reflection toward Youth Opportunity Investments and commented that often times there is wisdom in someone else, i.e. this Board, looking over documents pertaining to the facilities it oversees.

As requested at the last Board Meeting, staff from YOI, the provider awarded a contract by the state to operate DYS residential facilities, was introduced and Ms. Stacy Williams, Regional Director, introduced her team and began her presentation. She started by describing the four (4) programs supported in Arkansas by YOI, which are:

- Dermott JCF - A secure facility with capacity for 40 which houses boys 18 - 21,
- Harrisburg JTC - A non-secure facility with capacity for 24 which houses girls,
- Lewisville JTC, A non-secure facility with capacity for 32 housing youth 14 - 18, and
- Mansfield JTC, A secure facility with capacity for 57 housing youth 14 - 18.

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Ms. Williams stated that all facilities have individual rooms with the exception of Harrisburg, which is an open bay site.

Ms. Williams stated that YOI offers a drug and alcohol program, mental health treatment program, education, GED programs, Paxton/Patterson career readiness programs for Microsoft, masonry, carpentry, and other certified vocational programs. The Carpenter's Daughter apprenticeship program has been implemented at Dermott JCF. She reminded board members that many DYS youth are low functioning and, while they might not be able to pass a test to obtain a GED, they are capable of earning certification in a vocational program and YOI believes these are an extremely important resource.

Mr. Burden asked about education and whether it is like high school or not and if students graduate and if there are certified teachers on staff. For the GED program, students test in the local community (or local community organizations come to the facility for testing) and receive diplomas. Mr. Crump explained that students at all DYS facilities, including CSTP, make up Arkansas Consolidated High School (ACHS – an alternative school) and that DYS employs a Superintendent, Principal, Special Education Coordinator, and a Registrar, and as such, DYS does receive Title 1 funds. In addition, there are special education resources and certified teachers in the classroom.

All ACHS classrooms use Virtual Arkansas - a state virtual school that partners with public school districts to provide course opportunities to students that cannot be offered with local resources. Virtual Arkansas was founded after the passage of Act 235 of 2005 making distance learning opportunities more readily available. Virtual Arkansas also provides DYS youth the opportunity to participate in appropriate grade-level course work, which is particularly important for re-integration back into the public school system.

Mr. Stephen Parker, YOI Director at MJTC, said twelve (12) students had received their GED Diplomas since August and that they are working with a local adult education cooperative who will come on-site and test students for readiness and help them prepare for the GED exam.

Ms. Williams stated that YOI's goal is for youth to be challenged and grow. She also stated that in at least one instance at Harrisburg, facility staff helped a client that did not have a family to go home to by keeping her 2 months longer and helping her enroll in a college, to which she was released. Mr. Burden asked what percentage of budget was applied to education as education and rehabilitation are the keys to youth in DYS facilities, but Ms. Williams did not have that figure available.

Dr. Mike Russell asked if, upon discharge, youth were placed or just returned home. Mr. Crump explained that all DYS youth have a discharge plan and return to their communities with "After-Care". These are services offered by Community-Based providers in each judicial district to extend weekly contact and assistance, education services, therapy, etc. Youth usually remain in after-care for a period of six (6) months. In many instances, staff from DYS Community-Based providers will come to a residential facility to meet with the youth and offer input for the discharge plan.

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Mr. Burden asked if both YOI and Rite of Passage (ROP), which operates the Arkansas Juvenile Assessment and Treatment Center (AJATC) offered the same programs. The answer was yes and no. DYS Deputy Director Glenn Holt explained that while DYS requires the same basic programs at all facilities, including education and some form of standardized behavioral management training or anger replacement therapy (ART), and with Virtual Arkansas, students can participate in the same class from any location. Because of geographic locations and on-site staff, some of the programs are different, particularly vocational programs.

Dr. Russell asked for clarification as to Microsoft office training and how important it is in today's world. As mentioned, certification is currently available through vocational offerings. YOI staff are working with Virtual Arkansas to see if there is an option of adding it to their course-work.

Mr. James Luker asked if there were plans for DYS facilities that operate below capacity and are not being adequately utilized. Mr. Crump replied that DYS residential facilities combined have the bed-space capacity for 263 youth with an additional 20 beds for assessment located at AJATC. This morning's dashboard showed 187 youth in DYS facilities and 33 in community-based facilities. These numbers are low, which is a good thing. It means judges are committing fewer youth and better treatment is being offered at community-based locations. As DYS population follows national trends and continues to decrease, DHS and DYS staff will continue to monitor commitments and determine the need to reconfigure or re-purpose a facility, but he reported we're not there yet.

Mr. Luker also asked about DYS staff transitioning to YOI employment. Mr. Crump stated that, for employees, as a private company - YOI had more to offer in pay and benefits than the state. DYS administration encouraged YOI to allow employees to remain and Ms. Williams stated that everyone from DYS had the opportunity to stay on July 1, 2019, and that many did. Both commented about the high turnover rate in this field, but Ms. Williams stated that approximately 60% of staff that transitioned from DYS are currently employed by YOI.

Mr. Luker then asked about the boot camp style programs offered by the National Guard. Mr. Crump replied that there are two (2). The Civilian Student Training Program (CSTP), a boot-camp style program for adjudicated youth operated by the state Military Department, and Youth Challenge, a voluntary boot camp style program operated by the National Guard. As part of the Governor's recent transformation of government plan, effective July 1, 2019, CSTP was placed under DHS/DYS. Since taking on CSTP, DYS has been involved in some building renovations, DYS Education Staff have worked to make Virtual Arkansas available to CSTP students and a special education coordinator has been hired, the boot camp term has been revised from an eight week to a nine week program to better coincide with the school calendars, there have been two graduations, and the numbers are up to nearly forty (40) youth per class. The staff and location did not change in the transformation. Mr. John Yarbrough asked if there were teachers at each facility, including CSTP and the answer is yes. Mr. Crump is pleased that Virtual Arkansas was extended to CSTP making an easier return to school for CSTP graduates.

Mr. Burden asked who was responsible for hiring teachers at facilities. While DYS hires the administrative staff, the provider (ROP/YOI) hires the teachers, whom must complete a full background check as required by the Arkansas Department of Education. All student treatment plans, evaluations, record-keeping, school.

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re-admission, student certifications, student records, etc., are funneled through DYS Education Staff along with teacher certification, CEUs, etc. DYS staff also interacts directly with the Department of Education.

Mr. Burden believes teachers should not be hired by providers until DYS administrative staff has received documentation that the teacher is licensed and accredited in the state and the background report is complete. Dr. Russell asked who carries special liability for teachers. For those employed by DYS it is the state. For Virtual Arkansas teachers and those at DYS residential facilities, it is their employer.

There being no other questions, Mr. Burden thanked YOI representative for addressing the board and answering their questions.

Agenda Item 5: **DIVISION OF AGING, ADULT, AND BEHAVIORAL HEALTH SERVICES (DAABHS) REPORT**

Mr. Jay Hill, Director, directed Board members to his quarterly report and provided updates on DAABHS facilities.

Arkansas State Hospital (ASH)

- In September 2018, the Board approved funding for roof repairs at the hospital. The project for the most critical, leaking roofs began in November of 2019 and will include forensic building #5, the forensic dining area, and the forensic hallway at a cost of \$452,536. The project for the remaining six (6) buildings is out for bid through the Division of Building Services.
- The fire control system project took much longer than anticipated but is complete.
- The room-by-room project has moved into the forensics buildings, which is the older portion of hospital (1960s construction). The estimated completion date is March 2020.

New Business for ASH

- Mr. Hill is requesting approval to proceed with HVAC system repairs at the Blue Band Room for estimated cost of \$162,000. The HVAC system also needs replacing at buildings 3 and 4, but an initial estimate for two of the building was \$2.1 million each. Staff will closely review the scope of those projects to see if any adjustments might be made.

Arkansas Health Center (AHC)

- The HVAC system needs at this facility are still under review at the Division of Building Services and staff is hoping the project will be complete by summer. Residents are not housed at these locations, but they do visit these locations throughout the course of their day.
- The roof project at Building 23, which houses Pathfinder and AHC medical supplies was recently completed at a total cost of \$64,000 or \$24,000 less than anticipated.

New Business for AHC

- Mr. Hill is seeking approval for an addition to the large activity room in Building 80 at an estimated cost of \$300,000 provided by a DHS on-call architect, Rex Morris and Associates. The design for Building 80 was constructed in two (2) phases. Phase 1 was completed in 1981. Phase 2 was never funded. AHC would like to explore options on an expansion suitable to the population at the building, where 90% of the center's activities take place.

Upon completion of both reports, **Mr. James Luker made a motion to approve the DYS and DAABHS reports. Dr. Mike Russell seconded the motion. Motion was approved.**

Agenda Item 6: **NEW BUSINESS**

Mr. Jay Hill proceeded with his agenda items for new business, starting with the \$162,000 HVAC repair at the Blue Band Room at the State Hospital.

Mr. John Yarbrough made a motion to approve this repair. Dr. Mike Russell seconded the motion. Motion was approved.

Mr. Burden continued with Mr. Hill's request to pursue options for an addition to the large activity room in Building 80 at the Arkansas Health Center, where the majority of activities for residents take place.

Dr. Mike Russell made a motion to approve this endeavor. Mr. John Yarbrough seconded the motion. Motion was approved.

Mr. Burden introduced the next item under new business, which is the calendar year stipend for board members. In accordance with ACA 25-16-901-908, the Board authorizes the \$60 stipend payment per official meeting attended and expenses 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 2020 while on official business for the State. This is the same stipend as 2019.

Dr. Mike Russell made a motion to approve the stipend for 2020. Mr. John Yarbrough seconded the motion. Motion was approved.

Agenda Item 7: **OLD BUSINESS**

Mr. Burden introduced two (2) items – the leases and the proof of insurance between YOI and DYS.

- First, reviewing the certificate of liability insurance coverage form for YOI, Dr. Mike Russell expressed concerns regarding the "Type of Insurance" indicators. He has a concern under commercial liability the box for "claims made" is checked, but not the "occur" box, which doesn't address something that happens now, but a claim is not made for a number of years.

Dropping down to automobile liability, "scheduled auto" is checked. Ms. Williams stated policy is mandatory that provider vehicles must be used to transport youth. However, Dr. Russell asked about

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business errands in personal vehicles and stated he would prefer to see the “hired autos only” indicator checked as well, as it could fall back on the state. Nothing is checked under “Umbrella Policy” but Dr. Russell doesn’t believe the company would operate without one. This form just does not show what it is. Neither does the form show worker’s SIS BOARD compensation. Ms. Williams stated that YOI has worker’s compensation, but it has been overlooked on this form, it’s unenforced, or it is with another company, and DHS needs a copy of that. Dr. Russell also expressed that DHS/DYS should receive a 20 to 30-day warning regarding the cancellation of any providers policy.

Dr. Russell again expressed to YOI representatives that his discussion was not directed towards them, but that his concern was for the State and its liability in the absence of some items of the items he’s discussed.

- Second was further discussion regarding DHS and provider / contractor leases. Mr. Burden would definitely like to see improvement on the length of time it takes for a lease to be prepared and processed in state government. In the state, a lease for \$1 is typical for someone, a contractor or vendor, who is providing services to our population. Mr. Crump stated he would like to see stronger language added to future leases regarding the upkeep and responsibilities a contractor or vendor have at DYS facilities. Additional discussion ensued.

Upon the conclusion of all discussion, **Dr. Mike Russell made a motion to approve the four (4) YOI leases for a period of one year. Mr. James Luker seconded the motion. Motion was approved.**

- Mr. Hill brought to the board’s attention that the parking lot lease with UAMS will expire 1/30/20. This lease is for \$24,000 annually paid to the Arkansas State Hospital.

Dr. Mike Russell made a motion to approve the lease. Mr. John Yarbrough seconded the motion. Motion was approved.

Mr. James Luker made a *provisional* motion for DHS staff regarding this lease to contact a local board member for signature rather than waiting until the April meeting. Dr. Mike Russel seconded the motion. Motion was approved.

* It was noted that Mr. John Yarbrough works in downtown Little Rock and could be available.

Mr. Burden, who was chairing the meeting, discussed attendance at meetings by board members. He acknowledged that, due to the distance, Mr. Luker was unable to attend today’s meeting, but had joined by teleconference and counts as attendance. As the Board only meets four (4) times a year and the dates are distributed months in advance, he believes strongly that it is a member’s obligation to make every effort to attend.

Ms. Phyllis Bell from the Governor’s Office encouraged board members and DHS staff to go onto the Governor’s website and complete an application for recommending new board members if they are aware of anyone who might be interested in *any* board, particularly this one.

Agenda Item 8: **ADJOURN**

The next meeting was scheduled to be held at the Arkansas Health Center in Benton, Arkansas on Wednesday, April 8, 2020.

There being no further business, **Dr. Mike Russell made a motion to adjourn the meeting; Mr. John Yarbrough seconded the motion. Motion was approved.**

The meeting adjourned at 2:00 p.m.

Respectfully Submitted:

Micheal Burden, Vice-Chair
State Institutional Systems Board

DRAFT



ARKANSAS DEPARTMENT OF HUMAN SERVICES

STATE INSTITUTIONAL SYSTEM MEETING

MARCH 13, 2020 / 1:30 p.m.

TELECONFERENCE

Members Present: Dr. Mike Russell, Presiding Chairman
Micheal Burden, Vice Chair
Rafael Figuara, Secretary
James Luker
John Yarbrough

DHS Staff Present: Kara Benca, Assistant Director, Quality Assurance, Division of Youth Services
Sarah Cunningham, Office of Chief Counsel DYS Attorney
Alicia Davis, Division of Youth Services
Glenn Holt, Deputy Director, Division of Youth Services
Mark Hooten, Physical Plant Supervisor, Division of Youth Services

Others in Attendance: Phyllis Bell, Senior Advisor for Child Welfare, Governor's Office
Truett Smith, Director of Planning and Community

Agenda Item 1: **CALL TO ORDER**

Beginning at 1:30 p.m., roll was taken as each person gained access to the teleconference. Once it was determined that a quorum was present, the meeting began. Dr. Mike Russell served as the presiding chairman for this meeting.

Agenda Item 2: **WOODY DRIVE, BRYANT ARKANSAS, OWNED BY DHS/DYS**

Alicia Davis, Executive Secretary for DYS introduced Sarah Cunningham. Ms. Cunningham is the Office of Chief Counsel Attorney Representative assigned to the Division of Youth Services. In her role as DYS attorney, Ms. Cunningham was contacted by the Arkansas Department of Transportation (ArDOT) and the City of Bryant regarding business development and proposed changes at the intersection of Highway 5 and Woody Drive. Woody Drive leads to the Arkansas Juvenile Assessment and Treatment Center and is owned by the Department of Human Services Division of Youth Services.

Ms. Cunningham greeted the board and referred to the documents concerning the proposed road changes that were distributed to board members via e-mail. At about 1:20, prior to this meeting, Ms. Davis had sent the most recent diagram to board members and Ms. Cunningham wanted to insure they had all received it. Then she introduced Mr. Truett Smith, from the City of Bryant, who was also participating in the call.

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The Division of Youth Services was contacted by Mark Headley with ArDOT concerning changes to the intersection at Woody Drive and Highway 5 in Alexander. According to ArDOT, DYS owns Woody Drive. A business developer is interested in changes/improvements at this intersection. The location is not under any condemnation action, and the developer will take care of all costs. However, in order for ArDOT to proceed, they require a letter of approval from DYS to proceed with changes at the intersection.

Mr. Truett explained that the improvements at this intersection would benefit the city and they supported the proposal. Changes would straighten the road and increase safety at the intersection. They had anticipated going through ArDOT knowing the proposal impacting a state-owned road and did not learn that DHS owned the road until they heard back from staff at ArDOT.

Dr. Mike Russell and Mr. Porter Brownlee both had questions about property ownership, particularly whether the vacated property reverted to the original owner or if DYS will still own that section of property. Neither Ms. Cunningham nor Mr. Truett had information regarding a DYS easement. Ms. Cunningham stated it was her understanding the property containing the obliterated road would revert to its original owner, but also stated she would gladly research the location to see what she could learn from documentation concerning easements. Then Dr. Russell commented that the Board could go ahead and approve the proposal but that the ownership still needed to be determined.

Dr. Russell asked if DHS legal staff had reviewed the proposal. Ms. Cunningham stated that she had reviewed and approved the proposal, along with others from the DHS legal staff. Much discussion concerning property ownership at the location where the road would be removed and the importance of knowing ensued. Dr. Mike Russell then called for a motion.

Mr. Micheal Burden made a motion to approve the city's proposal to make changes at the intersection of Highway 5 and Wood Drive in Alexander. Mr. Porter Brownlee seconded the motion. Motion was approved.

There being no further business, the meeting adjourned at 1:45 p.m.

Respectfully Submitted:

Rafael Figueroa, Secretary
State Institutional Systems Board

**DHS STATE INSTITUTIONAL SYSTEM BOARD MEMBERS
(Updated 4/7/2020)**

Mr. John C. Yarbrough
42 Weatherwood
Ward, AR 72176
Cell Phone: 501-310-8234
Home: None
Office: 501-978-8652
Office Fax: None
Term Expires: 06/30/2020
johnny@sbcglobal.net

Rev. Micheal L. Burden
5385 Lantana Drive
Conway, AR 72034
Cell Phone: 501-733-6477
Office: None
Office Fax: None
Term Expires: 06/30/2024
burdenmicheal@icloud.com

Dr. Michael Russell
2648 Willow Bend Circle
Springdale, AR 72762
Cell Phone: 479-841-2601
Home: None
Office: 479-268-4471
Office Fax: None
Term Expires: 06/30/2021
mike@mrains.net

Mr. Rafael H. Figueroa
1514 North 14th Street
De Queen, AR 71832
Cell Phone: 870-784-1233
Home: 870-784-1233
Office: 870-642-5399
Office Fax: None
Term Expires: 06/30/2025
Rafael002@windstream.net

Mr. Steven Blackwood
12618 Meadows Edge
Little Rock, AR 72211
Cell Phone: 501-920-8110
Home: None
Office: None
Office Fax: None
Term Expires: 06/30/2022
srblackwood@gmail.com

Mr. James C. Luker
1304 North Killough Road
Wynne, AR 72396
Cell: 870-588-1214
Home: 870-238-2223
Office: None
Office Fax: None
Term Expires: 06/30/2026
senatorluker@gmail.com

Samuel Porter Brownlee
5702 Edgewood Road
Little Rock, AR 72207
Cell Phone: 501-690-5870
Home: 501-663-1919
Office: 501-666-9401
Office Fax: 501-666-9402
Term Expires: 06/30/2023
porter@bcc-ar.com