

MINUTES OF MEETING
BOARD OF DEVELOPMENTAL DISABILITIES SERVICES
August 16, 2017
Conway Human Development Center
Conway, Arkansas

The regular meeting of the Board of Developmental Disabilities Services (DDS) was held August 16, 2017 at the Conway Arkansas Human Development Center. The meeting convened at 10:25 a.m. pursuant to the call of the Board Chair.

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

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

OTHERS PRESENT: Jan Fortney, Rita Hoover, Conway HDC staff, parents and family members of HDC residents, Governor's Representative Jack Hopkins and Christian Adcock 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 May 3, 2017 regular meeting of the DDS Board. Mr. Pickney made a motion that the minutes be approved. Ms. Jones seconded the motion which passed unanimously.

Mr. Laverty called for a motion to approve the minutes from the May 3, 2017 Administrative Services and Physical Management Subcommittee meeting. Mr. Pickney made a motion that the minutes be approved. Mr. Rosegrant seconded the motion which passed unanimously.

Jan Fortney addressed the Board on behalf of HDC parents. She commended both the Board and staff for their continuous efforts to ensure the well-being of individuals with developmental disabilities. Ms. Fortney emphasized the importance of her working relationship with DDS Director, Melissa Stone.

Rita Hoover, of the HDC Parent/Guardian Association, updated the Board on the progress of the PSA she is developing with DHS. The goal of the PSA, which will feature residents and family members from all HDC campuses, is to portray an accurate depiction of HDCs as a community of care and remove the misinterpretation of an institution. The PSA will also underscore that HDC placement is a choice, rather than a last hope. The PSA will be featured on the DDS website and stations in Texarkana, Shreveport, Fort Smith and Jonesboro have expressed an interest in airing it as well. Ms. Hoover also reported she attended the VOR Conference in DC in June. VOR is a national advocacy organization that promotes high quality care and human rights for individuals with intellectual and developmental disabilities.

Mr. Rosegrant informed the Board that the purpose of the August 16, 2017 Physical Management Subcommittee meeting was to review a request to place an easement on Booneville HDC property currently occupied by USDA. (Attachment 1) The roadway in question, which leads to the requestor's residence, has been utilized for years; however, the legal easement is required for mortgage purposes. USDA advised the easement would not affect its operation. Following discussion, Ms. McCommon made a motion that the easement be approved. Mr. Rosegrant seconded the motion which passed unanimously.

Mr. Rosegrant also provided an update on the DDS property in Alexander. As the property no longer serves a purpose for DDS, the title will be transferred to the city of Alexander. The title transfer stipulates the city will honor the existing lease between DDS and Pathfinders until 2022. Following discussion, Mr. Rosegrant made a motion that the title transfer be approved. Ms. McCommon seconded the motion which passed unanimously.

Ms. Sarah Murphy, Superintendent of Conway HDC, presented the report for the Human Development Centers by sharing items of interest regarding each center.

DDS Director Melissa Stone addressed DDS Policy 1002 which relates to the hiring and termination of HDC Superintendents. The Board was referred to a memo (Attachment 2) to clarify Ms. Stone's intent to maintain a working relationship with them regarding Policy 1002.

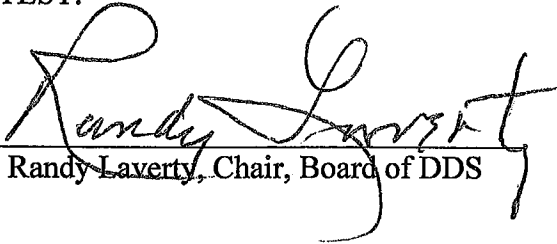
Tammy Benbrook reviewed the HDC Statistical Index (Attachment 3) and information regarding HDC Licensed Capacity vs Functional Capacity (Attachment 4). Ms. Benbrook answered questions related to how definitions contained in the index are associated with the monthly statistical report. She also reported the data input issues have been addressed and future reports will be accurate. Mr. Pickney thanked Ms. Stone, Ms. Benbrook and the Superintendents for addressing issues with data contained in the monthly reports.

Ms. Stone provided an update on Tammy Benbrook's current efforts to improve the transition process. There is a need for a constant flow of clients who are ready and willing to transition into the community in order to provide openings in the HDCs for clients who are in need of placement. Ms. Stone also explained how independent assessments will be used to determine whether a respite client needs to be transitioned or admitted. In addition, information was provided to the Board regarding Behavioral Health transformation. The new direction of the system and services offered will benefit the developmentally disabled population as some clients have mental health issues as well.

Ms. Stone made the Board aware that Thomas Tarpley has taken over the division's finances as DDS CFO. Among his many duties, he will engage in communications with Stephens, Inc. to explore no risk investments to potentially provide greater returns.

Mr. Lavery called for a motion for the meeting to be adjourned. Mr. Pickney made a motion for the meeting to be adjourned. Mr. Rosegrant seconded the motion which passed unanimously. The meeting adjourned at 11:45 a.m.

ATTEST:


Mr. Randy Lavery, Chair, Board of DDS


Executive Secretary

EASEMENT**KNOW ALL MEN BY THESE PRESENTS:**

That the undersigned for a good and valuable consideration, the receipt hereof is hereby acknowledged, THE STATE OF ARKANSAS, DEPARTMENT OF HUMAN SERVICES, DIVISION OF DEVELOPMENTAL SERVICES, GRANTOR, does hereby grant unto Lam T. Ton and Anna T. Ton, husband and wife, GRANTEEES, and unto their successors or assigns forever, the right to enter upon the lands of the undersigned lying in the County of Logan, State of Arkansas, and more particularly described below and incorporated by reference:

EASEMENT AREA:

All that part of the following described land lying West of the East line of the SW1/4 NW1/4 described as follows:

A road easement across a part of the SW1/4 of the NW1/4 and part of the SE1/4 of the NW1/4 of Section 21, T-5-N, R-28-W in Logan County, Arkansas more particularly described as beginning at the SE corner of the NW1/4 of the NW1/4 of Section 21

thence East, a distance of 15.00 feet; thence along a fence on the following courses: S 03 degrees 03' 53" W, a distance of 85.74 feet; S 06 degrees 54' 48" W, a distance of 65.80 feet; S 04 degrees 53' 17" W, a distance of 82.15 feet; S 01 degrees 51' 01" W, a distance of 277.18 feet; S 01 degrees 56' 10" W, a distance of 59.19 feet; S 01 degrees 27' 32" W, a distance of 374.91 feet to a point on the North right of way of Highway 23; thence along the right of way S 62 degrees 53' 22" W, a distance of 45.88 feet to a pipe fence post; thence leaving the highway N 29 degrees 56' 01" E, a distance of 7.15 feet to a pipe fence post; thence N 02 degrees 35' 19" E, a distance of 960.18 feet; thence S 87 degrees 49' 08" E, a distance of 18.91 feet to the POINT OF BEGINNING; said described tract containing 0.66 Acres, more or less.

GRANTEE'S PROPERTY:

A part of the NW 1/4 of the NW 1/4 of Section 21 and part of the NE 1/4 of the NE1/4 of Section 20 in T-5-N, R-28-W Logan County, Arkansas more particularly described as beginning at a 4 inch pipe fence corner marking the SW corner of the NE 1/4 of the Ne 1/4 of Section 20; thence N 02 degrees 34' 36" E, along the West line of the NE 1/4 of the NE 1/4, a distance of 980.86 feet; thence S 88 degrees 22' 37" E, a distance of 2652.82 feet to the East line of the NW 1/4 of the NW 1/4 of Section 21; thence S 02 degrees 09' 28" W, a distance of 999.07 feet to the SE corner of the NW 1/4 of the NW 1/4; thence N 87 degrees 49' 08" W, a distance of 1332.05 feet to the SW corner of the NW 1/4 of the NW 1/4; thence N 88 degrees 08' 49" W, a distance of 1327.84 feet to the POINT OF BEGINNING; said described tract containing 60.42 Acres, more or less.

The Easement Area shall be used to permit and enable present and future owners of the above described Grantee's Property, their heirs and assigns to pass over the lands in the Easement Area for the purpose of ingress and egress to and from the Grantee's Property for pedestrian and motor vehicle use.

The undersigned covenants that it is the owner of the above described lands and that the said land is free and clear of encumbrances and liens of whatsoever character, except those held by the following: a lease with United States Department of Agriculture (USDA), and any future renewals thereof. This easement shall be subject to all future leases of said land with any other person or person(s) or entity.

GRANTEE is responsible for damages caused by use of the right of way. In granting this easement and right of way, the GRANTOR does not deed away the ownership of any land. Use of the easement shall not unreasonably interfere with the use of the lands by the Grantor and/or any lessee of the Grantor.

The Easement Area shall at all times be maintained. This Easement may not be modified, amended, or terminated without the prior consent of GRANTOR. The covenant set forth herein shall run with the land and be binding on and insure to the benefit of the parties hereto and their respective heirs, legal representatives, successors and assigns. Failure to comply with the terms set forth herein may result in the revocation of this Easement

IN WITNESS WHEREOF, the undersigned have set their hand and seal this _____ day of _____, 2017.

_____, 2017

Arkansas Department of Human Services
Developmental Disabilities Services Board

By: _____

ACKNOWLEDGMENT

STATE OF ARKANSAS)

COUNTY OF _____)

BE IT REMEMBERED, that on this day came before me, the undersigned, a Notary Public, within and for the County and State aforesaid, duly commissioned, _____, to me well known as the Chair of the Developmental Disabilities Services Board, Grantor in the foregoing easement, and stated that he/she had executed the same for the consideration and purposes therein mentioned and set forth.

WITNESS my hand and seal as Notary Public this ____ day of _____, 2017,

NOTARY PUBLIC

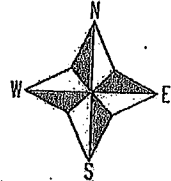
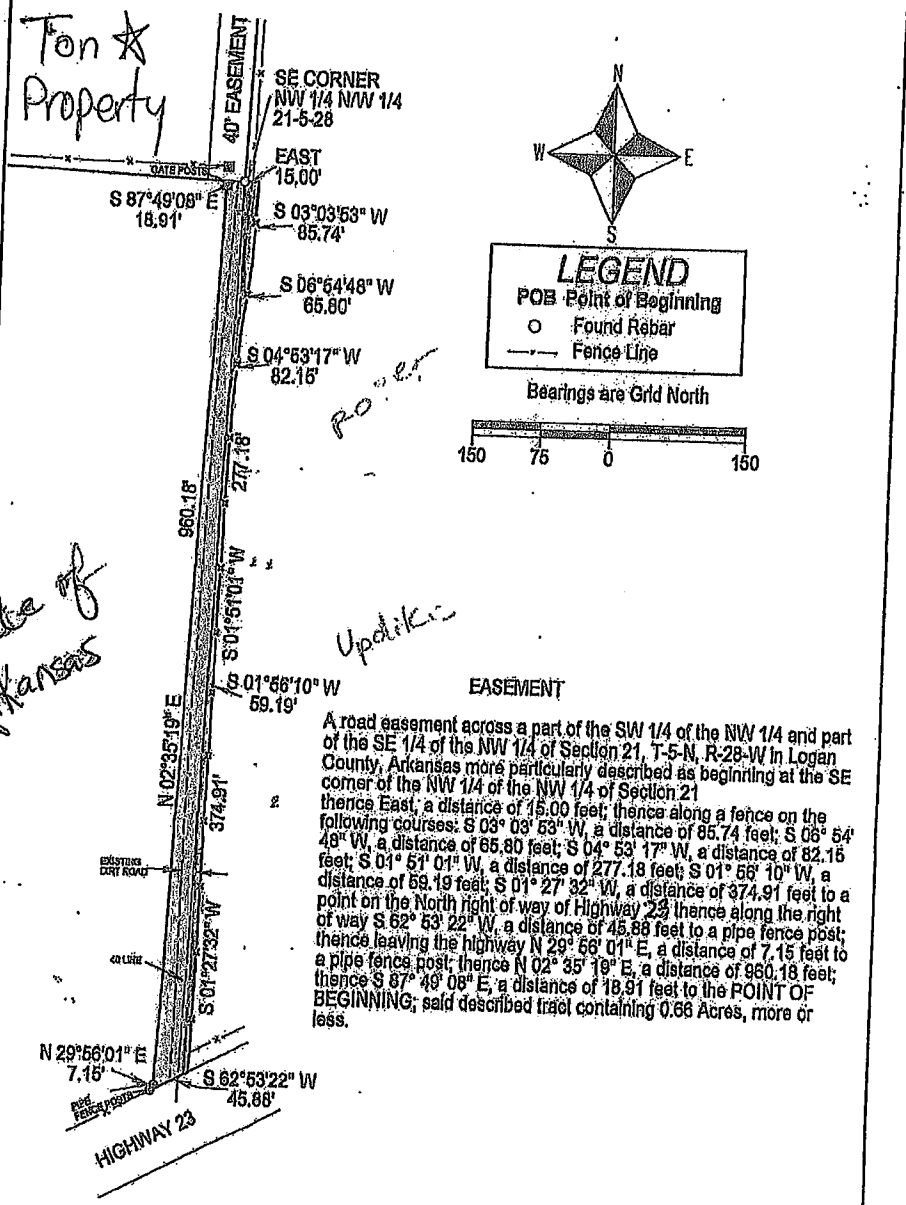
My Commission Expires:

Ton  Property

State of Arkansas

Power

Utilities



LEGEND
 POB Point of Beginning
 ○ Found Rebar
 --- Fence Line



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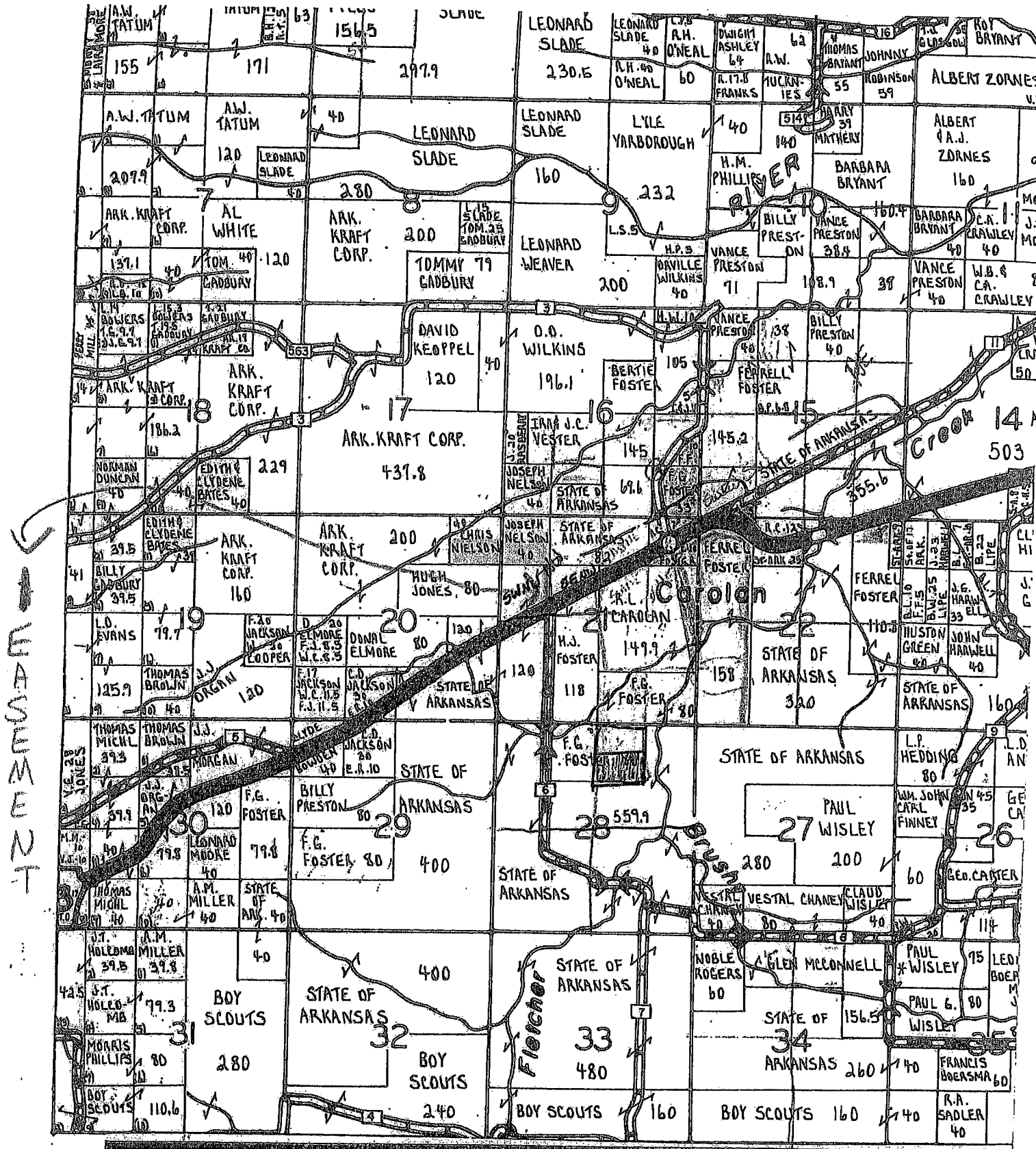
This survey does not constitute a title search by surveyor. Survey is made subject to any facts that a current and accurate title search might reveal.

Unless specifically shown hereon no statement or guarantee is made concerning the presence of pipelines, wells, cables, lines, or other subsurface structures that might affect the title or use of surveyed property.

This document is for the use and benefit of the person whose name appears hereon, and those who purchase, mortgage or guarantee the interests within a period of sixty (60) days from the date shown hereon. Further use of this document will not be warranted.

DON BLAND SURVEYING, INC.
 PROFESSIONAL LAND SURVEYORS SINCE 1981
 P.O. BOX 865 DANVILLE, AR 72833
 BOONVILLE, AR PH: (479) 875-3042
 FAX: (479) 495-7471 EMAIL: s.wpv.survey@arkwest.com

CLIENT:	JASON LE TOM
STATE PLAT CODE:	500-05N-28W-0-16-330-42-0903 500-05N-28W-0-21-440-42-0903 500-05N-28W-0-20-110-42-0903
DATE:	7-20-17
JOB #	28-17ES

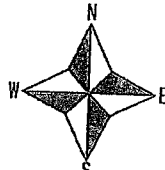
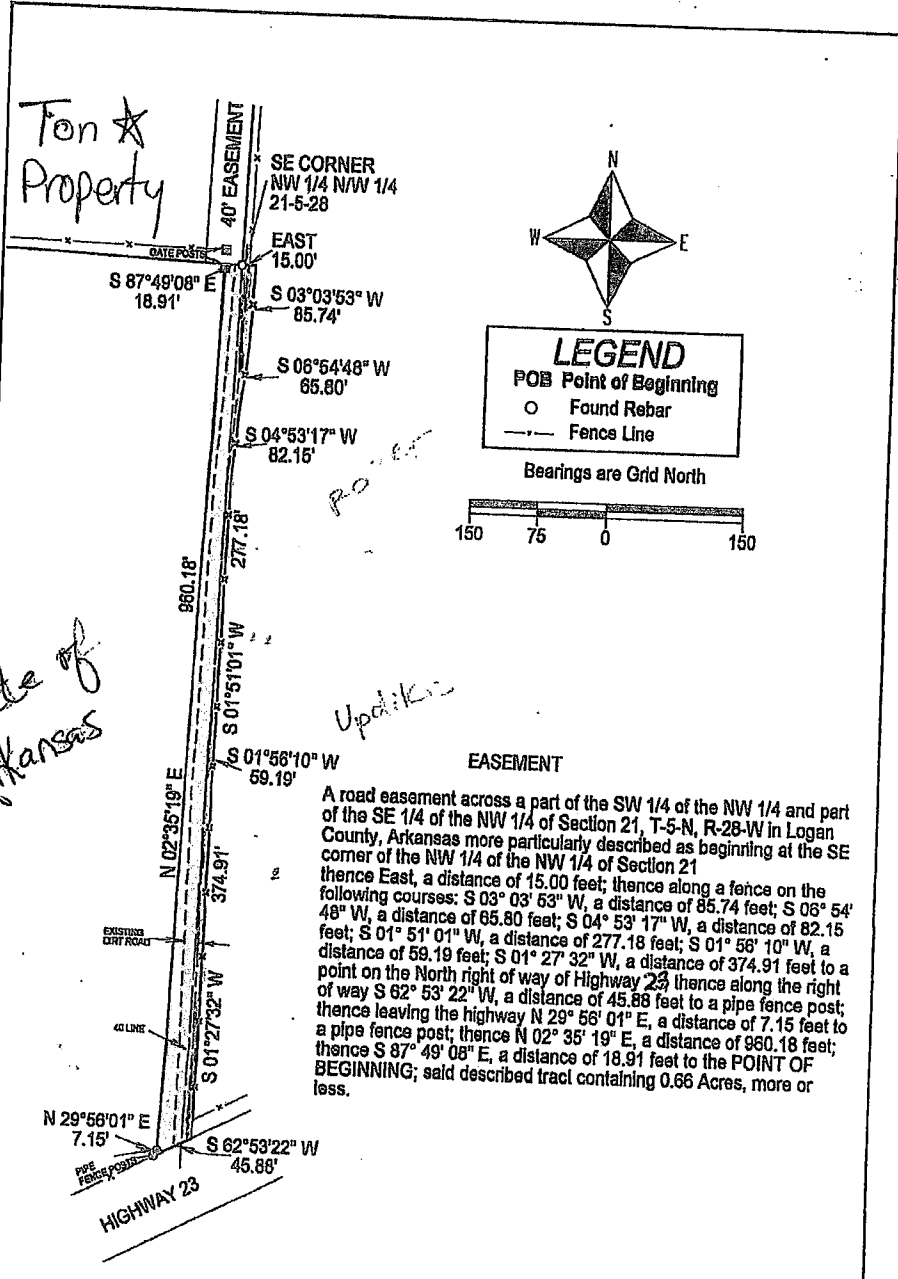


FIRST FEDERAL SAVING AND LOAN ASSOCIATION

Ton *
Property

State of
Arkansas

Updates



LEGEND
 POB Point of Beginning
 ○ Found Rebar
 --- Fence Line

Bearings are Grid North



EASEMENT

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This survey does not constitute a title search by surveyor. Survey is made subject to any facts that a current and accurate title search might reveal.
 Unless specifically shown hereon no statement or guarantee is made concerning the presence of pipelines, walls, cables, tanks, or other subsurface structures that might affect the title or use of surveyed property.
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 PROFESSIONAL LAND SURVEYORS SINCE 1981
 P.O. BOX 866 DANVILLE, AR. 72833
 BOONVILLE, AR. PH: (479) 795-0491
 (479) 675-2042
 FAX: (479) 495-7421 EMAIL: www.survey@arkvest.com

CLIENT:	JASON LE TOM
STATE PLAT CODE:	500-65N-28W-0-16-330-42-0903 500-65N-28W-0-21-440-42-0903 500-65N-28W-0-20-110-42-0903
DATE:	7-20-17
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**Division of Developmental
Disabilities Services**

P.O. Box 1437, Slot N-501 · Little Rock, AR 72203-1437
501-682-8665 · Fax: 501-682-8380 · TDD: 501-682-1332



TO: Board Chair, Randy Laverty and Developmental Disabilities Services (DDS)
Board Members

FROM: Melissa Stone, DDS Director

DATE: August 16, 2017

SUBJ: Consulting and Advisory recommendations from the Board

After much discussion regarding DDS Board Policy #1002 and the procedure for Board involvement in personnel matters, I have willingly agreed to consult the Board regarding recruiting, interviewing and terminating HDC Superintendents.

Although, this authority has been delegated to the DDS Director under the policy, I will continue to work closely with the DDS Board Members and keep them informed of upcoming issues.

I know it's our goal in Arkansas to continue to provide the best services possible for the clients we serve and I look forward to continue working with each of you to reach our goals.

Thank you for your service.

Statistical Report – Index

Capacity:

Licensed Capacity: The total number of licensed beds held by the HDC.

Functional Capacity: The total number of clients the facility is currently designed to provide care to.

Total Census:

Admissions (regular): The total number of full admissions for which the HDC receives payment.

Respite: The total number of individuals the HDC is providing care to without receiving payment for said care.

Race:

List total number of client's by race. If said race is not listed count under the area of "Other".

Gender:

List total number of client's by gender.

Adaptive Level of Function:

List total number of client's by per diagnosed level of function.

Secondary Conditions:

List total number of client's with appropriate diagnosis.

Mobility Status:

Walks: client self ambulates

Walks with Assistance: client needs assistance to ambulate

Wheelchair – self propel: client can propel oneself in wheelchair

Wheelchair with assistance: client needs assistance to ambulate in wheelchair

Non-ambulatory: client does not ambulate.

Behavior: Diagnosis & Condition:

Aggressive/Destructive – client has aggressive and destructive behaviors

Self Injurious – client exhibits self injurious behaviors (SIB).

Aggressive and Self Injurious – client exhibits SIB and is aggressive

Diets:

Regular – a well-balanced diet containing all the essential nutrients needed for optimal growth.

Modified – a diet modified for nutrients, texture and/or food allergies or food intolerances.

Tube Feed – the client's nutritional needs are met utilizing a feeding tube.

Statistical Report – Index

Work Status:

On HDC Grounds – the client works at the HDC.

In the Community- the client works in the community.

Admissions: List current admissions from appropriate location.

Transition: List transition/discharge per appropriate location.

Investigations and Administrative Review:

IRIS reports are listed for “Maltreatment only”

Restraint Usage:

Mechanical Restraint (MR): A physical device which when applied to a client restricts movement, mobility, or exercise of any portion of the body and/or limits sensory input. Used only for the safety of the client and/or others.

Full admission individuals (MR): Total of fully admitted individuals who were mechanically restrained.

Respite admitted individuals (MR): Total of respite admitted individuals who were mechanically restrained.

Chemical Intervention (CI): A physician’s written order for emergency administration in immediate response to a dangerous behavior/psychiatric condition, and/or managing the physical activity of a client to ensure the safety of the client and/or others.

Full admission individuals (CI): Total of fully admitted individuals who received a chemical intervention.

Respite admitted individuals (CI): Total of respite admitted individuals who received a chemical intervention.

Hospital Days: List the total number of days clients were hospitalized for overnight stay in appropriate facility.

Accommodations: List the number of clients living at the HDC in the appropriate accommodation.

Statistical Report – Index

Staff count on last day of the month: List the total numbers of staff for appropriate area.

Direct care is defined as the following positions where the staff works in the residential services area:

Residential Care Assistant
Residential Care Shift Supervisor
Residential Care Supervisor
Residential Care Technician

Human Development Center Licensed Capacity vs. Functional Capacity 2017-2018

<u>Facility</u>	<u>Licensed Capacity</u>	<u>Functional Capacity</u>	<u>Current Census 8-11-17</u>
Arkadelphia HDC	125	112	112
Booneville HDC	138	131	131
Conway HDC	518	480	470 (Awaiting one admission, 4 graduated from Special Ed, one death, three discharges recently, and reviewing wait list for appropriate admissions)
Jonesboro HDC	109	109	108 (awaiting one admission)
SEAHDC	100	96	96

Below are explanations of why the HDCs have a licensed capacity vs. a functional capacity:

- We continue to keep our licensed beds for possible future needs.
- Functional capacities at each center differ but are due to changes over the past few years such as:
 - a. Making bedrooms single occupancy rooms
 - b. Clients receiving adequate privacy and personal space.
 - c. Long term clients rising to the aging population requiring bedrooms to be big enough to accommodate wheelchairs, walkers, etc.
 - d. Admissions must be appropriately placed (such as age, sex and functional level) in an area that can meet the needs of the client.
 - e. Clients requiring one-on-one supervision and other behavioral needs.

Respite served -- 2016-2017

ARHDC	4
BHDC	12
CHDC	13
JHDC	33
SEAHDC	1