

MINUTES OF MEETING
BOARD OF DEVELOPMENTAL DISABILITIES SERVICES
Administrative Services Subcommittee
April 16, 2018
DDS Central Office
Little Rock, Arkansas

The Administrative Services Subcommittee of the Board of Developmental Disabilities Services (DDS) met April 16, 2018 at the DDS Central Office. The meeting convened at 10:41 a.m. pursuant to the call of the Board Chair.

MEMBERS PRESENT: Subcommittee Chair Suzann McCommon, Randy Laverty, Darrell Pickney, Artie Jones, Sarah Murphy, Johnathan Jones, and Steve Farmer.

STAFF PRESENT: DDS Director Melissa Stone, Avis Lane, Tammy Benbrook, and Thomas Tarpley.

OTHERS PRESENT: Jan Fortney, Rita Hoover, Attorney General Representative Sarah Farris, and Stephens Inc. Representative Troy Clark.

Ms. McCommon called the meeting to order and welcomed everyone in attendance. She provided a history of the Board's receipt of gifts and bequests and the establishment of the DDS Board Investment Account. The recent average annual return has been minimal and the Subcommittee opted to explore changes on the account which could earn 2.5% - 5% with minimal increase in risk. Ms. McCommon then introduced Troy Clark with Stephens Inc.

Mr. Clark provided investment account statements from 2012 (Attachment 1) when Stephens Inc. initially acquired the account and the most recent statement (Attachment 2) to illustrate the return during this time period. He also provided investment strategies (Attachments 3, 4, 5) for the Subcommittee to consider along with yield curves (Attachments 6, 7). After expounding upon the investment strategies and addressing questions, Mr. Clark advised the Board would need to develop an investment policy.


Following discussion, Ms. McCommon made a motion that the Division of Developmental Disabilities Services Board investment account (Acc#185208442) should be invested in a portfolio of fully FDIC insured certificates of deposit and government backed securities that have staggered/laddered maturities over an appropriate period, which as of this date appears to be a 5-year period. Additionally, a minimum balance of \$100,000 should be maintained in the money market account at all times. Mr. Pickney seconded the motion which passed unanimously.

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

The Subcommittee's recommendations will be presented to the full Board on May 2, 2018.

Ms. McCommon made a motion for the meeting to be adjourned. Mr. Farmer seconded the motion which passed unanimously. The meeting adjourned at 11:47 a.m.

ATTEST:


Suzann McCommon, Chair
Administrative Services Subcommittee


Executive Secretary