STATE INSTITUTIONAL SYSTEMS BOARD

ARKANSAS DEPARTMENT OF HUMAN SERVICES

**ZOOM MEETING ~ APRIL 13, 2022**

**MINUTES**

Members Present: Rafael Figueroa, Board Chair

 Steven Blackwood

James Luker

DHS Staff Present: Kara Benca, Assistant Director, Quality Assurance, Division of Youth Services

 Michael Crump, Director, Division of Youth Services

 Mark Hooten, Fiscal Plant Manager, Division of Youth Services

 Savannah Jackson, Executive Assistant, Division of Youth Services

Alicia Davis, Registrar, Division of Youth Services

 Jason Kanau, CFO, Division of Aging Adult and Behavioral Services

Scottie Leslie, Admin. Analyst, Division of Aging Adult and Behavioral Services

Sarah Linam, OCC Chief Counsel

James Scoggins, Facility Administrator, Arkansas State Hospital

Sean Strode, DYS Attorney, Office of Chief Counsel

Agenda Item 1: **CALL TO ORDER**

The regularly scheduled quarterly meeting of the State Institutional Systems Board was held via ZOOM and called to order by Mr. Rafael Figueroa, Board Chair, at 1:01 p.m., Wednesday April 13, with three board members present.

Agenda Item 2: **REVIEW AND APPROVAL OF JANUARY 12, 2022 MINUTES**

Mr. Rafael Figueroa, Chair, asked if all members had received and reviewed the minutes from the January 2022 meeting and if there were any questions, additions, or corrections.

There being none, **Mr. James Luker made a motion to approve the January 12, 2022, minutes.**

**Mr. Steven Blackwood seconded the motion. Motion was approved.**

Agenda Item 3: **DIVISION OF AGING ADULT AND BEHAVIORAL HEALTH SERVICES**

**QUARTERLY REPORT**

Mr. James Scoggins, Facility Administrator, presented the DAABHS report.

Arkansas State Hospital (ASH)

* The room-by-room project, which includes a deep cleaning, painting, and the installation of ligature started a while back but has been slowed due to the covid 19 public health pandemic and the recent Joint Commission (JC) survey. The project is now scheduled to be completed in May 2022.
* The project to install additional fencing for added security to prevent elopements at a cost of $28,566.25 was approved by the SIS Board at the April 8, 2020, meeting. Division of Building Authority (DBA) approved this project, it is now in the final review phase prior to bid request.
* The project for a courtyard on the southeast side of the adolescent building, Unit D, with an approximate square footage of 30,000 at a cost of $246,749 was approved by the SIS Board at the April 8, 2020, meeting. DBA has approved this project and is now in the final review phase prior to bid request.
* The forensic unit bathroom and shower tiles need to be replaced with an epoxy flooring because the tile is chipping, and grout is holding odors. The epoxy flooring is more durable and easier to clean. Project has been tabled for now as it will require more extensive remodel than originally thought and require closing of patient beds that is not possible at this time. In the meantime, an alternative cleaning schedule and temporary repairs are being made.
* Finally found a door set that can withstand the heavy abuse of adolescent patients and we would like to start replacing the door sets for the adolescent units. The average cost is $22,000 per set and the total estimated cost would be $154,000.

UPDATE: DCFS has agreed to pay for two sets of doors due to their clients being partially responsible for the damage. The first sets have started being replaced.

* Due to recent JC survey, ASH will be required to take immediate action to reduce ligature points on these items:
	+ Replacing all hinges in patient bedrooms, bathrooms, and group rooms with a continuous style hinge – completed
	+ Replacement and additions of door closures for group and storage rooms connected to patient care areas – completed, cost for this and hinges was $255,000
	+ Replacement of all HVAC ceiling grills about 65% complete and targeted to finish in April. Cost of $80,870

Arkansas Health Center (AHC)

* The roof estimate of $206,000 for Building 80 (approved in October 2021 meeting) was submitted to Division of Building Authority (DBA) for review. Building 80 came in over budget and is back in for review. The new budget is $307,693.
* The roof estimates for Cottage 12 and the Chapel were requested from Morris and Associates. Eric Goins is obtaining bids for the roof of Cottage 12 and waiting on the third bid.
* The Chapel estimate has been submitted to DBA for review, the budget is $75,000
* At the July 2020 meeting the Board approved requesting bids on the activity room addition project at an estimated cost of $300.000. The updated estimated cost is $598,052, submitted to DBA for review. Project is under review.

**Mr. Steven Blackwood made a motion to accept the DAABHS report. Mr. James Luker 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, referenced the comprehensive report submitted to board members.

Board Chair Rafael Figueroa asked if everyone had the written copy of the DYS report and asked if there were any questions.

**Mr. Steven Blackwood made a motion to accept the DYS report. Mr. James Luker seconded the motion. Motion was approved.**

Agenda Item 5: **OLD BUSINESS**

Board Chair Rafael Figueroa asked if there was any old business. There was none.

Agenda Item 6: **NEW** **BUSINESS**

DYS – Local Use of Vacant Dermott Facility

* Mr. Mark Hooten, Fiscal Plant Manager, presented a request from the Dermott Fire Department one of the two facilities.
* The Dermott Fire Department is interested in using the vacant Dermott Facility as a training program. We’ve been coordinating with them on getting the building cleaned up and back in order. Kara has sent the MOU to Building Authority for them to approve and then will be signed.
* The Dermott Fire Department is going to allow some of our kids to come over and be part of the program somewhere down the road.
* They are hoping to use the facility to do training for the Fire Department and have people come from around the state for educations.
* No plans, as far as we know, to do a smoke room or anything of that nature, that would damage any of the building. Wanting to use it as a dark room where the firefighters will learn to navigate through one of our buildings in the dark as if they’re in a fire where they can’t see.
* The MOU allows them to use the building for as long as it is vacant for their training purposes, and hopefully for our kids one day.

**Mr. James Luker made a motion to approve the Dermott Fire Department’s use of the vacant Dermott Facility. Mr. Steven Blackwood seconded the motion. Motion was approved.**

Agenda Item 7: **ADJOURNMENT**

The next meeting will be held July 13, 2022. Board Chair Rafael Figueroa asked if the Board would continue to meet via zoom. Mr. James Luker stated he believed it would be pre-mature to go back to in-person meetings, but that, at some point, it will be important to return to facilities when possible. It was mentioned that we may possibly try to meet in person for the October 12, 2022 meeting and that it would be further discussed at our July 13, 2022 meeting.

**Mr. Steven Blackwood made a motion to adjourn the meeting. Mr. James Luker seconded the motion. Motion was approved.** The meeting adjourned at 1:19 p.m.

 Respectfully Submitted:

 Steven Blackwood, Secretary

 State Institutional Systems Board