STATE INSTITUTIONAL SYSTEMS BOARD

ARKANSAS DEPARTMENT OF HUMAN SERVICES

**ZOOM MEETING ~ OCTOBER 12, 2022**

**MINUTES**

Members Present: Porter Brownlee, Board Chair

Steven Blackwood

James Luker

Rafael Figueroa

DHS Staff Present: Michael Crump, Director, Division of Youth Services

Glenn Holt, Deputy Director, Division of Youth Services

Kara Jones, Assistant Director, Quality Assurance, Division of Youth Services

Savannah Jackson, Executive Assistant, Division of Youth Services

Mark Hooten, Fiscal Plant Manager, Division of Youth Services

Sean Strode, OCC Chief Counsel

Brent Gasper, OCC Chief Counsel

Debra Young

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

James Scoggins, Facility Administrator, Arkansas State Hospital

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. Porter Brownlee, Board Chair, at 1:07 p.m., Wednesday October 12, with four board members present.

Agenda Item 2: **REVIEW AND APPROVAL OF JULY 13, 2022 MINUTES**

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

There being none, **Mr. Steven Blackwood made a motion to approve the July 13, 2022, minutes.**

**Mr. Rafael Figueroa 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 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. The Architect’s new quote of $750,000 is for all 24 forensic unit bathrooms. This is pending 1DE funding availability. In the meantime, we continue to follow an alternative cleaning schedule and make temporary repairs as needed.
* Over the years, the adolescent patients have destroyed 3 different styles of door sets. We have finally found a door set that can withstand heavy abuse and would like to start replacing existing door sets for the adolescent units. The average cost will be $22,000 per set. 2 sets of doors have been replaced, there are 4 sets still needing replacement for a total estimated cost of $88,000.
* 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
  + Presently awaiting return of JC surveyor to inspect work and release us from the finding.

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 lowest bid came in at $329,704 from Mid-Ark Roofing, Inc. They were awarded the bid and should start the project in the next 4-5 weeks.
* 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.
* UPDATE: Bid came in at $15,620.48 from Cornerstone Construction
* The Chapel roof project was put out for bid. Budget is now $110,000. In addition to replacing the roof, this project includes repair of rotten facial board and painting of all wood. Reynolds Construction and Commercial Roofing was the lowest bidder and was awarded the project at $108,227.
* 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 with no new updates.

**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 Jones, Assistant Director, referenced the comprehensive report submitted to board members.

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

**Mr. Porter Brownlee noted that no motion was needed as there were no changes.**

Agenda Item 5: **NEW BUSINESS**

Mr. Mark Hooten, Fiscal Plant Manager, presented 3 new projects for DYS.

* DYS – Fence Project at Harrisburg
* DYS – Remodel of the Echo Unit at Dermott
* DYS – Building 14 Roof Redesign

**Mr. Porter Brownlee noted that no motion was needed as there were no changes.**

Agenda Item 6: **OLD** **BUSINESS**

Board Chair Porter Brownlee asked if there was any old business. There was none.

Agenda Item 7: **ADJOURNMENT**

The next meeting will be held January 11, 2023. Mr. James Luker proposed moving back to in person meetings for the January meeting and asked that Mr. Porter Brownlee discuss with staff to decide if this was possible, and where we would meet.

**Mr. Steven Blackwood made a motion to adjourn the meeting. Mr. Rafael Figueroa seconded the motion. Motion was approved.** The meeting adjourned at 1:24 p.m.

 Respectfully Submitted:

Steven Blackwood, Secretary

State Institutional Systems Board