STATE INSTITUTIONAL SYSTEMS BOARD

ARKANSAS DEPARTMENT OF HUMAN SERVICES

**January 8, 2025**

**MINUTES**

Members Present: Marq Golden

Doyle Young

Jonathan Brown

Ordrean Taylor

DHS Staff Present: Michael Crump, Director of 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

James Scoggins, Facility Administrator, Arkansas State Hospital

Jay Hill, Director, Division of Aging Adult and Behavioral Services

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

Elizabeth Dyer, IT, Division of Aging Adult and Behavioral Services

Justin Mizell, Division of Aging Adult and Behavioral Services

John Finkbeiner, Division of Aging Adult and Behavioral Services

Susan Carson, Arkansas Health Center

Debra Young, Arkansas Health Center

Agenda Item 1: **CALL TO ORDER**

The regularly scheduled quarterly meeting of the State Institutional Systems Board was held in person at the Arkansas Health Center, and called to order by Mr. Marq Golden at 12:15 p.m., Wednesday January 8th, with four board members present.

Agenda Item 2 and 3: **REVIEW AND APPROVAL OF OCTOBER 9, 2024 MINUTES**

Mr. Marq Golden asked if all members had received and reviewed the minutes from the October 9, 2024 quarterly meeting and if there were any questions, additions, or corrections.

**Mr. Jon Brown made a motion to approve the October 9, 2024 minutes. Ms. Ordrean Taylor seconded the motion. Motion was approved.**

Agenda Item 4: **DIVISION OF AGING ADULT AND BEHAVIORAL HEALTH SERVICES**

**QUARTERLY REPORT**

Mr. James Scoggins presented.

Arkansas State Hospital (ASH)

* **Forensic Unit Security New ASH (NASH) Side and Adolescent Courtyard:**
  + The previous lowest bid exceeded the Division of Building Authority (DBA) threshold for the project which was $408k. Some items such as a pavilion and basketball court were removed from the project, and it was re-bid. The low bid was $208k and has been awarded to Elite Fencing. We are hopeful of adding other items in the future. Getting the fencing up is critical to safety and security at the hospital. We are hopeful to start in the next month or so.
* **Forensic Bathroom/Shower Tile Replacement:**
  + The forensic unit patient bathrooms renovation which included plumbing, hardware, and epoxy flooring has been completed. The original estimate was $750k to complete Units 5 Lower and 6 Lower. Final payment has not occurred, but the final cost is believed to be just over $600k.
    - 1DE funds will carry over
  + Units 5 Upper and 6 Upper also need similar work but is on hold currently until additional funding becomes available. In the meantime, we continue to follow an alternative cleaning schedule and make temporary repairs as needed.
* **Buildings 3 and 4:**
  + ASH had major winter damage to buildings 3 and 4 in December 2022.  Five million dollars has been received from the Restricted Reserve to facilitate repairs of the units which will include asbestos abatement and replacement of HVAC systems for both buildings. Any money received from insurance coverage will be used to reimburse the Restricted Reserve funds.  We do not expect to need any 1DE funding for this project. Asbestos abatement will be the first phase of this repair. Below are referenced the three individual phases of the DBA #7102311 – Emergency ASH Storm Damage Remediation Project.
  + DBA #7102311EM Phase I,  Asbestos Abatement of all 3 units “is complete,”.
  + DBA #7102311EM Phase II, Flood Damage Remediation, Unit #4. Est. cost $1,934,900, Plans & Specs submitted in March for DBA Review Section, plans approved for bid 06/24. Lowest bid was $3.1 million and exceeded DBA threshold and was therefore rejected.
  + DBA #7102311EM Phase III, Flood Damage Remediation, Unit #3 and #5, cost has been increased from $1.8 mil to the max allowable amount of $2.0 mil. Project was approved for bid 12/2024. The lowest bid came back at $3.3 million. This also exceeded DBA threshold and was also rejected.
* **HVAC Coils:**
  + No change since the last meeting. The original coils were installed in 2007 and are becoming ineffective at cooling the main hospital where 5 patient units are located. The replacement cost for each coil is between $16-$20k. The Board has approved up to $120k for replacement costs. 7 coils have been replaced and we hope to have the remaining 3 coils replaced by the end of this FY. We are presently waiting for additional funding to become available.

Arkansas Health Center (AHC) – Mr. Jay Hill presenting

* **Building 18 Asbestos Removal and Heat and Air Renovation:**
  + The cost for asbestos abatement of Building 18 (Maintenance) is $686,000.00. The abatement must be completed before any repair/renovation of the heat and air can be started. The Board made a motion and approved this project on July 10, 2024.
  + The asbestos abatement project began on Building 18. The front section is completed and as of January 13, 2024, the first of five sections of asbestos removal on the downstairs section have been completed.
* **Building 80 Fire Alarm System**
  + Money has been allocated for the new fire alarm system at Building 80 and we should get it started anytime.
  + $190,000 project cost, using both appropriation and budgeted funds
  + The current system is old enough that replacement parts cannot be purchased
  + The new system will be a wet system

**Mr. Doyle Young made a motion to approve the new fire alarm system. Mr. Jon Brown seconded the motion. The motion was approved.**

**Mr. Jon Brown made a motion to approve the DAABHS Report. Ms. Ordrean Taylor seconded the motion. The motion was approved.**

Agenda Item 5: **Division of Youth Services (DYS)**

Mr. Mark Hooten, Fiscal Plant Manager, presented the DYS facilities report.

* **Arkansas Juvenile Assessment and Treatment Center (AJATC):**
  + Building 14 sustained storm damage in August. It has been mitigated. However, due to the project cost, it will require involvement with the engineers.
  + Update: The board approved this project in October. The insurance adjuster has been out to assess. The lowest bid came in at $34,000; however, our deductible is $50,0000. Waiting for approval from procurement and a purchase order.
* **Harrisburg Juvenile Treatment Center (HJTC):**
  + The dorm roof is leaking. Maintenance has mitigated it, and DYS is seeking bids for a replacement.
  + Update: Since this has been mitigated, DYS has placed this project on hold due to budgetary constraints.
  + A temporary patch has been put in place, currently there are no leaks.
* **Mansfield Juvenile Treatment Center (MJTC):**
  + Geothermal system replacement is ongoing. It has been decided that DYS will not convert the project into a traditional HVAC system due to the extensive work that has already been completed.
  + Update: The contractor is waiting for parts to arrive next week. Work should begin in the first part of January.
* **Lewisville Juvenile Treatment Center (LJTC)** 
  + There are currently no large, ongoing projects at Lewisville.
* **Dermott Juvenile Treatment Facility (Big Boy) and Dermott Juvenile Treatment Center (Little Boy)**
  + There are currently no large, ongoing projects at Dermott.
* **Civilian Student Training Program (CSTP)**
  + Portable Building Update: The portable building has been completely set up at CSTP. It is currently being utilized by students for programming.
  + Auditorium Update: The CSTP auditorium is 14x80 ft. portable building (1995/1996 model). The HVAC line backed up and caused an extensive mold issue. Currently, no one is permitted to use the building. The engineers have completed their inspection and have determined the building is salvageable. We are currently waiting on the cost to fix, most likely will have to gut the building to the studs.

**Mr. Doyle Young made a motion to accept the DYS report. Mr. Jon Brown seconded the motion. The motion was approved.**

Agenda Item 6: **NEW BUSINESS**

* SIS Board – Stipend and Expense for 2025 (Vote Required)

**Motion: 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 2025 while on official business for the State.**

**Mr. Doyle Young made the motion. Mr. Jon Brown seconded the motion. The motion was approved.**

Agenda Item 7: **OLD** **BUSINESS**

* No old business.

Agenda Item 8: **NEXT MEETING**

The next quarterly meeting will be April 9, 2025, at the Division of Youth Services’ Civilian Student Training Program at noon.

Agenda Item 9: **ADJOURNMENT**

**Mr. Jon Brown made a motion to adjourn the meeting. Mr. Doyle Young seconded the motion. Motion was approved.** The meeting adjourned at 12:48 p.m.

Respectfully Submitted:

DHS SIS Board Member

State Institutional Systems Board