

ARKANSAS DEPARTMENT OF HUMAN SERVICES

STATE INSTITUTIONAL SYSTEM BOARD

APRIL 12, 2019

1:30 p.m.

Tele-Conference Meeting

Members: James Luker, Secretary
Micheal Burden
Mike Russell

DHS Staff: Marq Golden, Asst. Director of Division of Youth Services
Jay Hill, Director, Division of Aging, Adult, & Behavioral Health Services
Scottie Leslie, Division of Aging Adult and Behavioral Health Services
Alicia Davis, Division of Youth Services

NOTES:

- Three (3) Board Members and DHS Staff gathered at the Arkansas State Hospital for the scheduled quarterly meeting at 12:30 p.m. on Wednesday, April 10, 2019. By 1:00 p.m. it was evident that a fourth Board Member, needed for a quorum, would not be in attendance. The decision was made for Scottie Leslie, Board Meeting Coordinator, to try to schedule a tele-conference very soon.
- In the process of setting up the meeting, Ms. Leslie learned that Board President Diane Thomas had submitted a letter of resignation to Governor Asa Hutchinson.
- On Thursday, April 11, 2019, DHS attorney David Sterling confirmed that with only five (5) members, three (3) members would constitute a quorum.
- Ms. Leslie scheduled the tele-conference for 1:30 p.m. Friday, April 12, 2019.

Agenda Item 1: **CALL TO ORDER**

In the absence of a Board President, Board Secretary James Luker began the meeting by confirming that 1) Three (3) members constitute a quorum and 2) Appropriate procedures were followed concerning public notice of the meeting.

Upon verifying each of these, the meeting was called to order at 1:40 p.m.

Agenda Item 2: **APPROVAL OF MINUTES**

The three Board Members present were also the three board members that were at the scheduled quarterly meeting at Arkansas State Hospital on Wednesday, April 12, where minutes from the January meeting were distributed.

Mr. Micheal Burden made a motion to approve the minutes of the January 9, 2019, meeting; Dr. Mike Russell seconded the motion. Motion was approved.

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Mr. Luker asked if the Board Members had read each division's quarterly report submitted prior to the meeting and whether or not there were questions or comments. All Board Members had read the reports and had no questions.

Mr. Micheal Burden made a motion to approve each division's report to the Board. Dr. Mike Russell seconded the motion. Motion was approved.

Agenda Item 3: **NEW BUSINESS**

Arkansas Health Center (AHC) –

The air conditioner (A/C) systems for two (2) buildings, #7 and #10, at the Arkansas Health Center need to be replaced, at an estimated cost of \$150,000. These buildings contain business offices (which serve residents), a kitchen, and a bakery. The chillers are early '70s models and replacement parts are no longer available. Building #7 is the administration building and #10 is the dietary area and bakery. Rex Morrison and Associates will assess the facilities before a request for bids is made.

Dr. Russell asked if this was a budgeted expense. Mr. Jay Hill explained that there are sufficient funds for this replacement in account 1DE, which is established for unanticipated and/or unexpected repairs. Mr. Luker asked when the funds might be expensed. Mr. Hill responded that with only three months remaining in fiscal year nineteen and with the assessment and request for bids taking place only after approval, the project would likely be completed in FY20.

Mr. Micheal Burden made a motion to approve Mr. Hill's request for HVAC replacement at buildings #7 and #10 at the Arkansas Health Center up to \$150,000. Dr. Mike Russell seconded the motion. Motion was approved.

Division of Youth Services (DYS) –

Mr. Marq Golden discussed DYS plans to move additional youth to the Mansfield Juvenile Treatment Center beginning this July, increasing occupancy. He described the need for installing an anti-climb / anti-cut addition to the existing fencing and for extending the fence around the perimeter of the property.

Mr. Micheal Burden mentioned that in the past, the Mansfield community had concerns over the way the facility was viewed. Mr. Golden stated staff from the mayor's office and area legislators have spoken with DYS staff about increasing security measures at this site.

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Mr. Golden stated that bids were solicited, with the lowest at \$310,000. Along with adding to the existing fence, the bid also includes adding a sally port and security measures at the gate, clearing brush and debris along the fence line, and making needed repairs. Board members voiced reservations and concerns at the cost of this project.

Concentrating on increased security at the facility, Mr. Micheal Burden made a motion to approve the proposed fence project at the Mansfield Juvenile Treatment Center. Dr. Mike Russell seconded the motion. Motion was approved.

Mr. Golden brought another request before the Board regarding the Harrisburg Juvenile Treatment Center. With the closing of the Colt JTC, DYS staff would like to move the walk-in freezer from Colt to Harrisburg. DYS has obtained a quote of \$24,950 to pour a new concrete footing at Harrisburg that will include electricity and housing. Board Members discussed DYS retaining as much equipment and furnishings as possible from the Colt JTC. Mr. Golden described the transfer of as many items as possible to other DYS residential facilities.

Mr. Micheal Burden made a motion to approve the expense of transferring the walk-in freezer from Colt JTC to Harrisburg JTC. Dr. Mike Russell seconded the motion. Motion was approved.

Agenda Item 4: Next Meeting Location & Time

Mr. Luker reminded Board Members that they are approved for reimbursement for any site visits they make between meetings and that one of the purposes of the Board is to have the opportunity to tour the facilities they oversee. After some discussion, the next meeting was scheduled to be held at the Mansfield Juvenile Treatment Center in Sebastian County on Wednesday, July 10, 2019.

Agenda Item 5: **ADJOURN**

Dr. Mike Russell made a motion to adjourn the meeting; Mr. Micheal Burden seconded the motion. Motion was approved.

The meeting adjourned at 2:15 p.m.

Respectfully Submitted:

James Luker, Secretary
State Institutional Systems Board