



**ARKANSAS DEPARTMENT OF HUMAN SERVICES**  
**STATE INSTITUTIONAL SYSTEM BOARD MEETING**

**APRIL 8, 2020 / 1:00 p.m.**

**TELECONFERENCE**

Members Present: Micheal Burden, Board Vice Chair  
Porter Brownlee  
James Luker  
Mike Russell

DHS Staff Present: Kara Benca, Assistant Director, Quality Assurance, Division of Youth Services  
Sarah Cunningham, Office of Chief Counsel, DYS Attorney  
Alicia Davis, Division of Youth Services  
Kim Davis, Quality Assurance Administrator  
Gary Gipson, Administrator, Arkansas Health Center  
Bryan Hall, Arkansas State Hospital  
Jay Hill, Director, Division of Aging Adult and Behavioral Health Services  
Glenn Holt, Deputy Director, Division of Youth Services  
Mark Hooten, Physical Plant Supervisor, Division of Youth Services  
Scottie Leslie, Division of Aging Adult and Behavioral Health Services  
James Scoggins, Director, Arkansas State Hospital  
David Sterling, Office of Chief Counsel

Others in Attendance: Phyllis Bell, Senior Advisor for Child Welfare, Governor's Office

Agenda Item 1: **CALL TO ORDER**

This regularly scheduled quarterly board meeting was to be held at the Arkansas Health Center in Benton. However, following the Governor's directions concerning COVID-19, the meeting was held via teleconference. Each person who accessed the conference call checked in by name. At 1:00 p.m., with four (4) board members in attendance, Presiding Chairman Micheal Burden called the meeting to order.

Agenda Item 2: **APPROVAL OF MINUTES FOR JANUARY 8, 2020 BOARD MEETING**

Mr. Micheal Burden asked members if they had all received and reviewed copies of the minutes from the January 8<sup>th</sup> meeting and if there were any questions, additions, or corrections.

**There being none, Mr. James Luker made a motion to approve the minutes of the January 8, 2020 meeting. Mr. Porter Brownlee seconded the motion. Motion was approved.**

## SIS BOARD MEETING

April 8, 2020

Page 2

### Agenda Item 3: **APPROVAL OF MINUTES FOR MARCH 13, 2020 TELECONFERENCE**

Mr. Micheal Burden asked members if they had all received and reviewed copies of the minutes from the March 13<sup>th</sup> teleconference and if there were any questions, additions, or corrections. Mr. James Luker stated that he did not believe he had participated in the teleconference and Mr. Porter Brownlee stated that he *had* participated.

**There being no further questions or discussion, Mr. James Luker made a motion to approve the minutes of the March 13, 2020 teleconference with corrections made in the attendance list. Dr. Mike Russell seconded the motion. Motion was approved.**

### Agenda Item 4: **DIVISION OF YOUTH SERVICES (DYS) REPORT**

Ms. Kara Benca, Assistant Director for Quality Assurance, Service Delivery, and Compliance, introduced Mr. Mark Hooten, who presented the report for DYS.

#### Arkansas Juvenile Assessment and Treatment Center (AJATC)

- DYS has met to go over the punch list with United Fence. They are working on minor modifications in latches and anti-climb corners to fully complete the project.
- Repairs at Building 7, the building was damaged when a tree fell last June, are underway. Metal ceiling joists have been replaced but contractors are waiting for dry weather to begin the roof replacement.
- The lock up-grade project is on hold, waiting on change order approval for different style of lock cylinders needed to accommodate the wall thickness.

#### Dermott Juvenile Correctional Facility (DJCF)

- During the winter, water seepage issues resulting from high winds and rains began showing up on the north walls of the Dining Hall and Education Building and need addressing. Most recently, without winter winds but with heavy north rains, there were no signs of seepage. Research indicates that exterior walls, which are cement block, were not water treated. Mr. Porter Brownlee asked if DYS staff had contacted a geo-technical engineer and perhaps some wet wells. Mr. Hooten replied that while one had not been contacted, it was a good idea and one he would look into.

There were questions and discussion about possible reasons for this occurrence including grade changes on the exterior, but staff is unaware of a direct cause and reports it is recent. Dr. Russell asked if any mold had been detected as a result of the seepage. Mr. Hooten reported there has been none to-date.

Mansfield Juvenile Treatment Center (MJTC)

- United Fence is at punch list phase of completion for its anti-climb improvements. The sally port is completed other than the camera system.

In the quarterly report, DYS indicated barracks that would be used in the event quarantine/isolation become necessary due to COVID-19. Dr. Mike Russell asked about DYS's response to this public health emergency. Deputy Director Glenn Holt described how, to-date, DYS's pre-emptive actions have proven successful and no staff or client has been diagnosed.

Before any positive COVID-19 cases in Arkansas, measures were put in place. Temperatures of all employees, contractors, and vendors were taken at facility entrances (with no one registering 100.4 or higher allowed into the facility), along with brief questionnaires to obtain information about travel or exposure. Family visitation has ceased while phone calls have increased.

Dr. Mike Russell asked if DYS facilities were equipped for the pandemic. Mr. Holt explained, as part of the effective mitigation at DYS facilities, staff was instructed to refrain from using the limited PPE supplies on hand until deemed necessary due to illness or positive diagnosis. These instructions were given so that, when it is absolutely necessary, staff will have the proper equipment available to combat transmission of the virus.

Mr. James Luker asked about new arrivals into the system. Mr. Holt explained the 14-day (or more) assessment process at AJATC and reported that there appear to be fewer sentencings during this public health emergency.

Agenda Item 5: **DIVISION OF AGING, ADULT, AND BEHAVIORAL HEALTH SERVICES (DAABHS) REPORT**

Arkansas State Hospital (ASH)

Mr. James Scoggins and Mr. Gary Gipson made the report for ASH.

- Forensic Building Roof Project: In September of 2018, the SIS Board approved funding for 9 forensic building roof repairs totaling \$1,175,065. Phase I started in November 2019 and included Forensic building #5 - \$226,998.00; Forensic dining area - \$153,158.00; and the Forensic hallway - \$ 72,380.00 for a total of \$452,536. Phase II will begin upon completion of the DBA bid process.
- Room-by-Room Project: This project will ensure that all patient care rooms will receive a deep cleaning, new paint job, and installation of ligature resistant furniture. The new ASH side of the hospital has been completed. The forensic side of the hospital is in process now and expected to be completed by the end of summer.

## SIS BOARD MEETING

April 8, 2020

Page 4

- HVAC Replacement: An HVAC replacement project for buildings 3, 4, and the Blue Band Room was approved by the Board at the January 8, 2020 meeting. However, new needs have arisen that are a greater priority so, with approval, this project will be placed on hold.

Mr. Luker asked if the locations mentioned above would be in dire need of air-conditioning this summer. Mr. Scoggins replied that there would be limited use in these locations and that some activities could be moved to different areas.

### Arkansas Health Center (AHC)

Mr. Jay Hill updated the board on the HVAC replacement for the Administration Building 7 and Dietary Building 10 at the Arkansas Health Center. The Board approved this project at the April 12, 2019 meeting. After facing one hurdle after another, a bid to Comfort Systems USA (Arkansas) was awarded and the agreement signed February 11, 2020. According to the agreement, the vendor has 180 days to complete the project after a Notice to Proceed has been issued. Mr. Hill thanked the board for patience.

Mr. Hill brought to the board's attention the approval at the January 8, 2020, meeting, to pursue options for enlargement of the activity room in Building 80 at the Arkansas Health Center. Mr. Jim Luker asked about the current size of this room, which is approximately 1,000 square feet and is where the majority of activities for residents take place. The Center has far more residents than it has had in the past. The board's reply was the DAABHS can continue to obtain plans and specs for this project. The \$300,000 estimate presented in January, that includes sprinkler and alarm systems, is a good estimate.

**Upon the conclusion of both Division reports, Dr. Mike Russell made a motion to approve the reports to the Board. Mr. Porter Brownlee seconded the motion. Motion was approved.**

Agenda Item 6:           **NEW BUSINESS**

### **DIVISION OF AGING, ADULT, AND BEHAVIORAL HEALTH SERVICES**

Arkansas State Hospital:

- Asbestos Removal and Disposal for Materials Building: Asbestos was detected in the materials building and it is now closed to staff. This area was used for storing emergency management supplies and is listed as a temporary morgue (if needed), in the event of a disaster. There are three rooms inside of this area that need asbestos removal as access is needed to these materials. Parker Environmental has estimated the cost of the project at \$43,000. Once the bid process is complete and the contract is awarded the project should get started quickly.

**Dr. Mike Russell made a motion to approve the asbestos removal project at the materials building at the state hospital for an estimated cost of \$43,000. Mr. Porter Brownlee seconded the motion. Motion was approved.**

SIS BOARD MEETING

April 8, 2020

Page 5

- Additional Security: Due to an increase in forensic admissions at the hospital, patients must be placed on the newer side of the hospital, which was not designed to house forensic patients. Dr. Mike Russell asked for clarification of the term “forensic” patients. Mr. Scoggins verified that forensic patients are those admitted with criminal charges. In regard to security, there are four (4) units that have single metal exit doors to 7<sup>th</sup> and Palm Streets that open to an approximate 5 x 8 concrete pad. Staff has observed a steady increase in attempted elopements through these doors. ASH would like to install a fence just outside each of these metal doors to prevent future elopements. The fire marshal has approved this additional fencing. It will feature the anti-climb design (an incline versus razor-wire) and will have a minimum impact on aesthetics. The estimated cost for this project is \$28,566.

**Dr. Mike Russell made a motion to approve the construction of fences at four (4) egress doors at the state hospital for an estimated cost of \$28,566. Mr. Porter Brownlee seconded the motion. Motion was approved.**

- Adolescent Courtyard: The adolescent patient population has become more violent over the past two years as evidence by a significant increase in seclusion/restraint data - 630 episodes were reported in 2017, 1,684 in 2018, and 2,026 in 2019.

Currently, the two adolescent units must share a small outside courtyard (approximately 3,700 sq. ft.) with enough space for a half-court basketball court and a small section of green space. Sharing really means taking turns and limiting the time each group has access to the courtyard. Adding a courtyard will give patients more therapeutic space, opportunity for sunshine/fresh-air, and physical exercise, hopefully reducing violent outbursts and the impact on staff. Dr. Russell asked if staff had numbers from the first quarter of 2020. The hospital does not have statistics yet, but feels incidents were in-line with 2019.

ASH is requesting approval to add a courtyard on the southeast side of the adolescent building unit D with an approximate square footage of 30,000. DHS on-call architects have provided the following estimate:

New Fence	\$145,704	New Concrete	\$36,414
Full Court BB	\$2,200	Patio Cover	\$40,000
Contingency (10%)	\$22,431	<b>Grand Total</b>	<b>\$246,749</b>

Mr. Porter Brownlee asked if funding was available for this project. Mr. Jay Hill replied that the capital improvement 1DE funds are set aside and available for this project.

**Dr. Mike Russell made a motion to approve the construction at the Arkansas State Hospital for a new adolescent courtyard for an estimated cost of \$246,749. Mr. Porter Brownlee seconded the motion. Motion was approved.**

- Mr. Jay Hill addressed the Board concerning the State Hospital and COVID-19. The Department of Health has approached ASH staff about using the vacant administration building should a critical need for housing and treating patients become necessary. Agreements will also include returning the facility to its original condition once vacated. After some discussion and establishing that whatever organization or agency uses the facility will assume all operations costs, the Board determined it was a good decision to help our partners in whatever capacity we can. Any requests to alter the structure will be immediately sent to the board.

**Dr. Mike Russell made a motion to approve the cooperation of the Arkansas State Hospital doing whatever needs to be done in conjunction with other agencies during the COVID-19 public health emergency with full support of the Board. Mr. Porter Brownlee seconded the motion. Motion was approved.**

#### **DIVISION OF YOUTH SERVICES (DYS)**

- Woody Drive Project at AJATC: Ms. Sarah Cunningham, OCC Attorney, asked board members to view the city of Bryant site plan for the Landmark Lifestyles Assisted Living Facility under construction on Woody Drive in Alexander.

The facility is requesting approval for access to the facility from Woody Drive. There was discussion about other businesses and residential areas on Woody Drive.

**Dr. Mike Russell made a motion to approve the Landmark Lifestyles Assisted Living Facility access from Woody Drive. Mr. Porter Brownlee seconded the motion. Motion was approved.**

- Rite of Passage Lease for AJATC: Ms. Kara Benca asked board members to review and approve the lease renewal for Rite of Passage at the Arkansas Juvenile Assessment and Treatment Center. The current lease expires in August. Dr. Mike Russell expressed concern at the lack of detail in the lease and believes having the current or previous leases would be more beneficial. Ms. Benca explained that the renewal was for the property and that the contract, negotiated by DHS and the Department of Finance and Administration Office of Procurement, concentrated on the operational obligations of the provider.

David Sterling was asked if waiting until the July meeting would suffice for approving the August lease and he expressed it would be fine but wasn't ideal and pointed out that the division was attempting to get the lease before the board early. Mr. Micheal Burden commented that seemed ironic Youth Opportunity Investments (YOI) had occupied DYS properties six (6) months before the lease was signed by the board. Dr. Russell asked that previous lease agreements for AJATC be forwarded to board members by e-mail.

SIS BOARD MEETING

April 8, 2020

Page 7

Mr. Burden also voiced his concerns regarding the role of the board, which is not that of an advisory board, but one whose intent is to ensure the divisions are good custodians of the buildings entrusted to them and that the board does have some authority.

**Dr. Mike Russell made a motion to suspend the vote on the lease renewal for AJATC until the July meeting unless it is determined a special meeting should be called prior to July. Mr. Porter Brownlee seconded the motion. Motion was approved.**

Agenda Item 7: **OLD BUSINESS**

Mr. Micheal Burden brought up the \$60 stipend per official meeting attended and expenses for meals, travel, lodging and other associated expenses, which are provided for the members of the DHS State Institutional System Board throughout 2020 while on official business for the State. While there would be no travel expenses for today's teleconference, all agreed the stipend should apply. Ms. Scottie Leslie, DAABHS, said she would make the necessary inquiries.

Agenda Item 8: **ADJOURN**

Mr. Jim Luker asked that, since there is a good chance that the July meeting will also be conducted via telephone and that documents would be distributed by e-mail, if each attachment could be named according to the agenda item it is attached to. Mr. Micheal Burden stated he would prefer paper copies for the next meeting, if possible. DHS staff responded and will take the necessary steps to ensure data is disseminated more successfully and efficiently in the future.

There being no further business, **Mr. Jim Luker made a motion to adjourn the meeting; Mr. Porter Brownlee seconded the motion. Motion was approved.**

The meeting adjourned at 2:00 p.m.

Respectfully Submitted:

---

Rafael Figueroa, Secretary  
State Institutional Systems Board