

Report on Boards & Commissions

Department: Arkansas Department of Human Services

Secretary: Cindy Gillespie

The purpose of this report is 1) prompt an analysis of the Boards & Commissions in your Department and to identify efficiency (cost savings) and effectiveness (better results) opportunities and 2) to propose and develop to deliver efficiency and effectiveness improvements.

Boards & Commissions Project Proposal

1.1. List all boards, commissions, etc. within your department.

Arkansas Alcohol and Drug Abuse Coordinating Council
Arkansas Behavioral Health Planning and Advisory Council
Arkansas State Epidemiological Outcomes Workgroup
Arkansas State Hospital Advisory Council
Governor's Advisory Council on Aging
State Institutional System Board (SIS)
Arkansas Early Childhood Commission/Early Head Start Governance Board
Child Care Appeal Review Panel
Child Welfare Agency Review Board (Placement and Residential Licensing)
Act 1434 Board ("Name Removal Board" or "Child Maltreatment Central Registry Review Team")
Child Death and Near Fatality Multidisciplinary Review Committee
Citizens Review Panel
Community Action Agency - Arkansas River Valley Area Council - CSBG
Community Action Agency - Black River Area Development Corp - CSBG
Community Action Agency - Central Arkansas Development Council - CSBG
Community Action Agency - Community Action Program for Central AR - CSBG
Community Action Agency - Crowley's Ridge Development Council - CSBG
Community Action Agency - Crawford-Sebastian Comm Dev Council - CSBG
Community Action Agency - Community Services Office - CSBG
Community Action Agency - Economic Opportunity Agency of Washington County - CSBG
Community Action Agency - Mississippi County, AR EOC - CSBG
Community Action Agency - Mid-Delta Community Services - CSBG
Community Action Agency - Northcentral Arkansas Dev Council - CSBG
Community Action Agency - Office of Human Concern - CSBG
Community Action Agency - Ozark Opportunities - CSBG
Community Action Agency - Pine Bluff Jefferson County EOC - Central Delta Community Action Agency - CSBG
Community Action Agency - Southeast Arkansas Comm Action Corp - CSBG
Arkansas Community Action Agencies Association
Arkansas Governor's Council on Developmental Disabilities
Autism Legislative Task Force
Board of Developmental Disabilities Services
Early Intervention Quality Assurance (new name)
Governor's Employment First Task Force
Human Development Center Mortality Review Committee
Interagency Council (ICC) for First Connections/State Interagency Council
Parent Advisory Council
Drug Cost Committee (DCC)
Drug Review Committee (DRC)
Drug Utilization Review Board (DUR)
Patient-Centered Medical Home (PCMH) Committee
Rate Appeal and Cost Settlement Committee (RACS)
Retrospective Drug Utilization Review (RDUR) Board

Security Advisory Committee (SAC)
Strategic Advisory Group (SAG)
Governor's Employment First Task Force (Gov. Council on Development Disabilities)
Arkansas Lifespan Respite Coalition
Arkansas Coalition for Juvenile Justice Board
State Institutional System Board (SIS)
Youth Justice Reform Board
Commission on Children, Youth, and Families

1.2. What state resources support each board, commission, etc.? What is the total cost associated with each board, commission, etc. broken down by general revenue and by all other sources?

The costs listed below represent the amount expended by DHS during SFY2019 for costs directly related to the board or commission itself, including payment of stipends and travel expenses where allowed or required by law. Legal authority to pay these expenses exists for only certain boards and commissions, which is why only some are listed below.

Arkansas Alcohol and Drug Abuse Coordinating Council – State GR: \$1,635 / Other: \$0
Governor's Advisory Council on Aging – State GR: \$1,426 / Other: \$4,279
State Institutional System Board (SIS) – State GR: \$1,055 / Other: \$1,238
Arkansas Early Childhood Commission/Early Head Start Governance Board – State GR: \$0 / Other: \$400
Child Care Appeal Review Panel – State GR: \$0 / Other: \$500
Board of Developmental Disabilities Services – State GR: \$1,871 / Other: \$4,488
Drug Review Committee (DRC) – State GR: \$450 / Other: \$450
Drug Utilization Review Board (DUR) – State GR: \$350 / Other: \$350
Arkansas Coalition for Juvenile Justice Board – State GR: \$0 / Other: \$15,551

1.3. What are the key results, outcomes, performance indicators and/or success measures for each board, commission, etc.?

Success of the plan will be measured by adherence to the below proposed timeline(s).

1.4. After a thorough analysis of boards, commissions, etc. within your department, identify key opportunities you would propose for more effective operations, improved services, and/or efficiencies.

- a) Develop and maintain a list of boards and commissions within DHS, along with statutory authority for their creation
- b) Develop and maintain a directory of board and commission members, along with terms and contact information, and cross check with Governor's office for accuracy. This Directory will be maintained by the DHS Office of Chief Counsel.
- c) Develop a list of vacancies on boards and commissions for transmission to Governor's office.
- d) Recommend development of orientation materials for board and commission members, including DHS structure and mission statement by the DHS Office of Communications and Community Engagement.
- e) Recommend development of annual training program by the Attorney General's office for state board and commission members.
- f) There are 50 boards and commissions associated with the Department of Human Services, some of which are prescribed by statute, rule, or policy. Some are merely advisory. 16 do not have governing by-laws, which may be appropriate in some instances.
- g) Developing by-laws for these boards and commissions, when appropriate, is one key opportunity for more effective operation.
- h) The remaining 34 boards and commissions should begin a review of their current by-laws to determine if they need to be updated (should take place every five years).
- i) By-laws should include provisions (statutory and otherwise) related to board composition, removal for number of absences, designees, voting, proxy voting, phone appearance, and reporting to the appropriate DHS Division Director, who is ultimately responsible for enforcement of the by-laws and maintaining records of each board and commission.

1.5. Identify any obstacles to the implementation of these proposals.

The main obstacle for developing annual training for boards and commissions is buy-in from the Attorney General's office. No other obstacles have been identified regarding the remaining recommendations.

1.6. What would be key action steps for these proposals?

- a) TAT Team to complete Board and Directory list – March 1, 2020
- b) TAT Team to provide list of board members to Divisions – March 1, 2020
- c) Divisions to finalize board directories, including contact information for each board member – April 1, 2020
- d) TAT Team/Divisions to identify Board Vacancies – April 1, 2020
- e) Board and commission orientation materials – December 31, 2020
- f) Annual Training – TBD by Attorney General's office
- g) Development of by-laws:
 - 1) March 1, 2020 – OCC will work with Divisions to identify which boards and commissions need by-laws.
 - 2) March 31, 2020 – Template to be developed by OCC.
 - 3) May 31, 2020 – First draft of potential by-laws for each appropriate board or commission.
 - 4) Summer 2020 – Transmit list of boards and commissions for potential dissolution to the Governor's office.
 - 5) September 30, 2020 – Second draft of potential by-laws.
 - 6) March 1, 2021 – Final by-laws for adoption turned in to OCC.

Additional thoughts/comments: