

AGENDA FOR THE QUORUM COMMITTEE MEETING
Tuesday July 7, 2020
JEFFERSON COUNTY COURTHOUSE 101
W. BARRAQUE
PINE BLUFF, ARKANSAS
TIME 5:30 P.M.

I. ROLL CALL

II. REPORTS OF THE COMMITTEES

Public Safety – Jimmy Fisher Sr.

1. AN APPROPRIATION ORDINANCE TO CREATE AND PROVIDE APPROPRIATION FOR THREE (3) SLOTS TO THE EXISTING 2020 JAIL (1813) BUDGET FOR BAILIFFS
2. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 3519 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUND – SHERIFF

Judicial – Patricia Royal Johnson

1. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 3028 STYLED ADULT DRUG COURT
2. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 1000 COUNTY GENERAL – CIRCUIT COURT FIRST DIVISION
3. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 3505 ACCOUNTABILITY COURT FUND GRANT
4. AN APPROPRIATION ORDINANCE TO PROVIDE A TRANSFER WITHIN FUND 1000 COUNTY GENERAL – FORTH DIVISION
5. AN APPROPRIATION ORDINANCE TO TRANSFER FUNDS FROM FUND 3031 STYLED CIRCUIT COURT JUVENILE DIVISION TO FUND 1809 STYLED FINS AND TRUANCY, AND 1000 STYLED COUNTY GENERAL
6. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL

APPROPRIATION TO FUND 1000 COUNTY GENERAL AND ACCEPTANCE OF
THE ADMINISTRATION OFFICE OF THE COURTS JUVENILE OFFICER GRANT

Human Resource – Melanie Dumas

1. A RESOLUTION OF THE QUORUM COURT OF JEFFERSON COUNTY,
ARKANSAS APPROVING AN APPOINTMENT OF A MEMBER TO THE
JEFFERSON COUNTY EQUALIZATION BOARD PURSUANT TO ARKANSAS
CODE ANNOTATED 26-27-301 THROUGH 26-27-321
2. Vote to fill Slot #8 in County Clerk's Office

Budget and Finance – Ted Harden

1. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL
APPROPRIATION TO FUND 1000 COUNTY GENERAL – COUNTY CLERK
2. AN APPROPRIATION ORDINANCE TO PROVIDE A TRANSFER OF FUNDS
WITHIN FUND 1000 COUNTY GENERAL- ASSESSOR'S AND TRANSFER FUNDS
FROM ASSESSOR LATE FEE FUND TO FUND 1000 COUNTY GENERAL -
ASSESSOR'S FUND.
3. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL
APPROPRIATION TO FUND 1000 COUNTY GENERAL – VETERAN SERVICE
4. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL
APPROPRIATION TO FUND 109 STYLED ELECTIONS
5. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL
APPROPRIATION TO FUND 1812 SOLID WASTE
6. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL
APPROPRIATION TO FUND 1000 COUNTY GENERAL – OEM
7. THE COUNTY DESIRES TO ENTER INTO A LEASE-PURCHASE AGREEMENT
WITH JEFFERSON COUNTY BUILDINGS, LLC IN SUBSTANTIALLY THAT FORM
THAT IS ATTACHED HERETO EXHIBIT A PURSUANT TO WHICH FUNDS WILL
BE RAISED THEREFROM IN ORDER FOR THE LESSOR TO FINANCE THE
DEVELOPMENT AND CONSTRUCTION OF THE PROJECT
8. AN APPROPRIATION ORDINANCE TO CREATE AND PROVIDE
APPROPRIATION FOR THREE (3) SLOTS TO THE EXISTING 2020 JAIL (1813)
BUDGET FOR BAILIFFS

9. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 3519 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUND – SHERIFF
10. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 3028 STYLED ADULT DRUG COURT
11. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 1000 COUNTY GENERAL – CIRCUIT COURT FIRST DIVISION
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15. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 1000 COUNTY GENERAL AND ACCEPTANCE OF THE ADMINISTRATION OFFICE OF THE COURTS JUVENILE OFFICER GRANT

ADJOURNMENT

AGENDA FOR THE QUORUM COURT MEETING

Tuesday July 7, 2020

JEFFERSON COUNTY COURTHOUSE

101 W. BARRAQUE

PINE BLUFF, AR

TIME: Following
Committee Meeting

I. CALL TO ORDER, PRAYER, PLEDGE OF ALLEGIANCE AND ROLL CALL

II. TREASURER'S REPORT

III. READING AND DISPOSITION OF MINUTES

Reading and Disposition of the June 2, 2020 Quorum Court Meeting's Minutes

IV. REPORT OF THE COMMITTEES

A. Human Resource Committee – Melanie Dumas

B. Judicial Committee – Patricia Royal Johnson

C. Public Safety Committee – Jimmy Fisher, Sr.

D. Budget Finance Committee - Justice Ted Harden

V. UNFINISHED BUSINESS

VI. COMMENTS OR QUESTIONS FROM THE PUBLIC ON THE BUSINESS BEFORE US

VII. NEW BUSINESS

1. A RESOLUTION OF THE QUORUM COURT OF JEFFERSON COUNTY, ARKANSAS APPROVING AN APPOINTMENT OF A MEMBER TO THE JEFFERSON COUNTY EQUALIZATION BOARD PURSUANT TO ARKANSAS CODE ANNOTATED 26-27-301 THROUGH 26-27-321

2. Vote to fill Slot #8 in County Clerk's Office

1. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 1000 COUNTY GENERAL – COUNTY CLERK
2. AN APPROPRIATION ORDINANCE TO PROVIDE A TRANSFER OF FUNDS WITHIN FUND 1000 COUNTY GENERAL- ASSESSOR’S AND TRANSFER FUNDS FROM ASSESSOR LATE FEE FUND TO FUND 1000 COUNTY GENERAL - ASSESSOR’S FUND.
3. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 1000 COUNTY GENERAL – VETERAN SERVICE
4. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 109 STYLED ELECTIONS
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7. AN APPROPRIATION ORDINANCE TO CREATE AND PROVIDE APPROPRIATION FOR THREE (3) SLOTS TO THE EXISTING 2020 JAIL (1813) BUDGET FOR BAILIFFS
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AND TRUANCY, AND 1000 STYLED COUNTY GENERAL

14. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 1000 COUNTY GENERAL AND ACCEPTANCE OF THE ADMINISTRATION OFFICE OF THE COURTS JUVENILE OFFICER GRANT

15. THE COUNTY DESIRES TO ENTER INTO A LEASE-PURCHASE AGREEMENT WITH JEFFERSON COUNTY BUILDINGS, LLC IN SUBSTANTIALLY THAT FORM THAT IS ATTACHED HERETO EXHIBIT A PURSUANT TO WHICH FUNDS WILL BE RAISED THEREFROM IN ORDER FOR THE LESSOR TO FINANCE THE DEVELOPMENT AND CONSTRUCTION OF THE PROJECT

VII. ANNOUNCEMENTS

VIII. ADJOURNMENT

State of Arkansas
County of Jefferson
Quorum Court

APPROPRIATION ORDINANCE NO. _____

AN APPROPRIATION ORDINANCE TO CREATE AND PROVIDE APPROPRIATION FOR THREE (3) SLOTS TO THE EXISTING 2020 JAIL (1813) BUDGET FOR BAILIFFS

BE IT ENACTED THE QUORUM COURT OF THE COUNTY OF JEFFERSON, STATE OF ARKANSAS

Article I. The County Judge is hereby authorized to approve the creation of three (3) slots for bailiffs 25-1, 25-2, and 25-3 and provide a supplemental appropriation in the amount of \$61,449.75 to 1813-0418 styled Jail Budget as detailed in attachments hereto.

Line	Amount/6 months
1001 Salaries (Full Time)	\$46,500.00
1006 Social Security Matching	\$3,557.25
1007 Retirement Matching	\$6,742.50
1009 Health Insurance Matching	\$4,650.00
Total:	\$61,449.75

Article II. The County Judge is hereby authorized to approve the creation of slots and the distribution to the appropriation as set forth in Article I.

Article III. That this Appropriation Ordinance shall be in full force and effect from and after its passage and approval.

AN APPROPRIATION ORDINANCE TO CREATE
AND PROVIDE APPROPRIATION FOR THREE (3)
SLOTS TO THE EXISTING 2020 JAIL (1813)
BUDGET FOR BAILIFFS

BY: _____

JIMMY FISHER, Sr.
JUSTICE OF THE PEACE
JEFFERSON COUNTY, ARKANSAS
APPROVED: _____

GERALD ROBINSON
JEFFERSON COUNTY JUDGE
JEFFERSON COUNTY, ARKANSAS
DATE _____

Attachment -- Page

APPROVED BY: _____

TERRY WYNNE
COUNTY ATTORNEY
JEFFERSON COUNTY, ARKANSAS
ATTEST: _____

SHAWNDRAG TAGGART
JEFFERSON COUNTY CLERK
JEFFERSON COUNTY, ARKANSAS
DATE _____



LAFAYETTE WOODS, JR.

SHERIFF OF JEFFERSON COUNTY
P.O. Box 7837
PINE BLUFF, ARKANSAS 71611



CHIEF DEPUTY, Stanley James
OPERATIONS COMMANDER, Major Randy Dolphin
JAIL ADMINISTRATOR, Joseph Gorman

ADMINISTRATIVE OFFICE: 870-541-5351 • FAX 870-541-5348
INVESTIGATIONS: 870-541-5496 • FAX 870-541-5499
PATROL: 870-541-5376 • FAX 870-541-5379
WARRANTS/CIVIL PROCESS: 870-541-5349
DUB BRASSELL DETENTION CENTER: 870-541-4620 • FAX 870-541-1925
JACK JONES JUVENILE JUSTICE CENTER: 870-541-8502 • FAX 870-541-0307
Website: www.jcshs.org

MEMO

TO: JEFFERSON COUNTY JUDGE GERALD ROBINSON
FROM: CHRIS BROWN, OFFICE MANAGER *MB*
DATE: 06/09/2020

RE: **2020 Jail Budget**

As the Jefferson County Quorum Court at its June 8, 2020, meeting provided no further funding to the circuit court budgets for bailiffs for the second half of 2020, this office asks the body to consider the creation of three slots in the 2020 Jail (1813-0418) budget as we prepare to assume those responsibilities: Bailiff 25-1, Bailiff 25-2, Bailiff 25-3.

In keeping with the figures discussed last year, this office asks the quorum court to fund the three bailiff slots, for the six months of July through December 2020, as follows:

LINE	1 YEAR	6 MONTHS
1813-0418-1001 SALARIES (FULL TIME)	93,000.00	46,500.00
1813-0418-1006 SOCIAL SECURITY MATCHING	7,114.5	3,557.25
1813-0418-1007 RETIREMENT MATCHING	13,485.00	6,742.50
1813-0418-1009 HEALTH INSURANCE MATCHING	9,300.00	4,650.00
TOTAL	122,899.50	61,449.75

State of Arkansas
County of Jefferson
Quorum Court

APPROPRIATION ORDINANCE NO. _____

AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO
FUND 3519 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUND – SHERIFF

BE IT ENACTED THE QUORUM COURT OF THE COUNTY OF JEFFERSON, STATE
OF ARKANSAS

Article I. That there is hereby created a Fund No. 3519 on the books of the
County Treasurer to be entitled Coronavirus Emergency Supplemental Fund (CESF)
FY2020

Article II. The County Judge is hereby authorized to approve an appropriation in
the amount of \$58,008.00 to fund 3519- 0400 styled Coronavirus Emergency
Supplemental as detailed in attachment hereto.

Line	Amount
2001 General Supplies	\$558.00
2003 Janitorial Supplies	\$8,709.00
2004 Medicine and Drugs	\$28,891.00
3009 Other Professional Services	\$19,850.00
Total	\$58,008.00

Article III. The County Judge is hereby authorized to approve distribution to the
appropriation as set forth in Article I.

Article IV. That this Appropriation Ordinance shall be in full force and effect from
and after its passage and approval.

AN APPROPRIATION ORDINANCE TO PROVIDE
A SUPPLEMENTAL APPROPRIATION TO FUND
3519 CORONAVIRUS EMERGENCY SUPPLEMENTAL
FUND – SHERIFF

BY: _____

JIMMY FISHER, Sr.
JUSTICE OF THE PEACE
JEFFERSON COUNTY, ARKANSAS
APPROVED: _____

GERALD ROBINSON
JEFFERSON COUNTY JUDGE
JEFFERSON COUNTY, ARKANSAS
DATE _____

Attachments - 10 pages

APPROVED BY: _____

TERRY WYNNE
COUNTY ATTORNEY
JEFFERSON COUNTY, ARKANSAS
ATTEST: _____

SHAWNDRAG TAGGART
JEFFERSON COUNTY CLERK
JEFFERSON COUNTY, ARKANSAS
DATE _____



LAFAYETTE WOODS, JR.

SHERIFF OF JEFFERSON COUNTY
P.O. Box 7837
PINE BLUFF, ARKANSAS 71611



CHIEF DEPUTY, Stanley James
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JACK JONES JUVENILE JUSTICE CENTER: 870-541-8502 • FAX 870-541-0307
Website: www.jcso.net

MEMO

TO: Gerald Robinson, Jefferson County Judge
FROM: Chris Brown, Office Manager *MLB*
DATE: 06/23/2020

RE: **Appropriation Request**

Please appropriate \$58,008.00, a federally awarded Coronavirus Emergency Supplemental Funding FY2020 grant into 3519-0400 as follows:

LINE	AMOUNT
2001 – GENERAL SUPPLIES	558.00
2003 – JANITORIAL SUPPLIES	8,709.00
2004 – MEDICINE AND DRUGS	28,891.00
3009 – OTHER PROFESSIONAL SERVICES	19,850.00
TOTAL	\$58,008.00

As the grant / fund name describes, this is to alleviate costs to the Jefferson County Sheriff's Office of Covid 19 mitigation efforts undertaken by the Sheriff at the facilities under his charge. Attached may be found the grant budget along with notations detailing the Jefferson County budge line codes summarized above.

Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
 (DOJ Financial Guide, Section 3.10)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0

Narrative

B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)				\$0	\$0

Narrative

Purpose Area #4

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
								\$0		\$0
							Total(s)	\$0	\$0	\$0
Narrative										

Purpose Area #4

2004
2004
2001
2003
2003

D. Equipment		Computation				
List and describe each item of equipment that will be purchased		Compute the cost (e.g., the number of each item to be purchased X the cost per item)				
Item	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request	
Seek Scan Kit	1	\$2,425.50	\$2,426		\$2,426	
PC Computer (dedicated for Seek Scan)	1	\$438.00	\$438		\$438	
Dell Webcams	5	\$111.57	\$558		\$558	
Victory Handheld Electrostatic Disinfectant Sprayer	1	\$769.99	\$770		\$770	
Victory Backpack Electrostatic Disinfectant Sprayer	1	\$1,924.99	\$1,925		\$1,925	
			Total(s)	\$0	\$6,117	\$6,117
Narrative						
<p>The Seek Scan Kit is a thermal imaging system that meets FDA guidelines that is designed to automate body temperature screening while enabling social distancing protocols. The Seek Scan Kit total cost is \$2425.50. A PC Computer is required to operate the Seek Scan Kit. The cost of a PC Computer is 398.00+10%sales tax=\$437.80. The Seek ScanThe Dell Webcams will be utilized to host video court proceedings and are essential to the program success of limiting person-to-person contact in large groups such as court. The 5 webcams are at a cost of \$101.43 each+10%sales tax=111.57 each. The VICTORY Handheld Electrostatic Disinfectant Sprayer (x1) is a Handheld Sprayer for the application of Vital Oxide (Chlorine Dioxide) disinfectant. The VICTORY Handheld Sprayer cost is \$699.99+10%sales tax=\$770.00. The VICTORY Backpack Electrostatic Disinfectant Sprayer (x1) is a backpack sprayer for the application of Vital Oxide (Chlorine Dioxide) disinfectant over a larger cubic sq foot area. The VICTORY Backpack Sprayer cost is \$1749.99+10%sales tax=\$1925.00. Both above described sprayers will be utilized as equipment to sanitize and disinfect areas of the Adult Jail, Juvenile Detention Center, and Law Enforcement facilities / vehicles.</p>						
E. Supplies						
Supply Items		Computation				
Provide a list of the types of items to be purchased with grant funds.		Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.				

Purpose Area #4

	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request	
PPE - Nitrile Gloves (10 box p/case) Various Sizes	132	\$87.89	\$11,602		\$11,602	2004
PPE - KN95 Face Mask (10 p/pack)	200	\$33.33	\$6,666		\$6,666	2004
PPE - KN95 Face Mask (50 p/case)	10	\$131.45	\$1,315		\$1,315	2004
PPE - Isolation Gown (50 p/case)	6	\$23.12	\$139		\$139	2004
PPE - Disposable Face Shield (10 p/case)	12	\$109.45	\$1,314		\$1,314	2004
PPE - Goggles	100	\$4.95	\$495		\$495	2004
Touch-Free Infrared Thermometer	4	\$163.90	\$656		\$656	2004
ComfortScanner Forehead Thermometer	3	\$48.39	\$146		\$146	2004
PPE - Surgical Face Masks (50 p/case)	6	\$51.18	\$308		\$308	2004
Vital Oxide Electrostatic Surface Disinfectant (Gallon)	110	\$41.75	\$4,593		\$4,593	2003
Hand Sanitizer (24 - 8oz bottle p/case)	12	\$231.00	\$2,772		\$2,772	2004
Hand Sanitizer (12 - 12oz bottle p/case)	2	\$31.68	\$64		\$64	2004
Hand Sanitizer (1 Liter Pump Bottles)	2	\$19.75	\$40		\$40	2004
Hand Saniitizer (8 Gallon Bulk)	1	\$436.00	\$436		\$436	2004
LSE-21000300 UV Lamps	8	\$67.76	\$543		\$543	2003
Disinfecting Wipes (50 p/pack)	200	\$4.39	\$878		\$878	2003
Cotton Rounds (80 p/pack)	14	\$1.10	\$16		\$16	2004
Sanitizer Sprayer Bottles	17	\$1.10	\$19		\$19	2004
Propylene Glycol (1 Gallon)	1	\$38.49	\$39		\$39	2004

Purpose Area #4

Narrative		Total(s)	\$32,041	\$0	\$32,041
<p>The Jefferson County Sheriff's Office (AR) has approximately 150 employees that serve as Sworn Law Enforcement (First Responders / Investigative), Adult Detention, Juvenile Detention, Nursing, Education, Food Services, Clerical, Maintenance/Custodial, and Administrative. Personnel need Personal Protective Equipment (PPE) and Disinfectants/Sanitizers to prevent the infection and spread of virus and bacteria as follows: 132 cases PPE Nitrile Gloves in various sizes, based on usage of eleven cases per month for twelve months at a cost of \$87.89 per case. 200 packages PPE KN95 Face Masks at a cost of \$131.45 per case. 6 cases PPE Isolation Gowns at a cost of \$23.12 per case. 12 cases PPE Disposable Face Shields at a cost of \$109.45 per case. 100 PPE Goggles at a cost of \$4.95 each. 4 Touch-Free Infrared Thermometers at a cost of \$163.90 each. 3 ComfortScanner Forehead Thermometers at a cost of \$48.39 each. 6 cases PPE Surgical Face Masks at a cost of \$51.18 per case. 110 Gallons Vital Oxide Electrostatic Surface Disinfectant at a cost of \$41.75 per gallon. 12 cases Hand Sanitizer (8 oz bottles) at a cost of \$231.00 per case. 2 cases Hand Sanitizer (12 oz bottles) at a cost of \$31.68 per case. 2 one Liter Hand Sanitizer at a cost of \$19.75 each. 1 eight-gallon bulk Hand Sanitizer at cost of \$436.00 each. 8 LSE-21000300 Ultra-Violet Lamps (kills pathogens) at a cost of \$67.76 each. 200 packages Disinfecting Wipes at a cost of \$4.39 per package. 14 packages Cotton Rounds (sanitize thermometers) at a cost of \$1.10 each. 17 Sanitizer Sprayer Bottles at a cost of \$1.10 each. 1 gallon Propylene Glycol at a cost of \$38.49 each.</p>					
F. Construction					
Purpose	Description of Work	Computation			
<i>Provide the purpose of the construction</i>	<i>Describe the construction project(s)</i>	<i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>			
	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
		Total(s)	\$0	\$0	\$0
Narrative					
G. Subawards (Subgrants)					
Description	Purpose	Consultant?			

Purpose Area #4

<p><i>Provide a description of the activities to be carried out by subrecipients.</i></p>	<p><i>Describe the purpose of the subaward (subgrant)</i></p>	<p><i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i></p>	
		Total Cost	\$0
		Non-Federal Contribution	\$0
		Federal Request	\$0
Consultant Travel (if necessary)			
Purpose of Travel	Location	Type of Expense	Computation
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>
		Cost	Duration or Distance
			# of Staff
		\$0	\$0
		\$0	\$0
		Total	\$0
Narrative			
H. Procurement Contracts			
Description	Purpose	Consultant?	

Purpose Area #4

Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).	Describe the purpose of the contract	Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.	Total Cost	Non-Federal Contribution	Federal Request
iWave-C System (twenty devices)	Install iWave-C System in HVAC supply air to actively kill Viruses, mold, and bacteria.	No	\$19,850	\$0	\$19,850
Consultant Travel (if necessary)			Total(s)	\$0	\$19,850
Purpose of Travel Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Location Indicate the travel destination.	Type of Expense Hotel, airfare, per diem	Computation Compute the cost of each type of expense X the number of people traveling.		
			Cost	# of Staff	Federal Request
			\$0		\$0
Narrative			Total	\$0	\$0
i. Other Costs			Computation		

3009

Purpose Area #4

<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<i>Show the basis for computation</i>						Federal Request
Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request	
				\$0		\$0	
Narrative				Total(s)	\$0	\$0	\$0
J. Indirect Costs							
Description	Computation						
<i>Describe what the approved rate is and how it is applied.</i>	<i>Compute the indirect costs for those portions of the program which allow such costs.</i>						
	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request		
			\$0		\$0		
Narrative				Total(s)	\$0	\$0	\$0

Budget Summary

Budget Summary

Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Equipment	\$6,117	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,117
E. Supplies	\$32,041	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,041
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$19,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,850
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$58,008	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$58,008
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Project Costs	\$58,008	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$58,008

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N

No

State of Arkansas

County of Jefferson

Quorum Court

APPROPRIATION ORDINANCE NO. _____

AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 3028 STYLED ADULT DRUG COURT

BE IT ENACTED THE QUORUM COURT OF THE COUNTY OF JEFFERSON, STATE OF ARKANSAS

Article I. The County Judge is hereby authorized to approve a supplemental appropriation in the amount of \$6000.00 to 3028-0424-3007 styled Drug Testing as detailed in attachment hereto.

Article II. The County Judge is hereby authorized to approve distribution to the appropriation as set forth in Article I.

Article III. That this Appropriation Ordinance shall be in full force and effect from and after its passage and approval.

AN APPROPRIATION ORDINANCE TO PROVIDE
A SUPPLEMENTAL APPROPRIATION TO FUND
3028 STYLED ADULT DRUG COURT

BY:

APPROVED BY:

PATRICIA JOHANSON
JUSTICE OF THE PEACE
JEFFERSON COUNTY, ARKANSAS

TERRY WYNNE
COUNTY ATTORNEY
JEFFERSON COUNTY, ARKANSAS

APPROVED:

ATTEST:

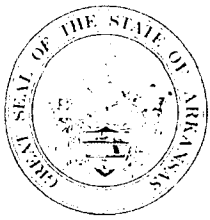
GERALD ROBINSON
JEFFERSON COUNTY JUDGE
JEFFERSON COUNTY, ARKANSAS

SHAWNDRAG TAGGART
JEFFERSON COUNTY CLERK
JEFFERSON COUNTY, ARKANSAS

Date _____

Date _____

Attachment - 1 page



Alex Guynn
Circuit Judge
Eleventh Judicial District - West-First Division

Counties:

Jefferson Lincoln

Jerrie Dean
Trial Court Assistant

Jefferson County Courthouse, Suite 211
Pine Bluff, Arkansas 71601
Phone: (870) 541-5368; Drug Court (870)-541-4614
Fax: (870) 541-5370

Dorothy Jones
Bailiff

Lajuana Grady
Official Court Reporter

Crystal Gonder
Drug Court Coordinator

June 12, 2020

Honorable Gerald Robinson, County Judge, and
Justice Ted Hardin, Finance Chairman
Quorum Court Jefferson County
Courthouse
Pine Bluff, AR 71601

RE: REQUEST TO APPROPRIATE FUNDS

Dear Judge Robinson, Justice Hardin and all Quorum Court Members.

I would like to request a supplemental appropriation in the amount of \$6000.00 for fund 3028-0424 for drug testing.

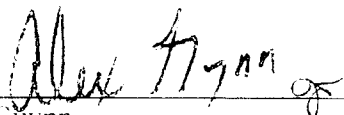
Due to the recent Covid-19 pandemic; with the Court's inability to meet, we have had to increase drug testing of Drug Court participants.

This fund has a balance of \$38,569.57 and is used for drug court activities, supplies, training and testing. These funds are not requested out of County General, these funds are received from fees paid by drug court participants and grants received from outside sources.

Please supplement appropriation into the following line items:

- \$6000.00 to 3028-0424-3007 drug testing

Respectfully submitted,



Alex Guynn
Circuit Court Judge-First Division

AG/jd

State of Arkansas

County of Jefferson

Quorum Court

APPROPRIATION ORDINANCE NO. _____

AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 1000 COUNTY GENERAL – CIRCUIT COURT FIRST DIVISION

BE IT ENACTED THE QUORUM COURT OF THE COUNTY OF JEFFERSON, STATE OF ARKANSAS

Article I. The County Judge is hereby authorized to approve a supplemental appropriation in the amount of \$3,435.32 to fund 1000-0401-1001 as detailed in attachment hereto.

Article II. The County Judge is hereby authorized to approve distribution to the appropriation as set forth in Article I.

Article III. That this Appropriation Ordinance shall be in full force and effect from and after its passage and approval.

AN APPROPRIATION ORDINANCE TO PROVIDE
A SUPPLEMENTAL APPROPRIATION TO FUND
1000 COUNTY GENERAL – CIRCUIT COURT
FIRST DIVISION

BY: _____

PATRICIA JOHNSON
JUSTICE OF THE PEACE
JEFFERSON COUNTY, ARKANSAS

APPROVED: _____

GERALD ROBINSON
JEFFERSON COUNTY JUDGE
JEFFERSON COUNTY, ARKANSAS

Date _____

Attachments – 3 pages

APPROVED BY: _____

TERRY WYNNE
COUNTY ATTORNEY
JEFFERSON COUNTY, ARKANSAS

ATTEST: _____

SHAWNDRA TAGGART
JEFFERSON COUNTY CLERK
JEFFERSON COUNTY, ARKANSAS

Date _____



Alex GUYNN
Circuit Judge
Eleventh Judicial District - West - First Division

Counties:

Jefferson - Lincoln

Jerrie Dean
Trial Court Assistant

Jefferson County Courthouse, Suite 211
Pine Bluff, Arkansas 71601
Phone: (870) 541-5368 Drug Court (870)-541-4614
Fax: (870) 541-5370

Dorothy Jones
Bailiff

Lajuana Grady
Official Court Reporter

Crystal Gonder
Drug Court Coordinator

June 11, 2020

Honorable Gerald Robinson, County Judge, and
Justice Ted Hardin, Finance Chairman
Quorum Court Jefferson County
Courthouse
Pine Bluff, AR 71601

RE: REQUEST TO APPROPRIATE FUNDS TO REINSTATE A PART-TIME POSITION

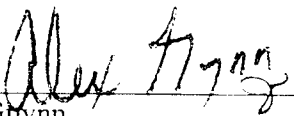
Dear Judge Robinson, Justice Hardin and all Quorum Court Members,

In December 2019, the Quorum graciously granted my request to reinstate my part-time position. Since those funds had already been removed from my 2020 budget, I paid this part-timer out of the full-time salary position slot 1000-0401-1001.

Part-time employee, Cristalyn Allmond worked from January 1, 2020-March 30, 2020. Based on the information provided to my office by the County Clerk, Ms. Allmond's earnings total \$3435.32. (*see attached*)

I am requesting \$3435.32 be appropriated into fund 1000-0401-1001.

Respectfully submitted,



Alex Gynn
Circuit Court Judge

AG/jd

Attachment (1)

FUND 1000-401

EMPLOYEE'S PAYROLL INFORMATION BY DATE, THIS IS THE FOLLOWING:

EMPLOYEE: CRYSTAL ALLMOND CHECKS DATED FROM: 1/01/2020 - 4/15/2020

LINE	DETAIL	USED	EMPLOYER TOTAL AMOUNT USED
1000-401-1001	SALARY NET	\$2,904.13	\$3,435.32
1000-401-1001	FEDERAL TAX	\$232.70	+
1000-401-1001	STATE TAX	\$35.67	\$262.82
1000-401-1006	SOCIAL SECURITY	\$262.82	\$3,698.14

BASED ON THE SEMI-MONTHLY PAYROLL, THIS IS THE FOLLOWING:

CRYSTAL ALLMOND'S TOTAL GROSS: \$3,435.32

	TAXES	
	EMPLOYEE PAID	EMPLOYER PAID
FICA	\$212.99	\$212.99
MED	\$49.83	\$49.83
FED	\$232.70	\$0.00
STATE	\$35.67	\$0.00
TOTAL:	\$531.19	\$262.82

THE EMPLOYEE AMOUNTS IS ALREADY CALCULATED IN THE GROSS AMOUNT

JEFFERSON COUNTY

Employee Earnings by Date

For Checks Dated: 1/1/2020-4/15/2020

Fund

Employee	SSN	Check	Fed Gross	FICA With	Med With	Fica + Med	Fed Gross	Fed Tax	State Tax	Net
				Fica Match	Med Match	F + M Match	Deduction	Fed Tax Match	State Tax Match	Total Payroll
ALLMOND		\$3,435.32	\$3,435.32	\$212.99	\$49.83	\$262.82	\$3,435.32	\$232.70	\$35.67	\$2,904.13
				\$212.89	\$49.83	\$262.82		\$0.00		\$3,698.14
Grand Total										
		\$3,435.32	\$3,435.32	\$415.88	\$99.66	\$525.64	\$3,435.32	\$232.70	\$35.67	\$2,904.13
				\$415.78	\$99.66	\$525.44		\$0.00		\$3,698.14

State of Arkansas
County of Jefferson
Quorum Court

APPROPRIATION ORDINANCE NO. _____

AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO
FUND 3505 ACCOUNTABILITY COURT FUND GRANT

BE IT ENACTED THE QUORUM COURT OF THE COUNTY OF JEFFERSON, STATE
OF ARKANSAS

Article I. The County Judge is hereby authorized to approve a supplemental
appropriation in the amount of \$7,608.75 to fund 3505 styled Accountability Court Fund
Grant as detailed in attachment hereto

Amount	To	Line
\$4,810.00	3505-0424-3030	Travel
\$45.00	3505-0424-2002	Small equipment
\$2,153.75	3505-0424-2001	Supplies
\$600.00	3505-0424-3100	Miscellaneous

Article II. The County Judge is hereby authorized to approve distribution to the
appropriation as set forth in Article I.

Article III. That this Appropriation Ordinance shall be in full force and effect from
and after its passage and approval.

AN APPROPRIATION ORDINANCE TO PROVIDE
A SUPPLEMENTAL APPROPRIATION TO FUND
3505 ACCOUNTABILITY COURT FUND GRANT

BY: _____

PATRICIA JOHNSON
JUSTICE OF THE PEACE
JEFFERSON COUNTY, ARKANSAS

APPROVED: _____

GERALD ROBINSON
JEFFERSON COUNTY JUDGE
JEFFERSON COUNTY, ARKANSAS

Date _____

Attachments – 6 pages

APPROVED BY: _____

TERRY WYNNE
COUNTY ATTORNEY
JEFFERSON COUNTY, ARKANSAS

ATTEST: _____

SHAWNDRA TAGGART
JEFFERSON COUNTY CLERK
JEFFERSON COUNTY, ARKANSAS

Date _____



Alex Guynn
 Circuit Judge
 Eleventh Judicial District West-First Division

Counties:

Jefferson Lincoln

Jerrie Dean
 Trial Court Assistant

Jefferson County Courthouse, Suite 211
 Pine Bluff, Arkansas 71601
 Phone: (870) 541-5368 Drug Court (870)-541-4614
 Fax: (870) 541-5370

Dorothy Jones
 Bailiff

Crystal Gonder
 Drug Court Coordinator

Lajuana Grady
 Official Court Reporter

June 11, 2020

Honorable Gerald Robinson, County Judge, and
 Justice Ted Hardin, Finance Chairman
 Quorum Court Jefferson County
 Courthouse
 Pine Bluff, AR 71601

RE: REQUEST TO APPROPRIATE FUNDS

Dear Judge Robinson, Justice Hardin and all Quorum Court Members,

The Jefferson County Drug Court applied for the Specialty Court Accountability Court Funds Grant Program and was awarded \$7,608.75. *(see attached awards letter)*

This grant is to be used for drug court, travel, equipment, supplies, incentives, and graduations. *(see attached budget worksheet)* These funds will be sent upon approval and receipt of expenditures from the Department of Corrections-DCC.

We have received our first payment in the amount of \$4,565.92 *(see attached check)*

Please appropriate these funds to the following line items in fund 3505-424:

- \$4810.00 to 3505-0424-3030 travel
- \$45.00 to 3505-0424-2002 small equipment
- \$2153.75 to 3505-0424-2001 supplies
- \$600.00 to 3505-0424-3100 miscellaneous

Respectfully submitted,

Alex Guynn
 Circuit Court Judge-First Division

AG/jd

Attachments (3)

ADMINISTRATIVE OFFICE OF THE COURTS
SUPREME COURT OF ARKANSAS



JUSTICE BUILDING
625 MARSHALL STREET
SUITE 1100
LITTLE ROCK, AR 72201-1020
TEL: 501-682-9400
FAX: 501-682-9410
TDD: 501-682-9412
EMAIL: aoc@arkansas.gov

January 15, 2020

Hon. Alex Guynn
Jefferson County Adult Drug Court
101 West Barraque
Pine Bluff, AR 71601

Dear Judge Guynn,

On behalf of the Specialty Court Program Advisory Committee, it is my pleasure to inform you that the Accountability Court Funds Grant committee has approved your application for funding under the CY20 Accountability Court Fund Grants Program in the amount of \$7,608.75.

Enclosed you will find the Approved Budget Worksheet. This award is subject to all administrative and financial requirements, including the timely submission of all financial reports and resolution of all interim audit findings. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

Please contact the Administrative Office of the Courts or Department of Corrections – Division of Community Correction if you have any questions or need assistance.

AOC – Janet Hawley	janet.hawley@arcourts.gov	501-682-9400
DCC – Elizabeth Taylor	elizabeth.taylor@arkansas.gov	501-837-3014

Congratulations, and we look forward to working with you!

Sincerely,

A handwritten signature in cursive script that reads "J. Hawley".

Janet Hawley
AOC - Specialty Court Coordinator

Enclosures: Approved Budget Worksheet; Accountability Court Funds – Approval Packet, DFA Travel Regulations Manual

Approved Budget Worksheet

A. Travel								
Purpose of Travel (Indicate The Purpose of Each Trip or Type of Trip Ex. Training, Meeting)	Location (Indicate The Travel Destination)	Type of Expense (Lodging, Meals, Mileage, Airfare, Ground Transportation, Other)	Basis (Per Day, Mile, Trip)	Computation (Compute The Cost Of Each Type Of Expense X The Number Of People Traveling)				
				Cost	Quantity	# of Staff	# of Trips	Total Cost
NADCP Conference	Anaheim, CA	Lodging	Per night	\$181.00	4	2	1	\$1,448.00
NADCP Conference	Anaheim, CA	Meals	Per Day	\$66.00	4	2	1	\$528.00
NADCP Conference	Anaheim, CA	Airfare	Round-Trip	\$587	1	2	1	\$1,174.00
NADCP Conference	Anaheim, CA	Ground Transportation	Per Day	\$20.00	4	2	1	\$160.00
NADCP Conference	Anaheim, CA	Registration	N/A	\$750.00	1	2	1	\$1,500.00
Travel Category Total							\$4,810.00	
Funds shall be used to send a team member to the 2020 NADCP Conference in Anaheim, CA. Travel dates include May 26, 2020 - May 30, 2020. Rates for travel have been configured at the GSA rate for Orange County, CA in, May 2020. Funds will be used to support lodging, meals/incidentals, airfare, ground transportation, and conference registration. There must be a 25% reduction made in meal reimbursement rates for the first and last days of travel, reflecting a maximum reimbursement of \$49.50 on May 26, 2020, and May 30, 2020. Travel Procedures will follow DFA Travel Regulations.								
B. Equipment								
Item (List and Describe Each Item of Equipment That Will Be Purchased)	Computation (Compute the Costs - The Number of Each Item To Be Purchased X The Cost Per Item)							
	# of Items	Unit Cost	Total					
Spin-To-Win Prize Wheel	1	\$45.00	\$45.00					
Equipment Category Total			\$45.00					
Funds shall be used to purchase a spin-to-win prize wheel.								

Jefferson County Adult Drug Court
 Hon. Alex Guynn

C. Supplies			Computation	
Supply Items (Provide A List of The Types of Items To Be Purchases With Grant Funds)	# of Items	Unit Cost	Unit Cost	Total Cost
Incentive Gift Cards	55	\$10.00		\$550.00
Certificate Frames	20	\$1.00		\$20.00
Oral Swab Test Cube	25	\$7.60		\$190.00
MRT Workbooks	25	\$25.00		\$625.00
Breaking the Cycle Workbook Set	25	\$23.80		\$595.00
Drug Court Journals	25	\$6.95		\$173.75
Supplies Category Total				\$2,153.75
Funds shall be used to purchase certificate frames, oral swab tests, MRT workbooks, "Breaking The Cycle" workbook set, drug court journals, and gift cards to serve as incentives. Gift cards may only be used as incentives, with a maximum denomination of \$25.00. The program must maintain a "Gift Card Distribution List".				
D. Subawards				
Description (Provide A Description of the Activities To Be Carried Out By Subrecipients.)	Purpose (Describe the Purpose of the Subaward)	Consultant (Is the Subaward for a Consultant? If yes, use the section below to explain associated travel expenses included in the cost.)	Yes or No	Total Cost
None				
Subawards Category Total				\$0.00
N/A				
E. Procurement Contracts				
Description (Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts.)	Purpose (Describe the Purpose of the Contract)	Consultant (Is the Subaward for a Consultant? If yes, use the section below to explain associated travel expenses included in the cost.)	Yes or No	Total Cost
None				
Procurement Category Total				\$0.00

Jefferson County Adult Drug Court
 Hon. Alex Guynn

F. Other Costs					
Description (List and Describe Items That Will Be Paid With Grant Funds)	Quantity	Basis	Cost	Computation (Show the Basis For Computation)	
				Length of Time	Total Cost
Bi-Annual Graduation Parties	2	Bi-annual	\$300.00	Yearly	\$600.00
Funds shall be used to support quarterly graduation parties, including the purchase of food trays, soft drink, cake, ice cream, and other required supplies.					
Comprehensive Budget					
A. Travel Category Total			\$4,810.00		
B. Equipment Category Total			\$45.00		
C. Supplies Category Total			\$2,153.75		
D. Subawards Category Total			\$0.00		
E. Procurement Contracts Category Total			\$0.00		
F. Other Costs Category Total			\$600.00		
TOTAL BUDGET TOTAL (May Not Exceed \$10,000)			\$7,608.75		
Other Costs Category Total \$600.00					

Agency Name: DEPARTMENT OF COMMUNITY CORREC
 Address : 105 W CAPITOL 2ND FL
 City, St Zip: LITTLE ROCK AR 72201

(501-682-9503)

Warrant Num: W 2010681268
 Warrant Date: 5/10/2020
 Payment Date: 5/10/2020

Vendor Number: 0000002900

Invoice #	Document Text	Net Amount
02132020	JEFFERSON COUNTY, PO 4501948319	4,565.92

Please direct all questions regarding this payment to
 DEPARTMENT OF COMMUNITY CORREC at 501-682-9503

TOTALS THIS WARRANT 4,565.92



THIS WARRANT VOID AFTER JUNE 30, 2021
Auditor of State of Arkansas
 To the State Treasurer, Little Rock, Ark

W 2010681268

64-1278/611 GA
 BANK OF AMERIC.

AGENCY	MO	DAY	YEAR
0485	05	10	2020

PAY TO THE ORDER OF:

JEFFERSON COUNTY
 DRUG COURT

four thousand five hundred sixty-five Dollars & 92/100

DO NOT BEND, FOLD OR MUTILATE

- PAY THIS AMOUNT -

*****4565.92



Andrea Lea

⑈ 2010681268 ⑆ 06 11 2788 ⑆ 00335988 ⑈ 060 ⑈