

AGENDA FOR THE QUORUM COURT COMMITTEE
MEETING

Tuesday, March 2, 2021
JEFFERSON COUNTY COURTHOUSE
101 W. BARRAQUE ST
PINE BLUFF, ARKANSAS
TIME 5:30 P.M.

- I. ROLL CALL
- II. REPORTS OF THE COMMITTEES

Public Safety – Justice Conley Byrd

- 1. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 3401 JUVENILE JUSTICE EDUCATION
- 2. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 3403 MECA
- 3. AN APPROPRIATION ORDINANCE TO HAVE COUNTY TREASURER TO CREATE FUND 3513 OPIOID PROGRAM CATEGORY 2 AND TO APPROPRIATE FUNDS TO FUND 3513 OPIOID PROGRAM CATEGORY 2
- 4. AN APPROPRIATION ORDINANCE TO HAVE COUNTY TREASURER TO CREATE FUND 3514 OPIOID PROGRAM CATEGORY 4 AND TO APPROPRIATE FUNDS TO FUND 3514 OPIOID PROGRAM CATEGORY 4

Human Resource – Cedric Jackson

- 1. VOTE TO FILL SLOT 10-5 SHERIFF'S SECRETARY/CLERK
- 2. VOTE TO FILL DETENTION FACILITY MAINTENANCE
- 3. VOTE TO FILL DETENTION FACILITY COOK
- 4. VOTE TO FILL DETENTION FACILITY PART TIME NURSE
- 5. VOTE TO FILL JUVENILE JUSTICE FACILITY MAINTENANCE

6. VOTE TO FILL JUVENILE JUSTICE FACILITY COOK
7. VOTE TO FILL JUVENILE JUSTICE FACILITY PARAPROFESSIONAL POSITIONS
8. AN ORDINANCE TO REQUIRE ALL ELECTED OFFICIALS TO COMPLETE AN OFFER APPROVAL FORM AND JOB REQUISITION/PRE-OFFER FORM BEFORE HIRING POTENTIAL EMPLOYEES; THIS WILL ALLOW THE COUNTY CLERK THE OPPORTUNITY TO VERIFY JOB TITLE AND SLOT PLACEMENT OF SAID EMPLOYEE PRIOR TO EMPLOYMENT

Budget and Finance – Jimmy Fisher

1. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 3401 JUVENILE JUSTICE EDUCATION
2. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 3403 MECA
3. AN APPROPRIATION ORDINANCE TO CREATE FUND 3517 FLOOD MITIGATION BUY OUT GRANT AND APPROPRIATE FUNDS TO FUND 3517 FLOOD MITIGATION BUY OUT GRANT
4. AN APPROPRIATION ORDINANCE TO HAVE COUNTY TREASURER TO CREATE FUND 3513 OPIOID PROGRAM CATEGORY 2 AND TO APPROPRIATE FUNDS TO FUND 3513 OPIOID PROGRAM CATEGORY 2
5. AN APPROPRIATION ORDINANCE TO HAVE COUNTY TREASURER TO CREATE FUND 3514 OPIOID PROGRAM CATEGORY 4 AND TO APPROPRIATE FUNDS TO FUND 3514 OPIOID PROGRAM CATEGORY 4
6. AN APPROPRIATION ORDINANCE TO PROVIDE A TRANSFER FROM FUND 3042 ASSESSOR LATE FEE FUND TO FUND 1000 COUNTY GENERAL - ASSESSOR
7. AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO VARIOUS FUNDS AND TRANSFERS WITHIN COUNTY GENERAL FOR WORKERS COMPENSATION PREMIUMS
8. AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 2000 COUNTY ROAD
9. AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO

FUND 3510 RECYCLING RESOURCE RECOVERY GRANT

10. AN APPROPRIATION ORDINANCE AMENDING APPROPRIATION ORDINANCE NO. 2020-160, THE 2021 BUDGET OF THE GENERAL FUND AND TO PROVIDE FOR A SUPPLEMENTAL APPROPRIATION TO VARIOUS COUNTY DEPARTMENTS OF THE COUNTY GENERAL FUND FOR A FOUR PERCENT (4%) SALARY INCREASE FOR ALL EMPLOYEES, A FIVE PERCENT (5%) SALARY INCREASE TO SHERIFF OFFICE CERTIFIED DEPUTIES, A EIGHT PERCENT (8%) SALARY INCREASE TO ALL COUNTY OFFICIALS ELECTED TO A FOUR YEAR TERM, JUSTICE OF THE PEACE WILL RECEIVE A THREE PERCENT (3%) INCREASE IN THEIR PER DIEM AND THE COUNTY JUDGE WILL RECEIVE AMOUNT PER ANNUM WORK VEHICLE
11. AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 1006 CORONAVIRUS RELIEF CARES ACT
12. AN APPROPRIATION ORDINANCE TO PROVIDE A TRANSFER OF FUNDS FROM FUND 1814 COUNTY RESERVE TO FUND 2000 COUNTY ROAD
13. AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 3403 MECA AND FUND 3405 9-1-1 CMRS FUND. ALSO, TRANSFER FUNDS FROM FUND 3405 9-1-1 CRMS TO FUND 3403 MECA
14. AN APPROPRIATION ORDINANCE TO CREATE FUND 3517 FLOOD MITIGATION BUY OUT GRANT AND APPROPRIATE FUNDS TO FUND 3517 FLOOD MITIGATION BUY OUT GRANT

III. ADJOURNMENT

State of Arkansas

County of Jefferson

Quorum Court

APPROPRIATION ORDINANCE NO. 2021-_____

AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 3401 JUVENILE JUSTICE EDUCATION

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

Article I. The County Judge is now authorized to approve a supplemental appropriation for \$567.00 to 3401-0418-1001 Salaries, \$43.28 to 3401-0418-1006 Social Security Matching, \$86.75 to 3401-0418-1007 Retirement Matching as detailed in the attachment hereto.

Article II. The County Judge is now authorized to approve the appropriation distribution as outlined 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 3401
JUVENILE JUSTICE EDUCATION

BY:

Conley Byrd
JUSTICE OF THE PEACE
JEFFERSON COUNTY, ARKANSAS

APPROVED:

GERALD ROBINSON
JEFFERSON COUNTY JUDGE
JEFFERSON COUNTY, ARKANSAS

Date_____

Attachment – 1 page

APPROVED BY:

TERRY WYNNE
COUNTY ATTORNEY
JEFFERSON COUNTY, ARKANSAS

ATTEST:

SHAWNDRAGART
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 Gary McClain
W.C. "Dub" BRASSELL ADULT 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.jeffcoso.org

MEMO

TO: JEFFERSON COUNTY JUDGE GERALD ROBINSON
FROM: CHRIS BROWN, OFFICE MANAGER *MB*
DATE: 02/04/2021

RE: **APPROPRIATION REQUEST FOR JUVENILE JUSTICE EDUCATION**

In submitting the 2021 budget, the Paraprofessional slots (4-1, 4-2 and 4-3) in Juvenile Justice Education (3401-0418) were inadvertently reduced by \$189.00, from \$33,680.00 in the previous year to \$33,491.00 this year.

As such, please consider an increase of that amount to each of those Paraprofessional slots and an appropriation from Fund 3401 Juvenile Justice Education to line 3401-0418-1001 SALARIES in the amount of \$567.00. In addition, please appropriate \$43.28 to 3401-0418-1006 SOCIAL SECURITY MATCHING and \$86.75 to 3401-0418-1007 RETIREMENT MATCHING. There exist more than sufficient unappropriated funds in 3401 for this correction.

State of Arkansas

County of Jefferson

Quorum Court

APPROPRIATION ORDINANCE NO. 2021-_____

AN APPROPRIATION ORDINANCE TO PROVIDE A SUPPLEMENTAL APPROPRIATION TO FUND 3403 MECA

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

Article I. The County Judge is now authorized to approve a supplemental appropriation for \$139,571.68 to 3403-0501 MECA as detailed in attachments hereto.

Article II. The County Judge is now authorized to approve distribution to the appropriation as outlined 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 3403 MECA

BY:

Conley Byrd
JUSTICE OF THE PEACE
JEFFERSON COUNTY, ARKANSAS

APPROVED:

GERALD ROBINSON
JEFFERSON COUNTY JUDGE
JEFFERSON COUNTY, ARKANSAS

Date _____

Attachment – 1 page

APPROVED BY:

TERRY WYNNE
COUNTY ATTORNEY
JEFFERSON COUNTY, ARKANSAS

ATTEST:

SHAWNDRAG TAGGART
JEFFERSON COUNTY CLERK
JEFFERSON COUNTY, ARKANSAS

Date _____

MECA 9-1-1

Metropolitan Emergency Communications Association

MEMORANDUM

TO: County Judge Gerald Robinson

FROM: Karen Blevins *KB*

DATE: February 24, 2021

SUBJECT: Additional Appropriation for MECA

This is a request for an additional appropriation in the amount of \$139,571.68 in the MECA 2021 budget, Fund 3403, Department 0501. This budget increase will be entirely funded by the increase in Cellular Telephone Revenue. A copy of the revised budget is attached.

The MECA Board met on February 3, 2020 and approved raises for MECA employees. A study was done to show that our dispatchers were making considerably lower than most dispatchers in surrounding counties and cities. The Board voted to raise the salaries of dispatchers by \$3000. MECA personnel in positions other than dispatcher will get a 4% increase.

In addition, the amount of money that County General will pay into MECA will be reduced from \$229,759.72 to \$227,116.14, a savings to County General in the amount of \$2,643.58.

**METROPOLITAN EMERGENCY COMMUNICATIONS ASSOCIATION
2021 BUDGET
INCOME**

		2021 APPROVED BUDGET	2021 BUDGET REVISION	Difference
TOTAL BUDGET		2,119,821.99	2,259,393.67	139,571.68
Estimated 911 Funds		200,000.00	200,000.00	0.00
Estimated Cellular 911 Funds/ETSB		880,000.00	880,000.00	0.00
ETSB/911 Maintenance Reimbursement		11,472.00	11,472.00	0.00
Contract Funding (UAPB)		10,000.00	10,000.00	0.00
Arkansas Act 442 Funds		12,000.00	12,000.00	0.00
MECA Fund Carry Over		100,000.00	250,000.00	150,000.00
Agency Funding		906,349.99	895,921.67	-10,428.32
TOTAL REVENUE		2,119,821.99	2,259,393.67	139,571.68
PINE BLUFF	70.76%	641,333.24	633,954.17	-7,379.07
JEFFERSON COUNTY	25.35%	229,759.72	227,116.14	-2,643.58
WHITE HALL	2.25%	20,392.87	20,158.24	-234.63
REDFIELD	0.63%	5,710.00	5,644.31	-65.69
ALTHEIMER	0.57%	5,166.19	5,106.75	-59.44
HUMPHREY	0.21%	1,903.33	1,881.44	-21.89
WABBASEKA	0.19%	1,722.06	1,702.25	-19.81
SHERRILL	0.04%	362.54	358.37	-4.17
TOTAL	100.00%	906,349.95	895,921.67	-10,428.28

**METROPOLITAN EMERGENCY COMMUNICATIONS ASSOCIATION
2021 BUDGET**

		2021 APPROVED BUDGET	2021 BUDGET REVISION	Difference
PERSONAL SERVICES				
05011001	Salaries(Full Time)	1,058,492.00	1,160,863.68	102,371.68
05011002	Salaries(Part-Time)	10,000.00	17,000.00	7,000.00
05011005	Overtime	20,000.00	25,000.00	5,000.00
	Total Salaries	1,088,492.00	1,202,863.68	114,371.68
05011006	Social Security Matching	83,270.00	92,020.00	8,750.00
05011007	Retirement Matching	165,225.00	181,675.00	16,450.00
05011009	Health Insurance Matching	135,702.00	135,702.00	0.00
05011010	Workers Compensation	1,626.19	1,626.19	0.00
05011011	Unemployment Compensation	3,500.00	3,500.00	0.00
05011016	Life Insurance	2,956.80	2,956.80	0.00
	Total Fringe Benefits	392,279.99	417,479.99	25,200.00
	TOTAL SALARIES & FRINGE	1,480,771.99	1,620,343.67	139,571.68
MAINTENANCE & OPERATIONS				
05012001	General Supplies	19,000.00	19,000.00	
05012003	Janitorial Supplies	1,500.00	1,500.00	
05012006	Clothing & Uniforms	2,000.00	2,000.00	
05012007	Fuel, Oil & Lubricants	1,500.00	1,500.00	
05012020	Building Materials & Supplies	800.00	800.00	
05012023	Parts & Repairs	1,900.00	1,900.00	
05012024	Maintenance & Service Contracts	82,500.00	82,500.00	
	Total Supplies	109,200.00	109,200.00	
05013006	Medical, Dental & Hospital	4,000.00	4,000.00	
05013009	Other Professional Services	12,500.00	12,500.00	
05013020	Telephone & Fax	140,000.00	140,000.00	
05013021	Postage	150.00	150.00	
05013022	Cell Phones & Pagers	4,300.00	4,300.00	
05013023	Internet Connection	2,400.00	2,400.00	
05013030	Travel	1,800.00	1,800.00	
05013040	Advertising & Publications	2,000.00	2,000.00	
05013054	Other Sundry Insurance	2,900.00	2,900.00	
05013090	Dues & Memberships	1,000.00	1,000.00	
05013094	Meals & Lodging	5,000.00	5,000.00	
05013100	Other Miscellaneous	1,100.00	1,100.00	
05013101	Training & Education	5,700.00	5,700.00	
	Total Other Services & Charges	182,850.00	182,850.00	
CAPITAL OUTLAY				
05014004	Machinery & Equipment	347,000.00 ***	347,000.00	
	TOTAL CAPITAL OUTLAY	347,000.00	347,000.00	
	TOTAL BUDGET	2,119,821.99	2,259,393.67	139,571.68

***Equipment amount includes regular amount of \$45,000 and \$302,000 for final payment of new CAD System

**METROPOLITAN EMERGENCY COMMUNICATIONS ASSOCIATION
2021 BUDGET
SALARIES**

	SLOT #	2021 APPROVED SALARY	2021 SALARY with RAISES	Difference
Systems Technician	1	33,557.00	\$ 34,899.28	\$ 1,342.28
Com 3	2	33,000.00	\$ 36,000.00	\$ 3,000.00
Com 3	3	36,600.00	\$ 39,600.00	\$ 3,000.00
Com 3/Training Coord	4	33,000.00	\$ 36,000.00	\$ 3,000.00
Com 3	5	33,000.00	\$ 36,000.00	\$ 3,000.00
Com 3	6	35,400.00	\$ 38,400.00	\$ 3,000.00
Com 3/Admin	7	42,000.00	\$ 43,680.00	\$ 1,680.00
Com 3	8	33,000.00	\$ 36,000.00	\$ 3,000.00
Com 2	9	29,000.00	\$ 32,000.00	\$ 3,000.00
Com 2	10	29,000.00	\$ 32,000.00	\$ 3,000.00
Com 2	11	29,000.00	\$ 32,000.00	\$ 3,000.00
Com 2	12	29,000.00	\$ 32,000.00	\$ 3,000.00
Com 2	13	29,000.00	\$ 32,000.00	\$ 3,000.00
Com 2	14	29,000.00	\$ 32,000.00	\$ 3,000.00
Com 1/ACIC	15	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	16	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	17	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	18	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	19	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	20	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	21	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	22	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	23	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	24	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	25	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	26	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	27	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	28	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	29	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	30	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	31	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	32	27,200.00	\$ 30,200.00	\$ 3,000.00
Com 1	33	26,000.00	\$ 29,000.00	\$ 3,000.00
Com 1	34	26,000.00	\$ 29,000.00	\$ 3,000.00
Director	35	28,027.00	\$ 29,148.08	\$ 1,121.08
Accounting	36	5,708.00	\$ 5,936.32	\$ 228.32
Operations Manager	37	50,000.00	\$ 52,000.00	\$ 2,000.00
TOTAL		1,058,492.00	\$ 1,160,863.68	\$ 102,371.68

State of Arkansas

County of Jefferson

Quorum Court

APPROPRIATION ORDINANCE NO. 2021-_____

AN APPROPRIATION ORDINANCE TO HAVE THE COUNTY TREASURER TO CREATE FUND 3513 OPIOID PROGRAM CATEGORY 2 AND TO APPROPRIATE FUNDS TO FUND 3513 OPIOID PROGRAM CATEGORY 2

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

Article I. The County Judge is now authorized to create and fund the 3513 Opioid Program Category 2 Fund and have \$285,000.00 appropriated in the fund as detailed in the attachment hereto.

Article II. The County Judge is now authorized to approve the appropriation distribution as outlined in Article I.

Article III. The County Treasurer is now authorized to create Fund 3513 Opioid Program Category 2.

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

AN APPROPRIATION ORDINANCE TO HAVE COUNTY
TREASURER TO CREATE FUND 3513 OPIOID PROGRAM
CATEGORY 2 AND TO APPROPRIATE FUNDS TO FUND
3513 OPIOID PROGRAM CATEGORY 2

BY:

Conley Byrd
JUSTICE OF THE PEACE
JEFFERSON COUNTY, ARKANSAS

APPROVED:

GERALD ROBINSON
JEFFERSON COUNTY JUDGE
JEFFERSON COUNTY, ARKANSAS

Date_____

Attachments – 8 pages

APPROVED BY:

TERRY WYNNE
COUNTY ATTORNEY
JEFFERSON COUNTY, ARKANSAS

ATTEST:

SHAWNDRAGART
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 Gary McClain.
JAIL ADMINISTRATOR, Joseph Gorman
ASST. JAIL ADMINISTRATOR, Joshua Skillen

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.jeffcoso.org

February 19,2021

Jefferson County Quorum Court
C/O: Honorable Judge Gerald Robinson
101 West Barraque
Pine Bluff,AR 71601

RE: Comprehensive Opioid Abuse Site-Based Program Category 2 Grant

Greetings:

I respectfully request that the following be placed on the agenda of the Quorum Court for its March 2021 meeting.


Jefferson County has been awarded a grant through the Arkansas Department of Finance and Administration for \$285,000.00/yr. This grant has a duration of 2 years and we will be funded on a reimbursement. The turnaround to receive our money from this grant is between 3 to 5 days.

This grant will allow the Sheriff's Office to add an additional Drug Task Force Officer to help fight the opioid crisis on multiple fronts. The Sheriff's Office will be collaborating with Exodus.Life to accomplish the goals of this project. Exodus.Life is a 501c3 nonprofit seeking to expand and enhance its Exodus Academy and Continuum of Care Connection program to the Jefferson County Sheriff's Office, with the objective of addressing the needs and barriers of individuals with substance use disorders and justice involved backgrounds. Exodus.Life is one of the most effective programs in the State of Arkansas addressing the opioid epidemic with the use of peer recovery-based services.

The additional Drug Task Force Officer will respond to all Drug and overdose calls and will coordinate with the peer counselor provided by Exodus.Life to also respond to the calls. The Task Force Officer will conduct the investigation as normal of these cases while the peer review counselor will coordinate with the subject on drugs and the family to provide recovery options to these individuals. The aforementioned task are the main objective of this project. The secondary objective places peer counselors inside of the Detention Center to conduct counseling to detainees that are battling drug use. This program has a high success rate on reducing recidivism.

The requested budget is attached.

Sincerely,

A handwritten signature in cursive script, appearing to read "Joseph Gorman".

Joseph Gorman
Chief Deputy/Jail Administrator



**ARKANSAS DEPARTMENT OF
FINANCE AND ADMINISTRATION**

OFFICE OF INTERGOVERNMENTAL SERVICES
1515 West Seventh Street, Suite 404
P.O. Box 8031
Little Rock, Arkansas 72203-8031
Phone: (501) 682-1074
Fax: (501) 682-5206
<https://www.dfa.arkansas.gov/intergovernmental-services>

JAG RSAT
 DCF COAP

CATALOG OF DOMESTIC FEDERAL ASSISTANCE
(CFDA Number) 16.838 - Comprehensive Opioid Abuse Site-Based Program (COAP)

Federal Award Number: 2019-BX-AR-K049
Federal Award Date: 9/29/2019

- | | |
|---|---|
| <p>1. SUBGRANTEE NAME AND ADDRESS (Including Zip Code)
Gerald Robinson, County Judge
Jefferson County Sheriff's Office
410 East 2nd Avenue
Pine Bluff, AR 71601</p> <p>2. FEDERAL IDENTIFICATION NUMBER/DUNS:
71-6009958 / 603579814</p> <p>3. MODIFICATION EFFECTIVE DATE:</p> <p>4. MODIFICATION AMOUNT: \$

FEDERAL AMOUNT: \$
STATE AMOUNT: \$
LOCAL MATCH: \$</p> <p>5. PROJECT DESCRIPTION
COAP aims to reduce opioid abuse and the number of overdose fatalities, as well as to mitigate the impacts on crime victims by supporting comprehensive, collaborative initiatives. This subaward is not an R&D.</p> | <p>6. SUBGRANT NUMBER: J21-198-COAP19</p> <p>7. START DATE: February 15, 2021
END DATE: January 15, 2022</p> <p>8. AWARD DATE: February 9, 2021</p> <p>9. ACTION: Initial <input checked="" type="checkbox"/>
Modification</p> <p>10. AWARD AMOUNT: \$285,000.00

FEDERAL AMOUNT: \$285,000.00
STATE AMOUNT: N/A
LOCAL MATCH: N/A</p> |
|---|---|

11. SPECIAL CONDITIONS (Check if applicable)

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS SET FORTH IN IT'S APPLICATION AND ALL CERTIFICATIONS, ASSURANCES AND SPECIAL CONDITIONS PREVIOUSLY AGREED TO

Statutory Authority: 34 U.S.C. 10701 and Pub. L. No. 116-6, 133 Stat 13, 114.

AGENCY APPROVAL		SUBGRANTEE APPROVAL	
12. TYPED NAME AND TITLE OF APPROVING IGS OFFICIAL Doris Smith, DFA Administrator Intergovernmental Services		15. TYPED NAME AND TITLE OF AUTHORIZED SUBGRANTEE OFFICIAL Gerald Robinson, County Judge Jefferson County Sheriff's Office	
13. SIGNATURE OF APPROVING OFFICIAL	14. DATE:	16. SIGNATURE OF AUTHORIZED OFFICIAL 	17. DATE: 02/12/2021

ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
 BUREAU OF JUSTICE ASSISTANCE (BJA)
 COMPREHENSIVE OPIOID ABUSE SITE-BASED GRANT PROGRAM (COAP)

COAP PROJECT BUDGET

APPLICANT:	JEFFERSON COUNTY SHERIFF'S OFFICE
PROJECT TITLE:	COMPREHENSIVE OPIOID ABUSE SITE BASED PROGRAM - CATEGORY 2

Instructions: Please prepare a proposed project budget request for up to \$285,000 for project period of November 1, 2020 to September 14, 2021

BUDGET SUMMARY	FUNDS REQUESTED (FEDERAL)		TOTAL	MATH CALCULATION FOR REQUESTED AMOUNT
A. PERSONNEL/OVERTIME: List all positions for which funding is sought, include positions to be used as match. Include the number of hours worked per week, the salary rate, as well as a brief description of the job duties to be performed by each position in the budget narrative. (Please Indicate If Contractual.)				
Opioid Response Field Investigator	\$50,000.00		\$50,000.00	
Project Manager (contractual)	\$45,000.00		\$45,000.00	
Peer Recovery Support Services (contractual)	\$35,000.00		\$35,000.00	
Position 4/Name of Personnel	\$0.00		\$0.00	
Position 5/Name of Personnel	\$0.00		\$0.00	
Position 6/Name of Personnel	\$0.00		\$0.00	
TOTAL SALARY	\$130,000.00		\$130,000.00	

B. MANDATED BENEFITS: Mandated Benefits include FICA, Worker's Compensation and State Unemployment. FICA is calculated at 7.65% of total salary. Worker's Compensation and State Unemployment rates are determined by the respective agencies. (3% is the maximum amount of State Unemployment to be reimbursed)				
FICA @ 7.65% X total salary	\$10,327.50		\$10,327.50	
Worker's Compensation for all Positions @ ____%	\$4,050.00		\$4,050.00	
State Unemployment @ ____% of first \$10000 of salary x number of positions	\$1,350.00		\$1,350.00	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
TOTAL MANDATED BENEFITS	\$15,727.50	\$0.00	\$15,727.50	

1056
1010
1011

ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
 BUREAU OF JUSTICE ASSISTANCE (BJA)
 COMPREHENSIVE OPIOID ABUSE SITE-BASED GRANT PROGRAM (COAP)

COAP PROJECT BUDGET

APPLICANT:	JEFFERSON COUNTY SHERIFF'S OFFICE
PROJECT TITLE:	COMPREHENSIVE OPIOID ABUSE SITE BASED PROGRAM - CATEGORY 2

C. EMPLOYER BENEFITS: Include all other benefits offered to employee through group policies held by the applicant (e.g. health insurance, retirement, etc.). Payments made directly to employees are not an allowable cost. Retirement benefits will not be reimbursed at a rate above the current state retirement benefit of 15.32%.

APERS	\$7,660.00		\$7,660.00	50000 X 15.32=7660
Medical	\$14,916.00		\$14,916.00	3432 x 2= 6864 and 8052 x 1=14916
Dental/Vision	\$440.00		\$440.00	101.04 X 2=202.08 1x238=440
Life Insurance	\$309.40		\$309.40	154.5
TOTAL EMPLOYER BENEFITS	\$23,325.40		\$23,325.40	

D. MAINTENANCE AND OPERATIONS: Include items essential to the effective implementation of activities identified within this project (e.g. communications/telephone, vehicle maintenance/fuel, office-program supplies, utilities/internet, insurances, security services, etc.)

Cellphones <i>3022</i>	\$3,600.00		\$3,600.00	1200 year x 3 phone lines = 3600
Office-Program Supplies <i>2001</i>	\$13,000.00		\$13,000.00	
Copies <i>3009</i>	\$4,500.00		\$4,500.00	
Printer <i>2002</i>	\$485.00		\$485.00	
2 Digital Camera <i>3093</i>	\$2,300.00		\$2,300.00	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
TOTAL MAINTENANCE AND OPERATIONS	\$23,885.00		\$23,885.00	

E. EQUIPMENT: List non-expendable and expendable (small) items to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years.

75 inch smart television <i>2002</i>	\$2,000.00		\$2,000.00	
Computers <i>2002</i>	\$4,500.00		\$4,500.00	2500 x 3
Cellbrite	\$9,300.00		\$9,300.00	

ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
 BUREAU OF JUSTICE ASSISTANCE (BJA)
 COMPREHENSIVE OPIOID ABUSE SITE-BASED GRANT PROGRAM (COAP)

COAP PROJECT BUDGET

APPLICANT:	JEFFERSON COUNTY SHERIFF'S OFFICE
PROJECT TITLE:	COMPREHENSIVE OPIOID ABUSE SITE BASED PROGRAM - CATEGORY 2

Input Ace Video Evidence processing software 3102	\$3,495.00		\$3,495.00	
Tactical Bulletproof Vest 3993	\$3,000.00		\$3,000.00	1500.00 x 2
Traller for Camera System 4004	\$19,500.00		\$19,500.00	
TOTAL EQUIPMENT	\$41,795.00		\$41,795.00	

F. PROFESSIONAL/CONTRACT SERVICES: Include any professional service needed to ensure success of the project (i.e. vehicle lease, office rent/storage, consultants-CPA, Accounting/Bookkeeping, etc.) For each consultant enter the name, service to be provided and hourly fee. Estimate time worked on the project. If Contract Services is used for PERSONNEL - use the Personnel/Salary Category, but list as Contractual Services.

Vehicle Lease 4005	\$6,000.00		\$6,000.00	500 per month x 12 months
Software for Cellbrite 3102	\$3,700.00		\$3,700.00	
Phone transmitter software 3102	\$495.00		\$495.00	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
TOTAL PROFESSIONAL-CONTRACT SERVICES	\$10,195.00		\$10,195.00	

G. TRAVEL/TRAINING: Itemize travel/training expenses of project personnel by purpose. Training for personnel (Both In-State and Out-of-State), OUT OF STATE TRAVEL/TRAINING WILL BE PRE-APPROVED BY DFA-IGS. Include any mileage in this section.

Training/Travel 1	\$4,500.00		\$4,500.00	1500 x 3
Mileage 2007	\$7,500.00		\$7,500.00	2500 x 3
Cellbrite Training 3101	\$6,580.00		\$6,580.00	
	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
TOTAL TRAVEL/TRAINING	\$18,580.00		\$18,580.00	

ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
 BUREAU OF JUSTICE ASSISTANCE (BJA)
 COMPREHENSIVE OPIOID ABUSE SITE-BASED GRANT PROGRAM (COAP)

COAP PROJECT BUDGET

APPLICANT:	JEFFERSON COUNTY SHERIFF'S OFFICE
PROJECT TITLE:	COMPREHENSIVE OPIOID ABUSE SITE BASED PROGRAM - CATEGORY 2

H. OTHER COST:				
Lights/Sirens	3093	\$2,500.00		\$2,500.00
Handheld Radio	3093	\$5,000.00		\$5,000.00
7 Pole Cams	4004	\$14,000.00		\$14,000.00
				\$0.00
TOTAL OTHER		\$21,500.00		\$21,500.00

TOTAL BUDGET REQUESTED	\$285,007.90		\$285,007.90
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ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
 BUREAU OF JUSTICE ASSISTANCE (BJA)
 COMPREHENSIVE OPIOID ABUSE SITE-BASED GRANT PROGRAM (COAP)

COAP PROJECT BUDGET

APPLICANT:	JEFFERSON COUNTY SHERIFF'S OFFICE
PROJECT TITLE:	COMPREHENSIVE OPIOID ABUSE SITE BASED PROGRAM - CATEGORY 2

BUDGET SUMMARY	FUNDS REQUESTED (FEDERAL)		TOTAL
PERSONNEL/OVERTIME	\$130,000.00		\$130,000.00
MANDATED BENEFITS	\$15,727.50		\$15,727.50
EMPLOYER BENEFITS	\$23,325.40		\$23,325.40
MAINTENANCE AND OPERATIONS	\$23,885.00		\$23,885.00
EQUIPMENT	\$41,795.00		\$41,795.00
PROFESSIONAL/CONTRACT SERVICES	\$10,195.00		\$10,195.00
TRAVEL/TRAINING	\$18,580.00		\$18,580.00
OTHER	\$21,500.00		\$21,500.00
TOTAL	\$285,007.90		\$285,007.90



 AUTHORIZED OFFICIAL (AO) SIGNATURE

11-20-2020

 DATE

(Print AO Email)

(Print AO Telephone)

 FISCAL OFFICER (FO) SIGNATURE

 DATE

(Print FO Email)

(Print FO Telephone)

2021

COMPREHENSIVE OPIOD ABUSE PROGRAM FUND - CATEGORY 2

		BUDGET PROPOSAL
XXXX-0400	COMPREHENSIVE OPIOD ABUSE PROGRAM	
1001	SALARIES (FULL TIME)	50,000.00
1004	CONTRACT LABOR	80,000.00
1006	SOCIAL SECURITY MATCHING	10,319.60
1007	RETIREMENT MATCHING	7,660.00
1009	HEALTH INSURANCE MATCHING	15,356.00
1010	WORKERS' COMPENSATION	4,050.00
1011	UNEMPLOYMENT COMPENSATION	1,350.00
1016	LIFE INSURANCE	309.40
XXXX-0400	TOTAL PERSONAL SERVICES	169,045.00
2001	GENERAL SUPPLIES	13,000.00
2002	SMALL EQUIPMENT	6,985.00
2007	FUEL OIL AND LUBRICANTS	7,500.00
XXXX-0400	TOTAL SUPPLIES	27,485.00
3009	OTHER PROFESSIONAL SERVICES	4,500.00
3022	CELL PHONES AND PAGERS	3,600.00
3093	MISCELLANEOUS LAW ENFORCEMENT	22,100.00
3094	MEALS AND LODGING	4,500.00
3101	TRAINING AND EDUCATION	6,580.00
3102	COMPUTER SOFTWARE SUPPORT	7,690.00
XXXX-0400	TOTAL OTHER SERVICES AND CHARGES	48,970.00
4004	MACHINERY AND EQUIPMENT	33,500.00
4005	VEHICLES	6,000.00
XXXX-0400	TOTAL CAPITAL OUTLAY	39,500.00
	GRAND TOTAL	285,000.00

State of Arkansas

County of Jefferson

Quorum Court

APPROPRIATION ORDINANCE NO. 2021-_____

AN APPROPRIATION ORDINANCE TO HAVE THE COUNTY TREASURER TO CREATE FUND 3514 OPIOID PROGRAM CATEGORY 4 AND TO APPROPRIATE FUNDS TO FUND 3514 OPIOID PROGRAM CATEGORY 4

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

Article I. The County Judge is now authorized to create and fund the 3514 Opioid Program Category 4 Fund and have \$50,000.00 appropriated in the fund as detailed in the attachment hereto.

Article II. The County Judge is now authorized to approve the appropriation distribution as outlined in Article I.

Article III. The County Treasurer is now authorized to create Fund 3514 Opioid Program Category 4.

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

AN APPROPRIATION ORDINANCE TO HAVE COUNTY
TREASURER TO CREATE FUND 3514 OPIOID PROGRAM
CATEGORY 4 AND TO APPROPRIATE FUNDS TO FUND
3513 OPIOID PROGRAM CATEGORY 4

BY:

Conley Byrd
JUSTICE OF THE PEACE
JEFFERSON COUNTY, ARKANSAS

APPROVED:

GERALD ROBINSON
JEFFERSON COUNTY JUDGE
JEFFERSON COUNTY, ARKANSAS

Date _____

Attachments – 8 pages

APPROVED BY:

TERRY WYNNE
COUNTY ATTORNEY
JEFFERSON COUNTY, ARKANSAS

ATTEST:

SHAWNDRAGART
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 Gary McClain.
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.jeffcoso.org

February 19,2021

Jefferson County Quorum Court
C/O: Honorable Judge Gerald Robinson
101 West Barraque
Pine Bluff,AR 71601

RE: Comprehensive Opioid Abuse Site-Based Program Category 4 Grant

Greetings:

I respectfully request that the following be placed on the agenda of the Quorum Court for its March 2021 meeting.

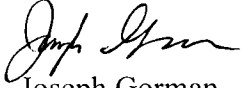
Jefferson County has been awarded a grant through the Arkansas Department of Finance and Administration for \$50,000.00. This grant has a duration of 2 years and we will be funded on a reimbursement. The turnaround to receive our money from this grant is between 3 to 5 days.

The Sheriff's Office will be collaborating with Exodus.Life to accomplish the goals of this project. Exodus.Life is a 501c3 nonprofit seeking to expand and enhance its Exodus Academy and Continuum of Care Connection program to the Jefferson County Sheriff's Office, with the objective of addressing the needs and barriers of individuals with substance use disorders and justice involved backgrounds. Exodus.Life is one of the most effective programs in the State of Arkansas addressing the opioid epidemic with the use of peer recovery-based services.

The goals and objectives of this collaboration are to reduce stigma associated with persons with substance use disorders through law enforcement and community education efforts, increase awareness about opioid crises and law enforcement/community strategies through building capacity and providing education at the facility by Peer Recovery Support Specialist. The goals and objectives outlines will introduce and support the use of forensic peer recovery support services in the Jefferson County Sherriff's Office, and engage local law enforcement in the fight against the opioid epidemic in a manner that will have a positive impact on the citizens and families serviced by the office.

Attached with this letter will be the proposed budget

Sincerely,

A handwritten signature in cursive script, appearing to read "Joseph Gorman".

Joseph Gorman
Chief Deputy/Jail Administrator



**ARKANSAS DEPARTMENT OF
FINANCE AND ADMINISTRATION**

OFFICE OF INTERGOVERNMENTAL SERVICES

1515 West Seventh Street, Suite 404

P.O. Box 8031

Little Rock, Arkansas 72203-8031

Phone: (501) 682-1074

Fax: (501) 682-5206

<https://www.dfa.arkansas.gov/intergovernmental-services>

JAG

RSAT

DCF

COAP

CATALOG OF DOMESTIC FEDERAL ASSISTANCE

(CFDA Number) 16.838 - Comprehensive Opioid Abuse Site-Based Program (COAP)

Federal Award Number: 2018-AR-BX-K085

Federal Award Date: 9-25-2018

1. SUBGRANTEE NAME AND ADDRESS (Including Zip Code)

Judge Gerald Robinson
Jefferson County Sheriff's Office
410 East 2nd Avenue
Pine Bluff, Arkansas 71601

6. SUBGRANT NUMBER: J21-198-COAP18

7. START DATE: February 15, 2021
END DATE: September 15, 2021

8. AWARD DATE: February 1, 2021

2. FEDERAL IDENTIFICATION NUMBER/DUNS:

71-6009958/603579814

9. ACTION: Initial

3. MODIFICATION EFFECTIVE DATE:

Modification

4. MODIFICATION AMOUNT: \$

FEDERAL AMOUNT: \$
STATE AMOUNT: \$
LOCAL MATCH: \$

10. AWARD AMOUNT: \$ 50,000

FEDERAL AMOUNT: \$ 50,000
STATE AMOUNT: N/A
LOCAL MATCH: N/A
No Indirect Rate Cost

5. PROJECT DESCRIPTION

COAP aims to reduce opioid abuse and the number of overdose fatalities, as well as to mitigate the impacts on crime victims by supporting comprehensive, collaborative initiatives. This subaward is not an R&D.

11. SPECIAL CONDITIONS (Check if applicable)

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS ASSET FORTH IN IT'S APPLICATION AND ALL CERTIFICATIONS ASSURANCES AND SPECIAL CONDITIONS PREVIOUSLY AGREED TO

Statutory Authority: 34 U.S.C. 10701 and Pub. L. No. 115-141, 132 Stat 348

AGENCY APPROVAL

SUBGRANTEE APPROVAL

12. TYPED NAME AND TITLE OF APPROVING IGS OFFICIAL

Doris Smith, DFA Administrator
Intergovernmental Services

15. TYPED NAME AND TITLE OF AUTHORIZED SUBGRANTEE OFFICIAL

Judge Gerald Robinson
Jefferson County Sheriff's Office

13. SIGNATURE OF APPROVING OFFICIAL

14. DATE:

16. SIGNATURE OF AUTHORIZED OFFICIAL

17. DATE:

Gerald Robinson 2-8-2021

ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
 BUREAU OF JUSTICE ASSISTANCE (BJA)
 COMPREHENSIVE OPIOID ABUSE SITE-BASED GRANT PROGRAM (COAP)

COAP PROJECT BUDGET

APPLICANT:	Jefferson County Sheriff's Office
PROJECT TITLE:	COMPREHENSIVE OPIOID ABUSE SITE BASED PROGRAM - CATEGORY 4

Instructions: Please prepare a proposed project budget request for up to \$285,000 for project period of November 1, 2020 to September 14, 2021.

BUDGET SUMMARY	FUNDS REQUESTED (FEDERAL)		TOTAL	MATH CALCULATION FOR REQUESTED AMOUNT
A. PERSONNEL/OVERTIME: List all positions for which funding is sought, include positions to be used as match. Include the number of hours worked per week, the salary rate, as well as a brief description of the job duties to be performed by each position in the budget narrative. (Please Indicate If Contractual.)				
Peer Specialist - Contractual	\$35,000.00		\$35,000.00	
Position 2/Name of Personnel	\$0.00		\$0.00	
Position 3/Name of Personnel	\$0.00		\$0.00	
Position 4/Name of Personnel	\$0.00		\$0.00	
Position 5/Name of Personnel	\$0.00		\$0.00	
Position 6/Name of Personnel	\$0.00		\$0.00	
TOTAL SALARY	\$35,000.00		\$35,000.00	

B. MANDATED BENEFITS: Mandated Benefits include FICA, Worker's Compensation and State Unemployment. FICA is calculated at 7.65% of total salary. Worker's Compensation and State Unemployment rates are determined by the respective agencies. (3% is the maximum amount of State Unemployment to be reimbursed)				
FICA @ 7.65% X total salary	\$2,677.50		\$2,677.50	
Worker's Compensation for all Positions @ ____%	\$300.00		\$300.00	
State Unemployment @ ____% of first \$10000 of salary x number of positions	\$300.00		\$300.00	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
TOTAL MANDATED BENEFITS	\$3,277.50	\$0.00	\$3,277.50	

ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
 BUREAU OF JUSTICE ASSISTANCE (BJA)
 COMPREHENSIVE OPIOID ABUSE SITE-BASED GRANT PROGRAM (COAP)

COAP PROJECT BUDGET

APPLICANT:	Jefferson County Sheriff's Office
PROJECT TITLE:	COMPREHENSIVE OPIOID ABUSE SITE BASED PROGRAM -CATEGORY 4

C. EMPLOYER BENEFITS: Include all other benefits offered to employee through group policies held by the applicant (e.g. health insurance, retirement, etc.). Payments made directly to employees are not an allowable cost. Retirement benefits will not be reimbursed at a rate above the current state retirement benefit of 15.32%.

Health Insurance	\$3,435.24		\$3,435.24	
Dental Insurance	\$179.40		\$179.40	
Vision Insurance	\$39.60		\$39.60	
Item Name	\$0.00		\$0.00	
TOTAL EMPLOYER BENEFITS	\$3,654.24		\$3,654.24	

D. MAINTENANCE AND OPERATIONS: Include items essential to the effective implementation of activities identified within this project (e.g. communications/telephone, vehicle maintenance/fuel, office-program supplies, utilities/internet, insurances, security services, etc.)

Telephone 3020	\$450.00		\$450.00	
Printing/Copying 3009	\$1,500.00		\$1,500.00	
Mileage Reimbursement 2007	\$2,095.00		\$2,095.00	
Internet 3023	\$262.34		\$262.34	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
TOTAL MAINTENANCE AND OPERATIONS	\$4,307.34		\$4,307.34	

E. EQUIPMENT: List non-expendable and expendable (small) items to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years.

Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	

ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
 BUREAU OF JUSTICE ASSISTANCE (BJA)
 COMPREHENSIVE OPIOID ABUSE SITE-BASED GRANT PROGRAM (COAP)

COAP PROJECT BUDGET

APPLICANT:	Jefferson County Sheriff's Office
PROJECT TITLE:	COMPREHENSIVE OPIOID ABUSE SITE BASED PROGRAM - CATEGORY 4

Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
TOTAL EQUIPMENT	\$0.00		\$0.00	

F. PROFESSIONAL/CONTRACT SERVICES: Include any professional service needed to ensure success of the project (i.e. vehicle lease, office rent/storage, consultants-CPA, Accounting/Bookkeeping, etc.) For each consultant enter the name, service to be provided and hourly fee. Estimate time worked on the project. **If Contract Services is used for PERSONNEL - use the Personnel/Salary Category, but list as Contractual Services.**

Peer Supervision Rates and Consultant's Fees <i>3009</i>	\$3,760.92		\$3,760.92	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
TOTAL PROFESSIONAL-CONTRACT SERVICES	\$3,760.92		\$3,760.92	

G. TRAVEL/TRAINING: Itemize travel/training expenses of project personnel by purpose. Training for personnel (Both In-State and Out-of-State). **OUT OF STATE TRAVEL/TRAINING WILL BE PRE-APPROVED BY DFA-IGS.** Include any mileage in this section.

Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
TOTAL TRAVEL/TRAINING	\$0.00		\$0.00	

H. OTHER COST:

ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
 BUREAU OF JUSTICE ASSISTANCE (BJA)
 COMPREHENSIVE OPIOID ABUSE SITE-BASED GRANT PROGRAM (COAP)

COAP PROJECT BUDGET

APPLICANT:	Jefferson County Sheriff's Office
PROJECT TITLE:	COMPREHENSIVE OPIOID ABUSE SITE BASED PROGRAM - CATEGORY 4

Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
Item Name	\$0.00		\$0.00	
TOTAL OTHER	\$0.00		\$0.00	

TOTAL BUDGET REQUESTED	\$50,000.00		\$50,000.00	
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2021

COMPREHENSIVE OPIOD ABUSE PROGRAM FUND - CATEGORY 4

		BUDGET PROPOSAL
XXXX-0418		
1004	CONTRACT LABOR	35,000.00
1006	SOCIAL SECURITY MATCHING	2,677.50
1009	HEALTH INSURANCE MATCHING	3,654.24
1010	WORKERS' COMPENSATION	300.00
1011	UNEMPLOYMENT COMPENSATION	300.00
XXXX-0418	TOTAL PERSONAL SERVICES	41,931.74
2007	FUEL OIL AND LUBRICANTS	2,095.00
XXXX-0418	TOTAL SUPPLIES	2,095.00
3009	OTHER PROFESSIONAL SERVICES	5,260.92
3020	TELEPHONE AND FAX	450.00
3023	INTERNET CONNECTION	262.34
XXXX-0418	TOTAL OTHER SERVICES AND CHARGES	5,973.26
	GRAND TOTAL	50,000.00



LAFAYETTE WOODS, JR.

SHERIFF OF JEFFERSON COUNTY

P.O. Box 7837

PINE BLUFF, ARKANSAS 71611

CHIEF DEPUTY, Stanley James
OPERATIONS COMMANDER, Major Gary McClain
JAIL ADMINISTRATOR, Joseph Gorman
ASST. JAIL ADMINISTRATOR, Joshua Skillen



ADMINISTRATIVE OFFICE: 870-541-5551 • 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.jeffcso.org

January 28, 2021

Jefferson County Quorum Court
C/O: Honorable Judge Gerald Robinson
101 West Barraque
Pine Bluff, AR, 71601

RE: Request to fill vacancies

Greetings:

I respectfully request that the following be placed on the agenda of the Quorum Court for its March 2021 meeting.

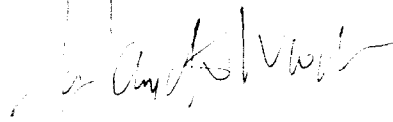
As you are aware Jefferson County Ordinance 2020-164, Article II imposes a hiring freeze on all positions of county employment for non-emergency personnel in all departments and sets out that the filling of current or future vacancies is prohibited except as provided in Article II (1). It further states that the Quorum Court may by motion exempt one or more specific appointments from application of this section upon a determination that the appointment is; (a) necessary for performance of a critical health and safety function; (b) necessary for satisfaction of a legal mandate; (c) necessary for efficient and cost-effective operation of the county; or (d) substantially funded by a federal or state grant...

On December 31, 2020 Mary Ann Wilson retired in good standing from her secretarial/clerk position (FY2020 Fund 1000-0400 Slot 16-01) assigned to the Patrol Division. This retirement has created a vacancy in that position and it has been identified that such vacancy creates a great hardship on the functions of this office. The duties that were performed by Ms. Wilson are now not able to be performed without pulling law enforcement officers from their patrol duties. Due to the staffing reductions that have happened over the previous years in the Patrol Division we cannot afford to task our law enforcement officers with additional clerical duties and expect that they remain in the field to serve as first responders to critical incidents in a timely manner. We assert that Article II (1)(c) as it states "*necessary for efficient and cost-effective operation of the county*" is applicable to this situation.

Our 2021 budget has been approved and funds in the amount of \$25,826.00 appropriated for Fund 1000-0400 County General-Sheriff Slot 10-5 which is that secretary/clerk position. In compliance with Ordinance Number 2020-164 I am requesting the Court's approval to fill this necessary vacancy.

Additionally, we request approval to fill vacancies in Detention Facility Maintenance, Detention Facility Cook, Detention Facility Part-Time Nurse, Juvenile Justice Facility Maintenance, Juvenile Justice Facility Cook, Juvenile Justice Facility Paraprofessional positions. Legal standards require that we must provide meals and medical services for detainees daily as well as timely repairs to the facilities for order and security. We assert that Article II (1) (a-d) of Jefferson County Ordinance Number 2020-164 are applicable to this situation, and hereby request the Court's approval to fill these necessary, but vacant, slots that the Court appropriated in the FY 2021 budget.

Sincerely,



Lafayette Woods, Jr.
Sheriff

State of Arkansas

County of Jefferson

Quorum Court

APPROPRIATION ORDINANCE NO. 2021-_____

AN ORDINANCE TO REQUIRE ALL ELECTED OFFICIALS TO COMPLETE AN OFFER APPROVAL FORM AND JOB REQUISITION/PRE-OFFER FORM BEFORE HIRING POTENTIAL EMPLOYEES; THIS WILL ALLOW THE COUNTY CLERK THE OPPORTUNITY TO VERIFY JOB TITLE AND SLOT PLACEMENT OF SAID EMPLOYEE PRIOR TO EMPLOYMENT.

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

Article I. The County Judge is now authorized to approve all elected officials to complete and have approved an Offer Approval Form and a Job Requisition/Pre-Offer Form before hiring an employee.

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

AN ORDINANCE TO REQUIRE ALL ELECTED OFFICIALS TO COMPLETE AN OFFER APPROVAL FORM AND JOB REQUISITION/PRE-OFFER FORM BEFORE HIRING POTENTIAL EMPLOYEES; THIS WILL ALLOW THE COUNTY CLERK THE OPPORTUNITY TO VERIFY JOB TITLE AND SLOT PLACEMENT OF SAID EMPLOYEE PRIOR TO EMPLOYMENT.

BY:

APPROVED BY:

Cedric Jackson
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

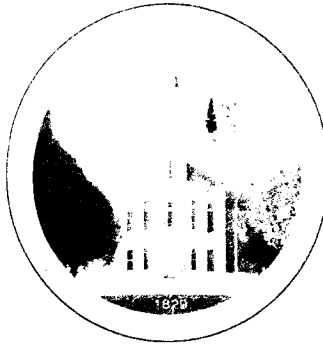
Date_____

Date_____

Attachments – 4 pages

STATE OF ARKANSAS

JEFFERSON COUNTY



Jefferson County Judge

101 WEST BARRAQUE, SUITE 107
PINE BLUFF, ARKANSAS 71601
PHONE: (870) 541-5360
FAX: (870) 536-2977
WEBSITE: WWW.JEFFERSONCOUNTYAR.GOV

TO: Jefferson County Quorum Court
FROM: Gerald Robinson, County Judge
DATE: February 25, 2021
RE: Procedure Request

In an effort to streamline processes and moreover to prevent any human resource/ payroll issues, I am asking the Quorum Court to approve the attached Human Resource forms, as written. These forms are necessary to assist in ensuring federal and state labor compliance, as well as simplify the Onboarding process.

All Department Heads, Elected Officials and/or Hiring Managers must complete the Job Requisition/Pre-Offer form and have approval prior to any County job offer being made. Additionally, the Offer approval Form must be complete before the New Hire can commence employment.

If additional information is needed please feel free to contact me or my Chief of Staff, Pamela Jenkins, at 870.541.5360

Thanks in advance for your cooperation.

PAMELA JENKINS
CHIEF OF STAFF

THADDEUS HANDLEY
LEGISLATIVE OFFICER

HANK WILKINS, V
INVENTORY/ACCOUNTS
MANAGER

DELANCIA TATUM
ADMINISTRATIVE SECRETARY

Job Requisition/Pre-Offer Form

Date _____

Position Title _____

Department _____

___ Full-time ___ Part-time

___ Exempt ___ Nonexempt

___ Salaried ___ Hourly

_____ Slot Number

Salary Range: _____

Weekly

Hourly

Regular

Temporary

Full time

Part time

Day Swing Grave Differential

Preferred Start Date: _____

Reason for Recruitment

(Job descriptions must be attached for all positions.)

___ **Replacement position**

Name of person being replaced _____

___ **Reallocated position** (*reallocation of vacant, budgeted position within department*)

Name of current vacant position _____

Current pay grade/range _____

Recommended pay grade/range _____

___ **Budgeted new position** (*job description attached*)

Budgeted pay grade/range _____

___ **Nonbudgeted new position** (*job description attached*)

Recommended pay grade/range _____

Position information/justification

(Indicate what changes were made to the job description or provide justification for new position.)

Special advertising/recruitment request: _____

Department Head Approval _____ **Date** _____

County Clerk Approval _____ **Date** _____

County Judge Approval _____ **Date** _____

Please return to County Clerk once completed

Approval to Job Offer
This section to be completed by HR only

Name of Candidate _____

Proposed Wage _____ **Proposed Start Date** _____

Reason for Hire _____

Approved _____
County Clerk/Designee **Date**

OFFER APPROVAL FORM

Candidate's Name: _____ Requisition #: _____

Job Title: _____ Job Grade: _____ FLSA Classification: _____

Department Head: _____ Dept.: _____

Proposed Compensation Package (enter "N/A" if not applicable)

Base Wage: \$ _____ per _____ Annualized Base Wage: \$ _____

Other _____

Approval Signatures:

Department Head: _____ Date: _____

County Clerk: _____ Date: _____

County Judge: _____ Date: _____

FINAL ACCEPTED OFFER:

Estimated Hire Date: _____

Base Wage: \$ _____ per _____ Annualized Base Wage: \$ _____

Other: _____

NOTE: ALL IS STILL DEPENDENT UPON PASSING A DRUG SCREEN AND PHYSICAL. IF IT'S A LAW ENFORCEMENT POSITION, IT'S DEPENDENT UPON PASSING A DRUG SCREEN, PHYSICAL AND PSYCH EVAL.