

**AGENDA FOR THE QUORUM COURT  
COMMITTEE MEETING  
Wednesday, February 15, 2023  
JEFFERSON COUNTY COURTHOUSE  
101 W. BARRAQUE ST  
PINE BLUFF, ARKANSAS  
TIME 5:30 P.M.**

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**I. ROLL CALL**

**II. REPORTS OF THE COMMITTEES**

**Human Resource – Justice Danny Holcomb**

1. AN ORDINANCE ESTABLISHING AND ADOPTING PROCEDURES FOR THE JEFFERSON COUNTY QUORUM COURT AT ALL REGULAR AND SPECIAL MEETINGS OF THE QUORUM COURT OF JEFFERSON COUNTY, ARKANSAS FOR YEARS 2023 and 2024.

**Public Safety – Justice Roy Agee**

1. AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 3508 ORGANIZED CRIME AND TRANSFER FUNDS TO 1000 COUNTY GENERAL – SHERIFF.
2. AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 1805 SALES TAX/PUBLIC SAFETY.
3. AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 1813 ADULT JAIL.
4. AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 1805 PUBLIC SAFETY SALES TAX.
5. AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 1850 FNS FUNDING ASSISTANCE – FOOD.
6. AN APPROPRIATION ORDINANCE TO PROVIDE A TRANSFER AND APPROPRIATION OF FUNDS FROM FUND 1000 COUNTY GENERAL TO TO FUND 1813 COUNTY JAIL.

### **Judicial Committee – Melanie Dumas**

1. AN APPROPRIATION ORDINANCE TO PROVIDE A TRANSFER OF FUNDS FROM FUND 3031 JUVENILE DIVISION TO FUND 1809 FINS AND TRUANCY. ACCEPTANCE OF GRANT FROM PINE BLUFF.

### **Budget and Finance – Justice Ted Harden**

1. AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 3508 ORGANIZED CRIME AND TRANSFER FUNDS TO 1000 COUNTY GENERAL – SHERIFF.
2. AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 1805 SALES TAX/PUBLIC SAFETY.
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6. AN APPROPRIATION ORDINANCE TO PROVIDE A TRANSFER AND APPROPRIATION OF FUNDS FROM FUND 1000 COUNTY GENERAL TO TO FUND 1813 COUNTY JAIL.
7. AN APPROPRIATION ORDINANCE TO PROVIDE A TRANSFER OF FUNDS FROM FUND 3031 JUVENILE DIVISION TO FUND 1809 FINS AND TRUANCY. ACCEPTANCE OF GRANT FROM PINE BLUFF.
8. AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 3008 COUNTY LIBRARY.
9. AN APPROPRIATION ORDINANCE TO ADD FOUR SLOTS TO THE COUNTY ROAD DEPARTMENT.
10. AN APPROPRIATION ORDINANCE TO APPROPRIATE FUNDS WITHIN FUND 1006 AMERICAN RESCUE PLAN REVENUE REPLACEMENT. TRANSFER AND APPROPRIATE FUNDS FROM FUND 1814 COUNTY RESERVE TO 1000 COUNTY GENERAL.

11. AN APPROPRIATION ORDINANCE TO REINSTATE THE SLOT FOR THE ASSESSOR'S OFFICE.

12. AN APPROPRIATION ORDINANCE AUTHORIZING A ONE-TIME LUMP SUM PAYMENT TO THE CIRCUIT CLERK FOR ACCUMULATED UNUSED LEAVE TIME.

13. AN APPROPRIATION ORDINANCE TO PROVIDE A TRANSFER AND APPROPRIATION OF FUNDS FROM FUND 1000 COUNTY GENERAL - ASSESSOR.

14. AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 2000 ROAD.

**III. ADJOURNMENT**

**Judicial Committee – Melanie Dumas**

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### **III. ADJOURNMENT**

State of Arkansas  
County of Jefferson  
Quorum Court

ORDINANCE NO. 2023 - \_\_\_\_\_

AN ORDINANCE ESTABLISHING AND ADOPTING PROCEDURES FOR THE JEFFERSON COUNTY QUORUM COURT AT ALL REGULAR AND SPECIAL MEETINGS OF THE QUORUM COURT OF JEFFERSON COUNTY, ARKANSAS FOR YEARS 2023 and 2024.

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF JEFFERSON, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

WHEREAS, the Jefferson County Quorum Court is required by Arkansas Code Annotated §14-14-904 to determine its rules of procedure to conduct the business of county government properly.

NOW, THEREFORE, BE IT ORDAINED BY THE QUORUM COURT OF JEFFERSON COUNTY, ARKANSAS, THAT:

ARTICLE I. The Quorum Court of Jefferson County, Arkansas, adopts in its entirety the rules of procedure as stated in the Procedural Guide for Arkansas County Quorum Court Meetings, published by the Association of Arkansas Counties. In those instances where this guide does not explicitly address the situation, Robert's Rules of Order Newly Revised (RONR) shall be the standard procedural guide for all meetings.

ARTICLE II. The following procedures outlined in this ordinance shall be adopted as additional procedures to be used to transact the business of the Jefferson County Quorum Court.

Meeting Dates

- (a) The regular monthly meetings of the Jefferson County Quorum Court shall be held on the second Monday of each month, beginning at 5:30 pm, in the Quorum Court Room of the Jefferson County Courthouse. The committee meetings will be held the Tuesday before the second Monday at 5:30 pm.
- (b) If the regular meeting date needs to be rescheduled, the County Judge is authorized and empowered to choose another date for the Quorum Court to

AN ORDINANCE ESTABLISHING  
AND ADOPTING PROCEDURES FOR THE JEFFERSON  
COUNTY QUORUM COURT AT ALL REGULAR AND SPECIAL  
MEETINGS OF THE QUORUM COURT OF JEFFERSON COUNTY,  
ARKANSAS FOR YEARS 2023 and 2024.

- meet. The County Judge shall notify all members of the Quorum Court not less than four (4) days before the new meeting date.
- (c) The agenda for the regularly scheduled committee meetings, quorum court meetings, and public hearings shall be determined by the County Judge, reduced to writing, and delivered to the Justices of the peace at least forty-eight (48) hours in advance.
- (d) A copy of the committee meeting scheduled shall be placed in the legal section of at least one (1) newspaper at least twenty-four (24) hours before the committee meetings convene. The schedule shall include the name of each committee and a brief description of each agenda item.
- (e) The County Judge or his designee shall be responsible for giving timely notice to the justices of the peace individually and in writing of all standing and special committees and quorum court meetings, if time permits. The notice shall include the name of each committee meeting, the time of the meetings, the date of the meetings, the place, and a brief description of each agenda item.
- (f) The County Judge shall create any new committee as he sees fit, appoint committee members to all committees and appoint all chairpersons of committees.
- (g) The four (4) standing committees for the years 2023 and 2024 are the Finance and Budget Committee; Public Safety Committee; Human Resources Committee; and Judicial Committee.
- (h) All Quorum Court requests shall be channeled through the committee system.

ARTICLE III. Order of Business

- (a) The following Order of Business shall apply to regular and special called meetings of the Quorum Court:

AN ORDINANCE ESTABLISHING  
AND ADOPTING PROCEDURES FOR THE JEFFERSON  
COUNTY QUORUM COURT AT ALL REGULAR AND SPECIAL  
MEETINGS OF THE QUORUM COURT OF JEFFERSON COUNTY,  
ARKANSAS FOR YEARS 2023 and 2024.

- (1) Call to Order, Pledge of Allegiance, and Moment of Prayer
- (2) Roll Call
- (3) Disposition of Minutes from Previous Meeting
- (4) Committee Reports
- (5) Unfinished Business
- (6) Comments/Questions from the Public
- (7) New Business
- (8) Announcements
- (9) Adjournment.

**ARTICLE IV. Rules of Decorum for the Quorum Court**

1. Members of the Quorum Court shall not use or make inappropriate, vulgar, or opprobrious words or offensive comments. Members shall maintain a civil and courteous manner and tone.
2. Members of the Quorum Court shall only speak to the matter currently under consideration by the Quorum Court.
3. During presentations, discussions, or debates, members of the Quorum Court shall refrain from communicating with each other, giving attention and due respect to the speaker or Quorum Court member addressing the body.
4. While a member of the Quorum Court has the floor, members of the Quorum Court and members of the public shall not interrupt the speaker unless the speaker is ruled out of order.
5. Justices violating any rules of decorum may be ruled out of order by the County Judge. An individual violating rules of decorum may be removed from the meeting by a majority vote of the Quorum Court or by order of the County Judge.

**Rules of Decorum for the Public**

1. Each Speaker will be given three (3) minutes to speak during the public comment period.
2. Each speaker will direct comments to the members of the Quorum Court and not to any individual member or another individual present unless a question is directed to them by a member of the governing body.
3. Each speaker will refrain from personal attacks and foul or abusive language and will maintain a civil and courteous manner and tone.
4. Members of the audience will respect the rights of others and will not create noise or other disturbances that will disrupt or disturb the meeting.



AN ORDINANCE ESTABLISHING  
AND ADOPTING PROCEDURES FOR THE JEFFERSON  
COUNTY QUORUM COURT AT ALL REGULAR AND SPECIAL  
MEETINGS OF THE QUORUM COURT OF JEFFERSON COUNTY,  
ARKANSAS FOR YEARS 2023 and 2024.

\*Individuals violating any rules of decorum may be ruled out of order by the County Judge. An individual violating the rules of decorum may be removed from the meeting by a majority vote of the Quorum Court or by order of the County Judge.

The Sergeant-at-Arms

The Sergeant-at-Arms is responsible for ensuring that rules of procedure and order are not violated and for keeping order at all meetings of the Quorum Court and its committees. The Sergeant-at-Arms may be a Deputy Sheriff provided by the County Sheriff or, if not provided by the County Sheriff, may be employed by the County Judge to perform the functions of the position.

ARTICLE V. Repealer. This ordinance shall repeal that part of any previous ordinance with which it conflicts.

ARTICLE VI. This ordinance shall be effective immediately upon passage by the Quorum Court.

INTRODUCED BY:

APPROVED BY:

\_\_\_\_\_  
Danny Holcomb  
JUSTICE OF THE PEACE  
JEFFERSON COUNTY, ARKANSAS

\_\_\_\_\_  
Terry Wynn  
COUNTY ATTORNEY  
JEFFERSON COUNTY, ARKANSAS

APPROVED:

ATTEST:

\_\_\_\_\_  
GERALD ROBINSON  
JEFFERSON COUNTY JUDGE  
JEFFERSON COUNTY, ARKANSAS

\_\_\_\_\_  
SHAWNDRAGART  
JEFFERSON COUNTY CLERK  
JEFFERSON COUNTY, ARKANSAS

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

State of Arkansas

County of Jefferson

Quorum Court

APPROPRIATION ORDINANCE NO. 2023-\_\_\_\_\_

AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 3508 ORGANIZED CRIME AND TRANSFER FUNDS TO 1000 COUNTY GENERAL – SHERIFF.

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

Article I. The County Judge is authorized to provide an appropriation for \$3,818.39, as detailed in the attachments.

Article II. The County Judge is authorized to approve the distribution as outlined in the attachments.

Article III. The County Treasurer is authorized to transfer \$3,818.39 from Fund 3508 Organized Crime to Fund 1000 County General, as detailed in the attachments.

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

State of Arkansas

County of Jefferson

Quorum Court

APPROPRIATION ORDINANCE NO. 2023-\_\_\_\_\_

AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 1805 SALES TAX/PUBLIC SAFETY.

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

Article I. The County Judge is authorized to provide an appropriation for \$12,297.00, as detailed in the attachments.

Article II. The County Judge is authorized to approve the distribution as outlined in the attachments.

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

State of Arkansas

County of Jefferson

Quorum Court

APPROPRIATION ORDINANCE NO. 2023-\_\_\_\_\_

AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 1813  
ADULT JAIL.

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

Article I. The County Judge is authorized to provide an appropriation for \$2.13 to line 2007. The County Judge is authorized to appropriate \$6,184.00 to line 4005, as detailed in the attachment.

Article II. The County Judge is authorized to approve the distribution as Article I outlines.

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

State of Arkansas

County of Jefferson

Quorum Court

APPROPRIATION ORDINANCE NO. 2023-\_\_\_\_\_

AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 1805  
PUBLIC SAFETY SALES TAX.

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

Article I. The County Judge is authorized to provide an appropriation for \$191.11  
to line 2007 and \$500.00 to line 2023, as detailed in the attachments.

Article II. The County Judge is authorized to approve the distribution as Article I  
outlines.

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

State of Arkansas

County of Jefferson

Quorum Court

APPROPRIATION ORDINANCE NO. 2023-\_\_\_\_\_

AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 1850  
FNS FUNDING ASSISTANCE – FOOD.

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

Article I. The County Judge is authorized to provide an appropriation for  
\$4,143.13, as detailed in the attachment.

Article II. The County Judge is authorized to approve the distribution as Article I  
outlines.

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

State of Arkansas  
County of Jefferson  
Quorum Court

APPROPRIATION ORDINANCE NO. 2023-\_\_\_\_\_

AN APPROPRIATION ORDINANCE TO PROVIDE A TRANSFER AND APPROPRIATION OF FUNDS FROM FUND 1000 COUNTY GENERAL TO TO FUND 1813 COUNTY JAIL.

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

Article I. The County Judge is authorized to provide a transfer and appropriation for \$5,885.10 from 1000-0400-3060 to 1813-0418-3060, as detailed in the attachment.

Article II. The County Judge is authorized to approve the distribution as Article I outlines.

Article III. The County Treasurer is authorized to transfer \$5,885.10 from Fund 1000 County General to Fund 1813 County Jail as Article I outlines.

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

State of Arkansas  
County of Jefferson  
Quorum Court

APPROPRIATION ORDINANCE NO. 2023-\_\_\_\_\_

AN APPROPRIATION ORDINANCE TO PROVIDE A TRANSFER OF FUNDS FROM FUND 3031 JUVENILE DIVISION TO FUND 1809 FINS AND TRUANCY. ACCEPTANCE OF GRANT FROM PINE BLUFF.

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

Article I. The County Judge is authorized to transfer \$12,379.77 from Fund 3031 Juvenile Division to Fund 1809 FINS and Truancy 1809-0414-3100, as detailed in the attachments. Accept a \$125,000.00 grant from Pine Bluff for Fund 1901 FINS and Truancy.

Article II. The County Judge authorized to approve the distribution as Article I outlines.

Article III. The County Treasurer is to transfer \$12,379.77 from Fund 3031 Juvenile Division to Fund 1809 FINS and Truancy.

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



State of Arkansas  
County of Jefferson  
Quorum Court

APPROPRIATION ORDINANCE NO. 2023-\_\_\_\_\_

AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 3008  
COUNTY LIBRARY.

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

Article I. The County Judge is authorized to provide an appropriation for  
\$55,000.00 to Fund 3008 County Library, as detailed in the attachment.

Article II. The County Judge is authorized to approve the distribution as outlined  
in the attachment.

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

State of Arkansas  
County of Jefferson  
Quorum Court

APPROPRIATION ORDINANCE NO. 2023-\_\_\_\_\_

AN APPROPRIATION ORDINANCE TO ADD FOUR SLOTS TO THE COUNTY ROAD DEPARTMENT.

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

Article I. The County Judge is authorized to add four slots to the Road Department. The total amount for the slots will be \$251,960.55, as detailed in the attachments.

Article II. The County Judge is authorized to approve the distribution as Article I outlines.

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

State of Arkansas  
County of Jefferson  
Quorum Court

APPROPRIATION ORDINANCE NO. 2023-\_\_\_\_\_

AN APPROPRIATION ORDINANCE TO APPROPRIATE FUNDS WITHIN FUND 1006 AMERICAN RESCUE PLAN REVENUE REPLACEMENT. TRANSFER AND APPROPRIATE FUNDS FROM FUND 1814 COUNTY RESERVE TO 1000 COUNTY GENERAL.

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

Article I. The County Judge is authorized to appropriate \$272,044.33 to 1006-100-3114. Transfer \$182,795.23 from 1814 county General to 1006-100-3114, as detailed in the attachment.

Article II. The County Judge is authorized to approve the distribution as Article I authorize.

Article III. The county Treasurer is authorized to transfer \$182,795.23 from 1814 Jefferson County Reserve to 1000 County General.

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

State of Arkansas  
County of Jefferson  
Quorum Court

APPROPRIATION ORDINANCE NO. 2023-\_\_\_\_\_

AN APPROPRIATION ORDINANCE TO REINSTATE THE SLOT FOR THE ASSESSOR'S OFFICE.

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

Article I. The County Judge is authorized to reinstate a slot within the Assessor's office. The payroll slot amount will be \$31,934.20.

Article II. The County Judge is authorized to approve the distribution as Article I outlines.

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

State of Arkansas

County of Jefferson

Quorum Court

**AN APPROPRIATION ORDINANCE AUTHORIZING A ONE-TIME LUMP SUM PAYMENT TO THE CIRCUIT CLERK FOR ACCUMULATED UNUSED LEAVE TIME.**

WHEREAS, on January 1, 2023, Flora Cook-Bishop assumed the constitutional office of Circuit Clerk of Jefferson County, Arkansas and

WHEREAS, as of December 31, 2022, before assuming the duties of the constitutional office of Circuit Clerk, then Chief Deputy Flora Cook-Bishop had accumulated unused leave time for which she is entitled to payment; and

WHEREAS, the category and amount of accumulated unused leave time is detailed in the attachment.

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

Article I. The County Judge is hereby authorized to approve a one-time lump sum gross payment of \$12,485.10 to Flora Cook-Bishop for accumulated unused leave time.

Article II. As detailed in the attachment, the one-time lump sum payment is paid from the existing appropriation from 3006 to 1000-0102-1001.

Article III. The County Treasurer is authorized to transfer \$12,485.10 from Fund 3006 Recordres Cost Fund To Fund 1000 County General, as detailed in the attachments.

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

Attachments – 4 pages

State of Arkansas  
County of Jefferson  
Quorum Court

APPROPRIATION ORDINANCE NO. 2023-\_\_\_\_\_

AN APPROPRIATION ORDINANCE TO PROVIDE A TRANSFER AND APPROPRIATION OF FUNDS FROM FUND 1000 COUNTY GENERAL - ASSESSOR.

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

Article I. The County Judge is authorized to provide a transfer and appropriate \$23,400.00 from 1000-105-3003 to 1000-105-3009, as detailed in the attachment.

Article II. The County Judge is authorized to approve the distribution as Article I authorized.

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

State of Arkansas  
County of Jefferson  
Quorum Court

APPROPRIATION ORDINANCE NO. 2023-\_\_\_\_\_

AN APPROPRIATION ORDINANCE TO PROVIDE AN APPROPRIATION TO FUND 2000 ROAD.

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

Article I. The County Judge is authorized to provide an appropriation for \$25,000.00 to 2000-200-4004, as detailed in the attachments.

Article II. The county Judge is authorized to approve the distribution as Article I outlines.

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