

**FILED**  
**MAY 28 2014**  
**KADE HOLLIDAY**  
COUNTY & PROBATE COURT CLERK

Quorum Court Minutes

5/27/14

## May 27, 2014 Craighead County Quorum Court Meeting

10 Justices of the Peace present. Justice **Kenneth Hendrix**, **Dana Watkins**, and **Josh Longmire** were absent.

Judge **Ed Hill** called the meeting to order.

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Justices elected to move the meeting to 6pm to avoid conflict with the St. Louis Cardinal's game that was occurring that same evening in lieu of meeting at the normal meeting time of 7pm.

Justice **Barbara Weinstock** moved to accept the minutes from the previous meetings. The motion was seconded by Justice **Terry Couch**. The minutes were approved.

Justice **Ken Stacks** read the minutes from the Public Services Committee meeting of May 12, 2014 – *Appendix 1*

Justice **Jim Bryant** read the minutes from the Finance Committee meeting of May 12, 2014 – *Appendix 2*

The issue concerning the \$75 dollar payment for taking minutes in the respective committee meetings; as well as, the overall quorum court minutes was discussed for reinstatement after it was halted due to legislative audit concerns. The court took action to reinstate this motion with all members voting yes except for Justice **Bob Blankenship**.

Justice **Couch** read the minutes from the Road Committee meeting of May 12, 2014 – *Appendix 3*

Justice **Stacks** read four amendments to add to the county personnel policy before its second reading. It was stated that these amendments would be available on the county website for review from elected officials and personnel. County Collector **Marsha Phillips** voiced concern over the remaining time that was not paid out as of yet from her previous employment with the county before becoming an elected official and if it would be added to the personnel policy. This was discussed and the total times and liability was presented by County Clerk **Kade Holliday**. – *Appendix 4* **Holliday** also inquired about one of the policies being adopted and questioned the use of intellectual property that was added to county computers to assist the county but was developed on outside time by elected officials and staff. It was stated by County Judge Assistant **Tony Thomas** that the ownership would remain with those who created it; however, it could be accessed by others while it remained on the counties equipment. Following discussion on these issues there was a motion by Justice **Stacks** seconded by Justice **Mike Hawkins** to accept the amendments. All voted in favor and the ordinance was then placed on a second reading. – *Appendix 5*. All were in favor.

Justice **Stacks** made a motion to suspend the rules and place the personnel policy ordinance on a third and final reading. This was seconded by Justice **Weinstock**. Some concern was voiced by Justice **Blankenship** and others about doing this without allowing proper time to review the changes. Justice **Stacks** stated that adequate time was given to all to review the policy changes and that since it had passed the second reading that amendments could no longer be made without replacing it on its first reading. The motion was put to a vote and failed 8-2 with  $\frac{3}{4}$  necessary to pass for a third reading.

Justice **Hawkins** brought back up Collector **Phillips** concern and made a motion to payout the elected officials who were due their compensation. This was seconded by Justice **Weinstock**. All were in favor of the motion.

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Judge **Hill** updated the court about a decision that had been made to salvage some police cars for around \$3,000. He also stated that pick-ups had arrived.

With no other business to be discussed Justice **Hawkins** moved to adjourn the meeting which was seconded by Justice **Max Render**.

The meeting stood adjourned at 6:45pm.

AGENDA  
CRAIGHEAD COUNTY QUORUM COURT MEETING  
May 27, 2014  
6:00 p.m.

Assembly and Pledge of Allegiance

OPENING PRAYER

- I. Roll Call
- II. Approval of minutes for
- III. April, 2014 meeting.
- IV. Committee Reports:
  - a. Public Service Committee Report.
  - b. Finance and Administration Committee Report.
  - c. Roads and Transportation Committee Report.
- V. Old Business
  - a. Second reading on Ordinance for updated County Handbook.
- v. New business:  
None

Craighead County Quorum Court Meeting  
Public Service Committee  
MAY 12, 2014

Public Service members assembled after full court business. Chairperson Ken Stacks called the meeting to order. Those present were Ken Stacks, Barbara Weinstock, and Josh Longmire. Fred Bowers was absent.

With no business to be discussed, meeting adjourned at approximately 8:00 p.m.

**Finance Committee Meeting**

May 12, 2014

Finance Committee Members present: Chairman Jim Bryant and Justices Bob Blankenship, Dana Watkins, Kenny Hendrix, and Brett Provost.

Others present: Al Haines, County Clerk Kade Holliday, County Treasurer Terry McNatt, County Collector Marsha Phillips, Deputy Collector Teresa Presley, and Sheriff Marty Boyd.

Jonesboro Sun: Dustin Azlin

Justice Bryant called the Finance Committee Meeting to order at 7:50 PM after the full court meeting and discussed the following:

Reviewed revenue and expenditure reports for April 2014.

Justices discussed the disposition of the hiring of an additional employee by the Juvenile Department. It was noted that there is a position in the Juvenile Drug Court Expansion Grant for an additional employee, however, grant criteria does not allow for hiring an employee at this time. It was noted that July will be the end of the first year of the grant and implementation of grant requirements will be the determining factor if the grant will continue into the second year.

The committee unanimously agreed to present to the full court a request to reestablish the \$75 pay per monthly quorum court meeting for three employees, two in county judge's office and one in county clerk's office. This pay was increased from \$25 to \$75 in 2003, however, was suspended in July of 2013 due to IRS rules stating that an employee cannot be issued a W-2 and a 1099 form. If approved, pay will be processed through accounts payable in expense code 1005, Overtime and Other Premium Compensation instead of travel as in the past, and will be effective back to July, 2013 when the pay was halted by County Clerk Kade Holliday. A roll call vote and language recorded in the Quorum Court minutes will be sufficient for continuing the pay for these job duties.

With no other business to be discussed, the Finance Committee stood adjourned at 7:55 PM.



Craighead County Quorum Court Meeting  
May 12, 2014  
Roads and Transportation Committee

Members of the Roads and Transportation Committee assembled after the meeting of the full court. Members present included: Terry Couch, Mike Hawkins, and Ray Kidd.

Others present included Judge Ed Hill, Eugene Neff—Road Superintendent, and Dustin Azlin—Jonesboro Sun.

Justice Couch called the meeting to order at 7:50 pm and the following business was discussed:

1. Eugene Neff delivered his monthly road report (also distributed to the full court) and updated the committee regarding on-going projects. CR 714 is in the final stages of completion—weather allowing. Crews will move to Goat Road from there. Patching continues on CR 757 and the problems experienced there will be ongoing as long as traffic to the gravel pit continues. Bridge work on CR 884 is moving forward. The focus of the crews this season is maintenance.
2. New graders are scheduled to be in before May 27. No delivery date has been given yet for the dump trucks or pick-ups ordered.
3. Judge Hill updated the committee on the Bono Bridge Project. Work continues on the acquisition of one small area of property--once ownership is confirmed by AHTD. He has been speaking with officials to encourage more forward movement with the environmental work. He does not want the environmental work to hinder progress once the property issues are resolved.
4. Judge Hill indicated that the water level was remaining steady at the Bono Lake.

With no other business, the committee adjourned.

Vacation and PTO Payout due to Craighead County Elected Officials May 27, 2014									
Last Name	First Name	Department	Vacation Hrs	PTO Hrs	Hourly Rate	Total Due	Payroll Tax	Total	Total County Liability
Boyd	Marty	400	7.46	9.33	\$22.74	\$381.80	\$29.21		\$411.01
McNatt	Terry	400	6.1	99.17	\$20.77	\$2,186.46	\$167.26		\$2,353.72
Phillips	Marsha	104	7.23	136.9	\$17.03	\$2,454.53	\$187.77		\$2,642.31
Tipton	Garland	400	13.12	166.5	\$17.93	\$3,220.59	\$246.37		\$3,466.96
					<b>Total</b>	<b>\$8,243.38</b>	<b>\$630.62</b>		<b>\$8,874.00</b>
Total County Liability									
Fund	Department	Line-Item	Amount	Description					
1000	400	1006	\$442.85	Payroll Taxes for Boyd, McNatt, Tipton					
1000	400	1017	\$5,788.85	Vacation/PTO Payout for Boyd, McNatt, Tipton					
3001	104	1006	\$187.77	Payroll Taxes for Phillips					
3001	104	1017	\$2,454.53	Vacation/PTO Payout for Phillips					
			<b>\$8,874.00</b>						



ORDINANCE NO. \_\_\_\_\_

**BE IT ENACTED BY THE QUORUM COURT OF CRAIGHEAD COUNTY, ARKANSAS,  
AN ORDINANCE TO ADOPT THE UPDATED COUNTY EMPLOYMENT/PERSONNEL  
POLICY.**

**Section 1.** A need to update the County Employment/Personnel Policy was necessary due to changes to remain compliant with existing law.

**Section 2.** The County Employment/Personnel Policy for Craighead County as updated April, 2014 is hereby adopted by reference, as though set out herein word by word. Copies of the policy are available for review in the County Clerk's Office or in the recent updates section at [www.craigheadcounty.org](http://www.craigheadcounty.org).

**Section 3.** The County Employment/Personnel Policy for Craighead County will be effective for all employees.

**Section 4.** All previous editions of the County Employment/Personnel Policy for Craighead County are hereby repealed in their entirety.

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Dated this \_\_\_\_\_ day of May, 2014.

Approved: \_\_\_\_\_  
Ed Hill  
Craighead County Judge

Attest: \_\_\_\_\_  
Kade Holliday  
Craighead County Clerk