

**Garland County  
Joint Meeting of the  
Human Resources and  
Public Health, Welfare, and Safety  
Minutes  
September 27, 2021**

**Public Health, Welfare, and Safety Members Present:** Chairman Larry Raney, Vice Chairman Jimmy Young, Justices Esther Dixon, Matt McKee, and Thomas Anderson

Members Absent: None

**Human Resources Members Present:** Chairman Thomas Anderson, Vice Chairman Dave Reagan, Justices Ray Owen, John Horner, Ester Dixon Larry Raney and John Faulkner.

Members Absent: None

Also Present: Citizens, Elected Officials, Staff, and Media

Chairman Anderson called the meeting to order, and Justice Dixon presented the opening prayer. County Attorney John Howard started the discussion by explaining the Garland County Purchasing and Contracts Policy updates. Mr. Howard stated that the updated policy is a revision of the existing Garland County Purchasing and Contracts Policy, which passed in 2020.

The revised policy changes include the following:

1. Clarifies the authority of the County Judge's office and the Finance Department's role as a department of the County Judge's office throughout the document.
2. Reduces citations to save space and make the document more user-friendly. Adds live links to many citations.
3. Updates for various legislative changes, e.g. increased thresholds for competitive bidding for commodities (now \$35,000, up from \$20,000) and professional supervision of public improvement projects (now \$50,000, up from \$35,000).
4. Notes requirement for professional supervision for public improvement projects greater than \$50,000.
5. Provides the County Judge the authority to waive provisions of the contracting requirements in unusual circumstances. For example, the County Judge could waive the local jurisdiction, venue, and choice of law requirements if the county needed to do business with a multinational machinery auction to dispose of surplus equipment.
6. Clarifies the non-appropriation language requirements for contracts.
7. Clarifies use of personal cards for purchases. Employees and officials should not use personal cards for county purchases. No reimbursement except in emergencies.
8. Revises and clarifies capital asset criteria and acquisition process.

Justice McKee made a motion for a do-pass, seconded by Justice Owen. Chairman Anderson asked for questions or discussion. Mr. Howard noted that he would make a few editing changes before the Quorum Court meeting. Mr. Howard also stated that the previous policy would be repealed and replaced with the updated policy. With no more discussion, the motion was approved without opposition.

Chairman Anderson introduced the next order of business, a revision to the floodplain ordinance. Mr. Howard stated that the ordinance has three changes. They are:

1. The ordinance would no longer require a permit for development when the actual construction location does not contact the Special Flood Hazard Area.
2. The appeal procedure for denial of a permit has additional language, which states that the appeal hearing will follow the procedures set forth in the Arkansas Administrative Procedure Act.
3. Language was added to keep track and clarity for titles and future construction, which states that any appeal that grants a variance needs a document recorded, noting that variance in the mortgage records of the Circuit Clerk.

Justice Owen noted that a structure drawing relative to the floodplain area needs to be submitted with the recorded documents filed in the Circuit Clerks' Office. Mr. Howard also noted that the revised ordinance designates the County Judge as the floodplain manager. Justice McKee made a motion for a do-pass, seconded by Justice Young. Chairman Anderson asked for questions or discussion. With none, the motion was approved without opposition.

Chairman Anderson introduced the next order of business, a parking and street use ordinance. Mr. Howard stated that this is a new ordinance, which applies to the unincorporated areas of Garland County. The ordinance states that there shall be a minimum width of 20 feet of passage for traffic available at all times and vehicles need be within 18 inches of the right-hand curb unless angle parking is permitted. The county judge may also direct the placement of signs prohibiting or restricting traffic flow. The ordinance addresses limitations on where a vehicle can be stopped or parked, exemptions for emergency vehicles, county workers, utility workers, and exemptions for vehicle emergencies. Mr. Howard noted that a violation of this ordinance is a class C misdemeanor and has a fine of up to five hundred dollars. Justice Owen made a motion for a do-pass, seconded by Justice McKee. Chairman Anderson asked for questions or discussion. With none, the motion was approved without opposition.

Chairman Anderson introduced a request from the County Judge to create one full-time Civil Engineer position within the County Road Department 2022 budget. A motion was made by Justice Owen, seconded by Justice McKee to create the position. The motion carried without opposition.

Chairman Anderson introduced a request from the County Judge to change titles of Backhoe Working Crew Leader to Crew Leader Operator (PCN#2000.0200.4408) and Skilled Operator to Crew Leader Operator (PCN#2000.0200.4413). A motion was made by Justice Reagan, seconded by Justice Dixon to approve the title change requests. The motion carried without opposition.

Chairman Anderson introduced a request from the County Judge to create two full-time Laborers in the Environmental Services/Solid Waste 2022 Budget. A motion was made by Justice Raney, seconded by Justice Young to create the positions. The motion carried without opposition.

Chairman Anderson introduced a request from the County Judge to re-rate the position of Diesel Mechanic to become the Fleet Maintenance Mechanic for the Landfill. A motion was made by Justice McKee, seconded by Justice Raney to approve the re-rate and title change. The motion carried without opposition.

Chairman Anderson introduced a request from the County Telecommunications Director to create two full-time Telecommunicator Level I positions within the Emergency 911 Fund/911 Communication Center 2022 budget. A motion was made by Justice McKee, seconded by Justice Raney to create the positions. The motion carried without opposition.

Chairman Anderson introduced a request from the County Coroner to create one full-time Deputy Coroner and delete a part-time position within the 2022 County Coroner budget. A motion was made by Justice McKee, seconded by Justice Owen to approve the full-time position and reduce the part-time funding. The motion carried without opposition.

Chairman Anderson introduced a request from the County Sheriff to create six full-time Patrol Deputy positions within the Sheriff's Department 2022 budget. The creation of the positions and funding source will be contingent upon receipt of a grant award from the Department of Justice-FY 2021 Community Oriented Policing Services (COPS Matching Grant). A motion was made by Justice McKee, seconded by Justice Young to create the positions. The motion carried without opposition.

Chairman Anderson introduced a request from the County Library Director to change titles to the following positions:

Clerk II-Circulation to Design and Facilities Manager (PCN#3008.0600.3207)  
Clerk to Public Services Coordinator (PCN#3008.0600.3247)  
Clerk to Youth Services Coordinator (PCN#3008.0600.3248)  
Clerk to Marketing Coordinator (PCN#3008.0600.3249)

A motion was made by Justice Owen, seconded by Justice McKee to approve the requested title changes. The motion carried without opposition.

Chairman Anderson introduced a request from the County Assessor for a merit increase for the Chief Deputy for budget year 2022. No action was taken by the committee since it involves funding and will be addressed during budget hearings.

Chairman Anderson introduced a request from the Circuit Court Judge-Division II to provide a 3% raise for all full-time employees under her direction. No action was taken by the committee since it involves funding and will be addressed during budget hearings.

Chairman Anderson introduced a request from the Circuit Court Judge-Division II to re-rate the positions of House Arrest Supervisor, Chief Probation Officer and Chief Deputy Intake Officer. A motion was made by Justice Raney, seconded by Justice Dixon. The motion carried. Justice Owen was opposed.

Chairman Anderson introduced the Garland County Personnel Policy for review and approval. A motion to table was made by Justice McKee, seconded by Justice Owen. The motion carried without opposition.

Motion to adjourn was made by Justice Horner, seconded by Justice Raney.

Respectfully Submitted,



Valerie Dodge  
Human Resources Director



Lanie Martin  
Garland County Finance Director