

BAXTER COUNTY QUORUM COURT AGENDA
SEPTEMBER 5, 2023

THE BAXTER COUNTY QUORUM COURT WILL MEET FOR REGULAR SESSION ON TUESDAY, SEPTEMBER 5, 2023 AT 6:00 PM IN THE 2ND FLOOR COURTROOM OF THE COURTHOUSE, WITH JUDGE KEVIN LITTY PRESIDING.

- CALL TO ORDER
- DISPOSITION OF MINUTES FROM PREVIOUS MEETING
- TREASURER REPORT
- COMMITTEE REPORTS:
- PRESENTATION:
- OLD BUSINESS
 1. (3RD READING) AN ORDINANCE ADOPTING REVISIONS AND ADDITIONS TO THE BAXTER COUNTY PERSONNEL POLICY MANUAL AND PAY SCALE AND AN ORDINANCE ADOPTING REVISIONS AND ADDITIONS TO THE BAXTER COUNTY SHERIFF'S OFFICE PERSONNEL POLICY MANUAL AND PAY SCALE.
- NEW BUSINESS
 1. AN ORDINANCE APPROPRIATING FEES AND REIMBURSEMENTS RECEIVED IN THE MONTH OF JULY TO THE SHERIFF'S DEPARTMENT 2023 BUDGET.
 2. AN ORDINANCE APPROPRIATING FUNDS FROM THE (#3017) SPECIAL JAIL FEES FUND IN THE AMOUNT OF \$4,000.00 AND FUNDS FROM THE (#3018) COUNTY DETENTION FACILITY FUND IN THE AMOUNT OF \$7,000.00 INTO THE JAIL MAINTENANCE & OPERATIONS 2023 BUDGET.
 3. AN ORDINANCE APPROPRIATING \$18,000.00 IN THE CIRCUIT COURT DIVISION 3 2023 BUDGET INTO JURORS AND WITNESSES LINE ITEM.
 4. AN ORDINANCE TO AMEND THE BAXTER COUNTY PERSONNEL POLICY MANUAL AND THE BAXTER COUNTY SHERIFF'S OFFICE PERSONNEL POLICY MANUAL; AND TO DECLARE AN EMERGENCY.
 5. A RESOLUTION CONFIRMING THE APPOINTMENT OF KATRINA NEIS TO THE BAXTER COUNTY LIBRARY BOARD.
- ANNOUNCEMENTS:
- ADJOURNMENT

ORDINANCE NO. 2023 –

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

AN ORDINANCE ADOPTING REVISIONS AND ADDITIONS TO THE BAXTER COUNTY PERSONNEL POLICY MANUAL AND PAY SCALE.

AN ORDINANCE ADOPTING REVISIONS AND ADDITIONS TO THE BAXTER COUNTY SHERIFF'S OFFICE PERSONNEL POLICY MANUAL AND PAY SCALE.

Article 1: Affirmation It has been determined by the Baxter County Courts Personnel Committee that changes, additions and new upgrades in the Baxter County and Baxter County Sheriff's Office Personnel Policy manuals are necessary to improve the overall effectiveness and efficiency of the Baxter County Government. Baxter County and Baxter County Sheriff's Office has provided evidence authorized by the Court, Baxter County to add a new Election Coordinator Position and Baxter County Sheriff's Office to add a new IT Administrator Position to the pay scale and updates and revisions to the Claims of Property Interest in Employment, County Property Policy, Outside Employment, Arrest or Conviction, Rehire Eligibility and Service Recognition, Employee Compensation, Overtime Work and Compensatory Time, Overtime Work and Leave Time Liability Control Procedure, Travel Policy, Holiday Leave, Vacation Leave, Sick Leave, Donation of Paid Leave, FMLA Leave, Emergency Leave and Occupational/Accidental Injury Leave within the Personnel Policy for Baxter County and Baxter County Sheriff's Office employees.

Section 1. The Baxter County Quorum Court hereby approves the changes and additions, as shown by attached Exhibit "A", a revised Pay Scale and updates and revisions to the Claims of Property Interest in Employment, County Property Policy, Outside Employment, Arrest or Conviction, Rehire Eligibility and Service Recognition, Employee Compensation, Overtime Work and Compensatory Time, Overtime Work and Leave Time Liability Control Procedure, Travel Policy, Holiday Leave, Vacation Leave, Sick Leave, Donation of Paid Leave, FMLA Leave, Emergency Leave, and Occupational/Accidental Injury Leave within the Baxter County Personnel Policy and are hereby approved and implemented.

Section 2. SERVERIBILITY CLAUSE. If any provision or section of this Ordinance is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions and sections on the Ordinance and shall be severable.

Section 7. CODIFICATION. This Ordinance is to be codified in the Baxter County Code of Ordinances, §240.00, paragraph (1) and (2) and supersedes all previous Personnel Policies coded therein.

Article 2: Effective Date This Ordinance being necessary for the preservation of public peace, health, and safety, an emergency is hereby declared. This Ordinance shall be in full force and in effect from and after the date of its approval and passage.

APPROVED:

KEVIN LITTY, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

SPONSOR: Personnel Committee

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

APPROPRIATION ORDINANCE NO. 2023 - _____

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

AN ORDINANCE APPROPRIATING FEES AND REIMBURSEMENTS RECEIVED IN THE MONTH OF JULY TO THE SHERIFF'S DEPARTMENT 2023 BUDGET.

Article 1: Affirmation. This court affirms that the Baxter County Sheriff's Department has collected the following fees, reimbursements and donations in excess of the anticipated budgeted revenue amount in the month of July 2023:

\$ 50.00 received from DWI Fines from District Court
\$ 2,091.85 received from Act 770 Fees
\$ 3,118.09 received for Installment Fees
\$ 20.00 received for Animal Claim
\$ 125.00 received for VIN Checks
\$ 110.00 received Animal Adoption/Fees (cash)
\$ 15.00 received Reimbursement Court Ordered Restitution (Extradition-Prisoner Transport)
\$ 1,300.00 received Donation (cash)
\$ 338.31 reimbursement Inmates' Medical
\$ 320.71 reimbursement Inmate Prescriptions (Sent from BXSO to Treasurer's Office)
\$26,586.96 reimbursement (cash & check)
\$ 250.00 reimbursement (Check)
\$ 283.36 reimbursement (Check)

Article 2: Appropriation. It is necessary to appropriate said monies totaling **\$34,609.28** to the appropriate line items in the Sheriff's Department 2023 budget.

There is hereby appropriated from the 2023 County General Fund (#1000) **\$28,868.81** for the following designated expenditures:

\$ 2,216.85 to GL# 1000-0400-2001 (Sheriff: General Supplies)
\$ 65.00 to GL# 1000-0400-2007 (Sheriff: Fuel, Oil, & Lubricants)
\$ 26,586.96 to GL# 1000-0400-4005 (Sheriff: Vehicle Purchase)

There is hereby appropriated from the 2023 Animal Control Fund (#1800) **\$1,680.00** for the following designated expenditures:

\$ 1,680.00 to GL #1800-0191-2001 (Animal Control: General Supplies)

There is hereby appropriated from the 2023 Sheriff's Special Projects Fund (#3400) \$3,118.09 for the following designated expenditures:

\$ 3,118.09 to GL# 3400-0400-3003 (Sheriff's Projects – Computer Services)

There is hereby appropriated from the 2023 County Jail Fund (#3401) \$942.38 the following designated expenditures:

\$ 320.71 to GL# 3401-0418-2004 (Jail: Medicine & Drugs)

\$ 283.36 to GL# 3401-0418-2005 (Jail: Food)

\$ 338.31 to GL# 3401-0418-3006 (Jail: Medical, Dental & Hospital)

Article 3: Effective Date. This appropriation ordinance shall be effective immediately upon its passage by the quorum court.

APPROVED:

KEVIN LITTY, COUNTY JUDGE

Date Signed:_____

ATTEST:

CANDA J. REESE, COUNTY CLERK

SPONSOR: _____

Date Adopted: _____

Votes: For:_____ Against:_____

Abstain:_____ Present:_____ Absent:_____

APPROPRIATION ORDINANCE NO. 2023 –

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

AN ORDINANCE APPROPRIATING FUNDS FROM THE (#3017) SPECIAL JAIL FEES FUND
IN THE AMOUNT OF \$4,000.00, AND FUNDS FROM THE (#3018) COUNTY DETENTION
FACILITY FUND IN THE AMOUNT OF \$7,000.00 INTO THE JAIL MAINTENANCE &
OPERATIONS 2023 BUDGET.

Article 1. Affirmation: It is necessary to appropriate funds in the amount of \$4,000.00 from
(#3017) Special Jail Fees Fund and \$7,000.00 from (#3018) County Detention Facility Fund into
the (#3401) Jail Maintenance & Operations Fund 2023 Budget for proper
expenditures.

Article 2. Designation: There are funds available for said transfers.

Article 3. Appropriation: The County Treasurer is authorized to transfer \$4,000.00 from
(#3017) Special Jail Fees Fund and \$7,000.00 from (#3018) County Detention Facility Fund into
the (#3401) Jail Maintenance & Operation Fund budget.

The Quorum Court authorizes the IT Manager to make the following appropriations into the
designated line items:

\$ 2,000.00 to GL# 3401-0418-2006 (Clothing and Uniforms)
\$ 2,000.00 to GL# 3401-0418-3020 (Telephone and Fax)
\$ 5,000.00 to GL# 3401-0418-3101 (Training and Education)
\$ 2,000.00 to GL# 3401-0418-2002 (Small Equipment)

Article 3. Effective Date: This appropriation ordinance shall be effective immediately upon its
passage by the quorum court.

APPROVED:

KEVIN LITTY, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

SPONSOR: _____

Date Adopted: _____ Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

APPROPRIATION ORDINANCE NO. 2023 –

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

AN ORDINANCE APPROPRIATING \$18,000.00 FOR CIRCUIT COURT DIVISION 3 (#1000) 2023 BUDGET.

Article 1. Affirmation: It is necessary to appropriate funds in the amount of \$18,000.00 from 1000 County General Fund into the Circuit Court Division 3 2023 Budget for proper expenditures and to cover a deficit in the Jurors and Witnesses line item.

Article 2. Appropriation: The Quorum Court authorizes the IT Manager to make the following appropriation into the designated line item:

\$ 18,000.00 to #1000-0401-3092 (Jurors and Witnesses)

Article 3. Effective Date: This appropriation ordinance shall be effective immediately upon its passage by the quorum court.

APPROVED:

KEVIN LITTY, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

SPONSOR: Dirk Waldrop JP-Dist. 4

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

ORDINANCE NO. 2023 –

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

AN ORDINANCE AMENDING THE BAXTER COUNTY PERSONNEL POLICY MANUAL AND THE BAXTER COUNTY SHERIFF'S OFFICE PERSONNEL POLICY MANUAL; AND TO DECLARE AN EMERGENCY.

Article 1: Affirmation It has been determined by the Baxter County Quorum Court that the amendment in the Baxter County manual is necessary to improve the overall effectiveness and efficiency of the Baxter County Government. Baxter County has provided evidence authorized by the Court to establish a Technology Resource Policy within the Personnel Policy Manual for Baxter County and the Baxter County Sheriff's Office Personnel Policy Manual.

Section 1. The Baxter County Quorum Court hereby approves the changes and additions, as shown by attached Exhibit "A", Act 504 of 2023. "An act to require public entities to create a policy concerning the authorized use of technology resources and a cyber security policy; and to amend the duties of the state cyber security office."

Section 2. SERVERIBILITY CLAUSE. If any provision or section of this Ordinance is held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions and sections on the Ordinance and shall be severable.

Section 7. CODIFICATION. This Ordinance is to be codified in the Baxter County Code of Ordinances, §240.00, paragraph (1) and (2) and supersedes all previous Personnel Policies coded therein.

Article 2: Effective Date This Ordinance being necessary for the preservation of public peace, health and safety, an emergency is hereby declared. This Ordinance shall be in place full force and in effect September 5, 2023, after its passage.

APPROVED:

KEVIN LITTY, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

SPONSOR: D. Waldrop – JP - #4

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

200.12 Technology Resources

This policy is established in accordance with Ark. Code Ann. § 25-1-126.

Technology resources is defined as:

- a) The machines, devices, and transmission facilities used in information processing, including computers, word processors, terminals, telephones, cables, software, and related products;
- b) The devices used to process information through electronic capture, collection, storage, manipulation, transmission, retrieval, and presentation of information in the form of data, text, voice, or image and includes telecommunications and office automation functions;
- c) Any component related to information processing and wired and wireless telecommunications, including data processing and telecommunications hardware, software, services, planning, personnel, facilities, and training.
- d) The procedures, equipment, and software that are designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and the associated personnel, including consultants and contractors; and
- e) All electronic mail accounts issued by a public entity.

Baxter County's technology resources shall not be used to:

- a) Express a personal political opinion to an elected official unless the opinion is:
 - i. Within the scope of the employee's regular job duties; or
 - ii. Requested by an elected official or public entity;
- b) Engage in lobbying an elected official on a personal opinion if the employee is not a registered lobbyist for the public entity;
- c) Engage in illegal activities or activities otherwise prohibited by federal law or state law; or
- d) Intentionally override or avoid the security system integrity procedures of the public entity.

Each Elected Official shall create disciplinary procedures for a violation of this policy concerning authorized use of technology resources. The disciplinary procedures created pursuant to this section shall not apply to employee communications made in compliance with the Public Employees Political Freedom Act of 1999, Ark. Code Ann. §§ 21-1-501, et seq., or the Arkansas Whistle-Blower Act, Ark. Code Ann. §§ 21-1-601, et seq.

RESOLUTION NO. 2023 - _____

A RESOLUTION CONFIRMING THE APPOINTMENT OF KATRINA NEIS TO THE BAXTER COUNTY LIBRARY BOARD.

BE IT RESOLVED BY THE QUORUM COURT OF THE COUNTY OF BAXTER, STATE OF ARKANSAS, THAT:

Section 1. The following member of the Baxter County Library Board, having been appointed by the County Judge for a term of five (5) years to expire September 2028, is hereby confirmed by the Quorum Court:

KATRINA NEIS

Section 2. This resolution shall be in full force and effect from and after its passage and approval.

APPROVAL:

KEVIN LITTY, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

Sponsor: _____

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____