

JOURNAL OF PROCEEDINGS
MISSISSIPPI COUNTY QUORUM COURT
August 22, 2023

The Quorum Court of Mississippi County, Arkansas, met in regular session at 6:00 p.m. in the Mississippi County Courthouse in Blytheville, Arkansas with Judge John Alan Nelson presiding. Justice Neal Burge gave the invocation, which was followed by the Pledge of Allegiance.

The following members answered roll call:

Justice Ash	Justice Mangat
Justice Brown	Justice Martin
Justice Burge	Justice McClanahan
Justice Cullom	Justice McDonald
Justice Hepler	Justice White
Justice Jackson	

Absent: None. Also in attendance was County Attorney Jacob Holmes.

In the treasurer's report, County Treasurer Peggy Meatte reported the interest rate at Farmers Bank in Blytheville on a \$100,000.00 CD was 5.45% for one year. She also reported the sales tax revenue was down from the previous month but still one of the highest for the last ten years.

Justice White moved to dispense with the reading of the minutes as copies had been provided to the members. Justice Ash seconded the motion and the voice vote was unanimous.

Committee Meetings:

Planning and Development Committee: Justice White reported the committee met on July 26 and August 14 with Clif Chitwood to discuss two Tax Back Resolutions for Hybar and Atlas Tube.

- Mr. Chitwood asked for \$900,000.00 supplement for Atlas Tube which would allow the creation of ninety jobs. In a later meeting, the committee voted to increase the payment to Atlas up to \$1,000,000.00; extra \$100,000.00 for 10 more jobs. County would give an additional \$30,000.00 if they participated in the work here/live here program.
- Mr. Chitwood expected the Hybar Project to be a \$500,000,000.00 project with between 100 and 150 jobs and a closing date of July 31. They were also very interested in the work here/live here program.
- Hybar requested \$500,000.00 for 200 jobs.

Insurance Committee: Justice Cullom reported the committee met on August 4 with Billie Ann Heugel. Topics discussed were:

- Blue Cross Blue Shield renewal for coming year.
Short-term and long-term disability coverage discussed
- No change in dental plan
- Possible change in vision insurance

Personnel Committee: Justice Mangat reported the committee met on August 4 and discussed:

- DTF Case Coordinator no longer with DTF and wanted to split the position. One half of salary would go to Sarah Ramsey and the other half to an investigator.
- Sheriff's Department request to promote a deputy to Patrol Sergeant.
- Fire, Police and Safety's request for an additional security person.
- Judge Nelson discussed the open OEM position and possibly combining the OEM, 911, and Flood plain position,
- New metal detector purchased via grant had arrived in Osceola and the old one moved to District Court.

Finance Committee: Justice White reported the committee met on August 14 and topics of discussion were:

- The move of the Health units into the hospital facilities and county responsibility for the cost associated with the move.
- A cleaning service for the Blytheville Courthouse had been hired.
- The Sheriff's Department were auctioning 26 vehicles.
- An application for the OEM/911 position had been received.
- DTF Case Coordinator: Sarah Ramsey requested the salary for a case coordinator be split which would allow her to create an investigators position.
- Sheriff Cook requested an additional bailiff or the Blytheville Courthouse.
- Travel appropriation for the County and Circuits Clerks' office.
- Tax Back Resolutions for Atlas Tube and Hybar.
- Insurance quotes in September. County paid more in premiums than insurance did in claims. Short-term and long-term disability discussed.

Energy and Property Committee: Justice Jackson reported the committee met on August 15 and discussed:

- Final walkthrough on the Blytheville Courthouse. \$250,000.00 being held until contract was finished. Still quite a few problems that need to be corrected.
- Health Unit in Osceola close to completion.
- \$1,500,000.00 committed to Osceola Courthouse repairs. \$100,000.00 Grant received for the repair of terra cotta cornice.
- \$200,000.00 in the Osceola Law Library account and it was agreed that money could be used for restoration to the Osceola Courthouse.
- Blytheville Health Unit would be moving into the hospital at the end of August. Over \$5,000.00 has been spent by the hospital for cabling in preparation for the move.

New Business:

The clerk was asked to read a resolution titled: RESOLUTION OF THE QUORUM COURT OF MISSISSIPPI COUNTY CERTIFYING LOCAL ENDORSEMENT OF ATLAS TUBE TO PARTICIPATE IN THE TAX CACK PROGRAM (AS AUTHORIZED BY SECTION §15-4-2706(d) OF THE CONSOLIDATED INCENTIVE ACT OF 2003). Following the reading, Justice White moved for adoption, Justice Hepler seconded and the vote was: Aye --- Ash, Brown, Burge, Cullom, Hepler, Jackson, Mangat, Martin, McClanahan, McDonald and White; Nay --- None; Absent---None. R-2023-07 was adopted by the court.

The clerk read a resolution titled: RESOLUTION OF THE QUORUM COURT OF MISSISSIPPI COUNTY CERTIFYING LOCAL ENDORSEMENT OF HYBAR TO PARTICIPATE IN THE TAX CACK PROGRAM (AS AUTHORIZED BY SECTION §15-4-2706(d) OF THE CONSOLIDATED INCENTIVE ACT OF 2003). Following the reading, Justice White moved for adoption, Justice Hepler seconded and the vote was: Aye --- Ash, Brown, Burge, Cullom, Hepler, Jackson, Mangat, Martin, McClanahan, McDonald and White; Nay --- None; Absent---None. R-2023-08 was adopted by the court.

The clerk was asked to read an ordinance titled: AN ORDINANCE AUTHORIZING APPROPRIATIONS FOR TRAVEL EXPENSES BY THE CIRCUIT CLERK AND COUNTY CLERK'S OFFICES. Following the reading, Justice Hepler moved for adoption, Justice White seconded and the vote was: Aye --- Ash, Brown, Burge, Cullom, Hepler, Jackson, Mangat, Martin, McClanahan, McDonald and White; Nay --- None; Absent---None. O-2023-45 was adopted by the court.

The clerk was asked to read an ordinance titled: AN ORDINANCE AUTHORIZING THE CREATION OF A POSITION TITLED COURTHOUSE SECURITY OFFICER. Following the reading, Justice Hepler moved for adoption, Justice White seconded and the vote was: Aye --- Ash, Brown, Burge, Cullom, Hepler, Jackson, Mangat, Martin, McClanahan, McDonald and White; Nay --- None; Absent---None. O-2023-46 was adopted by the court.

The clerk read an ordinance titled: AN ORDINANCE AUTHORIZING THE CREATION AND MODIFICATION OF POSITIONS UNDER THE PROSECUTING ATTORNEY'S BUDGET. Following the reading, Justice Ash moved for adoption, Justice McClanahan seconded and the vote was: Aye --- Ash, Brown, Burge, Cullom, Hepler, Jackson, Mangat, Martin, McClanahan, McDonald and White; Nay --- None; Absent---None. O-2023-47 was adopted by the court.

The clerk was asked to read an ordinance titled: AN ORDINANCE AUTHORIZING APPROPRIATIONS FOR INCENTIVE COMMITMENT TO HYBAR. Following the reading, Justice White moved for adoption, Justice Hepler seconded and the vote was: Aye --- Ash, Brown, Cullom, Hepler, Mangat, Martin, McClanahan, McDonald and White; Nay --- Burge and Jackson; Absent---None. O-2023-48 was adopted by the court.

The clerk was asked to read an ordinance titled: AN ORDINANCE AUTHORIZING APPROPRIATIONS FOR INCENTIVE COMMITMENT TO ATLAS TUBE. Following the reading, Justice White moved for adoption, Justice Ash seconded and the vote was: Aye --- Ash, Brown, Burge, Cullom, Hepler, Jackson, Mangat, Martin, McClanahan, McDonald and White; Nay --- None; Absent---None. O-2023-49 was adopted by the court.

There being no further business to come before the court, Justice White moved to adjourn, Justice Hepler seconded and the voice vote was unanimous. The meeting adjourned at 7:15 p.m.

Respectfully submitted:


Janice Currie
County Clerk/Secretary

**QUORUM COURT
MISSISSIPPI COUNTY, ARKANSAS
Tuesday, September 26, 2023
Blytheville, Arkansas**

**6:00 p.m. REGULAR SESSION OF QUORUM COURT IN THE CIRCUIT COURTROOM OF THE
BLYTHEVILLE COURTHOUSE**

AGENDA

- 1. Call to Order**
- 2. Prayer – Dr. Tandy Hanson – First United Methodist**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Treasurer’s Report**
- 6. Reading & Approving Minutes**
- 7. Proclamation Peggy Meatte**
- 8. Committee Reports**
 - Personnel Committee Meeting 9/6/2023 Justice Harbans Mangat
 - Personnel Committee Meeting 9/18/2023 Justice Cecil McDonald
 - Finance Committee Meeting 9/18/2023 Justice Michael White
- 9. Resolutions:**
 - Declaring a Vacancy & Appointment Treasurer’s Office
- 10. Ordinances:**
 - Adding Paragraph M to Section Six, Subsection V of Employee Policy Handbook
 - Amending Section Six of the Employee Policy Handbook
 - Close Out Slot 8 Assessor’s Office
 - Amendment to County Employee Handbook Technology Resources
 - Appropriation Ordinance Mental Health Coordinator
 - Appropriation Ordinance OEM/911/Floodplain Position
 - Appropriation Ordinance Temporary Position in County Clerk’s Office
- 11. New Business**
- 12. Old Business**
- 13. Announcements**
- 14. Adjourn**

**PERSONNEL COMMITTEE MEETING
SEPTEMBER 6, 2023 1:30 ANNEX BUILDING**

ATTENDANCE: Chairman, Justice Harbans Mangat; Justice Tobye McClanahan; Justice Cecil McDonald; Justice Rick Ash; Treasurer Peggy Meatte; Judge John Alan Nelson; NEA Town Courier Joseph Fondren.

1. Meeting was called to order by Justice Harbans Mangat. Policy changes for catastrophic leave. Employees had to accrue 10 hours before they could donate to catastrophic leave. Employees qualified by donating in one half day increments. Only sick time could be donated. Employees must be employed by the county for 2 years and be full time. The catastrophic committee would like to change the policy to be able to donate either sick or vacation time. Recommendation was made by Justice Tobye McClanahan. Second was made by Justice Cecil McDonald. Motion passed and will go to Quorum Court.

2. The catastrophic committee also recommended changing the policy for employees to be able to donate their sick or vacation time directly to an employee that did not qualify for catastrophic leave. Separate Resolutions were recommended. Recommendation was made by Justice Cecil McDonald. Second was made by Justice Tobye McClanahan. Motion passed and will go to Quorum Court.

3. Assessor, Brannah Bibbs wanted to eliminate a position and give raises to her employees in the 2024 budget. Job descriptions were updated. Justice McDonald thought their salaries were below cost of living. Motion was made by Justice Tobye McClanahan to eliminate the position and give her employees raises. Second was made by Justice Cecil McDonald. Motion passed and would go to Finance.

4. Meeting was turned over to Judge Nelson to discuss the OEM position. Flood plain, 911 and OEM needed to be combined. Only one benefit package would be needed. The position was currently under one now. Salary request. \$70,000.00. It was recommended to make the position a 40 hour week and budget overtime for 2024. Employees that placed road signs worked under 911. Motion was made by Justice Tobye McClanahan to fund the salary for \$70,000.00 for a 40 hour week. Recommended to look at overtime in the 2024 budget. Second was made by Justice Cecil McDonald. Motion passed.

5. Meeting adjourned.

Minutes submitted by: Cindy George

**PERSONNEL COMMITTEE MEETING
SEPTEMBER 18, 2023 1:00 ANNEX BUILDING**

ATTENDANCE: Justice Cecil McDonald; Justice Tobye McClanahan; Justice Drake Brown; Justice Neil Burge; Justice Molly Jackson; Justice Michael White; Justice Rick Ash; Finance Kelli Jones; Treasurer Peggy Meatte; Judge Alexander; County Clerk Janice Currie; Collector Susan Short; Public Affairs Tom Henry.

1. Meeting was called to order by Justice Cecil McDonald. Judge Alexander was present and requested a position for a Mental Health Coordinator. The position was to be housed in Osceola. Funded thru a Federal Grant until 2026. Craighead County was the original grantee. Money would go to Craighead County and they would reimburse Mississippi County. Meeting was turned over to Judge Alexander. Judge Alexander had hired a Mississippi County employee to fill the position. The County would not be out any money. Covered salary, medical, retirement and taxes. Judge Alexander had also received a grant for a Pier Recovery Specialist for \$50,000.00 from DHS. Covered the salary, medical, taxes thru 2026. Money would go to the Finance Department. County would not be out any money. Position would be advertised. Motion was made by Justice Tobye McClanahan to create a slot for both positions and move to Finance. Second was made by Justice Drake Brown. Motion passed.

2. Technology Resources Policy. Finance Director, Kelli Jones presented a sample Resolution from the AAC. ACT 504 required counties to adopt a Technology Resources Policy. The county policies were passed as an Ordinance and would need to be an Ordinance instead of a Resolution. Elected Officials had to adopt disciplinary procedures for their offices. Mr. Henry asked about lobbying. Registered lobbyist were allowed. Motion was made by Justice Tobye McClanahan to pass the Resolution to Jacob Holmes to put in the form of an Ordinance and present to the Quorum Court. Second was made by Justice Drake Brown. Motion passed.

3. County Clerk, Janice Currie requested a temporary slot to be added to her office for the remainder of the year. Tammy Clowers was retiring the end of the year. Mrs. Clowers was Chief Deputy and responsible for training of employees. There was a small election in November. Mrs. Clowers might come in to help train and get thru the election next year. Motion was made by Justice Tobye McClanahan to create a temporary slot in the County Clerk's Office for six months to get staff trained. Second was made by Justice Drake Brown. Moved to Finance.

**4. Meeting adjourned.
Minutes submitted by: Cindy George**

**FINANCE COMMITTEE MEETING
SEPTEMBER 18, 2023 1:30 ANNEX BUILDING**

ATTENDANCE: Chairman, Justice Michael White; Justice Molly Jackson; Justice Neil Burge; Justice Cecil McDonald; Justice Tobye McClanahan; Justice Rick Ash; Treasurer Peggy Meatte; Finance Kelli Jones; County Clerk Janice Currie, Collector Susan Short; Jeremy Thomas; Public Affairs Tom Henry; NEA Town Courier Revis Blaylock.

1. Meeting was called to order by Justice Michael White. Jeremy Thomas requested a slot for a salaried position. The State was responsible for paying the prosecutor's salary. The County supplied an office and employees. Mr. Thomas received \$3,700.00 a month for office expenses and was paying the salary of an employee. Blytheville received the same amount of money for expenses and also a paid employee. Justice Burge suggested the request should be delayed until budget 2024.

2. Expenditures were in good shape. Elected Officials were staying within budgets. Justice White was concerned with the amount of overtime. Landfill had \$1.5 million in CD's that were purchased this year. Two payments to ADEQ had been paid this year. \$90,000.00. \$3.2 million was budgeted to transfer to the hospital system. Transfers at the end of August were \$3,623,165.00. \$77,000.00 over what was projected for the year. Justice Jackson asked if the letter had been sent to CNI to notify of a time line to complete their contract. CNI had not finished some of the problems and there were new problems showing up that had nothing to do with the construction. Justice Ash thought the bonding company should be contacted.

3. Personnel Committee recommended the salary be increased to \$70,000.00 for the OEM/911 and flood plain. Motion was made by Justice Molly Jackson to increase the salary to \$70,000.00. Second was made by Justice Neil Burge. Motion passed.

4. Treasurer, Peggy Meatte was retiring October 1. The Quorum Court declared a vacancy and appointed a replacement. A Resolution was prepared that declared a vacancy in the Treasurer's Office on October 1, 2023 and made the appointment of Candy Nichols to fill the position. Presented to the Quorum Court on September 26, 2023.

5. Judge Alexander requested two slots to be created. 1. Mental Health Coordinator. 2. Pier Recovery Specialist. Both funded with a Federal Grant and DHS Grant. No cost the County for the salaries. \$14,548.81 was needed for the remainder of the year for the Mental Health Coordinator. Motion was made by Justice Neil Burge to approve the slots and appropriate \$14,548.81 to finish the year for the Mental Health Coordinator. Second was made by Justice Cecil McDonald. Motion passed.

6. October 2, 2023 Expenditure budget starts. Finance would meet every Monday in October. October 30th was the deadline for budgets to be turned in. Justice Jackson thought the Elected Officials needed to include improvements in their office in the 2024 budget.

7. Meeting adjourned.

Minutes submitted by: Cindy George

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

**MISSISSIPPI COUNTY QUORUM COURT
RESOLUTION NUMBER 2023-_____**

*A RESOLUTION DECLARING AND FILLING A VACANCY IN
THE OFFICE OF COUNTY TREASURER OF MISSISSIPPI
COUNTY, ARKANSAS.*

WHEREAS, Peggy Meatte, who presently holds the office of the County Treasurer of Mississippi County, State of Arkansas, and has served in that capacity since 2011, will be retiring effective September 30, 2023; and

WHEREAS, it is the obligation of the Quorum Court of the County of Mississippi, State of Arkansas, to declare that a vacancy will occur in the office of the County Treasurer in the County of Mississippi, State of Arkansas, as authorized by Amendment 55 of the Constitution of the State of Arkansas and Arkansas Code Annotated § 14-14-1309; and

WHEREAS, the Quorum Court is further authorized by Amendment 55 of the Constitution of the State of Arkansas and Arkansas Code Annotated § 14-14-1310 to fill the vacancy in the unexpired term by appointment.

NOW, THEREFORE, BE IT RESOLVED BY THE QUORUM COURT OF MISSISSIPPI COUNTY, ARKANSAS:

SECTION 1. A vacancy is declared to exist in the office of County Treasurer of Mississippi County, Arkansas, from the retirement of the duly elected Mississippi County Treasurer effective midnight September 30, 2023.

SECTION 2. That Candace Nichols is appointed hereby to fill the position of County Treasurer of Mississippi County, Arkansas, effective midnight September 30, 2023, and that said person is authorized hereby to serve in said capacity until the expiration of the term on December 31, 2026.

SECTION 3. That this Resolution shall be effective midnight September 30, 2023.

DATE: _____

APPROVED:

JOHN ALAN NELSON, COUNTY JUDGE

ATTEST:

JANICE CURRIE, COUNTY CLERK
& SECRETARY

- 3
- 4
- 5 F. Catastrophic leave shall not be awarded retroactively.
- 6
- 7 G. Catastrophic leave, which result in a negative balance in the CLBP, shall not be
- 8 approved.
- 9
- 10 H. Employees on catastrophic leave will continue to accrue leave in accordance with the
- 11 Mississippi County leave policies and will receive the normal county benefits.
- 12 Employees on catastrophic leave will also continue to draw their normal rate of pay.
- 13
- 14 I. In the event that an employee on catastrophic leave is terminated, retires, expires or
- 15 returns to work prior to expiration of previously approved catastrophic leave time, all
- 16 unused catastrophic leave shall be returned to the CLBP.
- 17
- 18 J. Leave earned while an employee is on catastrophic leave shall, as a condition of
- 19 voluntary participation in the program, be assigned to the CLBP, and any restrictions
- 20 concerning the maintenance of minimum leave balances shall not apply to such
- 21 assignment. If an employee is on catastrophic leave for even one day in an accrual
- 22 period, all leave earned shall be returned to the CLBP.
- 23
- 24 K. An employee may be dismissed if such employee fails to report to work promptly at
- 25 the expiration of the period of approved catastrophic leave. Nothing, however, shall
- 26 prevent the County elected official or supervisor from accepting satisfactory reasons
- 27 provided by the employee in advance of the date the employee is scheduled to return
- 28 to work and from granting leave without pay to an employee prior to or after the
- 29 expiration of such catastrophic leave if in the view of the elected official or supervisor
- 30 such action is warranted.
- 31
- 32 L. Alleged or suspected abuse of the CLBP shall be investigated and on a finding of
- 33 wrongdoing, an employee shall repay all of the leave hours drawn from the CLBP and
- 34 shall be subject to such other disciplinary action as determined by the elected official
- 35 or supervisor and as outlined in the County Personnel Policy [Section 5, Part 3, A (14)]
- 36
- 37 M. If it is determined, by the Catastrophic Leave Bank Committee, that an employee be
- 38 approved for catastrophic leave, yet the employee is not eligible to participate in the
- 39 program (has not donated within the past year, has not been employed for more than
- 40 two years, etc...), the committee shall notify payroll of the situation. Payroll shall
- 41 notify all Mississippi County employees that there is a case where an employee needs
- 42 leave. Employees will be allowed to donate sick and/or vacation time directly to said
- 43 employee. The Catastrophic Leave Bank Committee, as with eligible participants in
- 44 the CLBP, will determine and handle the case until closed. The only compensation
- 45 that the ineligible employee can receive will be from individual employee donations
- 46 directly to that employee.”
- 47

5 All other articles of the policy book shall remain in the same form as originally approved.

6 II.

7 Emergency Clause: This ordinance shall be in full force and effect upon its passage and
8 approval.

9

10

11

12 DATE: _____

APPROVED:

13

14

JOHN ALAN NELSON, COUNTY JUDGE

15 ATTEST:

16

17

JANICE CURRIE,

18

COUNTY CLERK & SECRETARY

1 MISSISSIPPI COUNTY QUORUM COURT
2 ORDINANCE NO. O-2023-_____

3
4 AN ORDINANCE AMENDING SECTION SIX OF THE EMPLOYMENT POLICY AND
5 PROCEDURE HANDBOOK OF MISSISSIPPI COUNTY, ARKANSAS SO TO ALLOW THE
6 DONATION OF VACATION TIME

7 WHEREAS, the Quorum Court of Mississippi County seeks to amend the Employment
8 Policy and Procedure Handbook so to allow the donation of vacation time to the Catastrophic
9 Leave Bank; and

10 WHEREAS, the amended Section Six is attached to this ordinance as Exhibit A; and

11 WHEREAS, the direct impact upon the rights of County employees and the nature of
12 catastrophic leave justifies the inclusion of an emergency clause.

13 I.

14 NOW, THEREFORE, BE IT ENACTED BY THE QUORUM COURT OF
15 MISSISSIPPI COUNTY, ARKANSAS THAT THE PROVISIONS OF THE EMPLOYMENT
16 POLICY AND PROCEDURE HANDBOOK ARE AMENDED AS FOLLOWS:

17 *See attached Exhibit "A."*

18 II.

19 Emergency Clause: This ordinance shall be in full force and effect upon its passage and
20 approval.

21
22
23 DATE: _____

APPROVED:

24 _____
25 JOHN ALAN NELSON, COUNTY JUDGE

26 ATTEST:

27 _____
28 JANICE CURRIE, COUNTY CLERK & SECRETARY

MISSISSIPPI COUNTY EMPLOYMENT POLICY

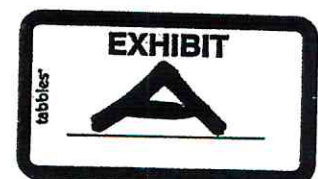
SECTION SIX (6) Catastrophic Leave Bank Policy

I. PURPOSE

- A. This policy establishes a Catastrophic Leave Bank Program (CLBP). This program creates no expectation or promise of continued employment with a participating County entity and is intended simply to assist eligible employees during medical emergencies.
- B. A Catastrophic Leave Bank is a pool of accrued sick leave and vacation time voluntarily donated by employees which may be approved for use by other employees who suffer qualifying catastrophic illnesses and have exhausted all annual and sick leave.

II. ELIGIBILITY

- A. The applicant must be a regular, full-time employee of Mississippi County participating in the Catastrophic Leave Bank Program. To be eligible for participation in the Catastrophic Leave Bank Program, employees have to meet all eligibility requirements listed here in the Handbook as well as donate ½ day per year of sick time or vacation time, ~~(R-2021-12)~~. A person who works less than full-time is excluded from this definition and as such is ineligible to participate as a donor or recipient in the CLBP.
- B. The employee must have been employed by Mississippi County for more than two (2) years in a regular, full-time position.
- C. The employee must have exhausted all sick, annual, holiday and compensatory leave time.
- D. The illness or injury is not covered by Worker's Compensation or all such benefits have been exhausted.
- E. The employee has not been disciplined for leave abuse during the past two (2) years.
- F. No employee shall be eligible for approved catastrophic leave in excess of six (6) continuous months unless it can be ascertained that the employee has been denied disability retirement or Social Security Benefits. However, the employee has the option of reapplying for additional leave at the conclusion of the catastrophic leave period.
- G. No employee shall be approved for catastrophic leave unless that employee is, or is reasonably expected to be, on leave-without-pay status.
- H. In no case shall the employee be granted catastrophic leave beyond the date certified by the physician as the date when the employee is able to return to work.
- I. No employee shall be approved for catastrophic leave unless that employee has absence and setting forth that the employee is and will continue to be incapacitated relative to the employee's assigned duties shall be made available to the physician



MISSISSIPPI COUNTY EMPLOYMENT POLICY

SECTION SIX (6) Catastrophic Leave Bank Policy

J. For purposes of this program, catastrophic illness is defined as follows:

- 1) A medical condition of an employee, as certified by a physician, which requires an employee's absence from duty for a prolonged period of time and which results in a substantial loss of income to the employee because of the exhaustion of all earned sick, annual, holiday, and compensatory time. **Catastrophic leave includes a qualified employee's spouse, child, or any child the employee has guardianship over. *Resolution R2017-19**
 - a. Prolonged Period of Time means a continuous period of time whereby a medical condition prevents the employee from performing the employee's duties. A prolonged period of time is interpreted to be a minimum of thirty (30) working days.
 - b. Substantial Loss of Income means a continuous period of time where the employee will not be compensated by the County due to a medical condition after the exhaustion of all earned sick, annual, holiday or compensatory leave, and such medical condition is not covered and compensated by Worker's Compensation.
 - c. Medical Condition means a personal emergency limited to catastrophic and debilitating medical situations, severely complicated disabilities and severe accident cases which cause the employee to be incapacitated, require a prolonged period of recuperation and require the employee's absence from duty as documented by a physician. Disabilities resulting from elective surgery **DO NOT QUALIFY** for catastrophic leave.

III. DONATION OF LEAVE TO THE CLBP

A. Accrued leave may only be donated to the CLBP in one-half day increments.

~~B. Employees shall be permitted to donate sick leave or vacation time to the CLBP.~~

C. No employee of Mississippi County shall be allowed to donate ~~sick or vacation leave~~ to the CLBP if such donation will reduce that employee's accrued ~~sick or vacation leave~~ balance to less than ten (10) days. This does not apply to employees who are terminating their employment.

D. Sick leave or ~~vacation time~~ which has been donated to the CLBP, may not be restored to the employee who donated the leave time.

E. Approved donations of leave shall be transmitted to the CLBP by submitting the approved donor form.

MISSISSIPPI COUNTY EMPLOYMENT POLICY

SECTION SIX (6)

Catastrophic Leave Bank Policy

**Resolution R2016-13*

- G. To be eligible for participation in the Catastrophic Leave Bank Program, employees have to meet all eligibility requirements listed as well as donate ½ day per year of sick time ~~or vacation time.~~ **Resolution R-2021-12*

IV. CATASTROPHIC LEAVE BANK COMMITTEE

- A. The CLBP encompasses the employees of Mississippi County. The Committee shall comprise of six (6) members representing all entities of County Government, and appointed by the County Judge. The Committee shall elect their chairperson from the committee membership. The Committee shall be made up of one employee from the Blytheville Court House, one employee from the Osceola Court House, one employee from the Mississippi County Sheriff's Department, one employee from the Mississippi County Road Department, one at-large member and one member from the Quorum Court Personnel and Committee on Committees (to be determined by the said Committee).
- B. The responsibility and purpose of the Committee will be to review all catastrophic leave requests, ensure that all eligibility requirements are met, and make recommendations. The Committee shall make determinations of continuing eligibility.

V. CATASTROPHIC LEAVE BANK ADMINISTRATION

- A. Applications for catastrophic leave shall be reviewed on a first filed, first reviewed basis. Approval does not guarantee that a catastrophic leave applicant will receive leave should there be a zero balance in the CLBP.
- B. Members of the Committee will review applications from the employees of Mississippi County for catastrophic leave and make determinations.
- C. Participating employees cannot take catastrophic leave exceeding that approved by the Committee. The employee may reapply for additional hours.
- D. All determinations by the Committee are final. There shall be no appeals heard by the Committee.
- E. Catastrophic leave may be granted or donated in one-half (1/2) day increments only.
- F. Catastrophic leave shall not be awarded retroactively.
- G. Catastrophic leave, which result in a negative balance in the CLBP, shall not be approved.

MISSISSIPPI COUNTY EMPLOYMENT POLICY

SECTION SIX (6)

Catastrophic Leave Bank Policy

- H. Employees on catastrophic leave will continue to accrue leave in accordance with the Mississippi County leave policies and will receive the normal county benefits. Employees on catastrophic leave will also continue to draw their normal rate of pay.

- I. In the event that an employee on catastrophic leave is terminated, retires, expires or returns to work prior to expiration of previously approved catastrophic leave time, all unused catastrophic leave shall be returned to the CLBP.

- J. Leave earned while an employee is on catastrophic leave shall, as a condition of voluntary participation in the program, be assigned to the CLBP, and any restrictions concerning the maintenance of minimum leave balances shall not apply to such assignment. If an employee is on catastrophic leave for even one day in an accrual period, all leave earned shall be returned to the CLBP.

- K. An employee may be dismissed if such employee fails to report to work promptly at the expiration of the period of approved catastrophic leave. Nothing, however shall prevent the County elected official or supervisor from accepting satisfactory reasons provided by the employee in advance of the date the employee is scheduled to return to work and from granting leave without pay to an employee prior to or after the expiration of such catastrophic leave if in the view of the elected official or supervisor such action is warranted.

- L. Alleged or suspected abuse of the CLBP shall be investigated and on a finding of wrongdoing, an employee shall repay all of the leave hours drawn from the CLBP and shall be subject to such other disciplinary action as determined by the elected official or supervisor and as outlined in the County Personnel Policy [Section 5, Part 3, A (14)]

- M. If it is determined, by the Catastrophic Leave Bank Committee, that an employee be approved for catastrophic leave, yet the employee is not eligible to participate in the program (has not donated within the past year, has not been employed for more than two years, etc. . .), the committee shall notify payroll of the situation. Payroll shall notify all Mississippi County employees that there is a case where an employee needs leave. Employees will be allowed to donate sick and/or vacation time directly to said employee. The Catastrophic Leave Bank Committee, as with eligible participants in the CLBP, will determine and handle the case until closed. The only compensation that the eligible employee can receive will be from individual employee donations directly to that employee.” (Ordinance 2023-O-_____).

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

**MISSISSIPPI COUNTY QUORUM COURT
ORDINANCE NO. O-2023-_____**

*AN ORDINANCE TO CLOSE OUT SLOT 8 – APPRAISER 1 UNDER THE
ASSESSOR’S COUNTY GENERAL BUDGET*

WHEREAS, Slot number 8 – Appraiser 1 under the Assessor’s county general budget is no longer needed; and

WHEREAS, the County now wishes to close this slot; and

WHEREAS, the slot shall be closed, effective immediately upon the approval of this ordinance.

I.

***NOW, THEREFORE, BE IT ENACTED BY THE QUORUM COURT OF
MISSISSIPPI COUNTY, ARKANSAS THAT:***

Slot number eight – Appraiser 1, under the Assessor’s county general budget is hereby closed, effective immediately.

DATE: _____

APPROVED:

JOHN ALAN NELSON, COUNTY JUDGE

ATTEST:

JANICE CURRIE, COUNTY CLERK & SECRETARY

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

**MISSISSIPPI COUNTY QUORUM COURT
ORDINANCE NO. O-2023-_____**

*IN THE MATTER OF AMENDMENT TO COUNTY EMPLOYEE PERSONNEL
POLICIES RESPECTING TECHNOLOGY RESOURCES*

WHEREAS, Act 504 of the 2023 Session of the Arkansas General Assembly makes it mandatory for Arkansas Counties to adopt a technology resources personnel policy; and

WHEREAS, the Association of Arkansas Counties has recommended the attached Technology Resources Policy as appropriate for compliance with the requirements of Act 504 for a County personnel policy regarding County technology resources; and

WHEREAS, due to the mandatory nature of Act 504, the inclusion of an emergency clause is justified.

NOW, THEREFORE, BE IT RESOLVED BY THE QUORUM COURT OF MISSISSIPPI COUNTY, ARKANSAS that:

Mississippi County's personnel policies are hereby amended by adding the terms and provisions of the Technology Resources Policy document attached hereto, which is incorporated herein by reference, to Mississippi County's personnel policies.

Except as specifically modified, amended, and revised heretofore and hereby, the personnel policies of Mississippi County, Arkansas shall remain in full force and effect.

Emergency clause: these amendments shall be in full force and effect upon passage and approval.

APPROVED and ADOPTED by the Mississippi County Quorum Court on this _____ day of _____, 2023.

DATE: _____

APPROVED:

JOHN ALAN NELSON, COUNTY JUDGE

ATTEST:

JANICE CURRIE, COUNTY CLERK
& SECRETARY

TECHNOLOGY RESOURCES POLICY

- 1) This policy is established in accordance with Ark. Code Ann. § 25-1-126.
- 2) *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.
- 3) The 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 and system integrity procedures of the public entity.



- 4) 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.

1 MISSISSIPPI COUNTY QUORUM COURT

2
3 APPROPRIATION ORDINANCE NO. O-2023-_____

4
5 AN ORDINANCE AUTHORIZING APPROPRIATIONS TO CREATE SLOT
6 FOR MENTAL HEALTH COURT COORDINATOR

7
8 WHEREAS, certain Federal grant funds have enabled Mississippi County to create a
9 new position titled "Mental Health Court Coordinator"; and

10
11 WHEREAS, this position shall be entirely funded by Federal funds which were awarded
12 to the Second Judicial District; and

13
14 WHEREAS, Mississippi County shall invoice Craighead County so to receive these
15 grant funds; and

16
17 WHEREAS, the position shall be slot number one under the Mental Health Grant
18 Department and shall carry a salary of \$20.55 per hour (\$42,744.00 annually); and

19
20 WHEREAS, the position shall be prorated for the remainder of the FY 2023 budget year;
21 and

22
23 WHEREAS, the Finance Committee has reviewed and approved these adjustments.

24
25 NOW, THEREFORE, be it enacted by the Quorum Court of Mississippi County,
26 Arkansas, that:

27
28 I.

29
30 The following appropriations/modifications are hereby made for the FY 2023 budget:

SLOT/ACCOUNT #	DESCRIPTION	AMOUNT
1000.0306.1001	Salaries, Full-Time	\$9,864.00
1000.0306.1006	Social Security	\$754.60
1000.0306.1007	Retirement	\$1,511.17
1000.0306.1009	Insurance	<u>\$2,413.14</u>
		\$14,542.91

31
32
33
34
35
36
37
38
39 II.

40
41 All appropriations previously authorized, approved, and made as to all other offices,
42 departments, and agencies of county government, and all other funds not hereinabove changed,
43 are to remain as previously appropriated. Detailed provisions of said appropriations are reflected
44 in the schedule of specific items listed by account numbers within the category for each office
45 and filed in the Office of the County Court Clerk.
46

4
5 III.

6
7 This Ordinance, being an appropriation ordinance, shall be in full force and effect
8 immediately from and after its passage and approval by the County Judge.

9
10
11
12
13 DATE: _____

APPROVED:

14
15
16 _____
17
18 JOHN ALAN NELSON, COUNTY JUDGE

19
20
21 ATTEST:
22
23
24 _____
25
26 JANICE CURRIE, COUNTY CLERK
27 & SECRETARY

1 MISSISSIPPI COUNTY QUORUM COURT

2
3 APPROPRIATION ORDINANCE NO. O-2023-_____

4
5 AN ORDINANCE AMENDING THE OEM/E-911/FLOODPLAIN COORDINATOR POSITION

6
7 WHEREAS, the Mississippi County Quorum Court wishes to change the salary for the
8 OEM/E-911/Floodplain coordinator position to \$70,012.80 per year and change the position to a
9 40 hour per week position effective October 1, 2023 (currently 32.5 hours per week); and

10
11 WHEREAS, these adjustments were proposed by the Personnel Committed and
12 reviewed and approved the Finance Committee, who now sends it to the full Quorum Court.

13
14 NOW, THEREFORE, be it enacted by the Quorum Court of Mississippi County,
15 Arkansas, that:

16
17 I.

18
19 The following appropriations/modifications are hereby made for the FY2023 budget:

20	21	22	23	24	25
	SLOT/ACCOUNT #	DESCRIPTION		AMOUNT	
	1000.0500.1001	Salaries, Full-Time		\$6,867.00	
	1000.0500.1006	Social Security		\$525.33	
	1000.0500.1007	Retirement		<u>\$1,052.03</u>	
				\$8,444.36	

26
27 II.

28
29 All appropriations previously authorized, approved, and made as to all other offices,
30 departments, and agencies of county government, and all other funds not hereinabove changed,
31 are to remain as previously appropriated. Detailed provisions of said appropriations are reflected
32 in the schedule of specific items listed by account numbers within the category for each office
33 and filed in the Office of the County Court Clerk.
34

4
5 III.
6

7 This Ordinance, being an appropriation ordinance, shall be in full force and effect
8 immediately from and after its passage and approval by the County Judge.
9

10
11
12
13 DATE: _____

APPROVED:

14
15
16 _____
17
18 JOHN ALAN NELSON, COUNTY JUDGE
19

20
21 ATTEST:
22
23
24 _____
25
26 JANICE CURRIE, COUNTY CLERK
27 & SECRETARY

1 MISSISSIPPI COUNTY QUORUM COURT

2
3 APPROPRIATION ORDINANCE NO. O-2023-_____

4
5 AN ORDINANCE APPROPRIATING FUNDS TO CREATE A
6 TEMPORARY POSITION IN COUNTY CLERK'S OFFICE
7

8 WHEREAS, the County Clerk's office is in need of a temporary position to assist with
9 training purposes related to upcoming retirements; and

10
11 WHEREAS, the position shall be funded from October 1, 2023 until March 31, 2024 and
12 shall automatically close on this date; and

13
14 WHEREAS, the position shall be slot number 8 in the County Clerk's general budget;
15 and

16
17 WHEREAS, the position shall have a salary set at \$28,527.20 with \$6,583.20 falling
18 under the FY2023 budget; and

19
20 WHEREAS, the Finance Committee has reviewed and approved these adjustments.

21
22 NOW, THEREFORE, be it enacted by the Quorum Court of Mississippi County,
23 Arkansas, that:

24
25 I.

26
27 The following appropriations/modifications are hereby made for the FY2023 budget:

28	29	30	31	32	33	34
	SLOT/ACCOUNT #	DESCRIPTION	AMOUNT			
	1000.0101.1001	Salaries, Full-Time	\$6,583.20			
	1000.0101.1006	Social Security	\$503.62			
	1000.0101.1007	Retirement	\$1,008.55			
	1000.0101.1009	Insurance	\$1,608.76			
			\$9,704.13			

35
36 II.

37
38 All appropriations previously authorized, approved, and made as to all other offices,
39 departments, and agencies of county government, and all other funds not hereinabove changed,
40 are to remain as previously appropriated. Detailed provisions of said appropriations are reflected
41 in the schedule of specific items listed by account numbers within the category for each office
42 and filed in the Office of the County Court Clerk.
43

4
5 III.

6
7 This Ordinance, being an appropriation ordinance, shall be in full force and effect
8 immediately from and after its passage and approval by the County Judge.
9

10
11
12
13 DATE: _____

13 APPROVED:
14
15
16 _____
17
18 JOHN ALAN NELSON, COUNTY JUDGE
19

20
21 ATTEST:
22
23
24 _____
25
26 JANICE CURRIE, COUNTY CLERK
27 & SECRETARY