



WASHINGTON COUNTY, ARKANSAS

County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday, March 08, 2021

6:00 P.M.

Washington County Quorum Court Room/Via Zoom

Robert Dennis
Willie Leming
Shannon Marti

Lisa Ecke - Chair

Butch Pond – Vice-Chair
Evelyn Rios Stafford
Shawndra Washington

A G E N D A

1. CALL TO ORDER AND WELCOME

2. PRAYER AND PLEDGE

3. ADOPTION OF AGENDA

At the beginning of each meeting, the agenda shall be approved. Any JP may request an item be added or removed from the agenda subject to approval of the Committee.

4. PERSONNEL COMMITTEE OBJECTIVE:

To bring effective change to Washington County Personnel Committee by creating active involvement among the JP's, building positive relationships with elected officials, and establishing collaboration.

5. REQUEST FROM JUDGE JOSEPH WOOD: (5.1 – 5.3)

1. Increase the starting pay of five personnel positions of Juvenile Careworkers, Grade 10 from \$12.68 to \$14.09

6. PUBLIC COMMENTS

Twelve-minute comment period with a three-minute limit for each individual to comment on items on the agenda.

7. ADJOURNMENT

ORDINANCE NO. 2021-

APPROPRIATION ORDINANCE

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

AN ORDINANCE INCREASING THE STARTING SALARY OF THE JUVENILE CAREWORKERS; AND APPROPRIATING \$13,872 FROM UNAPPROPRIATED RESERVES IN THE GENERAL FUND TO VARIOUS LINE ITEMS IN THE JUVENILE DETENTION CENTER (JDC) BUDGET (0444) FOR 2021.

WHEREAS, the Washington County Juvenile Detention Center (“JDC”) has been unable to fill five staff positions in over a year; and,

WHEREAS, the lack of available staff adversely affects the JDC’s ability to adequately transport and supervise the facility’s youth; and,

WHEREAS, the lack of available staff hinders the JDC’s responsibility to comply with relevant State regulations; and,

WHEREAS, the lack of available staff adversely affects the JDC’s ability to both retain staff members and allow the current staff members to properly utilize their paid time off; and,

WHEREAS, in order to address the concerns stated herein, the JDC desires to increase the starting pay for various Juvenile Careworker positions for 2021.

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

ARTICLE 1. The starting salary of the Juvenile Careworker, Grade 10 (Positions 0444025, 0444029, 0444030, 0444031 and 0444032) is hereby increased to \$14.09/hour.

42 **ARTICLE 2.** There is hereby appropriated the total amount
43 of \$13,872 from unappropriated reserves in the General Fund (1000) to the following
44 salary line items in the Juvenile Detention Center (JDC) Budget (10000444) for 2021:

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46	Salary Full-Time	10000444.1001	\$11,280
47	Social Security Matching	10000444.1006	863
48	Noncontributing Retirement	10000444.1008	1,729

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JOSEPH K. WOOD, County Judge

DATE

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BECKY LEWALLEN, County Clerk

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Introduced by: **JP Lisa Ecke**
Date of Adoption:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent:

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Committee History:
Quorum Court History:

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N. DENYSE COLLINS
DIRECTOR



KENDRICK SEXTON
ASSISTANT DIRECTOR

**WASHINGTON COUNTY JUVENILE DETENTION CENTER
WASHINGTON COUNTY, ARKANSAS
OFFICE OF THE DIRECTOR**

To: Judge Joseph Wood
From: Director Denyse Collins
Cc: Brian Lester, County Attorney; Assistant Director Kendrick Sexton
Re: Juvenile Care Worker Positions
Date: March 03, 2021

The Juvenile Detention Center, unfortunately, has not been able to fill five staff positions, for at least the past year.

As it stands, we are currently running some shifts without adequate staffing. This becomes more difficult when we are managing Youth who are suicidal or self-harming and require 1:1 staffing or who need transported to and from acute hospitalization, as these require additional staff. Additionally, covering shift work is challenging in addressing absentees and PTO for the current Staff, who are working overtime to attempt to cover current staffing patterns. While we have quality Staff, there is concern about retaining these Staff due to current staffing patterns.

The request is not to regrade these positions. We would like for you to consider allowing us to maintain these positions at a grade 10, with the ability to hire for those positions and to start pay at the mid (\$14.09), rather than the minimum (\$12.68). This will help us to remain competitive in the job market. This consideration will have an impact on our budget and need assistance for funding.

Allowing this change, in the rate of pay, will potentially allow us to fill these five positions, thus allowing us to maintain compliance with State standards, helping to insure the safety and security of the facility (and reducing County liability), and allowing us to best meet the needs of the Youth and the Staff.

Thank you for your consideration of this proposal.

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DCollins@co.washington.ar.us
Washington County JDC is an Equal Employment Opportunity Employer M/F/D/V

WASHINGTON COUNTY
Job Description

Job Title: Juvenile Care Worker

Exempt (Y/N): No
DATE REVISED: June 2016

DEPARTMENT: Regional Juvenile Detention Center
SUPERVISOR: Assistant Director, Staff Development
Supervisor, Youth Development Specialist Supervisor,
Youth Development Supervisor.

The Juvenile Care Worker, under the guidance and direction of the Staff Development Supervisor, serves the County by efficiently supervising and maintaining discipline, and meeting these needs of the residents in accordance with federal and state law. Work effectively with all divisions and departments within the Regional Juvenile Detention Center, Juvenile Courts, Defenders, Prosecuting Attorneys, law enforcement agencies, other counties and the public. Must meet minimum requirements under state law for Juvenile Detention Standards Training (40 hours of training).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
Other duties may be assigned.

1. Assure a safe and secure environment for residents and staff by providing continuous supervision of residents.
2. Complete intakes by documenting and securing personal property, pat down and strip search, searching for contraband, providing a cursory examination of the juvenile to determine health and mental health status, collection information, and provide the juvenile with information about the center's operation and regulations. Review, for accuracy, the intake process and paperwork completed by employees under their supervision. Responsible for federal detainees and detainees from other states.
3. Assure that the County's 3.1 million facility is maintained in a clean manner and that all equipment is operating properly through systematic inspections and reports. Almost continuous care and attention required by the incumbent in order to prevent damage or loss to the County.
4. Assess residents' immediate need for medical care or mental health assistance and document the actions taken to secure such service. Respond to emergencies and stabilize ill or injured persons.
5. Document behavior of individual residents as it related to peers, property, school, visitors, activities, the probability of harming others or themselves, and escape potential. Manage "special needs" juveniles and mentally ill or self-mutilating/suicidal juveniles.
6. Supervise the residents during structured activities, free-time activities, and outside recreation. Assist in coordination, participation, and supervision of residents during structured activities/free-time activities.
7. Manage violent detainees charged with adolescent and adult crimes.

8. Manage detainees under the influence of intoxicants, illegal and legal drugs
9. Assure the safety of residents and visitors monitoring visits and verifying the name of the visitor and the purpose of the visit.
10. Establish, maintain and foster positives and harmonious working relationships with those contacted in the course of work in keeping with the Regional Juvenile Detention Center's objectives. Establish and maintain professional working relations with applicants, visitors, callers and business professionals.
11. Assure the legal process by directing contacts with or initiating contact with court officials, law enforcement officers, and parents/guardians to determine resident's trial status, court dates, relationships, etc. and complete necessary documentation or reports for prosecutor, public defender, private attorneys, human service Care Worker, mental health agencies, and court staff.
12. Complete resident discharges by returning personal property, obtaining proper signatures, and providing copies of various court related documents.
13. Transport to, and supervise during, appointments to court or for medical or dental treatment, mental health counseling or assessment, or transfer to another facility.
14. Attend monthly staff meetings
15. Complete training assignments.
16. Assist the schoolteacher, nurse, and/or social workers with maintaining order and providing educational, medical, or mental health services to the residents. Dispense medication.
17. Assure that the facility is operated according to policy and procedures as well as state standards, state law, and federal law.
18. Maintain jail equipment and premises, and make arrangements for necessary repairs. Procured and use supplies efficiently.
19. Prepare special reports, conduct jail inspections, and testify in court on matters.
20. Ensure that all contacts with the Regional Juvenile Detention Center are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact.
21. Ensure that the rights and safety of residents are not violated and that they receive the basic requirements as required by law.
22. Receive training in self-defense and physical restraint, CPR and First Aid.
23. Represent the department in a professional manner to enhance the County's image and minimize loss of goodwill.

24. Maintain driving licenses, vehicle license, and identification on motor equipment and determine status of equipment.
25. Provide a valid form of communication in order for other staff to be able to contact staff in the event of emergency or transport purposes (a valid phone number).

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The individual filling this position will have an equivalent formal education of two years of college. A combination of education and work experience may be substituted for two years of college, the minimum being a high school diploma plus six months working in a residential shelter, detention center, or treatment facility. The incumbent should have knowledge regarding adolescent physical and emotional development as well as good observation, report writing and verbal skills. Additionally, the incumbent must complete, at a minimum, 140 hours of training during his/her first year and forty hours of training each year after the first 90 days. It usually takes a minimum of one year to become proficient at this job. CPR and First Aid required.

OTHER SKILLS and ABILITIES:

The incumbent must possess good oral/written communication skills and interpersonal relations. The person in this position must be adept at interacting with the general public, county personnel, and other agencies. The incumbent will be a self-starter who will have somewhat diversified activities, covered by established procedures general supervision. The incumbent must have sufficient self-confidence and judgment to be able to direct or restrict the actions of juveniles who are under the influence of drugs or alcohol, emotionally disturbed, hyperactive, hostile or acting out. The incumbent must be able to work as a team leader and have the ability to provide and receive constructive criticism. The incumbent must possess a valid Arkansas driver's license. The incumbent must be able to regularly use complex machines such as a desktop computer, printer, fax machine, copy machine, multi-line telephone, electronic controls, two-way radio, and safety/security devices. Additionally, the incumbent must have successfully completed a child abuse registry check, a physical examination, a psychological evaluation, a drug screen, and be free of tuberculosis. Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation as part of the employment requirements within the first thirty days after hiring date. Must possess a valid Arkansas Driver's License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; drive vehicle; use hands to finger, handle, or feel objects/controls; reach with hands and arms; talk or hear; taste or smell. The employee occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 100 pounds. Must have visual and hearing acuity to fully observe the behaviors and interaction of residents and other persons within the facility or during official travel and activities, and to effectively receive and transmit communications by two-way radios and telephones. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation and vibration. The noise level in the work environment is usually moderate to loud.