



WASHINGTON COUNTY, ARKANSAS
County Courthouse

MEETING OF THE
WASHINGTON COUNTY QUORUM COURT
PERSONNEL COMMITTEE

Monday July 11, 2022
5:30 P.M.
Washington County Quorum Court Room

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. **CHAIRMAN'S REPORT**

NEW BUSINESS

5. **AN ORDINANCE CREATING THE LAW CLERK POSITION IN THE CIRCUIT COURT VII BUDGET FOR 2022 Item 22-O-077 (5.1-5.3)**

6. **AN ORDINANCE APPROPRIATING \$3,972.84 FROM THE UNAPPROPRIATED RESERVES OF THE GENERAL FUND TO VARIOUS LINE ITEMS IN THE TAX COLLECTOR BUDGET (10000104) FOR 2022 Item 22-O-079 (6.1-6.4)**

7. **PUBLIC COMMENT**

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

8. **ADJOURNMENT**

ORDINANCE NO. 2022-

APPROPRIATION ORDINANCE

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

**AN ORDINANCE CREATING THE LAW
CLERK POSITION IN THE CIRCUIT COURT
VII BUDGET FOR 2022; AND,
APPROPRIATING \$82,147.80 TO THE
CIRCUIT COURT VII BUDGET FOR 2022.**

WHEREAS, the Circuit Court Division VII desires to create a
law clerk position for 2022.

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

ARTICLE 1. There is hereby created the position of Law
Clerk, ungraded, at an annual salary of \$62,100, in the Circuit Court VII Budget of the
General Fund (10000407) for 2022.

ARTICLE 2. There is hereby appropriated the total amount
of \$82,147.80 to the following line items in the Circuit Court VII Budget for 2022:

Salaries, Full Time	10000407.1001	\$ 62,100.00
Social Security Matching	10000407.1006	4,750.65
Noncontributory Retirement	10000407.1008	9,513.72
Health Insurance Matching	10000407.1009	5,592.00
Workmen’s Compensation	10000407.1010	59.43
Life Insurance Matching	10000407.1016	132.00

JOSEPH K. WOOD, County Judge

DATE

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BECKY LEWALLEN, County Clerk

Introduced by:
Date of Adoption:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent:

Committee History:
Quorum Court History:



JOANNA TAYLOR
CIRCUIT JUDGE

STATE OF ARKANSAS

5.2

CIRCUIT COURT
WASHINGTON AND MADISON COUNTIES
WASHINGTON COUNTY COURTHOUSE
280 N. COLLEGE AVE, FIFTH FLOOR
FAYETTEVILLE, AR 72701
PHONE: 479-444-1682
FAX: 479-444-1686

CHELLE CASWELL
TRIAL COURT ADMINISTRATOR
mcaswell@washingtoncountyar.gov

MORGAN BEDSOLE
OFFICIAL COURT REPORTER
mbedsole@washingtoncountyar.gov

DEPUTY MARK MATHEWS
COURT SERVICES OFFICER
mmathews@washingtoncountyar.gov

July 5, 2022

Washington County Human Resources Department
Attn: Patty Burchett
Via hand delivery

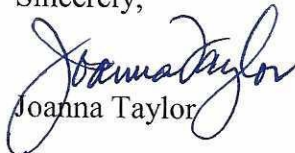
Re: Request for law clerk

Dear Ms. Burchett:

Please accept this request for a new position for my office, specifically, a full-time law clerk to assist with management of the criminal and domestic violence dockets as well as any other law-related issues to come before the court. The law clerk would need to be a lawyer licensed in Arkansas, skilled in legal research and writing, well-versed on Constitutional issues, and familiar with case management and jury and bench trial procedures. I am hoping to fill this ungraded position as soon as possible and am seeking a salary range and job description similar to other Washington County law clerks, somewhere in the neighborhood of \$62,100.00 annually. Enclosed herewith is a copy of the job description used for Judge Mark Lindsay's law clerk position, which would likewise be suitable for the position I am requesting.

Thank you for your assistance in this matter, and please do not hesitate to contact me with any questions or guidance to get through this process.

Sincerely,


Joanna Taylor

Encl.

Calculating employee position total cost for budgeting

as of 06.15.2022

PAYROLL CALCULATIONS

Inclusive items	How to calculate	Example
FT Salary	Pay Rate x 2080 hrs (*207K emps use 2236 hrs)	\$62,100.00
FICA/MEDI	Salary x 7.65%	\$4,750.65
Employer APERS	Salary x 15.32%	\$9,513.72
Health benefit	\$5,592.00 as of 2020 (\$466/mo x12)	\$5,592.00
Life Ins. Benefit	\$132.00 as of 2020 (\$11/mo x 12)	\$132.00
Workers Comp	*Salary x AAC rate x AAC modifier	\$59.43
Holiday Incentive	**Sheriff/Jail, JDC, Animal Shelter ONLY	
Longevity	Use gross up amt for qualifying year range	
Bonus per QC		
Expected Payroll Cost with Benefits		<u>\$82,147.80</u>

Ungraded

OTHER POSSIBLE EXPENSES FOR NEW EMPLOYEES

Line Item	Line Item Description	Amount
2001	OFFICE SUPPLIES	
2002	SMALL EQUIPMENT (furniture/cell phone/calculators/etc...)	
2006	UNIFORMS	
2009	COMPUTER EQUIP (computer, printer, scanner/etc...)	
2029	SMALL TOOLS (not equipment)	
3022	CELL PHONES (service cost ONLY - phone is small equip)	
3090	DUES & MEMBERSHIPS	
3031	COMMON CARRIER (travel expenses for training)	
3094	MEALS/LODGING (travel expenses for training)	
3101	TRAINING (conferences, certifications, classes/etc...)	
Expected Equipment/Supplies		\$0.00

GRAND TOTAL PROPOSED EXPENSES FOR NEW POSITION \$82,147.80

ORDINANCE NO. 2022-

APPROPRIATION ORDINANCE

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

AN ORDINANCE APPROPRIATING \$3,972.84 FROM THE UNAPPROPRIATED RESERVES OF THE GENERAL FUND TO VARIOUS LINE ITEMS IN THE TAX COLLECTOR BUDGET (10000104) FOR 2022.

WHEREAS, the Washington County Tax Collector’s Office requests the increase in pay of two positions within her department and requests the addition of one part-time position; and

WHEREAS, the Tax Collector requests \$3,972.84 to facilitate those personnel changes.

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

ARTICLE 1. There is hereby appropriated the total amount of \$3,972.84 from the unappropriated reserves of the General Fund (1000) to the following line items in the Tax Collector Budget for 2022:

Salary Full-Time	10000104.1001	\$3,230.74
Social Security Matching	10000104.1006	247.15
Noncontributory Retirement	10000104.1008	494.95

JOSEPH K. WOOD, County Judge

DATE

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BECKY LEWALLEN, County Clerk

Introduced by:
Date of Adoption:
Members Voting For:
Members Voting Against:
Members Abstaining:
Members Absent:

Committee History:
Quorum Court History:

COLLECTOR - 2022 BUDGET SALARY CHANGE REQUEST 07.05.22 (RATE PER HOUR INFO PROVIDED BY MELISSA CLARK)

FUND 1000									
PCN		2022 FINAL BUDGET SALARY	2022 PAID YTD FROM PCN	REQUEST 2022 SALARY INCREASE	14 PAY PERIODS @ NEW RATE	BUDGET INCREASE SALARY LINE 1001	BUDGET INCREASE FICA/MEDI LINE 1006	BUDGET INCREASE APERS LINE 1008	OVERALL TOTAL INCREASE
0104081	COTNER	\$39,225.00	\$15,088.00	\$38,917.00		\$0.00	\$0.00	\$0.00	\$0.00
0104082	BOWLES	\$42,195.00	\$14,357.61	\$38,917.00		\$0.00	\$0.00	\$0.00	\$0.00
0104091	MOLES	\$37,066.00	\$18,532.86	\$47,154.00	\$25,390.40	\$3,230.74	\$247.15	\$494.95	\$3,972.84
						\$3,230.74	\$247.15	\$494.95	\$3,972.84
Ordinance Lines									
	10000104.1001	SALARIES FULL TIME		\$3,230.74					
	10000104.1006	SOCIAL SECURITY MATCHING		\$247.15					
	10000104.1008	EMPLOYER RETIREMENT CONTRIBUTION		\$494.95					
				\$3,972.84	OVERALL TOTAL FOR ORDINANCE				

Washington County Arkansas

Tax Collector

Angela Wood

280 N College Ave Ste 202

Fayetteville AR 72701

479-444-1526



6.3

Real Estate and Personal Property Tax

June 29, 2022

To whom it may concern,

I am currently restructuring my Tax Enforcement department and would like to promote Erika Bowles and Hollie Cotner to the department as technicians, this department is responsible for the collections of escrowed real estate taxes from mortgage companies and other delinquent taxes of personal property associated with businesses. This department also processes legal claims for those taxpayers property in a probate and/or bankruptcy. As you can imagine these positions are very detail oriented and require a unique talent for handling sensitive situations. They both possess these skills and have the experience required to help this department run effectively and efficiently. At this time, both positions are currently graded a 13 and both employees are currently Branch Managers, which are a grade 15 now due to a re-rating we did last year. Our intent is to update not only the Tax Enforcement Technicians job descriptions but a lot of other positions that are outdated as well. These rerating's are currently being worked on and I anticipate the Tax Enforcement Technician position will be over the Branch Managers once again. So I respectfully request your approval of a 5% promotion increase for both of these employees due to these circumstances, bringing their hourly pay to \$18.71. No additional funds will be needed for these positions.

Due to the restructure in this department, it was necessary to place other individuals in positions I feel is better suited for their skillset. Therefore I am also requesting your approval of additional funds to be allocated to position 1000.0104.091 in the amount of **\$3972.84**, which is currently a grade 15 Branch Manager. Waynette Moles, currently our Data Processing clerk, grade 15 will be moving to this position and I would like for her to retain her current rate of pay. She has over 19 years' experience and knowledge of tax collections, therefore making her a better candidate for the Branch Manager position. Should you have any additional questions or concerns please feel free to contact me.

Respectfully,

Angela Wood,
Washington County,
Tax Collector

Washington County

6.4



TAX COLLECTOR
Angela Wood

280 North College-Suite 202
Fayetteville, AR 72701
Telephone (479) 444-1526
Fax (479) 444-1680

Real Estate and Personal Property Tax

July 1, 2022

To whom it may concern,

I would like to respectfully request a second part time position for the Collectors office. We currently have 4 open positions and have been doing interviews in hopes to hire someone soon. We only have a few short months to get someone trained and ready to process payments and assist thousands of taxpayers. Recently I had an outstanding full time employee resign because she needed to be home with her kids throughout the summer months. We asked her to consider working part time with us once the kids were back in school and she said that would better accommodate her and her family needs. So I would like to bring her back part time once school starts so that she can help assist us thru our busiest time of year. This office collects over \$248 million in current tax dollars for the County and has over 100,000 taxpayers to serve. It's important to have someone that has the knowledge, experience and skillset to assist the many taxpayers that will no doubt contact this office for various reasons the closer it gets to the tax deadline. I currently fund my part time position thru my automation fund **3001.0104** but will need to increase the line item **1002** \$15,000. Thank you for your Consideration.

Sincerely,

Angela Wood
Washington County,
Tax Collector