



**WASHINGTON COUNTY, ARKANSAS**  
**County Courthouse**

**REGULAR MEETING OF THE**  
**WASHINGTON COUNTY QUORUM COURT**

Thursday, November 16, 2023  
6:00 p.m.  
Washington County Quorum Court Room

**AGENDA**

1. **CALL TO ORDER AND WELCOME** **JUDGE DEAKINS**
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/ removed from the agenda subject to approval of the Quorum Court.
4. **PRELIMINARY MOTIONS**
5. **CITIZEN'S COMMENTS**  
Fifteen-minute comment period with a three-minute limit for each individual to comment on items on the agenda or other items.
6. **APPROVAL OF MINUTES** – Approval of minutes Regular Quorum Court Meeting, October 19, 2023.
7. **COUNTY JUDGE'S REPORT** (7.1) **JUDGE DEAKINS**

**NEW BUSINESS**

8. **CONSENT AGENDA**
  1. **AN ORDINANCE RECOGNIZING ADDITIONAL REVENUE IN THE AMOUNT OF \$74,533.93 IN THE GENERAL FUND. Item 23-O-142 (8.1)** **JP LYONS**
  2. **AN ORDINANCE APPROPRIATING \$60,000 FROM THE UNAPPROPRIATED RESERVES IN THE GENERAL FUND TO THE COUNTY CORONER'S BUDGET FOR 2023. Item 23-O-144 (8.2)** **JP ECKE**

3. **AN ORDINANCE APPROPRIATING \$4,857,232.54 FROM THE ARPA FUND TO THE ARPA FUND BUDGET FOR 2023.** Item 23-O-148 (8.3) JP LYONS
4. **AN ORDINANCE AMENDING THE ANIMAL SHELTER BUDGET FOR 2023, AND OTHER MATTERS PERTAINING THERETO.** Item 23-O-149 (8.4) JP LYONS
5. **AN ORDINANCE AMENDING THE ROAD DEPARTMENT BUDGET FOR 2023 AND OTHER MATTERS PERTAINING THERETO.** Item 23-O-150 (8.5) JP LYONS
6. **AN ORDINANCE AMENDING ORDINANCE 2018-50 TO UPDATE THE FAMILY AND MEDICAL LEAVE POLICY IN THE WASHINGTON COUNTY EMPLOYEE HANDBOOK.** Item 23-O-146 (8.6) JP LYONS
7. **AN ORDINANCE AMENDING ORDINANCE 2018-50 TO UPDATE THE WORKERS' COMPENSATION POLICY IN THE WASHINGTON COUNTY EMPLOYEE HANDBOOK.** Item 23-O-147 (8.7) JP ECKE
9. **AN ORDINANCE ESTABLISHING THE WASHINGTON COUNTY ANNUAL BUDGET FOR THE FISCAL AND CALENDAR YEAR 2024.** Item 23-O-144 (9.1) JP LYONS
10. **AN ORDINANCE RATIFYING A CONDITIONAL USE PERMIT - Abandoned Customs.** Item 2023-O-151 (10.1) JP LYONS
11. **AN ORDINANCE RATIFYING A CONDITIONAL USE PERMIT - Riverbum Treehouse.** Item 2023-O-152 (11.1) JP DENNIS
12. **AN ORDINANCE RATIFYING A CONDITIONAL USE PERMIT - PSR Excavation** Item 2023-O-153 (12.1) JP RICKER
13. **COMMITTEE REPORTS-**
  - COUNTY SERVICES- (13.1)
  - FINANCE & BUDGET (13.2)
14. **ADJOURNMENT**

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**MINUTES OF THE  
REGULAR MEETING OF THE  
WASHINGTON COUNTY QUORUM COURT**

Thursday, October 19, 2023  
6:01 PM  
Washington County Courthouse

9 Judge Patrick Deakins called the meeting to order at 6:01 PM.

10  
11 The following members were present: Taylor, Wilson, Simons, Lyons, Ecke, Dean,  
12 Washington, Cogger, Dennis, Highers, Rios Stafford, Leming, Ricker, and Pond.

13  
14 JP Highers led the Prayer and Pledge.

15  
16 Judge Deakins moved to Item 3 on the agenda (Adoption of the Agenda.) JP Lyons  
17 motioned to approve the agenda. The motion was seconded by JP Dean and the  
18 motion passed with a voice vote.

19  
20 JP Dean made a motion to read all ordinances/resolutions by title only, JP Washington  
21 seconded the motion, and the motion passed with a voice vote.

22  
23 Citizen Comments were heard from Diana Scott, Mike Landry, Bobby Huffines, Lou  
24 Reed Sharpe, Sherry Main, Johnathan Nunez, and Gladys Tiffany.

25  
26 The judge presented Item 6, (Approval of Minutes) and asked if there were corrections  
27 needed. There were no needed corrections. The minutes from September 21, 2023,  
28 were approved.

29  
30 Judge Deakins presented the Judge's report, which included the September Disposal of  
31 County Property Report. Judge Deakins spoke about the continued work on the Budget  
32 for 2024. Judge Deakins spoke about the CCJC meetings being paused due to  
33 members of the board being outside of their statutory terms. Judge Deakins advised he  
34 is not disbanding the group and invited Washington County citizens to stay tuned for  
35 future developments.

36  
37 Judge Deakins gave a Construction update. Nabholtz was selected as Construction  
38 Manager. Spirit Architecture ended their partnership with the county on the jail project  
39 and a RFQ (Request for Qualifications) for a replacement architect has been issued.

40  
41 Judge Deakins reported a vacancies on two County Boards. The Washington Water  
42 Authority Board had two vacancies and the Equalization Board had one opening. Jacci  
43 Perry Ryan was unanimously approved by the Quorum Court for appointment to the  
44 Equalization Board. Larry Walker and Michael "Butch" Bartholomew were unanimously  
45 approved by the Quorum Court for appointment to the Washington Water Authority  
46 Board.

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UNFINISHED BUSINESS

49 Judge Deakins moved to item 8 under unfinished business, **AN ORDINANCE**  
50 **DENYING A CONDITIONAL USE PERMIT RECOMMENDED FOR DENIAL- Beaver**  
51 **Lake Tiny Homes** Item 23-O-094 (This ordinance was on the second reading)  
52 County Attorney Lester read the ordinance by title only. JP Lyons made a motion to  
53 suspend the rules and move to a third and final reading. JP Dean seconded the motion,  
54 and it was passed by voice vote. County Attorney Lester read the ordinance by title only  
55 for the third and final reading. JP Lyons spoke on the ordinance. A motion to pass the  
56 ordinance was made by JP Lyons and seconded by JP Dean. There was no discussion and  
57 no public comment. Judge Deakins clarified for members of the court that a yes vote denied  
58 the conditional use permit. A roll call vote was called and the votes tallied as follows:

59  
60 JP Taylor-Yes  
61 JP Wilson-Yes  
62 JP Simons-Yes

63 JP Lyons-Yes  
64 JP Ecke-Yes  
65 JP Dean- Yes  
66 JP Washington-Yes  
67 JP Cogger-Yes  
68 JP Dennis-Yes  
69 JP Highers-Yes  
70 JP Rios Stafford-Yes  
71 JP Leming-Yes  
72 JP Ricker-Yes  
73 JP Pond-Yes

74 **Motion passed. AN ORDINANCE DENYING A CONDITIONAL USE PERMIT**  
75 **RECOMMENDED FOR DENIAL- Beaver Lake Tiny Homes**  
76 Item 23-O-094 was adopted as **ORD 2023-118.**

77  
78 Judge Deakins moved to item 9 under unfinished business, **AN ORDINANCE AMENDING THE**  
79 **COUNTY ATTORNEY BUDGET FOR 2023.** Item 2023-O-127(This ordinance was on the  
80 second reading) County Attorney Lester read the ordinance by title only. JP Pond made a  
81 motion to suspend the rules and move to a third and final reading. JP Lyons seconded it and  
82 it was passed by voice vote. A roll call vote was requested. A roll call was taken to suspend  
83 the rules and move to the third reading and tallied as follows:

84  
85 JP Taylor-Yes  
86 JP Wilson-Yes  
87 JP Simons-Yes  
88 JP Lyons-Yes  
89 JP Ecke-Yes  
90 JP Dean-Yes  
91 JP Washington-No  
92 JP Cogger-Abstain  
93 JP Dennis-Yes  
94 JP Highers-No  
95 JP Rios Stafford-No  
96 JP Leming-Yes  
97 JP Ricker-Yes  
98 JP Pond-Yes

99 **Motion passed. The ordinance was moved to a third and final reading.** County Attorney  
100 Lester read the ordinance by title only for the third and final time. JP Pond made a motion to  
101 pass the ordinance and JP Lyons seconded the motion. There was discussion by members of  
102 the court and public comments were heard. JP Lyons made a motion to pass the ordinance  
103 and JP Lyons seconded the motion. A roll call vote was taken and tallied as follows:

104  
105 JP Taylor-Yes  
106 JP Wilson-Yes  
107 JP Simons-Yes  
108 JP Lyons-Yes  
109 JP Ecke-Yes  
110 JP Dean-Yes  
111 JP Washington-No  
112 JP Cogger-Abstain  
113 JP Dennis-Yes  
114 JP Highers-No  
115 JP Rios Stafford-No  
116 JP Leming-Yes  
117 JP Ricker-Yes  
118 JP Pond-Yes

119 **Motion passed. AN ORDINANCE AMENDING THE COUNTY ATTORNEY BUDGET FOR**  
120 **2023.** Item 2023-O-127 was adopted as **ORD 2023-119.**

121  
122 Judge Deakins moved to item 10 under unfinished business, **AN ORDINANCE RATIFYING A**  
123 **CONDITIONAL USE PERMIT RECOMMENDED FOR APPROVAL BY THE PLANNING AND**  
124 **ZONING BOARD-MEYERS BOYS GARAGE.** (On third reading) Item 2023-O-133 (10.1)

125 County Attorney Lester read the ordinance by title only. JP Taylor made a motion to pass the  
126 ordinance and JP Lyons seconded it. A roll call was taken and tallied as follows:

127  
128 JP Taylor-Yes  
129 JP Wilson-Yes  
130 JP Simons-Yes  
131 JP Lyons-Yes  
132 JP Ecke-Yes  
133 JP Dean-Yes  
134 JP Washington-Yes  
135 JP Cogger-Yes  
136 JP Dennis-Yes  
137 JP Highers-Yes  
138 JP Rios Stafford-Yes  
139 JP Leming-Yes  
140 JP Ricker-Yes  
141 JP Pond-Yes

142 **Motion passed: AN ORDINANCE RATIFYING A CONDITIONAL USE PERMIT**  
143 **RECOMMENDED FOR APPROVAL BY THE PLANNING AND ZONING BOARD-MEYERS**  
144 **BOYS GARAGE.** Item 2023-O-133 was adopted as **ORD 2023-120.**

145  
146 Judge Deakins moved to item 11 under new business, which was the Consent Agenda.  
147 County Attorney Lester read each ordinance by title only.  
148 JP Lyons motioned to adopt the Consent Agenda with a second from JP Ricker. JP  
149 Dennis spoke during discussion. There were no public comments. Roll call was taken  
150 and tallied as follows:

151  
152 JP Taylor-Yes  
153 JP Wilson-Yes  
154 JP Simons-Yes  
155 JP Lyons-Yes  
156 JP Ecke-Yes  
157 JP Dean-Yes  
158 JP Washington-Yes  
159 JP Cogger-Yes  
160 JP Dennis-Yes  
161 JP Highers-Yes  
162 JP Rios Stafford-Yes  
163 JP Leming-Yes  
164 JP Ricker-Yes  
165 JP Pond-Yes

166 **Motion passed** on the Consent Agenda and ordinances were adopted as follows:

- 167 1. **AN ORDINANCE PROVIDING FOR THE ESTABLISHMENT OF A FLOOD**  
168 **DAMAGE PREVENTION PROGRAM FOR WASHINGTON COUNTY,**  
169 **ARKANSAS AND FOR OTHER PURPOSES.** Item 2023-O-134a (11.1)  
170
- 171 2. **AN ORDINANCE ANTICIPATING AND APPROPRIATING ADDITIONAL**  
172 **GRANT FUNDS IN THE DRUG COURT GRANT FUND BUDGET FOR 2023.**  
173 Item 23-O-137 was adopted as **ORD 2023-122.**  
174
- 175 3. **AN ORDINANCE ALLOCATING PREVIOUSLY UN-ALLOCATED FUNDS IN**  
176 **THE DRUG COURT GRANT FUND TOTALING \$129,433.57 TO THE**  
177 **SAMHSA BUDGET FOR 2023.** Item 23-O-136 was adopted as **ORD 2023-123.**  
178
- 179 4. **AN ORDINANCE RECOGNIZING REVENUE IN THE AMOUNT OF \$77,520**  
180 **IN THE US DEPARTMENT OF ENERGY GRANT FUND FOR 2023 AND FOR**  
181 **OTHER MATTERS.** Item 23-O-138 was adopted as **ORD 2023-124.**  
182
- 183 5. **AN ORDINANCE ANTICIPATING ADDITIONAL REVENUE IN THE AMOUNT**  
184 **OF \$550,000.00.** Item 23-O-140 was adopted as **ORD 2023-125.**  
185

186           6.    **AN ORDINANCE ANTICIPATING ADDITIONAL REVENUE IN THE AMOUNT**  
187                   **OF \$2,878.88 IN THE LAW ENFORCEMENT GRANT FUND.**

188           Item 23-O-141 was adopted as **ORD 2023-126.**  
189

190   After discussion with County Attorney Lester, Judge Deakins made an announcement  
191   that the first ordinance on the consent agenda was not an appropriation, so it required  
192   three readings.

193   **AN ORDINANCE PROVIDING FOR THE ESTABLISHMENT OF A FLOOD DAMAGE**  
194   **PREVENTION PROGRAM FOR WASHINGTON COUNTY, ARKANSAS AND FOR**  
195   **OTHER PURPOSES.** Item 23-O-134a (11.1)

196   County Attorney Lester read the ordinance by title only.

197   JP Ecke made a motion to suspend the rules and move to a second reading. JP Dean  
198   seconded the motion. There was no discussion and no public comment. The motion  
199   was passed by voice vote. County Attorney Lester read the ordinance by title only for a  
200   second time. JP Ecke made a motion to suspend the rules and move to a third reading.  
201   JP Dean seconded the motion. There was no discussion and no public comment. The  
202   motion was passed by voice vote. County Attorney Lester read the ordinance for a third  
203   and final time. JP Ecke made a motion to pass the ordinance and JP Lyons seconded  
204   the motion. There was no discussion and no public comment. A roll call was taken and  
205   tallied as follows:

206  
207   JP Taylor-Yes  
208   JP Wilson-Yes  
209   JP Simons-Yes  
210   JP Lyons-Yes  
211   JP Ecke-Yes  
212   JP Dean-Yes  
213   JP Washington-Yes  
214   JP Cogger-Yes  
215   JP Dennis-Yes  
216   JP Highers-Yes  
217   JP Rios Stafford-Yes  
218   JP Leming-Yes  
219   JP Ricker-Yes  
220   JP Pond-Yes

221   **Motion passed. AN ORDINANCE PROVIDING FOR THE ESTABLISHMENT OF A**  
222   **FLOOD DAMAGE PREVENTION PROGRAM FOR WASHINGTON COUNTY, ARKANSAS**  
223   **AND FOR OTHER PURPOSES.** Item 23-O-134a was adopted as **ORD 2023-121.**  
224

225   Judge Deakins moved to item 12 on the agenda – **AN ORDINANCE RECOGNIZING**  
226   **ADDITIONAL REVENUE IN THE AMOUNT OF \$101,820 IN THE LAW**  
227   **ENFORCEMENT GRANT FUND.** Item 2023-O-135 (12.1)

228   County Attorney Lester read the ordinance by title only. JP Ecke introduced the ordinance and  
229   made a motion to pass the ordinance and JP Lyons seconded it. JP Cogger spoke during  
230   discussion. There was no public comment. A roll call vote was taken and tallied as follows:

231   JP Taylor-Yes  
232   JP Wilson-Yes  
233   JP Simons-Yes  
234   JP Lyons-Yes  
235   JP Ecke-Yes  
236   JP Dean-Yes  
237   JP Washington-No  
238   JP Cogger-No  
239   JP Dennis-Yes  
240   JP Highers-No  
241   JP Rios Stafford-No  
242   JP Leming-Yes  
243   JP Ricker-Yes  
244   JP Pond-Yes

245   **Motion passed. AN ORDINANCE RECOGNIZING ADDITIONAL REVENUE IN THE**  
246   **AMOUNT OF \$101,820 IN THE LAW ENFORCEMENT GRANT FUND.** Item 2023-O-  
247   135 (12.1) was adopted as **ORD 2023-127.**

248 Judge Deakins moved to item 13 on the agenda – **A RESOLUTION SUPPORTING THE**  
249 **ARKANSAS FREEDOM OF INFORMATION ACT. Item 23-O-133 (13.1)**

250 County Attorney Lester read the resolution by title only.

251 JP Rios Stafford introduced the resolution. JP Rios Stafford made a motion to pass the  
252 resolution. JP Ecke made a motion to suspend the rules and move it on to a second  
253 reading. JP Taylor seconded the motion. There was discussion by members of the  
254 court. During discussion, JP Dean made a motion to make an amendment to the  
255 resolution adding the words at the end of line 20, as amended from time to time by the  
256 legislature. JP Dennis seconded the motion for the amendment to the resolution. There  
257 was discussion about the motion. A voice vote was called and the motion to amend the  
258 resolution failed. The court moved back to the resolution as written. There was  
259 discussion among Quorum Court members. JP Leming made a motion to call the  
260 question and JP Ricker seconded the motion. A voice vote was taken. Judge Deakins  
261 asked for a roll call vote to call the question. A call vote was taken and tallied as follows:

262

263 JP Taylor-Yes

264 JP Wilson-Yes

265 JP Simons-Yes

266 JP Lyons-Yes

267 JP Ecke-Yes

268 JP Dean-Yes

269 JP Washington-Yes

270 JP Cogger-No

271 JP Dennis-No

272 JP Highers-No

273 JP Rios Stafford-Yes

274 JP Leming-Yes

275 JP Ricker-Yes

276 JP Pond-Yes

277 **Motion passed to call the question.**

278

279 Judge Deakins moved to public comment. Public comments were heard. Judge Deakins  
280 asked for a roll call vote. A roll call vote was taken and tallied as follows:

281

282 JP Taylor-Yes

283 JP Wilson-No

284 JP Simons-Yes

285 JP Lyons-No

286 JP Ecke-No

287 JP Dean-Yes

288 JP Washington-Yes

289 JP Cogger-Yes

290 JP Dennis-Yes

291 JP Highers-Yes

292 JP Rios Stafford-Yes

293 JP Leming-Absent

294 JP Ricker-Yes

295 JP Pond-Yes

296 **Motion passed. A RESOLUTION SUPPORTING THE ARKANSAS FREEDOM OF**  
297 **INFORMATION ACT. Item 23-O-133 (13.1) was adopted as RES 2023-12.**

298

299 Judge Deakins moved to item 14: Committee reports.

300

301 Committee Reports as follows:

302

303 The County Services Committee met Monday, October 2, 2023, at 6:00PM. Members  
304 present were David Wilson, Kyle Lyons, Charles Dean, Shawndra Washington, Beth  
305 Cogger, Robert Dennis, Evelyn Rios Stafford, Willie Leming, Gary Ricker, and Butch  
306 Pond. Coleman Taylor, Sean Simons, and Lisa Ecke were absent.

307 Judge Deakins opened with pledge and prayer.

308 The Committee heard reports from JDC Director Tinsley and Sheriff Cantrell.

309 The Committee moved one resolution and two ordinances on to the Quorum Court. The

310 two ordinances were placed on the consent agenda. The Committee voted to table one  
311 ordinance until the next Court Services Meeting.  
312 Public comments were heard and meeting was adjourned at 7:02PM.

313  
314 The Finance & Budget Committee met Tuesday, October 10, 2023 at 6:00PM. JP  
315 Wilson, JP Simons, JP Ecke, JP Dean, JP Washington, JP Coger, JP Dennis, JP Rios  
316 Stafford, JP Leming, JP Ricker, and JP Pond were present. JP Taylor, JP Lyons, and  
317 JP Highers were absent.

318 Dr. Bridgett Russell led the prayer and pledge.  
319 Reports were heard from Treasurer Bobby Hill, Employee's Insurance Report from  
320 Charles Angel and Comptroller's report from Director Wayne Story.

321 The Committee passed five ordinances onto Quorum Court with four of those being  
322 placed on the consent agenda.

323 Budget Overview and Finalization-Quorum Court members discussed the 2024 Budget  
324 at length, and plan to work on it again at November's Finance and Budget Committee  
325 Meeting.

326 There were no public comments and meeting was adjourned at 8:12PM.

327  
328 The Quorum Court meeting was adjourned at 7:18 PM.

329  
330 *Sabrina Mason*

331 Sabrina Mason  
332 Quorum Court Coordinator



**Patrick Deakins**  
County Judge



**Jousy Facundo**  
Fixed Asset Manager

**WASHINGTON COUNTY, ARKANSAS**  
**Purchasing Department Disposal of County Property**

October, 2023

A.C.A. §14-16-106 provides for the disposal of surplus property owned by a county. If it is determined by the county judge and the county assessor that any personal property owned by a county is junk, scrap, discarded, or otherwise of no value to the county, then the property may be disposed of in any manner deemed appropriate by the county judge. Below is a list of property disposed for the month of October, 2023.

Court Order	File Date	Description

Item 23-O-142

Requested by: County Judge Patrick W. Deakins  
Drafted by: County Attorney Brian R. Lester

**ORDINANCE NO. 2023-**

**APPROPRIATION ORDINANCE**

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

**AN ORDINANCE RECOGNIZING ADDITIONAL REVENUE IN THE AMOUNT OF \$74,533.93 IN THE GENERAL FUND; AND, APPROPRIATING \$74,533.93 FROM THE GENERAL FUND TO VARIOUS LINE ITEMS IN THE BUILDINGS AND GROUNDS AND IT BUDGETS FOR 2023.**

**WHEREAS**, Washington County received additional revenue in the amount of \$74,533.93 from its insurance company for damages sustained in a water leak on the first floor of the courthouse; and,

**WHEREAS**, the Quorum Court desires to appropriate these funds into various line items in the Buildings and Grounds Budget and the IT Budget to replenish funds spend to repair and replace various items damaged as a result of the water leak.

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

**ARTICLE 1.** There is hereby recognized \$74,533.93 in the unappropriated reserves in the General Fund (1000).

**ARTICLE 2.** There is hereby appropriated the total amount of \$74,533.93 from the unappropriated reserves in the General Fund (1000) to the following line items in the following budgets for 2023:

**Buildings and Grounds**

Insurance Repairs 10000108.4010 \$ 43,321.13

**Information Technology**

Insurance Claims – IT Equipment 10000115.4099 \$ 31,212.80

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43 PATRICK W. DEAKINS, County Judge

DATE

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BECKY LEWALLEN, County Clerk

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49 Introduced by:

50 Date of Adoption:

51 Members Voting For:

52 Members Voting Against:

53 Members Abstaining:

54 Members Absent:

55

56

57 Committee History:

58 Quorum Court History:

Requested by: Coroner Roger Morris  
Drafted by: County Attorney Brian R. Lester

**ORDINANCE NO. 2023-**

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

**AN ORDINANCE APPROPRIATING \$60,000 FROM THE UNAPPROPRIATED RESERVES IN THE GENERAL FUND TO THE COUNTY CORONER’S BUDGET FOR 2023.**

**WHEREAS**, Coroner Roger Morris requests \$60,000 to purchase a new vehicle for his office; and,

**WHEREAS**, the Quorum Court approves his request.

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

**ARTICLE 1.** There is hereby appropriated \$60,000 from the unappropriated reserves in the General Fund (1000) to the Vehicles line item in the County Coroner’s Budget (10000419.4005) for 2023.

\_\_\_\_\_  
PATRICK W. DEAKINS, County Judge

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BECKY LEWALLEN, County Clerk

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

Committee History:  
Quorum Court History:

Item 23-O-148

Requested by: County Judge Patrick W. Deakins  
Drafted by: County Attorney Brian R. Lester

**ORDINANCE NO. 2023-**

**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 \$4,857,232.54  
FROM THE ARPA FUND TO THE ARPA FUND  
BUDGET FOR 2023.**

**WHEREAS**, Washington County has been without an Emergency  
Operation Center for several years; and,

**WHEREAS**, the U.S. Treasury listed the construction of an Emergency  
Operation Center as an eligible use of the American Rescue Plan Act funds; and,

**WHEREAS**, the Quorum Court desires to use the remaining unobligated  
ARPA funds for the construction of an Emergency Operation Center for Washington  
County; and,

**WHEREAS**, an Emergency Operation Center will benefit all citizens  
throughout Washington County.

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

**ARTICLE 1.** There is hereby appropriated the amount of  
\$4,857,232.54 from the American Rescue Plan Act Fund (3046) to the Construction in  
Progress line item in the ARPA Fund Budget (30460568.4006) for 2023.

\_\_\_\_\_  
PATRICK W. DEAKINS, County Judge

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BECKY LEWALLEN, County Clerk

42 Introduced by:  
43 Date of Adoption:  
44 Members Voting For:  
45 Members Voting Against:  
46 Members Abstaining:  
47 Members Absent:  
48  
49  
50 Committee History:  
51 Quorum Court History:

Item 23-O-149

Requested by: County Judge Patrick W. Deakins  
Drafted by: County Attorney Brian R. Lester

**ORDINANCE NO. 2023-**

**APPROPRIATION ORDINANCE**

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

**AN ORDINANCE AMENDING THE ANIMAL SHELTER BUDGET FOR 2023, AND OTHER MATTERS PERTAINING THERETO.**

**WHEREAS**, the County Judge desires to dissolve the Kennel Superintendent position and add a Vet Technician position in the Animal Shelter Budget; and,

**WHEREAS**, the Quorum Court approves the changes.

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

**ARTICLE 1.** There is hereby dissolved the position of Kennel Superintendent position (PCN 0308007) in the Animal Shelter Budget (10000308) for 2023.

**ARTICLE 2.** There is hereby de-appropriated and returned to the unappropriated reserves of the General Fund (1000) the total amount of \$6,130.26 from the following line items in the Animal Shelter Budget (10000308) for 2023:

Salaries Full Time	10000308.1001	\$ 4,981.85
Social Security Matching	10000308.1006	381.11
Employer Retirement Contribution	10000308.1008	763.22
Workman’s Compensation	10000308.1010	4.08

**ARTILCE 3.** There is hereby created the Animal Shelter Vet Technician position (PCN 0308008, Grade 9) in the Animal Shelter Budget (10000308) for 2023.

**ARTICLE 4.** There is hereby appropriated the total amount of \$5,568.43 from the unappropriated reserves in the General Fund (1000) to the following line items in the Animal Shelter Budget (10000308) for 2023:

43	Salaries Full Time	10000308.1001	\$ 4,525.27
44	Social Security Matching	10000308.1006	346.18
45	Employer Retirement Contribution	10000308.1008	693.27
46	Workman's Compensation	10000308.1010	3.71

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51 PATRICK W. DEAKINS, County Judge

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DATE

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55 BECKY LEWALLEN, County Clerk

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

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Committee History:  
Quorum Court History:



Requested by: County Judge Patrick W. Deakins  
Drafted by: County Attorney Brian R. Lester

**ORDINANCE NO. 2023-**

**APPROPRIATION ORDINANCE**

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

**AN ORDINANCE AMENDING THE ROAD  
DEPARTMENT BUDGET FOR 2023 AND OTHER  
MATTERS PERTAINING THERETO.**

**WHEREAS**, the Road Department needs to replenish its stock of culverts  
that are used for various road projects; and,

**WHEREAS**, the Quorum Court approves the funding request.

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

**ARTICLE 1.** There is hereby appropriated the amount of  
\$64,058.84 from the unappropriated reserves in the Road Department Fund (2000) to  
the Culvert and Pipe line item in the Road Department Budget (20000200.2026) for  
2023.

\_\_\_\_\_  
PATRICK W. DEAKINS, County Judge

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BECKY LEWALLEN, County Clerk

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

- 43 Committee History:
- 44 Quorum Court History:

Requested by: County Judge Patrick W. Deakins  
Drafted by: County Attorney Brian R. Lester

**ORDINANCE NO. 2023-**

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

**AN ORDINANCE AMENDING ORDINANCE 2018-50 TO UPDATE THE FAMILY AND MEDICAL LEAVE POLICY IN THE WASHINGTON COUNTY EMPLOYEE HANDBOOK.**

**WHEREAS**, the current Washington County Handbook was passed by Ordinance 2018-50; and,

**WHEREAS**, the County desires to update the Family and Medical Leave policy within the handbook.

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

**ARTICLE 1.** Section 10 of the Benefits and Approved Leave portion of the Washington County Handbook 11-2018 is repealed in its entirety.

**ARTICLE 2.** The following policy is adopted:

**FAMILY AND MEDICAL LEAVE**

To provide eligible employees with family and medical leave benefits pursuant to the Family and Medical Leave Act of 1993, as amended (“FMLA”).

**General Family and Medical Leave Definitions**

**A. Parent:** For the purpose of this policy, “parent” is the biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This does not include parents “in law.”

**B. Son or Daughter:** For the purpose of FMLA leave taken for birth or adoption, or to care for a family member with a serious health condition, son or daughter is defined as a biological, adopted or foster child, a stepchild, a legal ward, or child of an employee who is standing in loco parentis, who is either under age eighteen (18), or age eighteen (18) or older and incapable of self-care because of a mental or physical disability at the time that the FMLA leave is to commence.

43 **C. Spouse:** A husband or wife as defined or recognized under State law for purposes of  
44 marriage in the state where the employee resides, including common law marriage.

45  
46 **D. Serious Health Condition:** An illness, injury, impairment, or a physical or mental  
47 condition that involves one of the following: Inpatient care (overnight stay); Incapacity  
48 requiring absence from work for more than three (3) calendar days and that involves  
49 continuing treatment by a health care provider; Continuing treatment by a health care  
50 provider for a chronic or long-term health condition that is incurable or which, if left  
51 untreated, would likely result in a period of incapacity for more than three calendar  
52 days; or Prenatal care by a health care provider.

53  
54 **E. Health Care Provider:** A doctor of medicine or osteopathy who is authorized to  
55 practice medicine or surgery by the state in which the doctor practices, or other persons  
56 determined by the United States Secretary of Labor to be capable of providing health  
57 care services. Others capable of providing health care include podiatrist, dentist, clinical  
58 psychologist, optometrist, chiropractor, nurse practitioner, nurse midwife, clinical social  
59 worker, physician assistant, or Christian Scientist Practitioners.

60  
61 **F. Continuing Treatment:** Two or more visits to a health care provider within 30-  
62 days of the commencement of the incapacity; or two (2) or more treatments by a health  
63 care practitioner on referral from, or under the direction of, a health care provider  
64 within 30-days of the commencement of the incapacity; or A single visit to a health care  
65 provider within seven days of the commencement of the incapacity that results in a  
66 regimen of continuing treatment.

### 67 **General Family and Medical Leave Provisions**

68  
69  
70 The Family Medical Leave Act (FMLA) of 1993 requires employers with fifty (50) or  
71 more employees to offer up to twelve (12) weeks of unpaid, job-protected leave to  
72 eligible employees for certain family and medical reasons. The FMLA also allows an  
73 employee who is the spouse, son, daughter, or parent, or nearest blood relative of an  
74 injured Armed Services member to take the twelve (12) weeks of unpaid leave plus an  
75 additional fourteen (14) weeks, for a total of twenty-six (26) weeks. Eligible county  
76 employees may take unpaid leave for the following reasons:

- 77  
78 • The birth and care of the employee’s child;
- 79  
80 • The placement of a child into an employee’s family by adoption or by foster-care  
81 arrangement and to care for the newly placed child;
- 82  
83 • For spouse, son, daughter, or next of kin of an eligible service member to care  
84 for an injured service member that is seriously injured or ill in the line of active  
85 duty, up to twenty-six (26) weeks during a “single 12-month period;”
- 86  
87 • The care of an immediate family member (spouse, child or parent, but not a  
88 parent “in-law”) who has a serious health condition;

89  
90 • The inability of a county employee to work because of a serious health condition  
91 which renders the employee unable to perform the essential functions of his or  
92 her job; and

93  
94 • For any qualifying exigency when the employee’s spouse, son, daughter, or  
95 parent is a covered military member (on active duty or is notified of an  
96 impending call to active duty) in support of a contingency operation.

97  
98 You must conclude leave for the birth of a child or for adoption or foster care within  
99 twelve (12) months after the event. However, leave may begin prior to birth or  
100 placement, as circumstances dictate. In determining the amount of leave available to an  
101 employee for the reasons above, the county will consider any FMLA leave taken in the  
102 12-month period. Washington County’s 12-month period will be defined as a calendar  
103 year January 1<sup>st</sup> to December 31<sup>st</sup>.

104  
105 Leave entitlements for medical reasons are predicated upon the existence of a serious  
106 health condition suffered by you or an immediate family member. A serious health  
107 condition is an illness, injury, impairment, physical or mental condition that involves:

108  
109 • Inpatient care in a hospital, hospice or residential medical care facility; or

110  
111 • Continuing treatment by a health care provider for a chronic or long-term  
112 health condition:

113  
114 ○ That is so serious if not treated, would likely result in a  
115 period of incapacity of more than three calendar days; or

116  
117 ○ For prenatal care.

118  
119 Generally, a condition will be considered a serious health condition if the condition or  
120 its treatment causes an employee to be absent from work on a recurring basis or for  
121 more than three calendar days.

122  
123 FMLA requires that the County maintain the health coverage of an employee eligible for  
124 FMLA under any group plan during the time the employee is on FMLA leave.

125  
126 **FMLA Eligibility**

127  
128 To be eligible for the FMLA benefits employees must: 1) be employed by the County for  
129 at least one year and 2) have worked 1250 hours over the previous twelve (12) months  
130 preceding the date of the leave is requested to begin. An employee returning from  
131 fulfilling his or her National Guard or Reserve military obligation shall be credited with  
132 the hours of service that would have been performed but for the period of military  
133 service in determining whether the employee worked the 1,250 hours of service.

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**Calculation of Leave**

Employees eligible for FMLA may use up to twelve (12) weeks of leave during a 12-month period measured forward from the date the employee’s first FMLA leave begins. Therefore, the 12-month period will begin on the first date FMLA leave is taken. The next 12-month period will begin on the first day FMLA leave is taken after completion of any previous 12-month period.

**Use of Paid Time off Benefits**

When leave is taken under FMLA, you will be required to first use your available accrued sick and vacation leave as well as any compensatory time during the twelve (12) week family leave before becoming eligible for unpaid leave. Using paid time off benefits does not add to the total length of the maximum 12-week leave permitted nor does approval of Catastrophic Sick Leave Benefits. For example, Employee A has two (2) weeks of accrued vacation leave and two (2) weeks of accrued sick leave. Employee A requests and is granted four (4) weeks of FMLA leave. This leaves Employee A with eight (8) remaining weeks of available unpaid FMLA leave.

**Intermittent or Reduced Leave**

In circumstances where FMLA leave is sought for your own serious health condition or that of a family member, you may take leave intermittently or be placed on a reduced work schedule, if medically necessary. In addition, when you chose to use FMLA for the birth or adoption of a child, you may also take leave intermittently or be placed on a reduced work schedule. However, this may only be done with prior permission and approval of the employee’s Department Head or Elected Official and the Human Resource Director. If you request intermittent or reduced leave status, the County may in its sole discretion temporarily transfer you to another job, with equivalent pay and benefits, if another position would better accommodate the intermittent or reduced schedule. Furthermore, if the need to use leave is foreseeable and based on pre-planned and pre-scheduled medical treatment, you should schedule the treatment in a manner that does not unduly disrupt the County’s operations.

**Notification**

You must provide your Department Head or Elected Official and the Human Resource Director with thirty (30) days’ written notice of your need to be absent for FMLA purposes when the need is foreseeable or predictable. The County will provide appropriate forms on which to make known your need to be absent. However, if emergency circumstances prevent thirty (30) days’ written notification, you must notify your Department Head, Elected Official or Human Resources as soon as possible.

**Leave Provisions for Spouses both Working for the County**

181  
182 In the event a husband and wife both work for the County, the maximum combined  
183 leave for both spouses is twelve (12) weeks, if FMLA leave is taken for the adoption or  
184 birth of a healthy child, or to take care of a sick parent.  
185 If FMLA leave is taken to care for an ill child, spouse, or for the employee's own serious  
186 illness, then each spouse is entitled to twelve (12) total weeks of leave.

187  
188 **Job Restoration**

189  
190 Employees granted FMLA leave will be returned to the same position held prior to the  
191 leave or one that is equivalent in pay, benefits and other terms and conditions of  
192 employment. A fitness for duty certification may be required prior to reinstatement.

193  
194 **Employee Benefits**

195  
196 All employee accrual time such as sick, annual leave and holidays will freeze upon  
197 entering an FMLA leave status with the County. Accrual time lost due to leave time  
198 taken will not be reinstated if employee returns to full-time work status. However, once  
199 the employee returns to active duty their accrual of such time will resume. Note: The  
200 exception to this is if the employee is approved for Catastrophic Sick Leave Benefits then  
201 their regularly accrued sick benefits will be added to the Bank to ensure compliance with  
202 this policy.

203 County provided medical, dental and vision coverage will continue to be provided to  
204 employees on FMLA leave so as to not cause any further undue hardship to the  
205 employee or their family; however, upon returning to active status the employee will be  
206 required to reimburse the County for previously paid premiums within a reasonable  
207 timeframe\*. The Human Resource Department will coordinate this repayment plan.  
208 Additionally, any supplemental insurance that the employee may be enrolled in will be  
209 the responsibility of the employee to pay while on leave.

210  
211 *\* Missed premiums shall be withheld at twice the rate until they have been paid back to*  
212 *the county.*

213  
214 **Certification**

215  
216 Medical certification by a qualified health care provider, is required for FMLA leave for  
217 medical reasons. A certification form may be obtained from Human Resources. This  
218 form should be filled out and returned to Human Resources. When the leave is  
219 foreseeable and at least 30-days' notice has been provided, the employee must provide  
220 the certification before the leave begins. When prior notice of the leave is not possible,  
221 the employee must provide the requested certification within fifteen (15) calendar days  
222 of the employee's departure, unless it is not practicable under the circumstances to do  
223 so, despite the employee's diligent good faith efforts. Employees who do not provide  
224 certification within these fifteen (15) calendar days must provide a reasonable  
225 explanation for the delay along with the certification.

226 Qualified health care providers include: doctors of medicine or osteopathy, podiatrists,

227 dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, nurse-  
228 midwives, clinical social workers and physician assistants authorized to practice under  
229 State law and performing within the practice under State law. Qualified health care  
230 providers also include Christian Science practitioners listed with the First Church of  
231 Christ, Scientist, in Boston, Massachusetts.

232

233 **Release to Return to Work**

234

235 A medical doctor's release is required for all County employees who return to work from  
236 a medical leave of five (5) working days or longer, which is taken for the employee's own  
237 serious health condition. Such release shall be provided to Human Resources prior to  
238 returning to work.

239

240 **Dispute Resolution**

241

242 If a disagreement occurs over the medical opinion provided by your physician, the  
243 County may require a second medical opinion from a qualified health care provider  
244 chosen by the County. The County will pay for a second or, if necessary, a third medical  
245 opinion. In the event a third opinion is deemed necessary, the County and the employee  
246 will jointly select the third qualified health care provider. The third opinion will be  
247 considered final.

248 Additional information and forms may be obtained from Human Resources.

249

250 **Applications for Use**

251

252 Washington County will apply the current FMLA rules and regulations. For additional  
253 information on FMLA please refer to the brochure available in Human Resources.

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\_\_\_\_\_  
PATRICK W. DEAKINS, County Judge

\_\_\_\_\_  
DATE

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BECKY LEWALLEN, County Clerk

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265 Introduced by:

266 Date of Adoption:

267 Members Voting For:

268 Members Voting Against:

269 Members Abstaining:

270 Members Absent:

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273 **Committee History:** County Services 10/30/23-passed on to November QC Meeting 11/16/23

274 **Quorum Court History:**



Item 23-O-147

Requested by: County Judge Patrick W. Deakins  
Drafted by: County Attorney Brian R. Lester

**ORDINANCE NO. 2023-**

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

**AN ORDINANCE AMENDING ORDINANCE 2018-50 TO UPDATE THE WORKERS' COMPENSATION POLICY IN THE WASHINGTON COUNTY EMPLOYEE HANDBOOK.**

**WHEREAS**, the current Washington County Handbook was passed by Ordinance 2018-50; and,

**WHEREAS**, the County desires to update the Workers' Compensation policy within the handbook.

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

**ARTICLE 1.** Section 19 of the Benefits and Approved Leave portion of the Washington County Handbook 11-2018 is repealed in its entirety.

**ARTICLE 2.** The following policy is adopted:

**ON-THE-JOB INJURY & WORKERS' COMPENSATION**

**8.01 POLICY**

In accordance with the Arkansas Workers' Compensation Act, Washington County provides benefits to those employees who are injured or contract a disease during the course and scope of employment (On-the-job injury).

**8.02 PROVISIONS OF THE WORKERS' COMPENSATION ACT**

Benefits include:

- A. Lifetime medical benefits for necessary treatment of compensable injuries and illnesses;
- B. Disability income benefits for a specified period of time and up to dollar limits established by law.

43 By law, benefits are not payable if the injury:

- 44 A. Is intentional or self-inflicted;
- 45
- 46 B. Results from the employee's horseplay or voluntary intoxication (either
- 47 alcohol or drug-induced);
- 48
- 49
- 50 C. Arises from voluntary participation in off-duty recreational, social, or sports
- 51 events;
- 52
- 53 D. Results from "acts of God," unless a person's job exposes him or her to a
- 54 greater than ordinary risk of injury from such acts; or
- 55
- 56 E. Is inflicted by someone else for personal reasons unrelated to employment.
- 57

58 Refer to the Arkansas Workers' Compensation Act for complete details regarding  
59 benefits, rules, procedures and dispute resolution. The website  
60 is: <https://law.justia.com/codes/arkansas/2020/title-11/chapter-9/>

## 61 **8.03 RESPONSIBILITIES**

### 62 **Human Resources**

63

64 Human Resources is responsible for administering the Workers' Compensation  
65 program, and will have financial and operational oversight of the program. The county  
66 purchases insurance and the respective claims adjusters will determine compensability  
67 and adjust claims in accordance with the Arkansas Workers' Compensation Act.  
68  
69

### 70 **Employees**

71

72 Employees shall report all on-the-job injuries to their supervisor immediately after an  
73 injury. They are also responsible for making sure medical documentation is promptly  
74 submitted to Human Resources following initial medical treatment, as well as after each  
75 subsequent medical treatment. Acceptable documentation for the initial treatment is  
76 patient discharge instructions from an emergency medical facility or similar medical  
77 documentation showing the employee's diagnosis as well as possible return to work  
78 status. Employees are also responsible for completing the Form N, Employee's Notice of  
79 Injury. Failing to do so in a timely manner could result in delay or lack of payment for  
80 treatment received as well as continued treatment.  
81

### 82 **Supervisors**

83

84 Supervisors will ensure the injured employee receives prompt medical attention if  
85 required. They will investigate all accidents to identify causes, pinpoint unsafe  
86 conditions and prevent similar accidents from recurring. Supervisors will report all on-  
87 the-job injuries to Human Resources no later than within one business day after  
88

89 notification by the employee; however, prompt notification is preferred. Supervisors  
90 must submit the Workers' Compensation – First Report of Injury or Illness and/or the  
91 Accident/On-the-Job Injury form(s) all of which are available through Human  
92 Resources or can be found on Washington County's website under the Workers'  
93 Compensation benefits tab. The instructions regarding how to complete the form are  
94 printed on the form. Supervisors are responsible for ensuring that all accident forms are  
95 completed properly with supplemental documentation and forwarded appropriately.

96

97 **8.04 WORKERS' COMPENSATION**

98

99 If you become injured or ill while you are at work due to a work-related incident, you  
100 may be eligible to receive workers' compensation. Workers' compensation is available to  
101 you by law to ensure that you get appropriate and reasonable medical care for injuries or  
102 illnesses sustained while you are on the job. Should your injury or illness require that  
103 you take an extended period of absence from work, you may be eligible for disability  
104 benefits through workers' compensation.

105

106 An employee who suffers an occupational injury in the performance of his or her duty  
107 may receive workers' compensation benefits. In order for an employee to qualify for  
108 workers' compensation, the employee, unless rendered physically or mentally unable by  
109 the injury, must:

110

- 111 1. Report the injury to his or her supervisor immediately after it occurs, if possible;  
112 otherwise, no later than the end of the working day in which the injury occurred;  
113 and
- 114 2. Report the injury to the Human Resource Department within seventy-two (72)  
115 hours after the accident or injury.  
116

117

118 Rules and regulations concerning Workers' Compensation have been posted on  
119 department information boards.

120

121 You are ***not*** to use emergency treatment facilities for on-the-job injuries unless the  
122 injury is a ***true*** emergency, or unless you are injured outside of normal county office  
123 hours. For medical treatment of all non-emergency workplace injuries, you or your  
124 supervisor should contact the Human Resource Department for a doctor's appointment.  
125 If a representative from Human Resources is unavailable then the employee's supervisor  
126 can attempt to make the appointment at the acceptable doctor's office(s) which are  
127 listed later on in this policy. All necessary documentation is still required to file the  
128 claim and a post-accident drug screen will be carried out following all accidents. For  
129 more information about post-accident drug-testing policies, please see Section (6.13),  
130 Drug and Alcohol Free Workplace.

131

132 If you are injured on the job and are unable to work, you may be eligible to continue to  
133 draw regular salary using your accrued sick leave, compensatory time and/or vacation  
134 time. Temporary disability checks received from Workers' Compensation Insurer will be

135 provided to employees through the mail. The difference paid by the County will equal  
136 the employee's regular bi-weekly gross pay if the employee has sick or vacation time  
137 available to make-up the difference. If you do not have enough leave time to continue  
138 your salary, then you **will not** receive a paycheck from the county and you will keep any  
139 temporary disability checks you get from our Workers' Compensation Insurer.

## 141 **8.05 ON-THE-JOB-INJURY AND REPORTING PROCEDURES**

- 142  
143 1. For emergency situations in which the injury or illness might threaten a person's  
144 life, do the following:
  - 145 • Call "911" immediately
  - 146 • Notify the injured or ill employee's Elected Official or Department Head  
147 immediately.
  - 148 • The notified party will then contact the Human Resource Administrator to  
149 file paperwork.
- 150 2. For urgent situations which are not life-threatening to the employee, but for  
151 which immediate treatment is required, do the following:
  - 152 • Notify the injured or ill employee's Elected Official or Department Head  
153 immediately.
  - 154 • If emergency transportation is not necessary, the injured or ill employee's  
155 Elected Official or Department Head will arrange transportation to either  
156 the emergency room or to the designated medical facility or first aid,  
157 whichever is appropriate.
- 158 3. For non-emergency situations which require medical attention during normal  
159 business hours (7:30 a.m. to 4:30 p.m. Monday through Friday), do the  
160 following:
  - 161 • Notify your Elected Official, Department Head and/or the Human  
162 Resource Administrator as soon as possible.
  - 163 • The Human Resource Administrator will make an appointment for you at  
164 the medical facility designated for you by the County.
- 165 4. For non-emergency situations which require medical attention before or after  
166 normal business hours (7:30 a.m. to 4:30 p.m. Monday through Friday).
  - 167 • Notify your Elected Official, Department Head, or direct supervisor as  
168 soon as possible.
  - 169 • The notified party or someone on their behalf will transport you to the  
170 nearest available clinic or emergency room.
  - 171 • The Human Resource Administrator or a Workers' Compensation  
172 representative will schedule follow-up care as soon as possible at the  
173 designated physician's office after treatment.
- 174 5. After treatment at the hospital and/or at the designated medical facility, you or  
175 someone on your behalf must provide your direct supervisor and/or Human  
176 Resources with any information provided by the physician's office regarding your  
177 medical condition, including, but not limited to:
  - 178 • Completed Workers' Compensation forms;
  - 179 • Follow-up appointment dates;
  - 180 • Diagnosis of the injury or illness;

- Prognosis for recovery;
- Any specific work restrictions; and
- The date you can return to full duty (Note: A fitness for duty exam may be required.).

This information should be given to the Human Resources within twenty-four (24) hours from the date of the physician's visit or the following business day, whichever is applicable. Additional paperwork may be required to process a claim through Workers' Compensation; see the Human Resource Administrator for more information.

**8.06 CLINICS AND MEDICAL FACILITIES APPROVED FOR USE OF TREATMENT**

**Physicians**

First option is to contact Conservative Care Occupational Health Clinic if an on-the-job injury occurs during regular business hours. This should be coordinated through Human Resources, but is not necessary for the injured employee to be seen initially so as to not delay treatment.

**Main Clinic:**

**2<sup>nd</sup> Option for treatment:**

**Conservative Care Occupational Health  
4001 Wagon Wheel Rd  
Springdale, AR 72762  
Phone: (479) 725-3000**

**TBD by HR**

If Conservative Care Occupational Health Clinic (CCOHC) cannot see the employee in a reasonable amount of time, then an alternative office will be selected by the Human Resource Administrator. If for any reason CCOHC is not available at the Springdale location then the other acceptable doctor would be CCOHC located in Lowell, AR. Failure to utilize the approved medical provider for treatment could result in denial of the employee's workers' compensation claim as well as disciplinary action, up to and including termination of employment.

**Emergent Care**

If the employee is injured outside of regular business hours or if the injury is severe enough to be considered an emergency then they may utilize the preferred following places of treatment, however, in the event of an emergency the closest treating facility is suggested:

**Main Clinic:**

**2<sup>nd</sup> Option for treatment:**

**Washington Regional  
Emergency Dept.**

**Northwest Health  
Emergency Dept.**

227 **3215 N. Northhills Blvd.,**  
228 **Fayetteville, AR 72703**

**1255 S Shiloh Dr.**  
**Fayetteville, AR 72701**

229  
230 If you have further questions regarding the County’s workers’ compensation procedures  
231 or policy please feel free to contact Human Resources.

232  
233 **Therapist**

234  
235 If any employee is in need of psychological or general counseling services the following  
236 clinic has been selected for approval through the County’s elected insurance plan:

237 Health Advocate through The Standard

238 <https://members.healthadvocate.com/ha/#/health/requesthelp>

239 Phone: 888.293.6948

240  
241 If you have further questions or need additional information on services offered through  
242 the above provider please contact Human Resources or the County’s Benefit Broker –  
243 JTS.

244  
245 **First Aid Care**

246  
247 If an employee is initially injured and only requires first aid care this can be carried out  
248 by the employee’s Department Head (if first aid certified) or by another who is qualified.  
249 Documentation of treatment will still be kept on applicable forms provided through  
250 Human Resources.

251  
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254 \_\_\_\_\_  
255 PATRICK W. DEAKINS, County Judge

\_\_\_\_\_  
DATE

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258 \_\_\_\_\_  
259 BECKY LEWALLEN, County Clerk

260 Introduced by:

261 Date of Adoption:

262 Members Voting For:

263 Members Voting Against:

264 Members Abstaining:

265 Members Absent:

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268 Committee History:

County Services 10/30/23-passed on to November QC Meeting 11/16/23

269 Quorum Court History:

Item 23-O-144

Requested by: County Judge Patrick W. Deakins  
Drafted by: County Attorney Brian R. Lester

**ORDINANCE NO. 2023-**

**APPROPRIATION ORDINANCE**

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

**AN ORDINANCE ESTABLISHING THE WASHINGTON COUNTY ANNUAL BUDGET FOR THE FISCAL AND CALENDAR YEAR 2024.**

**WHEREAS**, the Washington County Quorum Court approves and adopts the 2024 Budget for Washington County, Arkansas.

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

**ARTICLE 1.** The Quorum Court of Washington County, Arkansas hereby adopts the annual budget for calendar year 2024, which is attached hereto. Said budget reflects the anticipated revenues of Washington County and the expenditures authorized for each department within each fund of said County, the number and compensation of deputies and County employees, and the compensation of County Officers.

**ARTICLE 2.** A copy of the 2024 Budget shall be on file in the County Clerk’s Office and shall be available for inspection and copying during normal business hours.

**ARTICLE 3.** The said 2024 Budget is hereby incorporated herein and adopted in full, and all expenditures reflected therein are authorized to be expended.

**ARTICLE 4. Budget Controls.** It is the responsibility of each elected official and/or department head to operate within the guidelines of the budget as adopted or amended by the Quorum Court. The guidelines are described in the following paragraphs:

The budget for each County department consists of appropriations of authorized expenditures in the following major categories:

- Personal Services (Salaries, Overtime, Benefits, etc.)
- Supplies

- Other Services and Charges
- Capital Outlay
- Debt Service
- Inter-fund Transfers

Expenditures will be limited to the amounts appropriated in the above categories.

Transfers in Personal Services categories or transfers between departments may only be made by Ordinance.

Grant funds are not subject to the restrictions in this article. Line-item transfers within a departmental budget may be made within and into all categories, with the exception of the Personal Services Category as outlined herein. Transfers going into or out of the Capital Outlay Category shall not exceed \$20,000 per year in the General Fund, excluding the County Judge-Emergency Budget; any transfers exceeding this limit will require approval of the Quorum Court. No department may purchase supplies or other services and charges for another department except for utilities and cleaning and maintenance services provided by the Buildings & Grounds Department aggregated into the general budget. This does not apply to departments who work together in cost sharing projects.

Appropriations for use of grant funds must be made by ordinance with a grant agreement approved by the County Judge. All personnel positions funded by grants will be annotated as such and may be abolished upon expiration of the grant. All Grants will be administered through the County Grants Administration Office with all billings and financial reporting being handled in the Comptroller's Office.

All approved purchases must be made with a Purchase Order or P-Card and follow the written purchasing procedures as outlined by the County Judge.

The Comptroller will transfer monies monthly from individual departmental budgets into the Insurance Benefit Fund for all full-time positions and qualifying part time employees regardless of whether all positions in the departments are filled.

Surplus personnel appropriations shall be de-appropriated from Full-time Salaries on a quarterly basis (April/July/October). These surplus funds shall be restored to unappropriated reserves.

Elected Officials shall be paid at the maximum amount allowed by law.

The County Judge-Emergency Budget monies are not to be granted to individual citizens but are to be used to pay for expenses incurred by the County in assisting the citizens at large when the County Judge has declared an emergency pursuant to A.C.A. §12-75-101, et seq

**ARTICLE 5.** If any part of this Ordinance is held invalid, such



89 invalidity will not affect any other portion of this Ordinance.

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91 **ARTICLE 6.** All laws and parts of law in conflict with this  
92 Ordinance are repealed.

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97 \_\_\_\_\_  
PATRICK W. DEAKINS, County Judge

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BECKY LEWALLEN, County Clerk

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103 Introduced by:

104 Date of Adoption:

105 Members Voting For:

106 Members Voting Against:

107 Members Abstaining:

108 Members Absent:

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111 Committee History:

112 Quorum Court History:

Item 23-O-151

Requested by: County Judge Patrick W. Deakins (Planning Department)  
Drafted by: County Attorney Brian R. Lester

**ORDINANCE NO. 2023-**

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

**AN ORDINANCE RATIFYING A CONDITIONAL USE PERMIT RECOMMENDED FOR APPROVAL BY THE PLANNING BOARD.**

**WHEREAS**, the Planning Board voted to recommend approval of a Conditional Use Permit for the **Abandoned Customs** project on **November 2, 2023**; and,

**WHEREAS**, ratification is required by the Quorum Court; and,

**WHEREAS**, ratification will not affect any appeal rights any person may have.

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

**ARTICLE 1.** The Conditional Use Permit for the **Abandoned Customs** Project recommended for approval by the Planning and Zoning Board is hereby ratified.

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PATRICK W. DEAKINS, County Judge

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DATE

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BECKY LEWALLEN, County Clerk

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43 Date of Adoption:  
44 Members Voting For:  
45 Members Voting Against:  
46 Members Abstaining:  
47 Members Absent:  
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50 Committee History:  
51 Quorum Court History:

Item 23-O-152

Requested by: County Judge Patrick W. Deakins (Planning Department)  
Drafted by: County Attorney Brian R. Lester

**ORDINANCE NO. 2023-**

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

**AN ORDINANCE RATIFYING A CONDITIONAL USE PERMIT RECOMMENDED FOR APPROVAL BY THE PLANNING BOARD.**

**WHEREAS**, the Planning Board voted to recommend approval of a Conditional Use Permit for the **Riverbum Treehouse** project on **November 2, 2023**; and,

**WHEREAS**, ratification is required by the Quorum Court; and,

**WHEREAS**, ratification will not affect any appeal rights any person may have.

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

**ARTICLE 1.** The Conditional Use Permit for the **Riverbum Treehouse** Project recommended for approval by the Planning and Zoning Board is hereby ratified.

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PATRICK W. DEAKINS, County Judge

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BECKY LEWALLEN, County Clerk

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43 Date of Adoption:  
44 Members Voting For:  
45 Members Voting Against:  
46 Members Abstaining:  
47 Members Absent:  
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50 Committee History:  
51 Quorum Court History:

Item 23-O-153

Requested by: County Judge Patrick W. Deakins (Planning Department)  
Drafted by: County Attorney Brian R. Lester

**ORDINANCE NO. 2023-**

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

**AN ORDINANCE RATIFYING A CONDITIONAL USE PERMIT RECOMMENDED FOR APPROVAL BY THE PLANNING BOARD.**

**WHEREAS**, the Planning Board voted to recommend approval of a Conditional Use Permit for the **PSR Excavation** project on **November 2, 2023**; and,

**WHEREAS**, ratification is required by the Quorum Court; and,

**WHEREAS**, ratification will not affect any appeal rights any person may have.

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

**ARTICLE 1.** The Conditional Use Permit for the **PSR Excavation** Project recommended for approval by the Planning and Zoning Board is hereby ratified.

\_\_\_\_\_  
PATRICK W. DEAKINS, County Judge

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BECKY LEWALLEN, County Clerk

Introduced by:

42 Date of Adoption:  
43 Members Voting For:  
44 Members Voting Against:  
45 Members Abstaining:  
46 Members Absent:  
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49 Committee History:  
50 Quorum Court History:



## WASHINGTON COUNTY, ARKANSAS

### County Courthouse

### COUNTY SERVICES COMMITTEE REPORT – NOVEMBER

Judge Deakins

The County Services Committee met Monday, October 30, 2023, at 6:00PM. Members present were Kyle Lyons, Lisa Ecke, Charles Dean, Shawndra Washington, Beth Coger, Robert Dennis, Evelyn Rios Stafford, Willie Leming, Gary Ricker, and Butch Pond. Coleman Taylor, David Wilson and Sean Simons were absent.

JP Evelyn Rios-Stafford opened with pledge and prayer.

The Committee heard reports from JDC Director Tinsley and Sheriff Cantrell.

Director Kristen McCallister did a presentation and answered questions about the Northwest Arkansas Crisis Stabilization Unit for the committee members.

The Committee moved two ordinances on to the Quorum Court. The Committee voted to table one ordinance until the next Court Services Meeting.

One public comment was heard and meeting was adjourned at 6:51PM.





WASHINGTON COUNTY, ARKANSAS

County Courthouse

**FINANCE & BUDGET COMMITTEE REPORT – NOVEMBER**

Judge Patrick Deakins

The Finance & Budget Committee met Tuesday, November 7, 2023 at 6:00PM. All JPs were present.

JP Willie Leming led the prayer and pledge.

Reports were heard from Treasurer Bobby Hill, Employee's Insurance Report from Charles Angel and Comptroller's report from Director Wayne Story.

The Committee passed six ordinances onto Quorum Court with five of those being placed on the consent agenda.

There were no public comments and meeting was adjourned at 8:04PM.