

Quorum Court Minutes

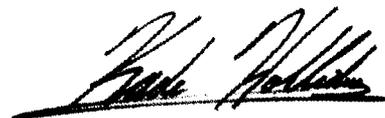
1/28/2013

Ordinance 2013-01 - Passed

**FILED**

**JAN 28 2013**

**KADE HOLLIDAY**  
COUNTY & PROBATE COURT CLERK

A handwritten signature in black ink, appearing to read "Kade Holliday", written over a horizontal line.

January 28, 2013 Craighead County Quorum Court Meeting

All Justices of the Peace Present

Judge **Ed Hill** mentioned that the February 25, 2013 meeting will be held in Lake City.

Justice **Ken Stacks** motioned for the previous meeting's minutes to be approved. Justice **Barbara Weinstock** seconded.

Justice **Fred Bowers** reported on the Public Service Committee's meeting on January 8, 2013 – *Appendix 1*.

- **Hill** said that he thought the January 28 Public Service Committee meeting that included employees went well.
- **Stacks** mentioned that the opinion of the employees was to leave insurance rates alone, even if that meant them not getting a raise.
- Justice **Josh Longmire** thought it was good to include all in the decision making progress.
- **Stacks** said that the court should do it more often.
- **Weinstock** called it a very good conversation.

Justice **Bob Blankenship** reported on the Finance and Administration Committee meeting on January 8, 2013 – *Appendix 2*.

Justice **Mike Hawkins** reported on the Roads and Transportation Committee meeting on January 8, 2013 – *Appendix 3*.

County Clerk **Kade Holliday** read Appropriation Ordinance 2013-01 – *Appendix 4*.

- Justice **Ray Kidd** asked if the county has oversight over the library.
- It was noted that the County Judge appoints some of the board members.
- **Longmire** asked where the money for the library comes from.
- **Holliday** answered that it is from mileage.
- **Bowers** motioned to pass the ordinance. **Weinstock** seconded it. The ordinance passed 13-0.

**Holliday** read a statement updating the Court on the County Clerk's Office – *Appendix 5*.

**Weinstock** asked Sheriff **Marty Boyd** about the collections total on the report he distributed earlier – *Appendix 6*. **Boyd** reported that it was the total cost of all collections.

**Hill** provided an update on the Bono Lake Project. He stated that the south end was beginning to settle. More progress will be made when the weather is warmer.

**Kidd** asked if the County needed to release a statement clarifying that it had no oversight over the Craighead County Fair Association. **Hill** said it would be considered and reiterated that the county has no oversight over it.

**Weinstock** motioned to adjourn the meeting. It was seconded by Justice **Terry Couch**.

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Craighead County Quorum Court Meeting  
January 8, 2013  
Public Service Committee  
7:00 p.m.

Members present: Barbara Weinstock, Fred Bowers, Josh Longmire, and Ken Stacks.

Others present: Tony Thomas, Administrative Assistant, Jeanne Taylor.

Brief discussion concerning amending the Personnel Policy to cease paying 50% of the cost of Family members of county employees for new hires.

All members agreed to set up a meeting at 4:00 p.m. on January 28, 2013 immediately preceding the regular Quorum Court Meeting, which will begin at 7:00 p.m. Elected officials will be invited to attend as well as bring a representative of their department in order to get their input regarding the policy change.

The County Judge's office will notify each elected official regarding this meeting. A memo will be sent out to remind the offices and departments about this meeting..

Meeting adjourned at approximately 8:05 p.m.

**Finance Committee Meeting**

January 8, 2013

Finance Committee Members present: Chairman Bob Blankenship, Vice Chairman Jim Bryant, and Justices Kenny Hendrix, Kevin Hoke, and Gary Watkins.

Others present: Al Haines and Treasurer Terry McNatt

The Finance Committee Members assembled at 7:40 PM after the full court meeting and discussed the following:

Reviewed revenue and expenditure reports for December 2012.

County Treasurer Terry McNatt briefed the committee on the financial standing of the county and that Apprentice had just gotten the 2012 finances rolled into the 2013 year with the new codes.

Justices Hoke and Blankenship expressed an interest in learning more about county finances. Justices welcomed new committee member Gary Watkins.

With no other business to be discussed, the Finance Committee stood adjourned at 8:00 PM.

Craighead County Quorum Court Meeting  
January 8, 2013  
Roads and Transportation Committee

Members of the Roads and Transportation Committee assembled at 7:46 pm after the meeting of the full court. Members present included: Terry Couch, Mike Hawkins, Ray Kidd, and Max Render. Others present included Eugene Neff—Road Superintendent, Judge Hill, and Tony Thomas.

Justice Hawkins called the meeting to order and the following business was discussed:

1. Eugene Neff delivered his monthly road report (also distributed to the full court).
  - a. Efforts continue to add roads to the State-aid list as progress has been made on paving those currently on the list.
  - b. Repairing bridge railing on Kathleen Street and would like to consider options for straightening the span without blocking the flow of the creek.
2. Mike Hawkins expressed appreciation for the job well done during the snow events. He indicated that he had heard good comments from citizens. There were no major issues with the event other than the high drifts getting some graders stuck.
3. Judge Hill is in the process of having bids prepared for two graders and two dump trucks. Old equipment is once again schedule to sell on Ironplanet online auctions.
4. Ray Kidd mentioned a need for bulky trash pick-up in the county to possible assist the elderly.
5. Mike Hawkins discussed the railroad bridge and requested a status update on the project. State Officials are in the design process and are now awaiting final survey on the option currently on the table at this time. There have been a number of routes consider to date and the process continues.
6. Justice Hawkins welcome Ray Kidd and Max Render to the committee

With no other business the meeting adjourned at 8:13 pm.

APPROPRIATION ORDINANCE NO. 2013-01

**AN ORDINANCE APPROPRIATING FUNDS FROM SPECIAL REVENUE ACCOUNTS INTO COUNTY GENERAL FOR EXPENDITURES THAT HAVE ALREADY BEEN INCURRED AND PAID, AND DISBURSEMENTS BY THE COUNTY TREASURER TO FUND OTHER OFFICES AND DEPARTMENTS, AND TO TRANSFER COUNTY GENERAL AND SPECIAL REVENUE FUNDS AS NECESSARY.**

**SECTION 1.** That Craighead County receives monies each year that are Special Revenue Account Funds. These special revenues are received from various sources and are used for funding some County offices.

**SECTION 2.** That section 2 of this Appropriation Ordinance is for the purpose of reimbursing County General Funds for expenditures that have already been expended for the operation of various offices and departments and transfers in amounts that are listed below for the calendar year 2012.

	<b>Transfer Amount</b>
From Fund 40 Law Enforcement Terrorism Prevention Program to Fund 1 County Gen (approving court order 2012-13)	\$10.69
From Fund 153 State Homeland Security Grant Program to Fund 1 County Gen Fund (approving court order 2012-13)	\$94,977.95
From Fund 154 Law Enforcement Terror Prevention Program to Fund 1 County Gen Fund (approving ct order 2012-13)	\$27,187.69
From Fund 158 Justice & Mental Health Collaborative Program to Fund 1 County Gen (approving ct order 2012-69)	\$30,000.00
From fund 164 Citizens Corp Grant Program to Fund 1 County Gen (approving ct order 2012-69)	\$8,000.00

**SECTION 3.** That section 3 of this Appropriation Ordinance is for the direct transfer of funds and amounts by the County Treasurer to the various agencies and departments listed below for the operation of those agencies and departments.

Fund 36 Jonesboro Public Library	\$2,092,803.12
Fund 37 Craighead County Public Library	\$679,720.38

**SECTION 4.** That section 4 of this Appropriation Ordinance is for the transfer of Administration of Justice Funds and amounts to the agencies and departments listed below and approving court order transfers.

Fund 134 Prosecutor's Victim/Witness Fund to Prosecuting Attorney (Ct order 2012-38, dated 6-28-12, for support of dept operations)	\$47,539.38
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**SECTION 5.** That section 5 of this Appropriation Ordinance is for the transfer of funds from fund to fund and approving court order transfers and correcting posting errors.

From Fund 1 County General Fund to Internal Revenue Service (approving court order 2012-11)	\$288,264.20
From Fund 1 County General Fund to Internal Revenue Service (approving court order 2012-57)	\$41,053.72
From Fund 1 County General Fund to Fund 7 County Jail Fund (approving ct order 2012-69)	\$20,000.00
From Fund 1 County General Fund to Fund 19 Jail Cost Defrayment Fund (approving ct order 2012-69)	\$12,000.00
From Fund 1 County General Fund to Fund 30 E911 Services (Ct order 2012-69)(For support of dept operations)	\$235,000.00
From Fund 1 County General Fund to Fund 143 Courthouse Security Grant Fund (approving ct order 2012-70)	\$1,559.45
From Fund 1 County General Fund to Fund 143 Courthouse Security Grant fund (approving ct order 2012-73)	\$11.22
From Fund 1 County General Fund to Fund 158 Justice and Mental Health (approving ct order 2012-34 correcting posting errors)	\$25,247.89
From Fund 1 County General Fund to Fund 163 Law Enforcement Terrorism Prevent Prog Fund (approving ct order 2012-69)	\$72.18
From Fund 1 County General Fund to Fund 168 Justice and Mental Health (approving ct order 2012-34 correcting posting errors)	\$11,325.10
From Fund 1 County General Fund to Fund 168 Justice and Mental Health Juvenile Planning (approving ct order 2012-69)	\$0.01
From Fund 3 Capital Account Fund to Curt Huckaby for purchase of Lake City Office (approving ct order 2012-36)	\$85,000.00
From Fund 2 County Road Fund to Fund 1 County General Fund (approving ct order 2012-32)	\$32,224.99
From Fund 9 County Clerk Automation Fund to County General Fund (approving ct order 2012-32)	\$1,168.44
From Fund 10 Circuit Clerk Recorder Cost Fund to County General Fund (approving ct order 2012-32)	\$10,562.19

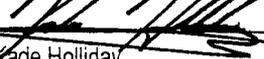
From Fund 11 Craighead County Child Support to Fund 1 County General	\$7,326.69
From Fund 12 Treasurer's Automation Fund to County General Fund (approving ct order 2012-32)	\$1,013.92
From Fund 20 Collector's Automation Fund to County General Fund (approving ct order 2012-32)	\$1,012.19
From Fund 21 Public Defender Fund to County General Fund (approving ct order 2012-32)	\$964.88
From Fund 30 911 Emergency Services Fund to County General Fund (approving ct order 2012-32)	\$984.07
From Fund 142 Jail Booking Fund to Fund 1 County General Fund (approving ct order 2012-31 correcting posting errors)	\$5,050.00
From Fund 142 Jail Booking Fund to Fund 1 County General Fund (approving ct order 2012-31 correcting posting errors)	\$3,150.00
From Fund 143 Courthouse Security Grant Fund to Fund 1 County General Fund (approving ct order 2012-71)	\$15,061.85
From Fund 164 Citizens Corp Prog to Fund 161 Interoperable Emer Comm Grant Prog(app ct order 2012-31correcting posting errors)	\$648.58

Be It Resolved by the Craighead County Quorum Court that these transfers be made and court order transfers be approved as described, by the Craighead County Treasurer, upon passage of this Appropriation Ordinance.

Dated This 18 Day Of January, 2013.

Approved: 

Ed Hill  
Craighead County Judge

Attest: 

Kade Holliday  
Craighead County Clerk

**FILED**

**JAN 28 2013**

**KADE HOLLIDAY**  
COUNTY & PROBATE COURT CLERK

3/19

During the past few weeks we have been working steadily at correcting obvious problems with the payroll practices within the county. One of those problems was the old dos based software used to perform the payroll process. Since taking office we have implemented the new Apprentice system with the help of the developers and neighboring counties. While we were hard-pressed for time it was the right call to make. We did encounter some errors in data conversion from the AS400 to the new Apprentice software along the way causing the first payroll to be processed a day late; however, everyone did receive their check. The new system will allow us to keep better records from this point moving forward; as well as, assist in the 941 and quarterly reporting process, which leads me to my next point:

During the 4<sup>th</sup> Q 941 reconciliation process, it was discovered that payroll taxes remitted to the IRS for the 12/31/2012 pay date included the employees' withheld taxes and omitted the employer match of \$15,715. In addition to this an adjustment of \$118.33 was made to even and close out the year. This was executed in Court Order #2013-02 in order to immediately stop accruing interest and penalties on the sum.

The following payroll issues were also encountered during the change:

- Inconsistencies among employee deductions
- Poorly kept personel files including:
  - Outdated W4s
  - Lack of AR4s
  - No organization to speak of
- Inconsistent hourly rates of pay

Also, the following Court Orders were passed between now and the last quorum court meeting all of which can be found in the recording book in my office. The list is as follows:

- 2013-01 – IN THE MATTER OF A TAX SETTLEMENT
- 2013-02 – IN THE MATTER OF UNPAID FEDERAL TAXES FROM PAYROLL OCCURING ON DEC. 31, 2013
- 2013-03 – IN THE MATTER OF CORRECTING A POSTING ERROR REGARDING THE FINAL TAX SETTLEMENT FOR 2012
- 2013-04 – IN THE MATTER OF TAX REFUND ON DOUBLE ASSESSEED PROPERTY SINCE 2004 FOR 2009 ONLY
- 2013-05 – IN THE MATTER OF TAX REFUND ON DOUBLE ASSESSED PROPERTY IN 2011

I bring these issues to your attention to let you know and assure you that we are working our hardest, many days around the clock, to make sure we bring everything up to par and even with the county from this point moving forward and furthermore prove that we have created a more transparent office in the process.



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Craighead County Sheriff's  
Department  
**Sheriff Marty Boyd**  
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Email: info@craigheadso.org

01/28/2013

The Craighead County Sheriff's Office is preparing a monthly report of actions and services provided by the S.O. I am furnishing a copy of this report to the members of the court for a better understanding of duties and responsibilities that are performed on a daily basis.

The court has had questions in the past about why some services are needed or why certain funds and personal are proposed. By operating this Office with transparency to the court and to the citizens of Craighead County I strongly feel it will provide a much stronger working relationship between the Sheriff, Quorum Court and our Citizens.

A handwritten signature in black ink, appearing to read 'Marty Boyd', written in a cursive style.

Sheriff Marty Boyd



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## CRAIGHEAD COUNTY SHERIFF'S REPORT

01/01/13 – 01/28/10

<b>Total Collections:</b>	<b>\$81,118.22</b>
<b>Warrants Served:</b>	<b>578</b>
<b>Civil Papers Served:</b>	<b>83</b>
<b>Miles traveled transporting inmates</b>	<b>7,045</b>
<b>Police dispatch calls for service:</b>	<b>1,463</b>
<b>New inmates booked into jail:</b>	<b>744</b>
<b>Number of inmates housed as of 1/28/13</b>	<b>314</b>

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