



April 20, 2022

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Joint Budget Committee  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Senator Wallace and Representative Hillman:

The Office of Personnel Management (OPM) submits a request from Department of Veteran's Affairs (ADVA), to obtain one position, grade MP04, from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a) and surrender one position, grade MP03. The position to be surrendered and requested is below.

**POSITION SURRENDERED**

<b><u>POSITION NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>CLASS CODE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
22163399	Nurse Manager	L009C	MP03	\$79,879-\$113,428

**CLASSIFICATION REQUESTED**

<b><u>CLASS CODE</u></b>	<b><u>TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>SALARY RANGE</u></b>
L002C	Nursing Director	MP04	\$89,368-\$128,690

**JUSTIFICATION**

Over the past nine months, six nurses have vacated their positions at the North Little Rock Veteran's Home, requiring the department to use temporary staffing agencies to fill gaps, along with existing staff. By using staffing agencies, the level of care decreases and the risk of findings from the Office of Long-Term Care increases. Turnover rates are for the ADVA in nursing classifications are listed below.

The Honorable David Wallace, Co-Chairperson  
The Honorable David Hillman, Co-Chairperson  
April 20, 2022  
Page 2

**TURNOVER**

<b>Class Code</b>	<b>Title</b>	<b>Pay Grade</b>	<b>Turnover Rate</b>
L009C	Nurse Manager	MP03	75%
L019C	RN Coordinator	MP02	66.7%
L032C	RN Hospital	MP01	42%
L069C	Licensed Practical Nurse	GS06	39%

During the interim, the Nurse Manager, Shantel Mitchell (PN131819), has been covering shifts and working more than twenty (20) hours of overtime every pay period. It is this position that ADVA requests to surrender, moving Ms. Mitchell into the Nursing Director, MP04, position so that she will be adequately compensated for the additional duties and be appropriately classified by serving under the administrator of the facility. This would be accomplished with a standard 10% promotion action. The expected cost for this request is approximately \$13,552, including matching, and no additional general revenue funds are requested.

The Office of Personnel Management has reviewed these requests and **recommends** the approval of one position from the OPM surrender pool. Your consideration of this request is greatly appreciated.

Sincerely,



Kay Barnhill, Director  
Office of Personnel Management



**SECRETARY OF TRANSFORMATION & SHARED  
SERVICES**

4/8/2022

**DATE**

KB/sd:1-2



1290



Office of the Secretary  
501 Woodlane Drive, Suite 401N, Little Rock, AR 72201  
Phone: (501) 683-1787 | Fax: (501) 682-4833

ASA HUTCHINSON  
Governor

NATHANIEL (NATE) TODD  
Secretary

March 31, 2022

Ms. Kay Barnhill  
State Personnel Administrator  
Department of Transformation and Shared Services  
501 Woodlane, Suite 201  
Little Rock, AR 72201

**RE: Surrender Pool Position Request- Nursing Director, L002C, MP04**

Dear Ms. Barnhill:

The Arkansas Department of Veterans Affairs respectfully requests to surrender **position# 22163399 Nurse Manager, L009C, MP03**, in exchange for a **Nursing Director, L002C, MP04 position** from the pool for the Arkansas State Veterans Home in North Little Rock.

Six nurses have left their jobs at the North Little Rock Veterans Home in less than nine months. We currently are operating with nine vacancies and are staffing the home with temporary agency nurses. This is costing the state thousands of dollars each month. It also degrades the level of care provided to the veterans. There will certainly be additional risk of findings from the Office of Long-Term Care.

The Administrator of the Veterans Home in North Little Rock resigned effective March 30, 2022. We have been looking for his replacement and have two candidates that may be interested. In the interim, the Director of Nursing, Shantel Mitchell #131819, and the Assistant Administrator, Reed Strickland, will be filling in on shifts as needed in the interim. Ms. Mitchell is currently making \$110,203 and is in a position titled Nurse Manager, which is graded as MP03.

The market rate of pay for registered nurses has sharply increased with both signing and retention bonuses being paid. Ms. Mitchell is currently making \$110,203 and is in a position titled Nurse Manager, which is graded as MP03. Due to high turnover, she is required to work at least 60 hours per week, if not more.

To retain her in this competitive field and compensate her for absorbing additional responsibility while working additional hours, we would like to move Ms. Mitchell into the Nursing Director MP04 position, if approved. The total increase in cost to include fringe benefits would be \$13,551.61.

In a separate request to the Department of Transformation and Shared Services, we are seeking a Labor Market Rate increase up to midpoint of \$57,755 on Reed Strickland, the Assistant Administrator. Mr. Strickland will be absorbing additional duties of the Administrator until a replacement is hired as well as filling in on shifts as needed in the interim.

Your favorable consideration of this request is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Erica Ingram', with a stylized flourish at the end.

Erica Ingram  
Chief of Staff



Department of Transformation and Shared Services  
 Office of Personnel Management  
 Request for Pool Position

Business Area  
 0385

Department Name / Agency Name  
 Arkansas Department of Veterans Affairs

Date  
 03/31/2022

**Position(s) to be Surrendered**

Position/Item Number    Classification Title  
 22163399                  Nurse Manger

Pay Grade    Class Code  
 MP03        L009C

**Classification(s) Requested**

Classification Title  
 Nursing Director

Pay Grade    Class Code  
 MP04        L002C

I hereby certify that:

- A. The position requested is critical to the operation of this Agency and a detailed justification for this request is attached. (Justification should be detailed and not less than one typed page in length.)
- B. Sufficient funds are available to fund this position at the requested grade.
- C. This is a full-time position that will not be used for any other purpose than that which is outlined in the attached narrative.
- D. The position to be surrendered is the highest grade position available and the loss of this position will not adversely affect the operation of this Agency.
- E. No current employee will be displaced by this action.

HR Administrator's Signature

Department Secretary's Signature

Date

3/31/2022

Date