



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Kay Barnhill

January 12, 2022

The Honorable Jonathan Dismang, Co-Chairperson  
The Honorable Lane Jean, Co-Chairperson  
Arkansas Legislative Council  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Senator Dismang and Representative Jean:

The Office of Personnel Management (OPM) submits a request from the Department of Human Services (DHS) for permission to exceed the maximum of the salary range according to ACA §21-5-209. The requested employees for approval are listed below:

Position Number	Authorized Job	Authorized Grade	Authorized Title	Name of Candidate
22102127	L023N	SE03	DHS Deputy Director	Janet Mann
22098885	L023N	SE03	DHS Deputy Director	Mischa Martin

DHS requests to pay both employees a salary of \$172,000, which is \$5,000, or 3% over the maximum for pay grade SE03. Both employees have exceptional resumes to support the higher salary, which are attached. ACA §21-5-209(g)2(ii) states the following:

*Salaries established by this section may exceed the maximum pay level for the grade assigned to the classification by no more than twenty-five percent (25%) for no more than ten percent (10%) of the positions authorized in the state agency's appropriation act.*

DHS states the division has funding and appropriation for this unforeseen cost. After review of the requests, the Office of Personnel Management **recommends** the approval of the establishment of the requested salary. OPM also recommends that this action be effective January 11, 2023. Your consideration of this request is greatly appreciated.

Sincerely,

Kay Barnhill, Director  
Office of Personnel Management

KB:1



Office of Human Resources

P.O. Box 1437, Slot W301, Little Rock, AR 72203-1437

P: 501.682.6499 F: 501.682.6569

January 10, 2023

Kay Barnhill, State Personnel Director  
Department of Finance and Administration  
Office of Personnel Management  
501 Woodlane, Suite 201  
Little Rock, Arkansas 72201

RE: DHS Deputy Directors

Ms. Barnhill:

The Department of Human Services (DHS) is requesting to pay the two individuals below an annual salary of \$172,000. Both candidates have the educational background and experience to justify paying above maximum for the requested grade. Each candidate has been employed with DHS in various roles over the past years and have firsthand knowledge.

Position Number	Authorized Job	Authorized Grade	Authorized Title	Name of Candidate
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22098885	L023N	SE03	DHS Deputy Director	Mischa Martin

Attached are the resumes for both candidates to justify the request. Your favorable approval will be highly appreciated. Should further information be required, please contact me at (501) 320-6250.

Sincerely

Damian Hicks  
DHS Chief Human Resources Officer

# JANET MANN, CPA

## EXPERIENCE

Thirty years of demonstrated management and innovation in finance, management, and leadership

Adept at contributing to organizational success through the growth of team members

Offer a rare combination experience across programmatic, financial, operational, and regulatory divisions

**DECEMBER 2022 -- PRESENT**

**SENIOR MANAGER GOVERNMENT SERVICES, HORNE LLP**

Focus on healthcare in government services.

- Medicaid policy and program analysis.
- Medicaid financial reporting and compliance expertise.
- Design and implementation of program management.

**APRIL 2021 -- DECEMBER 2022**

**BUSINESS CONSULTING DIRECTOR, NTT DATA SERVICES**

Emphasis on business development and process improvement for clients

- Director of business process improvement for various Medicaid business units, including operations and finance.
- Serving as Interim Deputy Chief Financial Officer for state agency.
- Project manager and Subject matter expert for Medicaid operations.

**FEBRUARY 2019 -- APRIL 2021**

**DIRECTOR OF MEDICAL SERVICES, STATE OF ARKANSAS DEPARTMENT OF HUMAN SERVICES**

Oversight and management of an \$8 billion Medicaid program, serving over 800,000 beneficiaries, 20,000 providers and supervising over sixty employees and contractors.

- Management of all for managed care plans for transportation, dental and individuals with complex behavioral and developmental services and, expansion population through the insurance Marketplace, and fee-for-service programs.
- In charge of Medicaid Management Information System (MMIS) vendors for claims processing, pharmacy administration and data warehouse.
- Manage prior authorization (PA) and utilization review (UR) services internally and externally.
- Accountable for Medicaid State Plan Amendments, Arkansas Administrative Code, Code of Federal Regulations (CFR), the Social Security Act and all other documents governing Medicaid operations
- Implemented new methodology for reviewing provider rates.
- Leads Medicaid finance team for budgeting, forecasting, reporting, audit, and legislative affairs.

**AUGUST 2018 -- FEBRUARY 2019**

**FISCAL DIRECTOR, STATE OF MISSISSIPPI, DEPARTMENT OF MENTAL HEALTH**

Supervision of expenditures and budget daily operations for institutional and home and community-based services.

**OCTOBER 2017 -- AUGUST 2018**

**DEPUTY DIRECTOR, STATE OF MISSISSIPPI, DEPARTMENT OF HUMAN SERVICES**

Management of day-to-day operations of various programs including: TANF, Child Support, Aging and Youth Services.

**NOVEMBER 2016 – OCTOBER 2017**

**CHIEF FINANCIAL OFFICER, STATE OF ARKANSAS DEPARTMENT OF HUMAN SERVICES**

Management of day-to-day finance operations of Medicaid, Child Welfare, and Youth Services programs totaling approximately \$9 billion annually, including budget neutrality review and cost effectiveness analysis

**JULY 2013 – NOVEMBER 2016**

**ASSOCIATE DIRECTOR, NAVIGANT HEALTHCARE (NOW KNOWN AS GUIDEHOUSE)**

Directed projects focused on strategic planning, organizational assessment, financial operations, and best practices for government entities.

- Worked closely with management of eligibility determinations, education, and reporting.
- Advised providers on payment reform, specifically Upper Payment Limit (UPL) and Disproportionate Program (DSH), policy changes with implementation of new processes, education, and reporting compliance.
- Worked with State & Federal partners on accounting, budget, and finance requirements in addition to Program Integrity efforts.
- Conducted Organizational assessments

**JULY 2010 – JUNE 2016**

**CHAIRMAN OF THE BOARD, STATE OF MISSISSIPPI BOARD OF TAX APPEALS**

Appointed by the Governor and confirmed by the State Senate for a six-year term in a newly created role by the State Legislature. Managed all appeals originating from the Department of Revenue including, but not limited to, sales tax, income tax and alcohol permits.

**JANUARY 2006 – JUNE 2010**

**DEPUTY ADMINISTRATOR, STATE OF MISSISSIPPI OFFICE OF THE GOVERNOR, DIVISION OF MEDICAID**

Oversight and management of Compliance and Review, Third Party Liability, Program Integrity, and legislative affairs, supervising over one hundred employees and contractors.

- Audited provider's cost reports and billing for compliance.
- Administration of Program Integrity Unit for beneficiaries and providers.
- Served on legislative team for state and federal regulatory matters including Upper Payment Limit (UPL) and Disproportionate Program (DSH).

**1999 – 2021**

**INDEPENDENT CONSULTANT, JHM CONSULTING**

Worked with government and corporate clients on financial planning, Medicaid program consulting and subject matter expertise, government affairs, and several types of proposal development.

**DECEMBER 1992 – DECEMBER 1998**

**INTERNAL CONTROL AND ACCOUNTING MANAGER, TELAPEX, INC.**

Parent company of C Spire, a regional, privately owned mobile phone company.

Oversight of internal controls and budget for over eight privately owned telephone, cable, and cellphone companies.

**DECEMBER 1990 – NOVEMBER 1992**

**STAFF AUDITOR, EUBANK & BETTS, CPA**

Staff auditor assigned to various accounts including nursing homes, equity firms, and government entities including FDIC and RTC.

## **EDUCATION**

MAY 1990

BACHELOR OF SCIENCE, BUSINESS ADMINISTRATION, ACCOUNTING, UNIVERSITY OF ALABAMA

- Certified Public Accountant, licensed in Mississippi, number 4257

# Mischa K. Martin, J.D., M.P.A.

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## SUMMARY:

*Experienced leader skilled at managing large-scale system reform focused on strengthening families and preventing child maltreatment and the need for foster care, transforming public policy to implement child welfare best practices, developing strong relationships with stakeholders and legislators, building teams that focus on proactive strategies, overseeing a multi-million annual budget, and coaching emerging leaders. Passionate advocate for at-risk children and families.*

## EDUCATION:

2000-2004 University of Arkansas Little Rock, AR  
*Bachelor of Arts in Political Science*  
*Magna Cum Laude*

2004-2007 University of Arkansas, William H. Bowen School of Law Little Rock, AR  
*Juris Doctorate*

2006-2008 University of Arkansas Little Rock, AR  
*Master of Public Administration*

## PROFESSIONAL EXPERIENCE:

**2008-present Arkansas Department of Human Services**

***Director of Division of Children and Family Services***

*2016-present*

- The Division of Children and Family Services is responsible for safety of more than 20,000 children and youth in Arkansas. DCFS is responsible for child abuse and neglect prevention, protective, foster care, and adoptive programs.
- Responsibilities include supervision of 1100 staff across the state and oversight of numerous programs including child abuse investigation, child abuse and neglect prevention, in-home services, and foster care cases
- Accomplishments include
  - Implementation of Family First Prevention Act included being the second state with an approved prevention plan and approved federal funding for two new prevention services, transformation of placement services including new QRTPs and reduction of shelter usage, implementation of public policies and laws to align with the federal act, and enhancements to the child welfare case management system to track and monitor requirements.
  - Approved federal Program Improvement Plan and successful completion of all data outcomes within two quarters.
  - Procurement and development of a CCWIS system - ARFocus.
  - Selection and implementation of National Child Welfare Workforce Grant.
  - The number of children in care in Arkansas has dropped from 5,196 in late 2016 to 4,244 at the beginning of the pandemic. Children placed with relatives is up from 17.3 percent in 2016 to over 40% in 2022 including over 40% of children's first placement in foster care was with relatives or fictive kin.
  - Leadership during the Public Health Emergency March 2020-present.
  - Implementation of Safety Organized Practice and Structured Decision Making.

***Assistant Director of Developmental Disabilities (DDS) Compliance & Monitoring*** *2015-2016*

- The Division of Developmental Disabilities Services (DDS) strives to provide quality services for children and adults with developmental disabilities and delays.

- Responsibilities included oversight of the quality assurance unit, licensure division, policy unit, division information technology, and five Human Development Centers.
- Researched and designed an 1115 Medicaid Demonstration Waiver.
- Organized and lead a team of experts to complete an QA review of the Booneville Human Department Center's policy and practices regarding restraints and seclusions.

***Deputy Counsel of County Legal Operations***

2015

- Managed attorneys for the County Legal Operations Unit that consists of 50 attorneys and 30 support staff across the state who provide legal representation to the DCFS, APS, and ASP CACD.
- Lead for legislation support.

***Attorney Supervisor***

2014-2015

- Responsibilities included supervising attorneys in dependency neglect, APS, and administrative proceedings covering eight Arkansas counties; and
- DCFS legislative legal liaison.

***Assistant Deputy Counsel***

2013-2014

- Provided legal counsel to executive staff of DCFS, Arkansas State Police Crimes Against Children Division (ASP CACD), and Division of Aging and Adult Services;
- Reviewed DCFS policy and procedures;
- Legal support for federal reporting and monitoring;
- DCFS legislative legal liaison; and
- Name Removal Board Chairman.

***Attorney Specialist***

2008-2013

- Represented the Division of Children and Family Services (DCFS) and Adult Protective Services (APS) in dependency/neglect and adult custody hearings in state's most populous county as well as 10 other counties.

**2005-2008 United States Eastern District of Arkansas Clerks Office  
Generalist Clerk & Assistant Jury Administrator**

**ACCREDITATIONS/ CERTIFICATIONS:**

Arkansas Licensed Attorney in good standing, #2007154

**AWARD**

***2019 Casey Family Programs Leadership Excellence for Children's Award***

"Her leadership has caused a paradigm shift in the Arkansas child welfare system. In the last two years, Arkansas has significantly reduced the number of children who remain in shelters longer than 10 days. The number of children 12 and under in group homes has also been dramatically reduced. Ms. Martin has inspired, coached and increased accountability not only for reaching outcomes but also for sharing ideas and strategies. As a result, in the last 18 months, the number of overdue investigations decreased from 1,627 to 59. In addition, Arkansas has seen a reduction of more than 700 children in foster care in the last year. Ms. Martin is not only changing the culture of the child welfare agency, but also educating the judiciary and legislature on best practices that reduce trauma and keep children safely with parents whenever possible."

**Contact**

[REDACTED]

**References**