

Stricken language would be deleted from and underlined language would be added to the law as it existed prior to this session of the General Assembly.

1 State of Arkansas
2 83rd General Assembly
3 Regular Session, 2001
4

As Engrossed: H4/3/01

A Bill

Act 1591 of 2001
HOUSE BILL 1948

5 By: Joint Budget Committee
6
7

For An Act To Be Entitled

9 AN ACT TO MAKE AN APPROPRIATION FOR PERSONAL SERVICES
10 AND OPERATING EXPENSES FOR THE DEPARTMENT OF HUMAN
11 SERVICES - DIVISION OF COUNTY OPERATIONS FOR THE
12 BIENNIAL PERIOD ENDING JUNE 30, 2003; AND FOR OTHER
13 PURPOSES.
14

Subtitle

15
16 AN ACT FOR THE DEPARTMENT OF HUMAN
17 SERVICES - DIVISION OF COUNTY OPERATIONS
18 APPROPRIATION FOR THE 2001-2003 BIENNIUM.
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22 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:
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24 SECTION 1. REGULAR SALARIES. There is hereby established for the
25 Department of Human Services – Division of County Operations for the 2001-2003
26 biennium, the following maximum number of regular employees whose salaries
27 shall be governed by the provisions of the Uniform Classification and
28 Compensation Act (Arkansas Code §§21-5-201 et seq.), or its successor, and all
29 laws amendatory thereto. Provided, however, that any position to which a
30 specific maximum annual salary is set out herein in dollars, shall be exempt
31 from the provisions of said Uniform Classification and Compensation Act. All
32 persons occupying positions authorized herein are hereby governed by the
33 provisions of the Regular Salaries Procedures and Restrictions Act (Arkansas
34 Code §21-5-101), or its successor.
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1				Maximum Annual		
2				Maximum	Salary Rate	
3	Item	Class		No. of	Fiscal Years	
4	No.	Code	Title	Employees	2001-2002	2002-2003
5	(1)	9719	DHS DEP DIR COUNTY OPS	1	\$89,347	\$91,670
6	(2)	9235	DHS COMMUNICATIONS DIRECTOR	1	\$79,500	\$81,567
7	(3)	8943	DHS/DCO ASST DEP DIR COUNTY OPS	1	\$74,140	\$76,067
8	(4)	8039	DHS/DCO ASSISTANT DIRECTOR	1	\$74,140	\$76,067
9	(5)	8935	DHS/DCO ASST DEP DIR PGM & ADMN SPT	1	\$74,140	\$76,067
10	(6)	8937	DHS/DCO ASST DEP DIR COUNTY OPS	1	\$74,140	\$76,067
11	(7)	8939	DHS/DCO ASST DEP DIR COUNTY OPS	1	\$72,523	\$74,408
12	(8)	9751	DHS DIRECTOR COMMUNITY SVCS	1	\$68,711	\$70,497
13	(9)	8940	DHS/DCO ASST DEP DIR COUNTY OPS	1	\$65,055	\$66,746
14	(10)	8944	DHS/DCO ASST DEP DIR COUNTY OPS	1	\$65,055	\$66,746
15	(11)	8950	DHS MGR OF DHS COMMUNITY SVCS	1	\$61,472	\$63,070
16	(12)	8941	DHS/DCO ASST DEP DIR COUNTY OPS	1	\$59,634	\$61,184
17	(13)	8942	DHS/DCO ASST DEP DIR COUNTY OPS	1	\$59,634	\$61,184
18	(14)	6603	GENERAL PHYSICIAN	5	\$109,493	\$112,339
19	(15)	M042	DHS/DCO COUNTY ADMINISTRATOR IV	2	GRADE 24	
20	(16)	M040	DHS/DCO COUNTY ADMINISTRATOR III	11	GRADE 23	
21	(17)	923Z	DHS PRGM ADMINISTRATOR	2	GRADE 23	
22	(18)	M038	DHS/DCO COUNTY ADMINISTRATOR II	30	GRADE 22	
23	(19)	D066	SYSTEMS COORDINATION ANALYST II	1	GRADE 22	
24	(20)	M032	DHS/DCO COUNTY SUPV IV	2	GRADE 22	
25	(21)	699Z	DHS/DCO FIELD MANAGER	6	GRADE 22	
26	(22)	D124	LEAD PROGRAMMER/ANALYST	1	GRADE 22	
27	(23)	975Z	DHS WEATHERIZATION PROGRAM ADMIN	1	GRADE 22	
28	(24)	909Z	PROGRAM SUPPORT MANAGER	1	GRADE 22	
29	(25)	M022	DHS/DCO COUNTY ADMINISTRATOR I	34	GRADE 21	
30	(26)	R488	GRANTS ADMIN SUPV	2	GRADE 21	
31	(27)	M029	DHS/DCO COUNTY SUPV III	14	GRADE 21	
32	(28)	697Z	DHS PRGM MANAGER	5	GRADE 21	
33	(29)	V014	DHS/DCO COMMODITY SERVICES MANAGER	1	GRADE 21	
34	(30)	R266	MANAGEMENT PROJECT ANALYST II	7	GRADE 20	
35	(31)	D121	USER SUPPORT ANALYST	2	GRADE 20	
36	(32)	R145	DHS PROGRAM COORDINATOR	11	GRADE 20	

1	(33)	M027	DHS/DCO COUNTY SUPV II	29	GRADE 20
2	(34)	E112	WEATHERIZATION TRAINING COORD	1	GRADE 20
3	(35)	R084	DHS STAFF SUPERVISOR	5	GRADE 19
4	(36)	W012	MEDICAL RECORDS ADMINISTRATOR	1	GRADE 19
5	(37)	R332	DHS POLICY DEVELOPMENT COORD	6	GRADE 19
6	(38)	M154	DHS FIELD REPRESENTATIVE	16	GRADE 19
7	(39)	E074	TRAINING REPRESENTATIVE	5	GRADE 19
8	(40)	R168	GRANTS COORDINATOR II	9	GRADE 19
9	(41)	M164	QUALITY CONTROL REVIEW SUPV	6	GRADE 19
10	(42)	M025	DHS/DCO COUNTY SUPV I	35	GRADE 19
11	(43)	M024	FAMILY SUPPORT SPECIALIST SUPV	97	GRADE 18
12	(44)	M068	DHS PROGRAM ANALYST	11	GRADE 18
13	(45)	M072	SOCIAL SERVICE INVESTIGATOR II	20	GRADE 18
14	(46)	M075	SOCIAL SERVICE REPRESENTATIVE II	6	GRADE 18
15	(47)	M170	QUALITY CONTROL REVIEWER	33	GRADE 18
16	(48)	M078	DHS/DEMS SUPERVISOR	2	GRADE 18
17	(49)	R010	ADMINISTRATIVE ASSISTANT II	13	GRADE 17
18	(50)	M023	FAMILY SUPPORT SPECIALIST III	890	GRADE 17
19	(51)	M125	WORK PROGRAM ADVISOR	35	GRADE 17
20	(52)	X352	HLTH CARE ANALYST II	1	GRADE 17
21	(53)	M110	VOLUNTEER SERVICES COORDINATOR	3	GRADE 16
22	(54)	M021	FAMILY SUPPORT SPECIALIST II	2	GRADE 16
23	(55)	K011	ADMINISTRATIVE OFFICE SUPERVISOR	33	GRADE 15
24	(56)	D005	COMPUTER OPERATOR II	1	GRADE 15
25	(57)	V051	STOREROOM SUPV/STORE SUPV	1	GRADE 15
26	(58)	V021	COMMODITY DIST REP	3	GRADE 15
27	(59)	A108	ACCOUNTING TECHNICIAN II	1	GRADE 15
28	(60)	K041	EXECUTIVE SECY/ADMINISTRATIVE SECY	22	GRADE 14
29	(61)	K153	SECRETARY II	62	GRADE 13
30	(62)	M067	SOCIAL SERVICE AIDE II	20	GRADE 13
31	(63)	M174	SOCIAL SERVICE REPRESENTATIVE TRN	3	GRADE 13
32	(64)	K039	DOCUMENT EXAMINER II	353	GRADE 12
33	(65)	K115	STATISTICIAN ASST II/STATISTICIAN I	1	GRADE 12
34	(66)	K037	DOCUMENT EXAMINER I	10	GRADE 10
35	(67)	C011	SWITCHBOARD OPERATOR II	3	GRADE 09
36	(68)	V055	SURPLUS PROPERTY ASSISTANT	<u>1</u>	GRADE 09

1 MAX. NO. OF EMPLOYEES 1,891

2

3 SECTION 2. EXTRA HELP. There is hereby authorized, for the Department of
 4 Human Services - Division of County Operations for the 2001-2003 biennium, the
 5 following maximum number of part-time or temporary employees, to be known as
 6 "Extra Help", payable from funds appropriated herein for such purposes:
 7 thirty-seven (37) temporary or part-time employees, when needed, at rates of
 8 pay not to exceed those provided in the Uniform Classification and
 9 Compensation Act, or its successor, or this act for the appropriate
 10 classification.

11

12 SECTION 3. APPROPRIATIONS - COMMODITY DISTRIBUTION AND SALVAGE CONTAINER -
 13 CASH. There is hereby appropriated, to the Department of Human Services -
 14 Division of County Operations, to be payable from cash funds as defined by
 15 Arkansas Code 19-4-801 of the Department of Human Services - Division of
 16 County Operations, for operating expenses of the Department of Human Services
 17 - Division of County Operations for the biennial period ending June 30, 2003,
 18 the following:

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ITEM NO.	FISCAL YEARS	
	2001-2002	2002-2003
(01) MAINT. & GEN. OPERATION		
(A) OPER. EXPENSE	1,436,973	1,436,973
(B) CONF. & TRAVEL	5,000	5,000
(C) PROF. FEES	0	0
(D) CAP. OUTLAY	0	0
(E) DATA PROC.	<u>0</u>	<u>0</u>
TOTAL AMOUNT APPROPRIATED	<u>\$ 1,441,973</u>	<u>\$ 1,441,973</u>

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30 SECTION 4. APPROPRIATION - GRANTS - FEDERAL. There is hereby appropriated,
 31 to the Department of Human Services - Division of County Operations, to be
 32 payable from the federal funds as designated by the Chief Fiscal Officer of
 33 the State, for federally funded grants of the Department of Human Services -
 34 Division of County Operations for the biennial period ending June 30, 2003,
 35 the following:

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ITEM NO.	FISCAL YEARS	
	2001-2002	2002-2003
(01) SHELTER PLUS CARE PROGRAM	\$ 1,500,000	\$ 1,500,000
(02) LEAD BASED PAINT HAZARD CONTROL PROGRAM	2,000,000	2,000,000
(03) WEATHERIZATION PROGRAM	4,420,000	4,420,000
(04) EMERGENCY FOOD PROGRAM	480,000	480,000
(05) LOW INCOME ENERGY ASSISTANCE PROGRAM	8,108,200	8,108,200
(06) REFUGEE RESETTLEMENT PROGRAM	91,500	91,500
(07) HOMELESS ASSISTANCE GRANT	<u>1,300,100</u>	<u>1,500,100</u>
TOTAL AMOUNT APPROPRIATED	<u>\$ 17,899,800</u>	<u>\$ 18,099,800</u>

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13 SECTION 5. APPROPRIATION - GRANTS - STATE. There is hereby appropriated, to
 14 the Department of Human Services - Division of County Operations, to be
 15 payable from the Department of Human Services Grants Fund Account, for grant
 16 payments of the Department of Human Services - Division of County Operations
 17 for the biennial period ending June 30, 2003, the following:

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ITEM NO.	FISCAL YEARS	
	2001-2002	2002-2003
(01) AID TO AGED, BLIND, DISABLED	<u>\$ 4,000</u>	<u>\$ 4,000</u>

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23 SECTION 6. APPROPRIATION - GRANTS. There is hereby appropriated, to the
 24 Department of Human Services - Division of County Operations, to be payable
 25 from the paying account as determined by the Chief Fiscal Officer of the
 26 State, for grant payments of the Department of Human Services - Division of
 27 County Operations for the biennial period ending June 30, 2003, the following:

28

ITEM NO.	FISCAL YEARS	
	2001-2002	2002-2003
(01) TANF BLOCK GRANT	\$ 67,035,946	\$ 67,035,946
(02) COMMUNITY SERVICE BLOCK GRANT	<u>7,831,604</u>	<u>8,331,604</u>
TOTAL AMOUNT APPROPRIATED	<u>\$ 74,867,550</u>	<u>\$ 75,367,550</u>

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35 SECTION 7. APPROPRIATION - INDIVIDUAL DEVELOPMENT ACCOUNT PROGRAM. There is
 36 hereby appropriated, to the Department of Human Services - Division of County

1 Operations, to be payable from the Individual Development Account Trust Fund,
 2 for operating expenses of the Department of Human Services - Division of
 3 County Operations for the biennial period ending June 30, 2003, the following:
 4

ITEM NO.	FISCAL YEARS	
	2001-2002	2002-2003
(01) MAINT. & GEN. OPERATION		
(A) OPER. EXPENSE	0	0
(B) CONF. & TRAVEL	0	0
(C) PROF. FEES	500,000	500,000
(D) CAP. OUTLAY	0	0
(E) DATA PROC.	<u>0</u>	<u>0</u>
TOTAL AMOUNT APPROPRIATED	<u>\$ 500,000</u>	<u>\$ 500,000</u>

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15 SECTION 8. APPROPRIATION - OPERATIONS. There is hereby appropriated, to the
 16 Department of Human Services - Division of County Operations, to be payable
 17 from the paying account as determined by the Chief Fiscal Officer of the
 18 State, for personal services and operating expenses of the Department of Human
 19 Services - Division of County Operations for the biennial period ending June
 20 30, 2003, the following:

21

ITEM NO.	FISCAL YEARS	
	2001-2002	2002-2003
(01) REGULAR SALARIES	\$ 53,400,924	\$ 54,789,447
(02) EXTRA HELP	407,608	407,608
(03) PERSONAL SERV MATCHING	15,181,686	15,429,316
(04) OVERTIME	227,000	227,000
(05) MAINT. & GEN. OPERATION		
(A) OPER. EXPENSE	21,590,028	21,453,091
(B) CONF. & TRAVEL	624,894	624,894
(C) PROF. FEES	10,105,450	10,105,450
(D) CAP. OUTLAY	20,400	20,400
(E) DATA PROC.	0	0
(06) DATA PROCESSING SERVICES	<u>7,372,925</u>	<u>7,372,925</u>
TOTAL AMOUNT APPROPRIATED	<u>\$ 108,930,915</u>	<u>\$ 110,430,131</u>

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1 SECTION 9. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS CODE
2 NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. COUNTY
3 OPERATIONS - RECORD RETENTION. It is determined by the General Assembly of
4 the State of Arkansas that immediate needs of TEA recipients must be met to
5 enable that recipient to obtain and maintain work. In many instances these
6 needs are not immediately met because of the original documentation
7 requirements of the Accounting and Budgetary Procedures Law. For this reason,
8 the case management field staff of the Department of Human Services is
9 authorized to approve up to \$500 per TEA client to be disbursed for employment
10 needs of the client from accounts designated for that purpose. Further a
11 facsimile copy of the client-completed form (DCO Form #1430 or successor) or a
12 facsimile copy of a vendor's invoice is sufficient documentation for
13 expenditure records. All original documentation shall be maintained in the
14 county office authorizing the expenditure.

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16 The provisions of this section shall be in effect only from July 1, 2001
17 through June 30, 2003.

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19 SECTION 10. NOT TO BE INCORPORATED INTO THE ARKANSAS CODE NOR PUBLISHED
20 SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. TRANSFER OF TANF BLOCK GRANT
21 FUNDS TO THE CHILD CARE DEVELOPMENT FUND. For the biennium, the Department of
22 Human Services, Division of County Operations shall transfer a total of \$12
23 million or 11 percent, whichever amount is less, of the state's federal
24 Temporary Assistance to Needy Families (TANF) block grant to the Child Care
25 Development Fund. The funds, to be administered by the Division of Child Care
26 and Early Childhood Education, shall be used to provide subsidized child care
27 for TEA, transitional child care, or other low-income families.

28
29 The amount of the transfer is subject to continuation of base level funding
30 for the Division of County Operations.

31
32 The provisions of this section shall be in effect only from July 1, 2001
33 through June 30, 2003.

34
35 SECTION 11. NOT TO BE INCORPORATED INTO THE ARKANSAS CODE NOR PUBLISHED
36 SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. FUND BALANCES. (A) For all

1 appropriations as provided in this Act, the agency disbursing officer shall
2 monitor the level of fund balances in relation to expenditures on a monthly
3 basis. If any proposed expenditures would cause a fund balance to decline to
4 less than fifty percent (50%) of the balance available on July 1, 2001, the
5 disbursing officer shall immediately notify the executive head of the agency.
6 Prior to any obligations being made under these circumstances, the agency head
7 shall file written documentation with the Chief Fiscal Officer of the State
8 requesting approval of the expenditures. Such documentation shall provide
9 sufficient financial data to justify the expenditures and shall include the
10 following:

- 11 1) a plan that clearly indicates the specific fiscal impact of such
12 expenditures on the fund balance.
- 13 2) information clearly indicating and explaining what programs would be cut or
14 any other measures to be taken by the agency to restore the fund balance.
- 15 3) the extent to which any of the planned expenditures are for one-time costs
16 or one-time purchase of capitalized items.
- 17 4) a statement certifying that the expenditure of fund balances will not
18 jeopardize the financial health of the agency, nor result in a permanent
19 depletion of the fund balance.

20 (B) The Chief Fiscal Officer of the State shall review the request and
21 approve or disapprove all or any part of the request, after having sought
22 prior review by the Legislative Council.

23
24 SECTION 12. COMPLIANCE WITH OTHER LAWS. Disbursement of funds authorized
25 by this act shall be limited to the appropriation for such agency and funds
26 made available by law for the support of such appropriations; and the
27 restrictions of the State Purchasing Law, the General Accounting and Budgetary
28 Procedures Law, the Revenue Stabilization Law, the Regular Salary Procedures
29 and Restrictions Act, or their successors, and other fiscal control laws of
30 this State, where applicable, and regulations promulgated by the Department of
31 Finance and Administration, as authorized by law, shall be strictly complied
32 with in disbursement of said funds.

33
34 SECTION 13. LEGISLATIVE INTENT. It is the intent of the General Assembly
35 that any funds disbursed under the authority of the appropriations contained
36 in this act shall be in compliance with the stated reasons for which this act

1 was adopted, as evidenced by the Agency Requests, Executive Recommendations
2 and Legislative Recommendations contained in the budget manuals prepared by
3 the Department of Finance and Administration, letters, or summarized oral
4 testimony in the official minutes of the Arkansas Legislative Council or Joint
5 Budget Committee which relate to its passage and adoption.

6
7 SECTION 14. EMERGENCY CLAUSE. It is found and determined by the General
8 Assembly, that the Constitution of the State of Arkansas prohibits the
9 appropriation of funds for more than a two (2) year period; that the
10 effectiveness of this Act on July 1, 2001 is essential to the operation of the
11 agency for which the appropriations in this Act are provided, and that in the
12 event of an extension of the Regular Session, the delay in the effective date
13 of this Act beyond July 1, 2001 could work irreparable harm upon the proper
14 administration and provision of essential governmental programs. Therefore, an
15 emergency is hereby declared to exist and this Act being necessary for the
16 immediate preservation of the public peace, health and safety shall be in full
17 force and effect from and after July 1, 2001.

18 */s/ Joint Budget Committee*

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21 APPROVED: 4/13/2001
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