

**ALC Report
For Emergency Review of
Pay Plan Request**

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December 28, 2017

On December 28, 2017 Senator Bill Sample and Representative Jim Dotson, Co-Chairs of the Legislative Council, and Senator Bruce Maloch and Representative David Meeks, Co-Chairs of the PEER Subcommittee, received written notification from Larry Walther, the Chief Fiscal Officer of the State, requesting Emergency Review of a Pay Plan Appropriation Request.

Under Rule 16 of the Rules of the Arkansas Legislative Council, on December 28, 2017, the Co-Chairs of the Legislative Council and PEER Subcommittee unanimously determined that emergency review of the Pay Plan request was necessary to enable the agency to perform essential services. As such, the Co-Chairs of the Legislative Council and the Co-Chairs of the PEER Subcommittee may act on behalf of the Legislative Council in regard to this request, and state herein that this request shall be filed as reviewed and reported to the Legislative Council at its next regularly scheduled meeting in accordance with Rule 16.

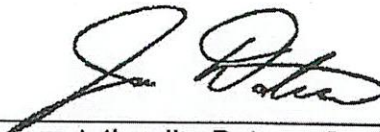
Below is a summary of the Pay Plan request that was given emergency review.

Pay Plan Appropriation Request – FY18
Administrative Office of the Courts - \$2,000

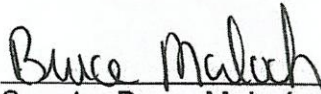
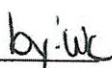
Respectfully Submitted,



Senator Bill Sample, Co-Chair
Arkansas Legislative Council



Representative Jim Dotson, Co-Chair
Arkansas Legislative Council

 by: 

Senator Bruce Maloch, Co-Chair
ALC PEER Subcommittee

 by: 

Representative David Meeks, Co-Chair
ALC PEER Subcommittee



STATE OF ARKANSAS
**Department of Finance
and Administration**

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December 28, 2017

Senator Bill Sample, Chair
Representative Jim Dotson, Chair
Arkansas Legislative Council
State Capitol
Little Rock, AR 72201

RE: Emergency Action Procedures Request

Dear Co-Chairs:

This is to inform you that there is an item for Legislative Council review that requires your immediate attention. Because of the time-sensitive nature of these item, the Department of Finance and Administration respectfully requests an expedited review.

This request is for Extra Help appropriation for the Administrative Office of the Courts. The request is needed to support a projected shortfall brought on by the opportunity to bring a new-hire into the agency during a transition time until the regular position is vacated in January. This was an unanticipated event which has occurred that requires the additional appropriation in order to meet salary requirements of the agency.

I ask that you please institute emergency action procedures for consideration of these matters and sign them out of Committee per Rule 16 of the Rules of the Arkansas Legislative Council.

Sincerely,

A handwritten signature in cursive script that reads "Larry W. Walther".

Larry W. Walther
Director

LWW:nf

ADMINISTRATIVE OFFICE OF THE COURTS
SUPREME COURT OF ARKANSAS
"Supporting Courts, Ensuring Justice"

HERVEY HOUSER, FINANCE & ADMINISTRATION DIRECTOR



JUSTICE BUILDING
625 MARSHALL STREET
SUITE 1100
LITTLE ROCK, AR 72201

December 27, 2017

Mr. Duncan Baird
Budget Administrator
DFA Office of Budget
1509 W. 7th St. Suite 402
Little Rock, AR 72201

Dear Mr. Baird:

This letter is to request an *Appropriation Transfer* of \$2,000.00 from the *EXTRA HELP PAY PLAN HOLDING ACCOUNT* into Fund HSC2300, Fund Center 343, for FY2018.

Adequate funds exist to cover this request. The Appropriation is necessary in order to make up an anticipated shortfall in our Extra Help line item for FY18, originally budgeted at \$5,000. Hon. Kristin Clark was hired in early December into an Extra Help position to train with Keith Caviness, AOC senior staff attorney, until his retirement on December 31, 2017. Judge Clark will be replacing Mr. Caviness on January 1, 2018 as a full-time AOC employee subsequent to wrapping up her docket in late December.

The opportunity to bring Judge Clark to the AOC came up suddenly and unexpectedly, after the December PEER deadline had passed. Due to this, we request emergency approval of this request to be able to meet anticipated payroll obligations at the completion of December 2017.

Please feel free to call me at 501.410.1931 should you have any questions or need further information.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "HHouser", with a long horizontal stroke extending to the right.

Hervey Houser
AOC Finance & Administration

Director