



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

**OFFICE OF PERSONNEL MANAGEMENT  
 Administrator's Office**  
 1509 West Seventh Street, Suite 201  
 Post Office Box 3278  
 Little Rock, Arkansas 72203-3278  
 Phone: (501) 682-1823  
[www.dfa.arkansas.gov](http://www.dfa.arkansas.gov)

March 16, 2016

Senator Uvalde Lindsey, Co-Chairperson  
 Representative Lanny Fite, Co-Chairperson  
 Uniform Personnel Classification and Compensation  
 Plan Subcommittee  
 Arkansas Legislative Council  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a reduction in force from the Arkansas Department of Veterans Affairs (ADVA) for your review. OPM Policy 20.17 states, "Each agency implementing a workforce reduction shall file a report with the Legislative Council and the Department of Finance and Administration, Office of Personnel Management (OPM)."

ADVA is currently preparing bids to subcontract housekeeping and maintenance services to an outside contractor and eliminating security officer positions in an effort to increase efficiency and effectiveness in agency operations. Elimination of these positions will result in significant savings that can be better utilized to improve the quality of life for residents at the Fayetteville Veterans Home. The following positions will be eliminated, effective June 30, 2016:

<u>Position Number</u>	<u>Authorized Title</u>	<u>Grade</u>
22133681	Housekeeper	C107
22133657	Institutional Services Assistant	C103
22133659	Institutional Services Assistant	C103
22133660	Institutional Services Assistant	C103
22133661	Institutional Services Assistant	C103
22133662	Institutional Services Assistant	C103
22133663	Institutional Services Assistant	C103
22133664	Institutional Services Assistant	C103
22133666	Institutional Services Assistant	C103
22133679	Institutional Services Assistant	C103
22133687	Institutional Services Assistant	C103
22094456	Institutional Services Assistant	C103
22094457	Institutional Services Assistant	C103
22133689	Public Safety Security Officer	C110
22133690	Public Safety Security Officer	C110
22133692	Public Safety Security Officer	C110
22133693	Public Safety Security Officer	C110
22133688	Security Officer Supervisor	C113
22133599	Maintenance Supervisor	C115

Senator Uvalde Lindsey, Co-Chairperson  
Representative Lanny Fite, Co-Chairperson  
March 16, 2016  
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Your consideration of this request is greatly appreciated.

Sincerely,

  
Kay Barnhill  
State Personnel Administrator



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**Chief Fiscal Officer of the State**

**MAR 3 2016**

\_\_\_\_\_  
**Date**

KB/cls:1-2



**Office of the Director**

501 Woodlane Drive, Suite 230C, Little Rock, AR 72201  
Phone: (501) 683-1787 | Fax: (501) 682-4833

**Asa Hutchinson**  
Governor

**Matt Snead**  
Director

February 8, 2016

Larry Walther, Director  
Department of Finance and Administration  
1509 West 7<sup>th</sup> Street  
Little Rock, AR 72201

Dear Mr. Walther,

Due to an effort to evaluate efficiency in agency operations, it has become necessary for our agency to implement a workforce reduction. During our agency review, we identified and documented our core competencies. As a result, the division must implement workforce reduction procedures at the Fayetteville Veterans Home, effective June 30, 2016.

(5) Security positions (Security Officer Supervisor, Public Safety Security Officer) #22133689, #22133690, #22133692, #22133693, #22133688

There is no legal requirement for the agency to provide 24-hour security at the home. Low-cost security alternatives are available, such as remote monitoring and access. The agency is evaluating the Home's security plan and will implement an alternative, low-cost solution. Elimination of these positions will result in annual savings of approximately \$140,000 that can be invested in facility upgrades to improve the living environment of residents, with a budget-neutral effect.

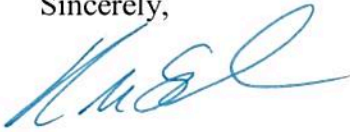
(1) Maintenance positions (Maintenance Supervisor) #22133599

ADVA leases the kitchen and resident floors at the State Veterans Home at Fayetteville from UAMS, which has a full-time, on-site maintenance department. UAMS currently maintains the leased kitchen space. Increasing the scope of UAMS maintenance to include maintenance of the resident floors represents a more efficient use of State resources. UAMS can likely accomplish this with no addition to its existing maintenance staff. The productivity of ADVA maintenance staff is low, since most maintenance work at the facility is subcontracted. The agency currently spends approximately \$82,000 per year for these two positions. The agency projects that it can subcontract this function to UAMS at a lower cost.

(13) Housekeeping/Laundry positions (Institutional Services Assistant, Housekeeper)  
#22133681, #22094457, #22133657, #22133659, #22133660, #22133661, #22133662,  
#22133663, #22133664, #22133666, #22133679, #22133687, #22094456

State regulations prohibit CNAs from performing both housekeeping and direct patient care during the same shift due to the potential for cross-contamination. Housekeeping/janitorial services are a commodity-type service. There are many vendors available to choose from for which housekeeping is their core competency. Resident care, not housekeeping, is the core competency of the State Veterans Home. ADVA spends approximately \$300,000 per year on this function and believes that a better, more reliable service at a cost-effective rate can be acquired through an outside contract.

Sincerely,



Matt Snead  
ADVA Director