



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

**C.1a**  
**OFFICE OF THE SECRETARY**  
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Little Rock, Arkansas 72203-3278  
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[www.arkansas.gov/dfa](http://www.arkansas.gov/dfa)

June 5, 2020

Senator Bruce Maloch, Co-Chair  
Representative DeAnn Vaught, Co-Chair  
Performance Evaluation & Expenditure Review Committee  
Arkansas Legislative Council  
State Capitol Building  
Little Rock, AR 72201

RE: FY 21 Transfer for the Department of Human Services

Dear Co-Chairs:

Enclosed for your review is a request from the Department of Human Services for appropriation, funding, and position transfers for various divisions of the Department under the authority of Section 13(c) of Act 64 of 2020. This is the first request for Reallocation of Resources for FY2021 from a limit of four requests annually.

This transfer will provide adjustments to the Department of Human Services' authorizations for Fiscal Year 2021 needed for the operational requirements of various divisions within the Department.

This request has my approval as Chief Fiscal Officer of the State and is submitted for your review.

Sincerely,

A handwritten signature in black ink that reads 'Larry W. Walther'.  
Larry W. Walther  
Cabinet Secretary

LWW:jc

Attachments



**STATE OF ARKANSAS**  
ASA HUTCHINSON  
GOVERNOR

May 21, 2020

Ms. Cindy Gillespie, Director  
Department of Human Services  
Donaghey Plaza South, Slot #S201  
Seventh and Main Streets  
Little Rock, AR 72201

Dear Ms. Gillespie:

In accordance with Section 13(c) of Act 64 of 2020, I am notifying Larry W. Walther, Chief Fiscal Officer of the State, of my approval for you to request the Fiscal Year 2021 transfer items in your letter dated May 8, 2020 providing for the operational needs of various divisions within the Department of Human Services.

Upon the approval of the Chief Fiscal Officer of the State, your requests will be submitted to the PEER Subcommittee of the Arkansas Legislative Council for review.

Sincerely,

A handwritten signature in black ink, appearing to read "Asa Hutchinson", written over a horizontal line.

Asa Hutchinson

AH;jb;jm



Office of the Secretary  
P.O. Box 1437, Slot S201  
Little Rock, AR 72203-1437  
P: 501.682.8650  
F: 501.682.6836  
TDD: 501.682.8820  
HUMANSERVICES.ARKANSAS.GOV

May 8, 2020

The Honorable Asa Hutchinson  
Governor  
State Capitol, Room 250  
Little Rock, AR 72201

Dear Governor Hutchinson:

The Department of Human Services is submitting the first Reallocation of Resources Request for Fiscal Year 2021 for your approval. The request includes appropriation, funding, and position transfers. Justification for the request is included with the attachments.

Thank you for your assistance. Please feel free to call me if you need additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Cindy Gillespie'.

Cindy Gillespie, Secretary  
Department of Human Services

cc: Jake Bleed, Administrator  
DFA – Office of Budget

**DHS REALLOCATION OF RESOURCES  
REQUEST #1 OF 4  
FY2021  
June PEER**

This is the first request by the Department of Human Services for Reallocation of Resources, from a limit of four annually. Section 13(c) of Act 64 of 2020 allows transfer authority to DHS and sets limits for the number of requests, dollar amounts of the total requests, and the purpose for which requests can be submitted.

This set of requests reflects the following impact to the allowances found in Section 13(c):

	<b>MAXIMUM 5% ALLOWANCE</b>	<b>TOTAL REQUEST TO DATE</b>	<b>BALANCE AVAILABLE</b>
Appropriation	\$522,203,783	\$1,695,570	\$520,508,213
Gen. Rev. Funds	\$85,818,142	\$111,026	\$85,707,116
Positions	412	37	375
Extra Help Pos.	37	5	32

The following paragraphs outline the need for the transfers as requested by Division. One important note to make regarding this reallocation is the position transfers are continuations from FY2020. The agency intends to make these permanent by requesting those movements in the upcoming biennial process:

**SECERTARY'S OFFICE**

The Secretary's Office (SO) is requesting to transfer a total of 14 positions, including 1 Extra Help position, from various divisions:

- 3 positions to serve as Administrative Services Manager for the Office of Human Resources, IT and finance support from DAABH;
- 1 position from DDS for fiscal support within the division;
- 2 positions from DCFS for IT and fiscal support;
- 2 positions from DPSQA for IT and fiscal support; and
- 5 positions for additional support in procurement and IT and 1 Extra Help position for financial support from DYS.

The Secretary's Office (SO) is requesting to transfer appropriation in the following areas:

- \$100,000 from Regular Salaries to Extra Help. The extra help positions are used to complete duties that do not require a full-time employee.

The division is also requesting to transfer a total of \$111,026 in general revenue from DYS for the 2 positions the division is requesting to transfer from CSTP.

## **DIVISION OF AGING, ADULT, AND BEHAVIORAL HEALTH SERVICES**

The Division of Aging, Adult, and Behavioral Health Services (DAABH) is requesting to transfer a total of 9 positions, 5 Regular Positions and 4 Extra Help positions, from various divisions:

- 1 position to serve as Rehab Counselor in the ASH Prevention Unit, 1 position to serve as personnel manager, and 4 Extra Help positions to serve as health professionals and a security officer in the division's facilities from Secretary's Office;
- 2 positions to serve as attorney specialist and Deputy Director from DPSQA; and
- 1 position to serve as a skilled tradesman from DYS.

## **DIVISION OF CHILDREN AND FAMILY SERVICES**

The Division of Children and Family Services is requesting to transfer \$1,595,570 from the Grants/Aid line item to the Operating Expenses line item in the division's Operating appropriation.

The division is also requesting to transfer 1 position from Secretary's Office to better utilize the position classification and grade.

## **DIVISION OF COUNTY OPERATIONS**

The Division of County Operations (DCO) is requesting to transfer a total of 7 positions from various divisions:

- 4 positions from Director's Office to provide various support for the division; and
- 3 positions from DAABH to serve as part of the Long Term Care team.

## **DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES**

The Division of Developmental Disabilities Services (DDS) is requesting to transfer 1 position from Secretary's Office and 1 position from DAABH to serve as the division's Assistant Director and a direct care supervisor at one of the Human Development Centers.

## **DIVISION OF PROVIDER SERVICES AND QUALITY ASSURANCE**

The Division of Provider Services and Quality Assurance (DPSQA) is requesting to transfer a total of 3 positions from various divisions:

- 1 position from Secretary's Office to serves as the Assistant Director of Health and Community Based Services;
- 1 position from DCO to serve as the Attorney for the division; and
- 1 position from DDS to serve as Nurse Manager over the Medical Needs Unit.

## **DIVISION OF YOUTH SERVICES**

The Division of Youth Services (DYS) is requesting to transfer a total of 6 positions from various divisions to provide additional support to the division's transformation efforts for the adjudicated youth:

- 1 position from DPSQA;
- 3 positions from DAABH; and
- 2 positions from Secretary's Office.

**DEPARTMENT OF HUMAN SERVICES  
TRANSFER REQUEST SUMMARY  
FISCAL YEAR 2021**

	<u>DIRECTOR'S OFFICE</u>	<u>AGING, ADULT &amp; BEHAVIORAL SERVICES</u>	<u>CHILDREN &amp; FAMILY SERVICES</u>	<u>CHILD CARE SERVICES</u>	<u>PROVIDER SRVS &amp; QUALITY ASSURANCE</u>	<u>MEDICAL SERVICES</u>	<u>COUNTY OPERATIONS</u>	<u>DEV. DISABILITIES SERVICES</u>	<u>YOUTH SERVICES</u>	<u>TOTAL</u>
<b>APPROPRIATION TRANSFERS</b>										
<b>A. WITHIN DIVISIONS</b>										
REGULAR SALARIES	(100,000.00)									(100,000.00)
EXTRA HELP	100,000.00									100,000.00
OPERATING EXPENSE			1,595,570.00							1,595,570.00
DCFS COMMUNITY GRANTS AND AID			(1,595,570.00)							
<b>A TOTAL</b>	-	-	-	-	-	-	-	-	-	1,595,570.00
<b>FUND TRANSFERS</b>										
GENERAL REVENUE-OPERATIONS										
DAS FUND	111,026.00									111,026.00
DYS FUND									(111,026.00)	(111,026.00)
<b>TOTAL FUND TRANSFERS</b>	111,026.00	-	-	-	-	-	-	-	(111,026.00)	-
<b>POSITION TRANSFERS</b>										
TRANSFERS OUT	(11)	(10)	(2)		(5)		(1)	(2)	(6)	(37)
TRANSFERS IN	13	5	1		3		7	2	6	37
<b>TOTAL POSITION TRANSFERS</b>	2	(5)	(1)	0	(2)	0	6	0	0	0
<b>EXTRA HELP POSITION TRANSFERS</b>										
TRANSFERS OUT	(4)								(1)	(5)
TRANSFERS IN	1	4								5
<b>TOTAL POSITION TRANSFERS</b>	(3)	4	0	0	0	0	0	0	(1)	0

**TRANSFER 1 OF 4**  
Authority-Section 13(c), Act 64 of 2020

PREPARED BY: DFA - OFFICE OF BUDGET  
21-May-20



**Department of Human Services  
Shared Services  
Reallocation of Resources Request Detail - Fiscal Year 2021**

**Appropriations**

FROM				TO				Amount	Type
Funds Center	Commitment Item	Fund	Qtr	Funds Center	Commitment Item	Fund	Qtr		
896	501:00:00	PWP5000	B	896	501:00:01	PWP5000	1	100,000	vii. Redirecting internal resources

**Funds**

FROM		TO		Amount	Type
Title	Division	FUND	Division		
DYS0000	DYS	DAS0000	DO/OFA	111,026	vii. Redirecting internal resources

**Positions**

FROM		To:		New Position Number (assigned by OPM)	Type
Division	Position	Division			
Number	Code	Title			
DYS	22099984	N124N	DHS/DYS Assistant Division Director	SO/OP	vii. Redirecting internal resources
DYS	22101178	E010C	DHS/DYS Education Manager	SO/OP	vii. Redirecting internal resources
DPSQA	22098223	A098C	Fiscal Support Specialist	SO/OIT	vii. Redirecting internal resources
DYS	22102323	G152C	DHS Program Manager	SO/OIT	vii. Redirecting internal resources
DAABH	22098750	G076C	Administrative Services Manager	SO/OHR	vii. Redirecting internal resources
DPSQA	22099275	N099N	DHS/DMS ADD - Long Term Care	SO/OF	vii. Redirecting internal resources
DYS	22100066	9999	Extra Help	SO/OF	vii. Redirecting internal resources
DDS	22110960	G004C	Managing Attorney	SO/OF	vii. Redirecting internal resources
DYS	22089226	D071C	Computer Support Analyst	SO/OIT	vii. Redirecting internal resources
DYS	22089130	V015C	Purchasing Specialist	SO/OP	vii. Redirecting internal resources
DAABH	22076703	C056C	Administrative Specialist III	SO/OIT	vii. Redirecting internal resources
DCFS	22100822	C056C	Administrative Specialist III	SO/OIT	vii. Redirecting internal resources
DAABH	22097776	L098C	Certified Vocational Rehab Counselor	SO/OF	vii. Redirecting internal resources
DCFS	22168896	C037C	Administrative Analyst	SO/OF	vii. Redirecting internal resources



**Department of Human Services  
Shared Services  
Reallocation of Resources Request Detail - Fiscal Year 2021**

**Justification:**

**Donor Division (From Transfers):**

- vii. Redirecting internal resources

**Recipient Division ( To Transfers):**

- vii. Redirecting internal resources

SO/OF is reallocating Regular Salaries in the the amount of \$100,000 to Extra Help.

SO/OF to be reimbursed the SGR funds for CSTP Shares Services positions (2) in the amount of \$111,026 for salaries and fringe.

The Secretary's Office is requesting the transfer of position # 22099984 from DYS. This position will serve as Deputy Chief for the Office of Procurement.

The Secretary's Office is requesting the transfer of position # 22101178 from DYS. This position will serve as the Admin Services Manager for the Office of Procurement.

The Secretary's Office is requesting the transfer of position # 22098223 from DPSQA. This position will serve to support the Shared Services IT liason for DPSQA.

The Secretary's Office is requesting the transfer of position # 22102323 from DYS. This position will serve as the Shared Services IT liason for DYS.

The Secretary's Office is requesting the transfer of position # 22098750 from DAABHS. This position will serve as the Shared Services Administrative Services Manager for OHR.

The Secretary's Office is requesting the transfer of position # 22099275 from DPSQA. This position will serve as the Shared Services Office of Finance CFO for DMS.

The Secretary's Office is requesting the transfer of position # 22100066 from DYS. This position will serve as extra help to support Shared Services Office of Finance.

The Secretary's Office is requesting the transfer of position # 22110960 from DDS. This position will serve as the Shared Services Office of Finance CFO for DDS.

The Secretary's Office is requesting the transfer of position # 22089226 from DYS. This position will serve to support the OIT in DYS.

The Secretary's Office is requesting the transfer of position # 22089130 from DYS. This position will serve to support the procurement function for DHS.

The Secretary's Office is requesting the transfer of position # 22076703 from DAABH. This position will serve to support the IT function for DHS.

The Secretary's Office is requesting the transfer of position # 22100822 from DCFS. This position will serve to support the IT function for DHS.

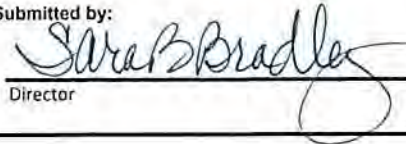
The Secretary's Office is requesting the transfer of position # 22097776 from DAABH. This position will serve to support the finance function for DHS.

The Secretary's Office is requesting the transfer of position # 22168896 from DCFS. This position will serve to support the finance function for DHS.

Prepared by:



Submitted by:

  
Director

**Department of Human Services**  
**Division of Aging, Adult and Behavioral Health Services**  
**Reallocation of Resources Request Detail - Fiscal Year 2021**

**Appropriations**

FROM				TO				Amount	Type
Funds Center	Commitment Item	Fund	Qtr	Funds Center	Commitment Item	Fund	Qtr		

**Funds**

FROM		TO		Amount	Type
Fund	Division	FUND	Division		

**Positions**

FROM		Position		To:	New Position Number (assigned by OPM)	Type
Division		Number	Code	Division		
SO	22103839	G183C	DHS Program Coordinator	DAABHS		vii. Redirecting internal resources
SO/OFA	22098250	9999	Extra Help	DAABHS		vii. Redirecting internal resources
SO/OFA	22103307	9999	Extra Help	DAABHS		vii. Redirecting internal resources
SO/OFA	22103759	9999	Extra Help	DAABHS		vii. Redirecting internal resources
SO/OFA	22109084	9999	Extra Help	DAABHS		vii. Redirecting internal resources
DPSQA	22102759	G047C	Attorney Specialist	DAABHS		vii. Redirecting internal resources
DYS	22097591	N124N	DHS/DYS Assistant Division Director	DAABHS		vii. Redirecting internal resources
SO/OCC	22111766	R014C	Personnel Manager	DAABHS		vii. Redirecting internal resources
DPSQA	22102196	L016N	Registered Pharmacist	DAABHS		vii. Redirecting internal resources

**Department of Human Services  
Division of Aging, Adult and Behavioral Health Services  
Reallocation of Resources Request Detail - Fiscal Year 2021**

**Justification:**

**Appropriations:**

- vii. Redirecting internal resources

**Funds:**

- vii. Redirecting internal resources

**Positions:**

**Recipient Division ( To Transfers):**

- vii. Redirecting internal resources

DAABHS is requesting the transfer of position # 22103839 from the Director's Office. This position will serve as a Rehab Counselor in the ASH Prevention Unit.

DAABHS is requesting the transfer of position # 22098250 from SO/OF. This position will serve as an extra help Public Safety Security Officer for DAABHS.

DAABHS is requesting the transfer of position # 22103307 from SO/OF. This position will serve as an extra help registered nurse for DAABH.

DAABHS is requesting the transfer of position # 22103759 from SO/OF. This position will serve as an extra help behavioral health aide for DAABH.

DAABHS is requesting the transfer of position # 22109084 from SO/OF. This position will serve as an extra help registered nurse for DAABH.

DAABHS is requesting the transfer of position #22102759 from DPSQA. This position will serve as an attorney specialist for DAABH.

DAABHS is requesting the transfer of position #22097591 from DYS. This position will serve as a skilled tradesman for DAABH.

DAABHS is requesting the transfer of position #22111766 from SO/OCC. This position will serve as a personnel manager for DAABH.

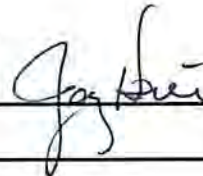
DAABHS is requesting the transfer of position #22102196 from DPSQA. This position will serve as a deputy director for behavioral health services.

Prepared by:



Submitted by:

Director



**Department of Human Services  
Division of Children and Family Services  
Reallocation of Resources Request Detail - Fiscal Year 2021**

**Appropriations**

<b><u>FROM</u></b>				<b><u>TO</u></b>					
Funds Center	Commitment Item	Fund	Qtr	Funds Center	Commitment Item	Fund	Qtr	Amount	Type
896	510:00:04	PWP2500	B	896	502:00:02	896	1	\$ 1,595,570	vii. Redirecting internal resources

**Funds**

<b><u>FROM</u></b>		<b><u>TO</u></b>			
Fund	Division	FUND	Division	Amount	Type

**Positions**

<b><u>FROM</u></b>	<b>Position</b>			<b><u>To:</u></b>	<b>New Position Number</b>	<b>Type</b>
Division	Number	Code	Title	Division	(assigned by OPM)	
DO-CFO	22102500	A091C	Fiscal Support Analyst	DCFS		Redirecting internal resources

**Department of Human Services  
Division of Children and Family Services  
Reallocation of Resources Request Detail - Fiscal Year 2021**

**Justification:**

vii: To move appropriation from commitment item 04 to commitment item 02 for utilization. DCFS is no longer expending CI04 in PWP2500.

**Recipient Division ( To Transfers):**

DCFS is requesting the movement of position number 22102500 from Shared Services (CFO) to better utilize the position classification and grade.  
Shared Services will receive position number 22168896 from DCFS.

**Prepared by:**

Diane Smithson

4/27/2020

CFO

(Date)

**Submitted by:**

Michael Mant

4/29/20

Director

(Date)

**Department of Human Services  
Division of County Operations  
Reallocation of Resources Request Detail - Fiscal Year 2021**

**Appropriations**

FROM				TO					
Funds Center	Commitment Item	Fund	Qtr	Funds Center	Commitment Item	Fund	Qtr	Amount	Type

**Funds**

FROM		TO			
Fund	Division	FUND	Division	Amount	Type

**Positions**

FROM	Position			To:	New Position	Type
Division	Number	Code	Title	Division	Number (assigned by OPM)	
SO-OFA	22098180	N080N	DHS/DMS Assistant Director-Fiscal	DCO		vii. Redirecting internal resources
SO-CLO	22098447	G183C	DHS Program Coordinator	DCO		vii. Redirecting internal resources
DAABH	22100900	M066C	Program Eligibility Specialist	DCO		vii. Redirecting internal resources
DAABH	22101193	C073C	Administrative Specialist II	DCO		vii. Redirecting internal resources
DAABH	22111040	C062C	Local Office Administrative Assistant	DCO		vii. Redirecting internal resources
SO-CLO	22112022	C087C	Administrative Specialist I	DCO		vii. Redirecting internal resources
SO-OFA	22111072	A027C	Accounting Operations Manager	DCO		vii. Redirecting internal resources



**Department of Human Services  
Division of County Operations  
Reallocation of Resources Request Detail - Fiscal Year 2021**

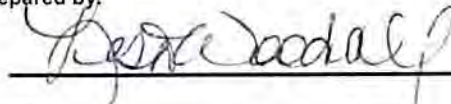
**Justification:**

vii:

**Recipient Division ( To Transfers):**

Position 22098180 is a transfer for a Division of County Operations Assistant Director. Position 22098447 is a transfer for a Division of County Operations Office of Policy and Planning Development position. Positions 22100900, 22101193, and 22111040 are part of the Long Term Care transfer of positions to Division of County Operations. Position 22111072 is a transfer for a dedicated Division of County Operations Attorney. Position 22112022 is a transfer to Division of County Operations to process the large volume of calls routed to Client Assistance.

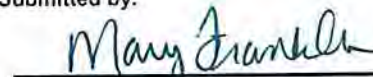
**Prepared by:**



CFO

(Date)

**Submitted by:**



Director

4/21/2020

(Date)



Department of Human Services  
Division of Developmental Disabilities Services  
Reallocation of Resources Request Detail - Fiscal Year 2021

Appropriations								
FROM				TO				
Funds Center	Commitment Item	Fund	Qtr	Funds Center	Commitment Item	Fund	Qtr	Amount
								Type

Funds					
FROM		TO			
Fund	Division	FUND	Division	Amount	Type

Positions						
FROM	Position			To:	New Position	Type
Division	Number	Code	Title	Division	Number	
SO-OFA	22100026	N101N	DHS/DCO ASSR DEP DIR PGM & ADM SPT	DDS		yes Redirecting internal resources
DAABH	22111794	M004C	Residential Operations Manager	DDS		yes Redirecting internal resources

**Justification:**

Recipient Division ( To Transfers)

DDS is requesting transfer of position #22100026 from OFA. This position is the DDS Assistant Director over Tier I services, DDS Policy and Appeals.

DDS is requesting transfer of position #22111794 from DAABH. This position is a direct care supervisor at one of the 5 DDS Human Development Centers.

Prepared by:

 5-5-2020

CFO

(Date)

Submitted by:

 5/5/20

Director

(Date)

**Department of Human Services  
Division of Provider Services and Quality Assurance  
Reallocation of Resources Request Detail - Fiscal Year 2021**

**Appropriations**

<b>FROM</b>				<b>TO</b>					
Funds Center	Commitment Item	Fund	Qtr	Funds Center	Commitment Item	Fund	Qtr	Amount	Type
									vii. Redirecting internal resources vii. Redirecting internal resources

**Funds**

<b>FROM</b>		<b>TO</b>			
Fund	Division	FUND	Division	Amount	Type

**Positions**

<b>FROM</b>	<b>Position</b>			<b>To:</b>	<b>New Position</b>	
Division	Number	Code	Title	Division	Number (assigned by OPM)	Type
SO	22143184	A010C	Agency Controller II	DPSQA		vii. Redirecting internal resources
DCO	22111394	A024C	DHS Division Chief Fiscal Officer	DPSQA		vii. Redirecting internal resources
DDS	22099924	L021N	Physical Therapist	DPSQA		vii. Redirecting internal resources

**Department of Human Services  
Division of Provider Services and Quality Assurance  
Reallocation of Resources Request Detail - Fiscal Year 2021**

**Justification:**

Donor Division (From Transfers):

Recipient Division ( To Transfers):

The division is requesting the transfer of position 22143184 which will serve as the Assistant Director of Health and Community Based Services. The division is requesting the transfer of position 22111394 which will serve as the Attorney for the division. The division is requesting the transfer of position 22099924 which will serve as the Nurse Manager over Medical Needs Unit.

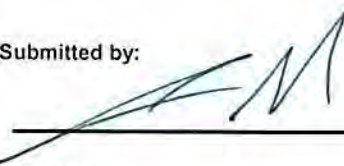
Prepared by:

Craig Muench 4/29/2020

CFO

(Date)

Submitted by:



Director

4/29/2020

(Date)

**Department of Human Services  
Division of Youth Services  
Reallocation of Resources Request Detail - Fiscal Year 2021**

<b>Appropriations</b>									
<b>FROM</b>				<b>TO</b>					
Funds Center	Commitment Item	Fund	Qtr	Funds Center	Commitment Item	Fund	Qtr	Amount	Type

<b>Funds</b>					
<b>FROM</b>		<b>TO</b>			
Fund	Division	FUND	Division	Amount	Type

<b>Positions</b>						
<b>FROM</b>	<b>Position</b>			<b>To:</b>	<b>New Position</b>	<b>Type</b>
Division	Number	Code	Title	Division	Number (assigned by OPM)	
DPSQA	22143230	G101C	DHS Area Manager	DYS		vii. Redirecting internal resources
DAABH	22103723	L001C	Psychologist Supervisor	DYS		vii. Redirecting internal resources
DAABH	22143244	L038C	Registered Nurse	DYS		vii. Redirecting internal resources
DAABH	22099129	M084C	Behavioral Health Aide	DYS		vii. Redirecting internal resources
SO-OCC	22100887	G004C	Managing Attorney	DYS		vii. Redirecting internal resources
SO-OCP	22164856	V002N	DHS Deputy Chief Procurement Officer	DYS		vii. Redirecting internal resources

**Department of Human Services  
Division of Youth Services  
Reallocation of Resources Request Detail - Fiscal Year 2021**

**Justification:**

vii:

Recipient Division ( To Transfers):

The Division of Youth Services requests permission to transfer six (6) positions; one (1) from DPSQA, three (3 ) from DAABH, one (1) from OCC, and one (1) from OCP in an effort to redirect internal resources and use positions that will promote the goals of the transformation efforts for the adjudicated youth.

Prepared by:

Leon Kils 4/29/20

CFO

(Date)

Submitted by:

G. Scott

4-25-2020

Director

(Date)