

HUMAN RESOURRRCES COMMITTEE
GARLAND COUNTY COURTHOUSE
COUNTY COURTROOM 200
MARCH 22, 2021 AT 5:00 PM

Members: Chairman Anderson, Vice Chairman Reagan, Justices Owen, Horner, Dixon, Raney and Faulkner

1. Call to Order.
2. Consideration of a request from Circuit Court Judge Ohm to create a part time Courtroom Assistant and pay an hourly rate of \$12.50 per hour. Judge Ohm's request letter is attached for your review.
3. Consideration of a request to create a full time position of Peer Specialist for the Adult Detention Facility. The position description is attached for your review. This position will be funded by the Peers Achieving Collaborative Treatment (PACT) Grant Fund awarded to Garland County from the Arkansas Department of Human Services. The annual salary will be \$33,500. Grant positions are not a part of the JESAP program so no rating or salary ranges are included.
4. Consideration of a request from the Circuit Clerk to provide a 7% merit increase to the position of Deputy Bookkeeper within the County Recorder Cost Fund. The Circuit Clerk's request letter is attached for your review.
5. Other Business
6. Adjourn.



RALPH C. OHM
CIRCUIT JUDGE, DIVISION I

18TH JUDICIAL CIRCUIT - EAST
501 OUACHITA AVENUE, ROOM 301
HOT SPRINGS, ARKANSAS 71901
Phone: (501) 321-1333 • Fax: (501) 623-5149
Email: rohm@garlandcounty.org

DARLA BOYETTE
TRIAL COURT ADMINISTRATOR
dboyette@garlandcounty.org

CINDY HUNT, CCR
COURT REPORTER
cindyh@garlandcounty.org

March 17, 2021

Valarie Dodge
Garland County Human Resources Director

RE: Division I – Courtroom assistant

Valarie:

As per your request, please be advised that I am requesting that the Human Resource Committee create a part-time position for my staff. I am need of a part-time courtroom assistant. I am not requesting any additional funds.

When I took over Circuit Court, Division I, Judge Wright was given part-time money to hire a part-time bailiff on Monday's which are our busiest days because that is the day we do felony arraignments. Judge Wright used this money to hire a part-time bailiff to assist his full-time bailiff. After taking over this position, I do not believe I need another part-time bailiff. However, I believe the efficiency of our court would be greatly enhanced by having a part-time assistant in the courtroom.

After approximately three months of sitting as the Circuit Court Judge, it is obvious to me that Monday's are clearly the most intense. On Monday's, we review most felony cases either by way of hearings, plea and arraignments, or change of pleas. I need an assistant to be available to ensure that documents get signed, people go to the right locations, copies are made, and just someone to be available to secure documents, send documents to the jail, retrieve documents that have been faxed to the court from the jail, make sure notices are signed, and just be available to assist people any way possible or necessary. This person does not need to be a certified law enforcement officer.

I anticipate that this person will work probably four (4) to five (5) hours a week and I would like to pay them \$12.50 per hour. As previously noted, my budget contains a line item for part-time help and I would like to use that money to pay this person. This additional person will greatly enhance my court's ability to process and handle cases quicker and more efficient. As you might guess, with Covid and the

increased case load, anything we can do to expedite handling cases is warranted. In addition to adding a part-time person to assist on Monday's, I am also changing the court's schedule to spread cases out over more days which should allow us to handle even more cases at a much greater pace.

I am in the process of reviewing and evaluating all of the processes, procedures, and protocols that have been in place in Division I. While we are a long way from being at the position I would like to see us as far as efficiency is concerned, the addition of a part-time courtroom assistant would go a long way towards reaching the ultimate conclusion of having the most efficient court possible.

Please advise me as to when this request will be presented to the Human Resources Committee. I would like to attend that meeting to answer any questions that might be raised by any members of the committee. I believe that this position is essential for the court's future plans.

After you have the opportunity to review this letter, should you have any questions or if I can be of any assistance to you in anyway please do not hesitate to contact me.

Respectfully,



Ralph C. Ohm

Cc: The Honorable Thomas Anderson
Chairman of the Human Resources Committee

The Honorable Darryl Mahoney
Garland County Judge

File

Valerie Dodge

From: Andrew Pennington
Sent: Tuesday, March 2, 2021 8:00 AM
To: Valerie Dodge
Cc: Steven Elrod; Mike McCormick; Belinda Cosgrove; Lanie Martin; Susan Ashmore
Subject: GC - PACT Grant Position
Attachments: Peer Specialist.doc; Garland County Sheriff's Office_BUDGET.pdf

Importance: High

Valerie,

The Sheriff would like to have the position of Peer Specialist added to the HR Committee agenda. This will be paid for out of the Peers Achieving Collaborative Treatment (PACT) Grant Fund from the Arkansas Department of Human Services. The salary will be \$33,500 as outlined in the attached budget.

Attached:

- Peer Specialist Job Description
- Peer Specialist Budget outlined by the State of Arkansas/DHS.

Please let me know if you have any questions regarding this request.

Thank you,

Andrew Pennington

Finance Manager
Garland County Sheriff's Office

**GARLAND COUNTY
POSITION DESCRIPTION**

JOB TITLE: Peer Specialist

DEPARTMENT: Detention Center

SUPERVISOR: Substance Abuse Coordinator

SUMMARY:

Under the supervision and direction of the Substance Abuse Coordinator, the Peer Specialist is an active member of the Peers Achieving Collaborative Treatment (PACT) program and provides peer support to clients in the Garland County Detention Center's Substance Abuse program. The Peer Specialist will function as a role model to peers; exhibiting competency in personal recovery and use of coping skills; serve as a consumer advocate, providing consumer information and peer support for clients in a detention center setting. The Peer Specialist performs a wide range of tasks to assist offenders in regaining independence within the community and mastery over their own recovery process. Recovery resources such as booklets, tapes, pamphlets and other written materials will be utilized by the Peer Specialist in the provision of services. Work involves an element of personal danger and direction, relying only on training and experience, plus exercise independent judgment in meeting all emergencies. This individual must ensure that all duties are performed according to county policy and procedures and in accordance with federal and state laws. There is extensive contact with the public and has the responsibility to perform all duties within the law maintaining personal safety and the protection of the general public and all others. This individual is also exposed to contagious and infectious diseases, such as HIV virus, Hepatitis A, B, and C, and Tuberculosis.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assist clients in articulating goals for recovery through the use of one-to-one and group sessions. During these sessions the Peer Specialist will support clients in identifying and creating goals and developing recovery plans with the skills, strengths, supports and resources to aid them in achieving their goals.
2. Assist clients in working with their case manager or treatment team in determining the steps he/she needs to take in order to achieve these goals and self-directed recovery.
3. Assist clients in setting up and sustaining self-help (mutual support) groups, as well as means of locating and joining existing groups.

4. Independently or with periodic assistance of Substance Abuse Coordinator, utilize and teach problem solving techniques with individuals and groups; discussions will be utilized where clients will share common problems in dialing living and methods will be utilized where clients will share common problems in daily living and methods they have employed to manage and cope with these problems. As one who has availed themselves to mental health services, the Peer Specialist will share their own experiences and what skills, strengths, supports and resources they use. As much as possible, the Peer Specialist will share their own recovery story and as the facilitator of these sessions, will demonstrate how they have directed their own recovery.
5. Use ongoing individual and group sessions to teach clients how to identify and combat negative self-talk and how to identify and overcome fears by providing forum which allows group members and Peer Specialist to share their experiences .By using identified literature, media, etc. clients will gain hope, learn to identify their strengths and combat negative self-talk.
6. Supports clients' vocational choices and assist them in choosing a job that matches their strengths, overcoming job-related anxiety by reviewing job applications, and providing interview tips.
7. Assist clients in building social skills in the community that will enhance job acquisition and tenure.

Utilizing their recovery experience, Peer Specialist will:

- Teach and role model the value of every individual's recovery experience.
- Assist the client in obtaining decent and affordable housing of his/her choice in the most integrated, independent, and least intrusive or restrictive environment.
- The Peer Specialist models effective coping techniques and self-help strategies.
- Serve as a recovery agent by providing and advocating for any effective recovery-based services that will aid the client in daily living.
- Assist in obtaining services that suit that individual's recovery needs by providing names of staff, community resources and groups that may be useful. Inform clients about community and natural supports and how to use these in the recovery process. Community resources may include but not limited to: social security office, Department of Family and Children Services, local shelters, AA/NA groups, library, restaurants, clients' service organizations, apartment complexes, and other types of housing etc.

- With assistance from the Substance Abuse Coordinator, the Peer Specialist will work with the clients to develop a treatment/recovery plan based on each client's identified goals.

Knowledge Required by the Position:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Knowledge of the recovery process and the ability to facilitate recovery using established processes.
2. Knowledge and skill to teach and engage in basic problem-solving strategies to support individual clients in self-directed recovery.
3. Knowledge of the signs and symptoms of substance abuse and the ability to assist the client to address symptoms using strategies such as positive self-talk.
4. Knowledge and skill sufficient to use community resources necessary for independent living and the ability to teach those skills to other individuals. Community resources may include but not limited to: social security office, clients' service organizations, housing providers, etc. The Peer Specialist may accompany clients to community resources to assist them in accessing the resources.
5. Be interviewed personally prior to employment by the department head or his representative, to determine such things as the applicants' motivation, appearance, demeanor, attitude, and ability to communicate.
6. Possess and maintain a valid Arkansas driver's license.
7. The ability to observe situations and to report and record them clearly and accurately.
8. Be able to react quickly and calmly in emergency situations.
9. Be able to understand and follow oral and written instructions.
10. The ability to establish and maintain working relationships.
11. Must have the ability, training, knowledge, and skill to act without supervision in emergency situations.

OTHER SKILLS and ABILITIES:

The incumbent must possess a functional understanding of computers, typing skills, and general office machines. Problem solving skills and communication skills are extremely important in maintaining safety and order in the Detention Center among inmates. The Peer Specialist must possess the ability to deal tactfully and firmly with inmates. Possess the ability to analyze situations quickly and accurately and respond appropriately. Must be able to maintain accurate records adhering to state, federal, county, city laws/ordinances, etc. The Peer Specialist assists and guides clients toward the identification and achievement of specific goals. Work performed by the incumbent will promote community socialization, recovery, self-advocacy, self-help, and development of natural supports.

PHYSICAL DEMANDS:

The incumbent must be in good physical condition and possess quick reflexes to respond to potential violent situations. The work is primarily sedentary. Typically, the employee will sit to do the work. However, there may be some walking; standing; bending; carrying of light items such as books, papers, etc.; accessing transportation and driving a car.

WORK ENVIRONMENT:

Work will be performed in a wide range of settings, including the detention center; in client group or family homes; in community-based outpatient settings, community agencies; or in transport vehicles. Work areas are often noisy, irregular and unpredictable and can be stressful at times. Clients demonstrate varying levels of recovery and symptoms.

JEANNIE PIKE
GARLAND COUNTY CIRCUIT CLERK
AND EX-OFFICIO RECORDER

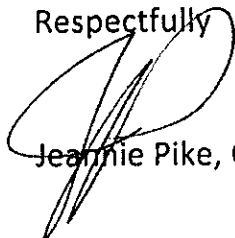
March 17, 2021

Human Resources and Finance Committees:

I am requesting to provide a merit increase in the amount of 7% to the Deputy Bookkeeper position within the County Recorder Cost Fund. Recently, my Deputy Circuit Clerk Criminal Division Assistant retired and after filling that vacancy there is a surplus of funds appropriated within the position. I would like to transfer \$1,941 from position 3006.0102.0311 to 3006.0102.0309 to provide for the requested merit increase.

I appreciate your time and consideration in this matter.

Respectfully



Jeannie Pike, Circuit Clerk