

HUMAN RESOURCES COMMITTEE  
GARLAND COUNTY COURTHOUSE  
MAHONEY BUILDING  
AUGUST 28, 2023 5:30 PM  
AGENDA

Members: Chairman Thomas Anderson, Vice-Chairman Jeremy Brown, Ray Owen, Esther Dixon, Larry Raney, Brian Peters, Linda Bright

1. Call to order and invocation.
2. Consideration of approval to create one full time Peer Recovery Specialist for Circuit Court Division I. Garland County Adult Drug Court has been selected to receive \$50,000 from the Department of Human Services for the addition of a Peer Recovery Specialist to establish Specialty Court Peer Recovery Programs. This would be considered a grant position and does not fall under the JESAP guidelines. The requested starting salary is \$33,300 annually. The PCN for the position will be assigned as 3578.0401.1001. The grant expires in June of 2024, if the grant is not awarded again the position will be deleted.
3. Consideration of amending O-22-26 of the Garland County Personnel Policy in the following Sections:
  - Technology Resources Policy
  - Military Leave
  - Pregnant and Nursing Mothers
4. Other Business.
5. Adjourn.

# Administrative Office of the Courts Supreme Court of Arkansas

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Janet Hawley, Specialty Court Coordinator



JUSTICE BUILDING  
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August 16, 2023

Hon. Ralph Ohm  
501 Ouachita Ave., Rm. 301  
Hot Springs, AR 71901

Dear Judge Ohm,

I am pleased to inform you that the Garland County Adult Drug Court has been selected to receive \$50,000 from the Department of Human Services for the addition of a Peer Recovery Specialist! I applaud all of you for your enthusiasm to incorporate a Peer Recovery Specialist and know that your efforts are essential in improving specialty courts in Arkansas.

Peer Recovery Specialists play a crucial role in recovery by providing support and guidance for those struggling with behavioral health disorders. Their experiences with substance use and mental health disorders allow them to connect with participants in a way other team members cannot, and I know their interactions with specialty court participants will benefit countless individuals and families across the state.

I would also like to recognize the hard work of the Arkansas Department of Human Services in making this project a reality. Without their insight and expertise, the establishment of Specialty Court Peer Recovery Program would not have been possible.

Thank you for your commitment to continuing to enhance the work of specialty courts. Congratulations, again, on adding a Peer Recovery Specialist to your team, and I look forward to our continued work together.

Sincerely,

A handwritten signature in cursive script that reads "Janet Hawley".

Janet Hawley  
Specialty Court Coordinator

**GARLAND COUNTY**  
**POSITION DESCRIPTION**

**JOB TITLE: Peer Recovery Support Specialist (PRSS)**

EXEMPT (Y/N): No

DEPARTMENT: Circuit Court Division I

DATE PREPARED: August 2023 SUPERVISOR: Circuit Court Judge Division I

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**SUMMARY:**

Under the supervision and direction of the Circuit Court Division I Judge; the Peer Recovery Support Specialist provides peer support to clients in the Garland County Drug Court Substance Abuse program. The Peer Recovery Support 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. The Peer Recovery Support 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 Recovery Support 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 and/or state policies 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 Recovery Support 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. Utilize and teach problem-solving techniques with individuals and groups; discussions 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 Recovery Support Specialist will share their own experiences and what skills, strengths, supports and resources they use. As much as possible, the Peer Recovery Support 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 Recovery Support 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 Recovery Support 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 Recovery Support 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 Drug Court staff, the Peer Recovery Support Specialist will work with the clients to develop a treatment/recovery plan based on each client's identified goals.

## **QUALIFICATION REQUIREMENTS:**

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. Minimum 18 years of age.
2. Willingness to submit to and pass urinalysis.
3. Agreement to maintain a drug-free workplace.
4. 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.
5. Possess and maintain a valid Arkansas driver's license.
6. Possess and maintain valid vehicle insurance.
7. Knowledge of the recovery process and the ability to facilitate recovery using established processes.
8. Knowledge and skill to teach and engage in basic problem-solving strategies to support individual clients in self-directed recovery.
9. The ability to observe situations and to report and record them clearly and accurately.
10. 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.
11. 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.
12. Must have the ability, training, knowledge, and skill to act without supervision in emergency situations.
13. Be able to understand and follow oral and written instructions.

14. The ability to establish and maintain working relationships.
15. Be “clean” a minimum of two (2) years.

**EDUCATION, TRAINING, and/or EXPERIENCE:**

Completion of the following is required or any combination of education, work experience and training which would be considered equivalent.

1. High School diploma or GED equivalent.
2. Peer Recovery Support Specialist (PRSS) Certification. Employee can be in pursuit of this certification.

**OTHER SKILLS and ABILITIES:**

1. Must possess a functional understanding of computers, typing skills, and general office machines.
2. Problem solving skills and communication skills are extremely important in maintaining safety and order.
3. Must possess the ability to deal tactfully and firmly with inmates.
4. Possess the ability to analyze situations quickly and accurately and respond appropriately.
5. Maintain accurate records adhering to state, federal, county, city laws/ordinances, etc.

**PHYSICAL DEMANDS:**

The employee 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. May be exposed to contagious and infectious diseases, such as HIV virus, Hepatitis A, B, and C, and Tuberculosis.

ORDINANCE NO. \_\_\_\_\_

BE IT ENACTED BY THE QUORUM COURT OF GARLAND COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

“AN ORDINANCE TO AMEND ORDINANCE O-22-26, AS AMENDED, (THE GARLAND COUNTY PERSONNEL POLICY) REGARDING TECHNOLOGY RESOURCES, PREGNANT AND NURSING EMPLOYEES, AND MILITARY LEAVE, DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.”

WHEREAS, Ordinance O-22-26, as amended, approved and adopted a revised Garland County Personnel Policy; and,

WHEREAS, it is periodically necessary to review and revise the personnel policy as changes in the law and circumstances require; and,

WHEREAS, it has become necessary to revise the personnel policy to update provisions regarding technology resources, pregnant and nursing employees, and military leave, as set forth herein; and,

WHEREAS, the Human Resources Committee previously met and recommended approval.

NOW, THEREFORE, BE IT ENACTED BY THE QUORUM COURT OF GARLAND COUNTY, ARKANSAS:

**SECTION 1. TECHNOLOGY RESOURCES.** In order to comply with Act 504 of 2023, the Garland County Personnel Policy shall be amended by adding the section set forth below directly following **County Employment Policies, K, County Property**, and the sections shall be renumbered and relettered as necessary:

**TECHNOLOGY RESOURCES**

1. This policy is established in accordance with Ark. Code Ann. § 25-1-126 (Act 504 of 2023).
2. *Technology resources* is defined as:
  - a. The machines, devices, and transmission facilities used in information processing, including computers, word processors, terminals, telephones, cables, software, and related products;
  - b. The devices used to process information through electronic capture, collection, storage, manipulation, transmission, retrieval, and presentation of information in the form of data, text, voice, or image and includes telecommunications and office automation functions;



- c. Any component related to information processing and wired and wireless telecommunications, including data processing and telecommunications hardware, software, services, planning, personnel, facilities, and training;
  - d. The procedures, equipment, and software that are designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and the associated personnel, including consultants and contractors; and
  - e. All electronic mail accounts issued by a public entity.
3. The County's *technology resources* shall not be used to:
- a. Express a personal political opinion to an elected official unless the opinion is:
    - i. Within the scope of the employee's regular job duties; or
    - ii. Requested by an elected official or public entity;
  - b. Engage in lobbying an elected official on a personal opinion if the employee is not a registered lobbyist for the public entity;
  - c. Engage in illegal activities or activities otherwise prohibited by federal law or state law; or
  - d. Intentionally override or avoid the security and system integrity procedures of the public entity.
4. Each Elected Official shall create disciplinary procedures for a violation of this policy concerning authorized use of technology resources. The disciplinary procedures created pursuant to this section shall not apply to employee communications made in compliance with the Public Employees Political Freedom Act of 1999, Ark. Code Ann. §§ 21-1-501, et seq., or the Arkansas Whistle-Blower Act, Ark. Code Ann. §§ 21-1-601, et seq.

**SECTION 2. MILITARY LEAVE.** In order to comply with Act 529 of 2023, the Garland County Personnel Policy shall be amended by adding the section set forth below to the section titled **Administrative Leave and Other Benefits, N, Military Leave**, and the sections shall be renumbered and relettered as necessary:

#### **MILITARY LEAVE**

1. This policy is established in accordance with Ark. Code Ann. 14-15-506 (Act 529 of 2023), and is intended to apply in addition to any other applicable provisions of state and/or federal law.
2. Ark. Code Ann. 14-15-506 provides:
  - (a) A paid, full-time deputy sheriff who is a member of the armed forces of this state or any other state, including without limitation the National Guard or a reserve component or auxiliary of the United States Armed Forces, shall be granted leave at the rate of one hundred sixty-eight (168) hours per calendar year plus necessary travel time for annual training requirements or other duties performed in an official duty status.
  - (b) Unused leave granted under subsection (a) of this section shall accumulate for use in the succeeding calendar year until the leave granted under this section totals one hundred sixty-eight (168) hours at the beginning of a calendar year, for a maximum number of three hundred thirty-six (336) hours available in any one (1) calendar year.
  - (c) Leave shall be granted under this section without loss of pay and shall be in addition to regular vacation time.
  - (d) A paid, full-time deputy sheriff who requests military leave under this section shall furnish a copy of his or her orders for his or her personnel file before leave is granted.

**SECTION 3. PREGNANT AND NURSING EMPLOYEES.** In order to comply with revisions in federal law, and Ark. Code Ann. 11-5-116, the Garland County Personnel Policy shall be amended by adding the section set forth below directly following **County Employment Policies, O, Conflict of Interest Disclosure**, and the sections shall be renumbered and relettered as necessary:

#### **PREGNANT AND NURSING EMPLOYEES**

1. The County complies with the PUMP for Nursing Mothers Act (PUMP Act); Pregnant Workers Fairness Act (PWFA); and Ark. Code Ann. 11-5-116, regarding employee break time for expressing breast milk.
2. The PUMP Act provides most nursing employees with the right to take reasonable break time to express breast milk for their nursing child for one year after the child's birth each time the employee has need to express the milk. The PUMP Act also entitles employees to a place to pump at work, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.
3. The PWFA provides for reasonable accommodations to an employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer undue hardship.
4. Ark. Code Ann. 11-5-116 requires an employer to provide reasonable unpaid break time each day to an employee who needs to express breast milk for her child in order to maintain milk supply and

comfort. An employer shall make a reasonable effort to provide a private, secure and sanitary room or other location in close proximity to the work area, other than a toilet stall. The room or location may be the employee's normal work space if it meets the listed requirements. The employer is not required to provide break time if to do so would create an undue hardship on the operations of the employer. The employee shall make reasonable efforts to minimize disruption to the employer's operations.

5. Any request for accommodation under these laws shall be subject to the interactive process, a good-faith discussion between the employer and employee, to attempt to identify an appropriate reasonable accommodation.

**SECTION 4.** That the County Judge or his or her designee, is hereby authorized to make editing and formatting revisions to the policy document as needed provided that any such revisions do not make substantive changes.

**SECTION 5.** That time being of the essence due to legislative mandates at the state and federal level, an emergency is hereby declared, and this Ordinance shall be in full force and effect upon passage.

**SECTION 6.** That if any portion of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect the other provisions or applications of the Ordinance which can be given effect without the invalid provisions or application, and to this end the provision of this Ordinance is declared to be severable.

**SECTION 7.** That this Ordinance shall be codified in the Garland County Code of Ordinances, and the Sections may be re-numbered and re-lettered to accomplish such intention.

ATTEST: \_\_\_\_\_  
Sarah Smith  
Garland County Clerk

APPROVED: \_\_\_\_\_  
Darryl Mahoney  
Garland County Judge

SPONSOR: \_\_\_\_\_  
Thomas Anderson  
Justice of the Peace

DATE: \_\_\_\_\_