

AGENDA
Cleburne County Quorum Court
Thursday, October 14, 2021

6:00 p.m.

Cleburne County Court Building
922 South 9th Street
Heber Springs, AR 72543

1. **Call to Order, Roll Call:**
2. **Reading, Correction, and Disposition of Minutes:**
3. **Report of Treasurer:**
4. **Report of Committees:**
 - a. None
5. **Unfinished Business:**
 - a. Proposed Ordinance No. 2021-Voluntary EMS Funding (3rd reading)-**JP Blackburn**
 - b. Proposed Ordinance No. 2021-Adoption of Heber Springs, AR City Ordinance 2019-08 (2nd reading)-**JP Blackburn**
6. **New Business:**
 - a. Proposed Resolution No. 2021-Healthcare Freedom and Choice-**JP Pearson**
 - b. Proposed Ordinance No. 2021-Sheriff 2021 Budget Amendment-**JP Pearson**
 - c. Proposed Ordinance No. 2021-Federal Audit Policy-**JP Evans**
 - d. Proposed Ordinance No. 2021-Voluntary EMS Appropriation-**JP Blackburn**
7. **Comments from the Public:**
8. **Announcements:**
 - a. Next Regular Quorum Court Meeting Thursday, November 18, 2021.
 - b. Disposal of County Property-**Judge Martin**
 - c. Budget Committee Meeting Thursday, October 28, 2021, at 8:30 a.m.-Judge's Office.
9. **Adjournment:**

CLEBURNE COUNTY QUORUM COURT JOURNAL OF PROCEEDINGS

September 9, 2021

The Cleburne County Quorum Court met in regular session in the Cleburne Court Building, 922 South 9th Street, Heber Springs, Arkansas. The meeting was called to order at 6:02 p.m. County Judge Jerry Holmes presided.

PRESENT: Pearson, Henegar, Caldwell, Blackburn, Malone, Evans, Martin, Foust, Tamburo, Owens.

ABSENT: Roberts

READING, CORRECTION, AND DISPOSITION OF MINUTES:

Motion was made by JP Caldwell to approve the minutes of the August 12, 2021, regular meeting, seconded by JP Owens. Voice vote, motion carried.

REPORT OF TREASURER:

Motion was made by JP Caldwell to accept the Treasurer's report, seconded by JP Martin. Voice vote, motion carried.

REPORT OF COMMITTEES:

None

UNFINISHED BUSINESS:

Proposed Ordinance No. 2021-Voluntary Emergency Medical Services Funding.

JP Blackburn placed the Ordinance on the Second Reading: **BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF CLEBURNE, STATE OF ARKANSAS: AN ORDINANCE TO BE ENTITLED: "AN ORDINANCE APPROVING THE FUNDING OF EMERGENCY MEDICAL SERVICES FOR VOLUNTARY NON-PROFIT FIRE DEPARTMENTS AND/OR VOLUNTARY EMS AGENCIES THROUGHOUT CLEBURNE COUNTY"**.

JP Blackburn read the Ordinance by title only. Proposed Ordinance will be placed on the October 2021 Agenda for third reading.

NEW BUSINESS:

JP Evans withdrew proposed Ordinance 2021-Step-Raise Replacement Ordinance. This matter will be brought before the Budget Committee.

Proposed Ordinance No. 2021-Amend County Treasurer's Automation Budget

JP Foust introduced an Ordinance: **"BE IT ENACTED BY THE QUORUM COURT OF CLEBURNE COUNTY, STATE OF ARKANSAS; AN ORDINANCE TO BE ENTITLED: "AN APPROPRIATION ORDINANCE AMENDING THE 2021 COUNTY TREASURER'S AUTOMATION BUDGET"**.

JP Foust made a motion to adopt the Ordinance, seconded by JP Owens. Roll Call was taken. Ayes: Blackburn, Caldwell, Evans, Foust, Henegar, Malone, Martin, Owens, Pearson, Tamburo. Nays: None. **Passed and adopted as Ordinance 2021-023.**

Proposed Ordinance No. 2021-Senior Center Roof (White River) Grant

JP Evans introduced an Ordinance: **"BE IT ENACTED BY THE QUORUM COURT OF CLEBURNE COUNTY, STATE OF ARKANSAS; AN ORDINANCE TO BE ENTITLED: "AN APPROPRIATION ORDINANCE AMENDING ORDINANCE NO. 2020-032, WHICH ADOPTED THE BUDGET FOR THE CALENDAR YEAR 2021 AND/OR OTHER PURPOSES"**.

JP Evans made a motion to adopt the Ordinance, seconded by JP Martin. Roll Call was taken. Ayes: Blackburn, Caldwell, Evans, Foust, Henegar, Malone, Martin, Owens, Pearson, Tamburo. Nays: None. **Passed and adopted as Ordinance 2021-024.**

Proposed Resolution No. 2021- Contract of Obligation with ADEQ

JP Malone introduced a Resolution: **"A RESOLUTION FOR THE PURPOSE OF AUTHORIZING THE COUNTY JUDGE OF CLEBURNE COUNTY, ARKANSAS; TO ENTER INTO A CONTRACT OF OBLIGATION WITH THE ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY (ADEQ)"**.

JP Malone made a motion to adopt the Resolution, seconded by JP Pearson. JP Malone noted that there is a price increase. Roll Call was taken. Ayes: Blackburn, Caldwell, Evans, Foust, Henegar, Malone, Martin, Owens, Pearson, Tamburo. Nays: None

Passed and adopted as Resolution 2021-010.

Proposed Ordinance No. 2021-Adoption of Heber Springs, AR City Ordinance 2019-08

JP Blackburn introduced an Ordinance: "BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF CLEBURNE, STATE OF ARKANSAS; AN ORDINANCE TO BE ENTITLED: "AN ORDINANCE TO ADOPT HEBER SPRINGS, ARKANSAS CITY ORDINANCE 2019-08, {AN ORDINANCE AWARDED AN EXCLUSIVE FRANCHISE FOR BUSINESS OF TRANSPORTING PERSONS WITHIN THE CITY OF HEBER SPRINGS BY MOTOR AMBULANCE FOR COMPENSATION; PROVIDING FOR APPROVAL OF RATE SCHEDULES; AND FOR OTHER PURPOSES}".

JP Blackburn read the Ordinance. Proposed Ordinance will be place on the October 2021 Agenda for a second reading.

COMMENTS FROM THE PUBLIC:

Ms. Lenora Hazelwood expressed her concern with the current ambulance situation.

ANNOUNCEMENTS:

- Anticipated Revenue meeting is scheduled for Friday, October 8, 2021, at 9:00 a.m. in the Judge's Office.
- Judge Holmes announced the 2021 Budget Committee: JP Evans-Chairman, JP Henegar, JP Caldwell.
- Budget Committee meeting is scheduled for Tuesday, September 28, 2021, at 2:00 p.m. in the Judge's Office.
- Judge Holmes announced that a \$2,957,040 Broadband Grant for the Van Buren County and Edgemont area was awarded through the Arkansas Telephone Company.
- Judge Holmes announced that the old road shop was in process of being sold with closing date scheduled for October 15, 2021. The seventy-five percent (75%) of the appraised value equaled \$137,970 with an offer of \$145,710 for purchase.
- Judge Holmes reported on the HVAC system for the Courthouse with a probable cost of \$677,213.47 and Architect fee of \$60,363 for a total of \$737,576. The County was awarded a \$250,000 grant.
- The next regular Quorum Court meeting will be held Thursday, October 14, 2021.

ADJOURNMENT:

JP Caldwell made the motion to adjourn, seconded by JP Owens. Meeting adjourned at 6:42 p.m.

ATTESTED:

Rachelle Evans, Cleburne County Clerk

This _____ day of _____ 2021

Book _____ Page (s) _____

**PROPOSED ORDINANCE NO. 2021-VOLUNTARY EMERGENCY
MEDICAL SERVICES FUNDING**

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF CLEBURNE, STATE OF ARKANSAS; AN ORDINANCE TO BE ENTITLED: "AN ORDINANCE APPROVING THE FUNDING OF EMERGENCY MEDICAL SERVICES FOR VOLUNTARY NON-PROFIT FIRE DEPARTMENTS AND/OR VOLUNTARY EMS AGENCIES THROUGHOUT CLEBURNE COUNTY".

WHEREAS, the Quorum Court recognizes the importance and the need to assist and support county wide volunteer Emergency Medical Services (EMS) by allocating additional funds to help subsidize selected EMS expenses; and,

WHEREAS, the Quorum Court desires to help fund such services in accordance with A.C.A. 14-266-102; and,

WHEREAS, the Quorum Court determines that all response and transport capability requirements to any department receiving funding are in direct coordination with the rules and regulations as provided by the Arkansas State Health Department Section of EMS based on their licensure level; and,

WHEREAS, the Quorum Court recognizes that an increase in the number of available volunteer EMS services throughout the county will limit the need for an ALS unit to respond to "basic calls". Therefore, increasing the availability of ALS units for calls in which such an advanced licensed unit is needed.

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

Section 1. The Cleburne County Quorum Court hereby approves the amount of Two Hundred Thousand (\$200,000.00) Dollars per year for the funding of Non-Profit Volunteer Emergency Medical Services within Cleburne County for a period of five (5) years.

Section 2. The Cleburne County Quorum Court shall establish a "Non-Profit Volunteer Emergency Medical Services Fund" designed to retain the funds until distributed by appropriation ordinance approved by the Cleburne County Quorum Court.

Section 3. All Non-Profit Volunteer Fire Departments and/or volunteer EMS agencies that provide any level of EMS services will select one (1) representative from each department. The total number of representatives will then elect five (5) individuals to form the "Cleburne County Volunteer Fire / EMS Growth and Sustainment Committee". This Committee will report to the Quorum Court in a regularly scheduled meeting to present the monetary needs of departments selected for funding. Proposed EMS expenses must be submitted by each EMS agency and listed individually with the estimated cost itemized for each proposed article or expense. Expenses may include but are not limited to: vehicles, training, medical supplies/equipment, etc. The Committee is encouraged to always favor allocating funds that will create any type of voluntary ALS coverage as a priority.

Section 4. Any organization that receives funds for the purposes of this ordinance shall have the ability to file a claim on any individual's insurance policy and agrees to accept that amount which the insurance company considers reasonable and customary for said claim as payment in full. If the individual does not have insurance coverage for said services, then the organization shall have the ability to bill the individual for said services. It is understood that the individual will not be billed for any amount that exceeds what the insurance companies consider reasonable and customary for said services. The above shall not be construed to allow any organization that receives funds for the purposes of this ordinance the ability to file a lien on any individual's insurance policy or personal property. Such action will result in the organization's removal of eligibility to receive any further funds provided by this ordinance.

Section 5. All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**PROPOSED ORDINANCE NO. 2021-VOLUNTARY EMERGENCY
MEDICAL SERVICES FUNDING**

PASSED AND ADOPTED this _____th day of _____ 2021.

ATTEST:

APPROVED:

Rachelle Evans, Cleburne County Clerk

Jerry Holmes, Cleburne County Judge

Recorded: Book _____ Page(s) _____

PROPOSED

**PROPOSED ORDINANCE NO. 2021-ADOPTION OF HEBER SPRINGS, AR
CITY ORDINANCE 2019-08**

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF CLEBURNE, STATE OF ARKANSAS; AN ORDINANCE TO BE ENTITLED: "AN ORDINANCE TO ADOPT HEBER SPRINGS, ARKANSAS CITY ORDINANCE 2019-08, "AN ORDINANCE AWARDDING AN EXCLUSIVE FRANCHISE FOR BUSINESS OF TRANSPORTING PERSONS WITHIN THE CITY OF HEBER SPRINGS BY MOTOR AMBULANCE FOR COMPENSATION; PROVIDING FOR APPROVAL OF RATE SCHEDULES; AND FOR OTHER PURPOSES".

WHEREAS, The Quorum Court recognizes a need to adopt City Ordinance 2019-08 (Exhibit 1) to clarify County Policy in agreement with the City Ordinance.

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

Section 1. The Cleburne County Quorum Court hereby adopts City Ordinance 2019-08.

Section 2. All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

EMERGENCY CLAUSE

The Quorum court hereby finds and determines an immediate Clarification of County Policy is required to resolve the issue and protect the citizens of Cleburne County; therefore, an emergency is hereby declared to exist and this Ordinance being necessary for the preservation of the public peace, health, and safety shall be in effect from and after its passage and approval.

PASSED AND ADOPTED this ____th day of _____ 2021.

ATTEST:

APPROVED:

Rachelle Evans, Cleburne County Clerk

Cleburne County Judge

Recorded: Book _____ Page(s) _____

**PROPOSED ORDINANCE NO. 2021-ADOPTION OF HEBER SPRINGS, AR
CITY ORDINANCE 2019-08**

Exhibit 1.

ORDINANCE NO. 2019- 08

AN ORDINANCE AWARDING AN EXCLUSIVE FRANCHISE FOR THE BUSINESS OF TRANSPORTING PERSONS WITHIN THE CITY OF HEBER SPRINGS BY MOTOR AMBULANCE FOR COMPENSATION; PROVIDING FOR APPROVAL OF RATE SCHEDULES; AND FOR OTHER PURPOSES.

WHEREAS, the City Council of the City of Heber Springs has previously passed Ordinance number 94-3 declaring the business of transporting persons within the city of Heber Springs, by motor ambulance, whether by the providing of medical transfer services, including the operation of a motor ambulance, and the same is hereby declared to be a necessary public utility, service subject to regulations and franchising by the City, and;

WHEREAS, applications have been received and reviewed by the City Council, and;

WHEREAS, a public hearing was scheduled and conducted after notice thereof was given to each applicant and to the citizens of the City, and;

WHEREAS, Ordinance number 94-3 provides that the City Council may grant an exclusive franchise for the privilege of using the streets, alleys, public ways and public grounds of said City for the purpose of operating an ambulance business for the inhabitants of and all other persons within said City, including emergency ambulance service;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HEBER SPRINGS, ARKANSAS, as follows:

Section 1. The City Council hereby finds and determines that the granting of an exclusive franchise for the privilege of using the streets, alleys, public ways and public grounds of said City for the purpose of operating an ambulance business for the inhabitants of and all other persons within said City, including emergency ambulance services, is desirable, necessary, and in the best interests of the citizens and inhabitants of the City.

**PROPOSED ORDINANCE NO. 2021-ADOPTION OF HEBER SPRINGS, AR
CITY ORDINANCE 2019-08**

Section 2. The City Council hereby finds and determines that Survival Flight, Inc. should be and is hereby granted such an exclusive franchise to be effective and beginning November 15, 2019.

Section 3. The requirements of Ordinance number 94-3 shall apply and Survival Flight, Inc. shall comply with all the requirements and any amendments thereof, the requirements of this Ordinance, and also with the standards, rules, regulations and requirements established by the State of Arkansas.

Section 4. The application of Survival Flight, Inc. and all materials submitted and attached thereto are incorporated herein by reference.

Section 5. The rates submitted in the application of Survival Flight, Inc. are hereby approved. Survival Flight, Inc. shall charge such rates so set by this Ordinance. Rates will be reviewed and revised periodically as determined by the City Council.

Section 6. The franchise granted herein shall be for a period of five (5) years and may be renewed upon review and approval by the City Council for additional periods not to exceed five (5) years.

Section 7. All Ordinances and parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 8. In the event any subsection, section or part of this Ordinance is later ruled to be invalid, the other provisions of this Ordinance shall remain in force and effect.

PASSED AND APPROVED this 25th day of July, 2019.

Jimmy Clark, Mayor

ATTEST:



City Clerk

RESOLUTION NO. 2021-HEALTHCARE FREEDOM AND CHOICE

A RESOLUTION AFFIRMING THE COMMITMENT OF THE COUNTY OF CLEBURNE, ARKANSAS TO PROTECTING HEALTHCARE FREEDOM AND CHOICE

WHEREAS, the members of the Cleburne County Quorum Court believe and affirm healthcare freedom and choice as it concerns vaccine mandates, of the rights of individuals to bodily autonomy of the right to individual healthcare decision making, individual liberty, freedom of association, the right to privacy, and the right to work without being forced by one's employer to receive a vaccine, and the human rights inherent to making healthcare decisions they deem best for themselves, individually, and for their families.

WHEREAS, the members of the Cleburne County Quorum Court believe competent adult individuals have the right to control their own healthcare decisions and should not be mandated to make healthcare choices required by their employer, government, or any other authority other than themselves.

THEREFORE, BE IT RESOLVED BY THE QUORUM COURT OF CLEBURNE COUNTY, ARKANSAS:

Section 1. That the Cleburne County Quorum Court hereby advise and request that our elected State Senate and House Members elected to represent the people of this state, pass legislation directing employers in Arkansas, healthcare authorities and officials, and all other persons holding authority over Arkansas residents and citizens, to:

1. Allow competent adult individuals to make their own decisions as to whether they take the COVID19 vaccine(s);
2. To make it against the laws of any state or local government in Arkansas for an employer (private or government), to require, as a condition of employment, proof of receiving the COVID19 vaccine;
3. To make it against the laws of any state or local government in Arkansas to require as a condition to receiving public services, generally available to all persons, proof of receiving the COVID19 vaccine;
4. To make it against the laws of any state or local government in Arkansas for that government to discriminate against people in any way based on their COVID19 vaccine status;
5. To require employers to protect the privacy of their employees and not to inquire regarding or disclose or cause to be known the COVID19 vaccination status of employees;
6. To prevent an employer from discriminating in favor of or against and treating employees differently because of their COVID19 vaccinated status;
7. Prohibit private and government employers from fining, increasing healthcare premiums, or otherwise causing a negative financial effect on employees or those receiving government services based on their COVID19 vaccinated status.

Section 2. That it be the policy of Cleburne County, ARKANSAS to promote and protect healthcare freedom and choice as it concerns vaccine mandates.

PASSED AND ADOPTED this ____th day of ____ 2021.

ATTEST:

APPROVED:

Rachelle Evans, Cleburne County Clerk

Karl Martin, Cleburne County Judge

Recorded: Book ____ Page(s) _____

PROPOSED ORDINANCE NO. 2021-SHERIFF 2021 BUDGET AMENDMENT

BE IT ENACTED BY THE QUORUM COURT OF CLEBURNE COUNTY, STATE OF ARKANSAS; AN ORDINANCE TO BE ENTITLED: "AN APPROPRIATION ORDINANCE AMENDING ORDINANCE NO. 2020-032 WHICH ADOPTED THE BUDGET FOR THE CALENDAR YEAR 2021 AND/OR OTHER PURPOSES TO AMEND THE SHERIFF BUDGET".

WHEREAS, need exists to amend the 2021 Sheriff Budget to appropriate funds to the fuel and the parts budgets for the Sheriff's Office.

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

Section 1. The following appropriations are hereby approved:

Fund: 1000 Sheriff Budget

LINE ITEM	FROM	TO	CHANGE
1000-0400-2007 Fuel, Oil & Lubricants	\$90,000.00	\$120,000.00	+\$30,000.00
1000-0400-2008 Tires and Tubes	\$24,500.00	\$15,500.00	-\$9,000.00
1000-0400-2023 Parts and Repairs	\$48,000.00	\$57,000.00	+\$9,000.00
TOTAL CHANGE IN SHERIFF BUDGET			+\$30,000.00

Section 2. In the event that any provision of this Ordinance or the application thereof to any person or circumstance is held to be invalid, such invalidity shall not affect the other provisions or applications to this Ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are declared to be severable.

Section 3. All Ordinances and parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND ADOPTED this 14th day of October 2021.

ATTEST:

APPROVED:

Rachelle Evans, Cleburne County Clerk

Karl Martin, Cleburne County Judge

Recorded: Book _____ Page(s) _____

PROPOSED ORDINANCE NO. 2021-FEDERAL AUDIT POLICY

BE IN ENACTED BY THE QUORUM COURT OF THE COUNTY OF CLEBURNE, STATE OF ARKANSAS; AN ORDINANCE TO BE ENTITLED: "AN ORDINANCE APPROVING AND ADOPTING THE FEDERAL AUDIT POLICIES OF CLEBURNE COUNTY.

WHEREAS, Cleburne County expects to receive substantial federal awards and/or grants in the future; and,

WHEREAS, the Quorum Court of Cleburne County understands the importance federal grants and compiling with all regulations regarding those grants.

NOW THEREFORE, BE IN ENACTED BY THE QUORUM COURT OF THE COUNTY OF CLEBURNE, STATE OF ARKANSAS THAT:

Article 1. Cleburne County realizes the immediate need to adopt the federal audit policies for Cleburne County and hereby adopts said policy as attached. A copy of the federal audit polices is attached to this Ordinance, hereby incorporated by reference, and shall be on file in the office of the County Clerk of Cleburne County.

Article 2. If any portion of this Ordinance or the application thereof to any person or circumstances is held to be 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 the end, the provision of this Ordinance is declared to be severable.

EMERGENCY CLAUSE

The Quorum Court hereby finds and determines an immediate clarification of County policy is required to resolve the issue and protect the employees of the Cleburne County Government; therefore, an emergency is hereby declared to exist and this Ordinance being necessary for the preservation of the public peace, health, and safety shall be in effect from and after its passage and approval.

PASSED AND ADOPTED this 14th day of October 2021.

ATTEST:

APPROVED:

Rachelle Evans, Cleburne County Clerk

Karl Martin, Cleburne County Judge

Recorded: Book _____ Page(s) _____

CLEBURNE COUNTY FEDERAL AWARD ADMINISTRATION POLICY

Cleburne County does not have a centralized grants department; therefore, it is the responsibility of each department obtaining a grant to care for and be familiar with all grant documents and requirements. For the purpose of this policy, "Program Director" applies to the individual within a given department who will be responsible for the grant.

1. Grant Development, Application, and Approval –

- a. **Approval** – The point at which approval is required is determined by the requirements of the grant program. If the grant must be submitted by "an individual with authority", then the County Judge's approval is required prior to submitting the application.
- b. **Matching Funds** – Grants that require cash local matches must be coordinated through the County Judge's office. At a minimum, funds must be identified within the existing budget to provide the match, or a budget adjustment will be required. Depending on the nature of the grant, there may also be some policy implications that will bear discussion. (For example, will the grant establish a level of service that cannot be sustained once the grant funds are depleted?)
- c. **Grant Budgets** – Most grants require the submission of a proposed budget.

2. Grant Program Implementation –

- a. **Notification and Acceptance of an Award** – Official notification of a grant award is typically sent by a funding agency to the County Judge. However, the authorization to actually spend grant funds is given by the Quorum Court through the approval of an appropriation ordinance.
- b. **Establishment of Accounts** – The department that obtained the grant will provide the Treasurer with notification of grant award to establish a fund for the grant. Ordinarily, this information will include a copy of a summary of the objectives of the grant, and a copy of the approved grant budget.
- c. **Purchasing Guidelines** – All typical paperwork and bidding requirements apply. All normal approvals apply.

3. Financial and Budgetary Compliance –

- a. **Monitoring Grant Funds** – Departments may use some internal mechanism (such as a spreadsheet) to monitor grant revenues, expenditures, and budgetary compliance. The Treasurer's Office, along with the County Clerk's Office maintains Cleburne County's official accounting system.
- b. **Fiscal Years** – Occasionally, the fiscal year for the granting agency will not coincide with the County's fiscal year. This may require adjustments to the internal budget accounts and interim financial reports as well as special handling during fiscal year-end close. It is the responsibility of the department head to oversee grant budgets within his/her department.
- c. **Grant Budgets** – When the accounting structure for a grant is designed, it will include the budget that was prepared when the grant application was submitted. The terms of each specific grant will

dictate whether any budget transfers between budgeted line items will be permitted. In no case will the Program Director be authorized to exceed the total budget authority provided by the grant. If grant funds have not been totally expended by fiscal year-end, it is the responsibility of the Program Director to notify the appropriate personnel that budget funds need to be carried forward to the new fiscal year, and to confirm the amounts of such carryforwards. This can be done during the County's normal annual budgeting process. Carryforwards of grant funds will be subjected to maximum allowable amounts/percentages based on the grant award agreement and/or the Uniform Guidance compliance supplement.

d. **Capital Assets** – Cleburne County is responsible for maintaining an inventory of assets purchased with grant monies. The County is accountable for the fixed asset listing and must make the lists physically available for inspection during any audit. The Chief Deputy Clerk in the Judge's Office or whatever county office is maintaining the fixed asset list must be notified immediately of any sale of these assets. Customarily, the proceeds of the sale can only be used on the grant program that purchased them. In most cases, specific governing regulations can be found in the original grant. The individual department overseeing the grant will coordinate this requirement. All transactions that involve the acquisition or disposal of grant funded fixed assets must be immediately brought to the attention of the Chief Deputy Clerk in the Judge's Office or whatever county office is maintaining the fixed asset list.

4. **Record Keeping** –

- a. **Audit Workpapers** – Legislative Audit performs the annual County audit at the end of each fiscal year.
- b. **Record Keeping Requirements** – Grant record keeping requirements may vary substantially from one granting agency to another. Consequently, a clear understanding of these grant requirements at the beginning of the grant process is vital. Individual grant draw requests will be forwarded to the Treasurer's Office to monitor incoming AGH payments and have the proper documentation to receipt those payments.

I. **Uniform Guidance Compliance Supplement – Activities Allowed/Unallowed and Allowable Costs**

To ensure compliance, Cleburne County has implemented the following policies and procedures:

1. All grant expenditures will be in compliance with the Uniform Guidance, State law, County Government policy, and the provisions of the grant award agreement will also be considered in determining allowability. Grant funds will only be used for expenditures that are considered reasonable and necessary for the administration of the program.
2. Grant expenditures will be approved by the department head or elected official when the bill or invoice is received. The terms and conditions of the Federal Award, including allowable costs, will be considered when approving. The approval will be evidenced by the department head or elected official's signature. Accounts payable disbursements will not be processed for payment until the necessary approvals have been obtained.

3. Payroll costs will be documented in accordance with the Uniform Guidance. Specifically, compensation for personal services will be handled as set out in §200.430 and compensation for fringe benefits will follow §200.431 of the Uniform Guidance.
4. An indirect cost rate will only be charged to the grant to the extent that it was specifically approved through the grant budget/agreement.

II. Uniform Guidance Compliance Supplement - Cash Management

To ensure compliance, Cleburne County has implemented the following policies and procedures:

1. Some of the County's grants are awarded on a reimbursement basis. When reimbursement is requested by outside agencies, funds are requested and received prior to reimbursement. Internal grants costs will be expended and disbursed prior to requesting reimbursement from the grantor agency. If Federal grant funds are received first, care will be taken in order to minimize the time elapsing between receipt of Federal funds and disbursement to contractors/employees/subrecipients according to §200.302 (6) of the Uniform Guidance.
2. Cash draws will be initiated by the Program Director, who will determine the appropriate draw amount. Documentation of how this amount was determined will be retained. Accounts payable claims and travel reimbursements will be handled in a manner consistent with the County's existing Accounts Payable and Travel policies and in accordance with §200.305 (payments) and §200.474 (travel costs) of the Uniform Guidance.
3. The physical draw of cash will be done after the request is presented, when allowable, and amounts are verified through the means prescribed by the grant agreement for other awards.
4. Supporting documentation or a copy of the cash draw paperwork will be filed along with the approved paperwork described above and retained for audit purposes.

III. Uniform Guidance Compliance Supplement – Eligibility

To ensure compliance, Cleburne County has implemented the following policies and procedures:

1. Federal grants will only benefit those individuals and/or groups of participants that are deemed to be eligible.
2. Initial eligibility determinations will be made by the department head or elected official based on the grant award/contract. Sufficient documentation to support these determinations will be retained and made available to administration, auditors, and pass-through or grantor agencies, upon request. It is the department's responsibility to maintain complete, accurate, and organized records to support eligibility determinations. Uniform Guidance Compliance Supplement - Equipment and Real Property Management

IV. Uniform Guidance Compliance Supplement – Equipment and Real Property Management

To ensure compliance, Cleburne County has implemented the following policies and procedures:

1. All equipment will be used in the program for which it was acquired or, when appropriate, other Federal programs.
2. When required, purchases of equipment will be pre-approved by the grantor or pass-through agency. The Program Director will be responsible for ensuring that equipment purchases have been previously approved, if required, and will retain evidence of this approval.
3. Property/Equipment fixed asset listings will be maintained, a physical inventory shall be taken every two years, and an appropriate system shall be used to safeguard assets.
4. When assets with a current per unit fair market value of \$5,000 or more are no longer needed for a Federal program, a request for written guidance shall be made from the grantor agency as to what to do with the property/equipment prior to sale or relocation. The County shall abide with the requirements set out in §200.311 and §200.313 of the Uniform Guidance in this regard. If a sale will take place, proper procedures shall be used to provide for competition to the extent practical and result in the highest possible return.

V. Uniform Guidance Compliance Supplement - Period of Performance

To ensure compliance, Cleburne County has implemented the following policies and procedures:

1. Costs will be charged to an award only if the obligation was incurred during the funding period (unless pre-approved by the Federal awarding agency or pass-through grantor agency).
2. Compliance with period of performances requirement will be initially assigned to the Program Director. All AP disbursements are subject to the review and approval of accounts payable staff.

VI. Uniform Guidance Compliance Supplement – Reporting

To ensure compliance, Cleburne County has implemented the following policies and procedures:

1. Reports will be submitted in the required frequency and within the required deadlines.
2. Reports will be completed using the standard forms (as applicable) and method of delivery (i.e., e-mail, website portal, postal service, etc.).
3. Regardless of the method of report delivery, a copy of the submitted report will be retained along with any documentation necessary to support the data in the report. The report will evidence the date of submission in order to document compliance with timeliness requirements. This may be done either physically or electronically.
4. Any report with financial-related data will either be prepared or reviewed by the Program Director and will have the appropriate review based on specific grant guidelines.
5. Copies of submitted reports and data will be filed with supporting documentation and any follow-up correspondence from the grantor or pass-through agency. Copies of all such reports will be made available to administration, auditors, and pass-through or grantor agencies, as requested.

PROPOSED ORDINANCE NO. 2021-VOLUNTARY EMS APPROPRIATION

BE IT ENACTED BY THE QUORUM COURT OF THE COUNTY OF CLEBURNE, STATE OF ARKANSAS; AN ORDINANCE TO BE ENTITLED: "AN APPROPRIATION ORDINANCE AMENDING ORDINANCE 2020-032, WHICH ADOPTED THE BUDGET FOR THE CALENDAR YEAR 2021, APPROVING ADDITIONAL FUNDING FROM COUNTY GENERAL FOR EMERGENCY MEDICAL SERVICES FOR VOLUNTARY NON-PROFIT FIRE DEPARTMENTS AND/OR VOLUNTARY EMS AGENCIES.

WHEREAS, the Quorum Court has previously approved an ordinance to fund emergency medical services for voluntary non-profit fire departments and/or voluntary EMS agencies, and,

WHEREAS, the time has come to appropriate the additional funds in order to satisfy the ordinance that provides for such services to Cleburne County by establishing the "Non-Profit Voluntary Emergency Medical Services Fund".

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

Section 1. The Quorum Court hereby approves the following appropriation from the County General Fund:

Fund: 1000 Non-Profit Voluntary Emergency Medical Services Fund

LINE ITEM	FROM	TO	CHANGE
1000-0301-3009 Other Professional Services	\$0.00	\$200,000.00	+\$200,000.00
TOTAL CHANGE IN NON-PROFIT VOLUNTARY MEDICAL SERVICES FUND			+\$200,000.00

Section 2. In the event that any provision of this Ordinance or the application thereof to any person or circumstance is held to be invalid, such invalidity shall not affect the other provisions or applications to this Ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are declared to be severable.

Section 3. All Ordinances and parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND ADOPTED this _____ day of _____ 2021.

ATTEST:

APPROVED:

Rachelle Evans, Cleburne County Clerk

Karl Martin, Cleburne County Judge

Recorded: Book _____ Page(s) _____