



**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskens

Director Kay Barnhill

December 13, 2023

The Honorable Breanne Davis, Co-Chairperson  
The Honorable Mark Berry, Co-Chairperson  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Legislative Council  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Dear Senator Davis and Representative Berry:

The Office of Personnel Management (OPM) submits a request from the Department of Inspector General (DIG), for your review.

The Office of Personnel Management (OPM) presents the Reduction in Force information for the Department of Inspector General (DIG). In order to utilize classifications more efficiently, DIG has developed and executed a plan to restructure and reorganize its positions. The effective date of separation was November 17, 2023.

Name	Severance Pay Amount
Elizabeth Eskew	\$800
Fadime Ledford	\$1200
Kara Maack	\$1600
Robin Hefner	\$1600
Stephanie Hopkins	\$1200

Five (5) employees have been affected by this reduction in force. DIG has requested severance pay for the employees based on their years of service. The estimated cost for the severance payments is \$6,400. Additionally, the affected employees have been placed on the Reduction in Workforce List and will receive special reemployment consideration as established in OPM State Personnel Policy #64.

Your review of this information is greatly appreciated.

*Kay Barnhill*

PERSONNEL DIRECTOR

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Sarah Huckabee Sanders  
Governor



Allison Bragg  
Cabinet Secretary

Department of Inspector General

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Kay Barnhill  
Director Office of Personnel Management  
501 Woodlane, Suite 201  
Little Rock, AR 72201

November 14, 2023

Dear Ms. Barnhill:

The Department of Inspector General implemented a plan to reorganize and restructure positions within the Department to be more effective and efficient. As a result of this reorganization, the Department implemented a reduction in force that resulted in the termination of five employees. The employee's last day with the Department is November 17, 2023. The information for each employee is listed below.

Position Number	Authorized Job	Grade	Personnel Number	Name of Employee
22151181	A113C	GS08	141828	Elizabeth Eskew
22076696	D056C	IT05	13140	Robin Hefner
22099620	A114C	GS06	118837	Stephanie Hopkins
22169276	G073C	GS10	109104	Fadime Ledford
22159821	G076C	GS10	1102	Kara Maack

I appreciate you and your staff's help with this process. If you need any additional information, please let me know.

Sincerely,

Handwritten signature of Allison Bragg in cursive script.

Allison Bragg  
Secretary



**Department of Transformation and Shared Services**

Governor Sarah Huckabee Sanders  
Secretary Leslie Fiskin  
Director Kay Barnhill

## Memorandum

**To:** Human Resource Administrators  
**From:** Kay Barnhill, Director  
**Date:** November 20, 2023  
**Subject:** **Workforce Reduction–Special Reemployment Consideration List**

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The Department of Inspector General has implemented a Reduction in Force (RIF) effective Friday, November 17, 2023. Pursuant to the Workforce Reduction Policy (#64), employees who are affected by the RIF receive special reemployment consideration for twelve months from the date of termination. The Office of Personnel Management (OPM) maintains the list of employees who are subject to the RIF, including the employee's name, job title, exit salary, and personal contact information.

All departments are to review the list of employees eligible for special reemployment consideration prior to advertising any vacant position. If an employee on the list has experience and education that meets the minimum qualification requirements for a department's vacancy, the department may interview that employee. Once freeze approval is received, departments are allowed to forego regular advertising requirements should the interview result in selecting the employee.

If the department's vacancy is not filled by an out-placed employee from the RIF list, and the department wishes to receive other applications for consideration, the vacancy must be advertised.

For more information about workforce reductions, review the OPM Reduction in Workforce Policy.

The RIF List for Special Reemployment Consideration List is on the OPM website under Forms. To access the RIF List, Click on Workforce Reduction (RIF) and find the Reduction in Workforce List.

Please contact our office at 501-682-1753 with any questions.

**Sarah Huckabee Sanders**  
Governor



**Allison Bragg**  
Cabinet Secretary

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Chairman Terry Rice & Chairman Jeff Wardlaw  
Arkansas Legislative Council  
1 Capitol Mall  
Little Rock, AR 72201

Chairmen:

The Department of Inspector General implemented a plan to reorganize and restructure to increase efficiency and decrease costs. As part of this ongoing effort, the Department implemented a Reduction in Force (“RIF”) this week, effective November 17, 2023, affecting five (5) positions. The RIF will result in a significant cost-savings. The information for each position is listed below:

Pos. #	Auth. Job	Grade	Pers. #	Authorized/Cross-Graded Title	Employee	Agency
22151181	A113C	GS08	141828	Senior Auditor/ Program Manager	Elizabeth Eskew	OMIG
22169276	G073C	GS10	109104	Attorney/Audit Coordinator	Fadime Ledford	OMIG
22099620	A114C	GS06	118837	Auditor/Fiscal Support Supervisor	Stephanie Hopkins	Shared Services
22076696	D056C	IT05	13140	Systems Coordination Analyst/ Asst Dir Computer Services	Robin Hefner	Shared Services
22156821	G076C	GS10	1102	Administrative Services Manager	Kara Maack	Shared Services

The Department currently has no intention to fill these five positions. Instead, the job duties associated with each position have been: (1) identified as unnecessary; (2) shifted to another employee; (3) shifted to an outside contractor at a cost-savings; or (4) automated to reduce cost and increase efficiency.

Each affected employee is eligible for severance, and the Department requests severance as follows: Position No. 22151181--\$ 800.00; Position No. 22169276--\$1,200.00; Position No. 22099620--\$1,200.00; Position No. 22076696--\$1,600.00; and Position No. 22156821--\$1,600.00.

If you need any additional information, please let me know.

Sincerely,

Allison Bragg