



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

OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office
1509 West Seventh Street, Suite 201
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Little Rock, Arkansas 72203-3278
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August 17, 2016

Senator Uvalde Lindsey, Co-Chairperson
Representative Lanny Fite, Co-Chairperson
Uniform Personnel Classification and Compensation
Plan Subcommittee
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management submits the following request for approval in accordance with Ark. Code Ann. § 21-1-402(b), which states:

“No person whose spouse is elected to a constitutional office may, after the spouse is elected to the constitutional office and during the term for which the spouse is elected, enter into employment with any state agency without the prior approval of the Joint Budget Committee during a legislative session, the Legislative Council between legislative sessions, and the Governor.”

Arkansas State University – Beebe (ASU-B) has selected Ms. Carissa Gillam for the classification G195C, Higher Education Institution (HEI) Program Coordinator, grade C116, position number 039, with a proposed salary of \$30,713, entry salary of the grade. Ms. Gillam is the spouse of Mr. Jeremy Gillam, a current member of the Arkansas House of Representatives.

Upon review of the criteria specified, the Office of Personnel Management finds that ASU-B has met the employee disclosure/certification and employment of family members' requirements. Your approval is respectfully requested.

Should you have any questions or concerns, please contact me at your convenience.

Sincerely,

A handwritten signature in blue ink that reads "Kay Barnhill".

Kay Barnhill
State Personnel Administrator

KBT/cbc: 3 Attachments



STATE OF ARKANSAS
ASA HUTCHINSON
GOVERNOR

August 11, 2016

Larry W. Walther
Chief Fiscal Officer of the State
1509 West Seventh Street, Suite 401
Little Rock, AR 72201

Dear Mr. Walther:

In response to your letter dated August 10, 2016, I am approving the request presented by you, on behalf of Arkansas State University - Beebe, to promote Ms. Carissa Gillam to the position Higher Education Institution (HEI) Program Coordinator, G195C, position number 039, with a proposed salary of \$30,713, which is entry of grade C116. You have reported that Ms. Gillam is the spouse of Mr. Jeremy Gillam, a current Representative with the Arkansas General Assembly.

Based upon appropriate review of the criteria specified pursuant to Ark. Code Ann. § 21-1-402(b), I concur with the determination that the agency has met the employee disclosure/certification and employment of family members requirements.

Sincerely,

A handwritten signature in blue ink, appearing to read "Asa Hutchinson".

Asa Hutchinson



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

OFFICE OF THE DIRECTOR

1509 West Seventh Street, Suite 401
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-2242
Fax: (501) 682-1029
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August 10, 2016

The Honorable Asa Hutchinson
Governor of Arkansas
State Capitol Building
Suite 250
Little Rock, AR 72201

Dear Governor Hutchinson:

The Office of Personnel Management presents the following request for approval in accordance with Ark. Code Ann. § 21-1-402(b), which states:

"No person whose spouse is elected to a constitutional office may, after the spouse is elected to the constitutional office and during the term for which the spouse is elected, enter into employment with any state agency without the prior approval of the Joint Budget Committee during a legislative session, the Legislative Council between legislative sessions, and the Governor."

Arkansas State University – Beebe (ASU-B) has selected Ms. Carissa Gillam for the position Higher Education Institution (HEI) Program Coordinator, G195C, grade C116, position number 039, with a salary of \$30,713, entry of grade C116. Ms. Gillam is the spouse of Representative Jeremy Gillam, a current member of the Arkansas House of Representatives.

Upon review of the criteria specified, the DFA - Office of Personnel Management finds that ASU-B has met the employee disclosure/certification and employment of family members' requirements. With your approval, this request will be submitted to the Arkansas Legislative Council.

Should you have any questions or concerns, please contact me at your convenience.

Sincerely,


Larry W. Walther
Chief Fiscal Officer of the State

Attachment: Employee Disclosure/Certification and Employment of Family Members Form

EMPLOYEE DISCLOSURE/CERTIFICATION AND EMPLOYMENT OF FAMILY MEMBERS FORM

This form is to be completed by all interviewed applicants for a position.

Definitions for the symbols in questions 1 – 9 below. Please read before continuing.

- A **State Employee** any employee of any state agency employed in a regular salary position or extra-help position not to include contract labor.
- B **Former** is defined as within the last 24 months.
- C **Constitutional Officer:** Governor, Lt. Governor, Secretary of State, Attorney General, Auditor, Treasurer, Land Commissioner, General Assembly member.
- D **General Assembly member:** member of the Arkansas Senate or the Arkansas House of Representatives.
- E **Relative includes:** husband, wife, mother, father, stepmother, stepfather, mother-in-law, father-in-law, sister, brother, stepsister, stepbrother, half-sister, half-brother, sister-in-law, brother-in-law, daughter, son, stepdaughter, stepson, daughter-in-law, son-in-law, aunt, uncle, first cousin, niece or nephew.
- F **Public Official:** constitutional officers; members of the Arkansas General Assembly; the executive head of any agency, department, board, commission, institution, bureau, or council of the state.
- G **Agency or State Agency:** every agency, board, commission, department, division, institution, and other office of state government located within the executive branch of government and under the control of the Governor.

1. Yes No Are you a current state employee^A?
2. Yes No Are you a former^B state employee^A?
3. Yes No Are you a current Constitutional Officer^C?
- 3a. Yes No If "Yes", were you employed prior to your election into office?
- 3b. If "Yes," give date elected N/A
4. Yes No Are you the spouse of a current Constitutional Officer^C?
- 4a. If "Yes," give spouse's name Jeremy Gillam
position/office Speaker of House State Representative
- 4b. Yes No If "Yes", is your expected salary above \$37,649?
5. Yes No Are you the spouse of a former^B Constitutional Officer^C?
- 5a. If "Yes," give spouse's name Jeremy Gillam
position/office State Representative, District 45
6. Yes No Are you or your spouse a former^B General Assembly member^D?
- 6a. If "Yes," give spouse's name Jeremy Gillam
position/office Speaker of the House / State Rep
- 6b. Yes No If "Yes", within the 24 months prior to your leaving office or your spouse leaving office, was the position for which you are being considered created by legislative action, or if the maximum salary level increased by more than 15%, was this authorized by legislative action?
7. Yes No Are you a relative^E of the Public Official^F in charge of the agency^G in which you are applying?
- 7a. If "Yes," give relative's^E name _____
position/office _____
relationship _____
8. Yes No Are you a relative^E of a state employee^A, state board or commission member or are you a relative^E (other than the spouse) of a Constitutional Officer^C or an Arkansas General Assembly member^D?
- 8a. If "Yes," give relative's^E name Roger D. Patton
position/office Deputy Project Manager / Dept. of Human Services
relationship Father
9. Yes No If you checked "Yes" in #8 above, does this relative^E work within the state agency^G in which you are applying?
- 9a. Yes No If "Yes", is the position for which you are applying in the direct line of supervision of your relative^E or will the position be a supervisory employee of the relative^E?

I understand to be eligible for employment with the State of Arkansas, I must comply with Governor's Executive Order 98-04, ACA §21-1-401-408, and ACA §25-16-1001-1007. I also understand that as an employee of the State of Arkansas I am restricted from supervising or being supervised by a relative specifically under ACA §25-16-1002. If I am hired and it can be proven I falsely disclosed or failed to disclose information I could be subject to criminal, civil and/or administrative remedies. I assert that I have answered the above questions to the best of my knowledge.

X Cassia Gillam
Applicant Name (Please Print)

Cassia Gillam
Applicant Signature

7/28/16
Date