

MINUTES  
ARKANSAS LOTTERY COMMISSION  
Thursday, December 9, 2010  
9:30 a.m.  
ALC Conference Room  
Third Floor  
124 West Capitol Avenue  
Little Rock, Arkansas

Chairman Lamberth called the meeting to order. In attendance also were Commissioners Smith, Pickard, Campbell, Hammons, Malone, Shipp, White, and Ward-Jones. The ASL was represented by Director Passailaigue, Internal Auditor Hyde, David Barden, Ernestine Middleton, Bishop Woosley, Julie Baldrige, Patricia Vick, Philip Miley, Whitnie Hall, Mary VanLeer, and Valerie Basham.

Chairman Lamberth brought up the issue of the annual FY2010 audit of the Arkansas Lottery Commission (ALC) and said that the morning would be spent reviewing it, asking questions, and receiving responses from the auditors and the Commissioners. She introduced Andy Babbitt and Frank Arey, of the Division of Legislative Audit (DLA), to present an overview. Also present from the Division were Cliff Murchison and Jana Casson. Mr. Babbitt reviewed each of the findings and the management letter comments individually (a copy of the Audit is appended as an attachment to the Minutes). Commissioner Pickard, in following up on his extended meeting with Legislative Audit staff, brought forth a number of issues and documents, the latter of which were copied and distributed to Commissioners. A lengthy discussion followed on every aspect of the Audit, including every finding and management letter comment.

The time was near midday, and the Commissioners recessed for lunch, returning about one hour later.

Chairman Lamberth called attention to the 'audit corrective action worksheet' and proposed it be accepted. (A copy of the worksheet is appended to the Minutes) This document will keep the Commission and the Legislative Oversight Committee (LOC) apprised of the progress of the management team addressing the findings and management letter comments of the Audit. The Internal Auditor will report when an item is corrected and therefore cleared. Discussion followed and the Commission unanimously accepted the proposal.

Chairman Lamberth then requested approval of the minutes of the October 28, 2010, meeting, and after motion of Commissioner Smith, seconded by Commissioner Ward-Jones, the minutes were approved unanimously.

The Director presented his report, which is included with the minutes packet. He noted that the unclaimed prize amount had grown to \$1.9 million. He then introduced Toben Molica with Scientific Games, who presented a comprehensive PowerPoint presentation on the 'state of the state' of the Arkansas Scholarship Lottery (ASL).

Mr. Molica stated that the ASL in his opinion is the most successful startup ever and that the success of the *Properties Plus* program, which he attributed as a prime contributor for this significant achievement. His comprehensive PowerPoint is included with the packet.

The Chair next called for reports from Standing Committees. Commissioner Smith spoke for the Administrative, Finance and Audit Committee at the request of Commissioner Malone and recognized Internal Auditor Hyde, who reported current work and plans for upcoming audits. His presentation is included in the day's packet. He reported the near completion of the prize validation audit of the Claim Centers, the Multi-State Games Internal Control Review with no findings; the quarterly (soon to be annual) audit of Mega Millions and Powerball; and the scope and results of his monthly Education Trust Account report. Commissioner Smith requested a monthly report of all travel expenditures. Commissioner Smith brought forward the 2011 Audit Plan, as revised, based on the work of the DLA and asked for Commission approval. He noted that there was an added requirement for a monthly report of all travel by ASL employees. By motion of Commissioner Pickard, seconded by Commissioner White, the revised audit plan was unanimously approved. Commissioner Smith reported on the Internal Audit Charter, with approval recommended by the Administrative, Finance and Audit Committee. By motion of Commissioner Hammons, seconded by Commissioner Ward-Jones, the Charter was unanimously approved by the Commission. Commissioner Smith pointed out that the Internal Auditor has been assigned additional duties and may need a third position in Internal Audit in order to accomplish them all. It was agreed that the matter will be discussed in early 2011.

Commissioner Pickard reported on the ALC Higher Education Subcommittee meeting in November and noted that the next such meeting is December 16, to which he invited all Commissioners. Commissioner Smith said that there was no report from the Legal Committee.

Commissioner Hammons reported on the meeting of the Personnel Committee. First, on the development of an evaluation plan for the Director, he said that the purpose of the evaluation will be quality improvement; that nine commissioners and the Director will each complete a selected evaluation form, that the Personnel Committee will tabulate the results and that the entire Commission will share the results with the Director. In response to a question from Commissioner Lamberth, Commissioner Hammons said he had provided a copy of the form to Commissioner Malone as the Personnel Committee completes the evaluation of the Internal Auditor. The evaluation tool was distributed and reviewed. By motion of Commissioner Pickard, seconded by Commissioner Campbell the evaluation form was approved by the Commission unanimously. Commissioner Hammons next reported on the Committee recommendation on Cost of Living (COLA) and Merit salary increases for ASL staff, in light of the Governor's actions on the issue for other state employees. He recommended that management be allowed to move forward on the COLA immediately and Merit when all evaluations are completed. By motion of Commissioner Smith, seconded by Commissioner Ward-Jones, the Commission unanimously approved the implementation of the raises in conformity with the rest of state government. Last, Commissioner Hammons noted that the Office of Personnel Management review of the Lottery human resources operations was completed and noted that the Commissioners would review the report and take action in the future.

Commissioner Campbell, Chair of the Retail Committee, reported on the November 19 Retailer Advisory Board conference call meeting. A memorandum from Joe Dan Yee, Chair of the RAB, to Chairman Lamberth and Commissioner Campbell was distributed to the Commission and is included in the day's report. Mr. Barden briefly discussed the Retailer Portal under development for computer access of information for retailers. Commissioner Lamberth noted that five of the RAB members' terms will be ending soon.

Next, Chairman Lamberth asked Commissioner Smith to review the compensatory time matter. The Commission discussed the manner in which Director Passallaigue, and Vice Presidents

Barden and Middleton would reimburse the Lottery for compensatory time taken. Director Passailaigue said he had reimbursed his 16 hours with two of the legal holidays he had worked during start-up. Mr. Barden said he was in the process of reimbursing the 134.5 hours time at a rate of at least 4 hours per month, using earned leave time and working on holidays and weekends and had reduced his compensatory time balance to 86.5 hours. Ms. Middleton said she had used all her existing leave over several weeks of FMLA and would begin reimbursing the 178.5 hours from her leave time accumulated after the first of the year at a rate of four incoming hours per month.. Commissioner Pickard requested that each submit reimbursement plan specifics in writing for review.

Chairman Lamberth reminded the Commissioners to prepare Statements of Financial Interest for calendar year 2010 and submit them to the Secretary of State by January 31, 2011, in compliance with state ethics laws.

Chairman Lamberth raised the subject of the next meeting date and suggested a set regular meeting the second Wednesday of each month. With general agreement from the Commission, the next meeting was scheduled for January 12 at 1 p.m.

Commissioner White moved that the Commission go into Executive Session for the purpose of discussing personnel issues, seconded by Commissioner Pickard, which session began at 2:25 p.m. Upon emerging from Executive Session at 3 p.m., the Chairman reported that Commissioner Smith had made a substitute motion to go forward with the evaluation of Ernie Passailaigue and Michael Hyde, which motion passed 6 to 2, with Commissioners White and Pickard voting no, and Commissioner Malone no longer being present.

The meeting was adjourned.

# ARKANSAS GENERAL ASSEMBLY



Senator David Johnson

Chairman

Representative Barry Hyde

Chairman

## ARKANSAS LOTTERY COMMISSION LEGISLATIVE OVERSIGHT COMMITTEE

December 14, 2010

Ernie Passailaigue, Director  
Arkansas Lottery Commission  
P. O. Box 3238  
Little Rock, AR 72203-3239

Dear Mr. Passailaigue:

This letter is sent to address the need to balance the following two concerns:

- 1) Section 2010-2 of Deputy Legislative Auditor Charles F. Fiser's October 19, 2010 report to the Legislative Joint Auditing Committee concerning "Internal Control Over Financial Reporting and on Compliance and Other Matters" at the Lottery Commission, and
- 2) the Lottery's need to react quickly and effectively to changing market conditions.

As Co-chairs of the Arkansas Lottery Commission Legislative Oversight Committee, we recommend that the Lottery Commission adopt the following:

Effective immediately, the Arkansas Lottery Commission will provide immediate notice to the Arkansas Lottery Commission Legislative Oversight Committee of :

1. Any agreement entered into by the Lottery Commission as a result of a change to an existing major procurement contract; and
2. Any ancillary agreement entered into by the Lottery Commission as a result of the Commission's selection of an option under an existing major procurement contract.

Notice provided by the Lottery Commission to the Legislative Oversight Committee will include :

1. Date of agreement;
2. Term of agreement (time period);
3. Vendor or other parties to the agreement; and
4. Value (cost or cost savings) projected for the agreement.

Please review this language with your legal staff and inform our Staff Analyst, Patrick Ralston, of any problems or concerns.

Respectfully,

Representative Barry Hyde  
House Co-chair

Senator David Johnson  
Senate Co-chair

Cc: Diane Lamberth, Chair, Arkansas Lottery Commission  
Roger Norman, Legislative Auditor, Division of Legislative Audit



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

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FAX: (501) 682-5104

December 7, 2010

Ms. Diane Lamberth, Chairman  
Arkansas Lottery Commission  
P. O. Box 3238  
Little Rock, Arkansas 72203-3238

Dear Chairman Lamberth,

This is in response to your request for further review of your personnel policies by the Office of Personnel Management.

Wendy Beadle, DFA State OPM Manager, and Phillip Warriner, DFA State Personnel Analyst, of my staff have met with Commission personnel. The following recommendations are a result of those meetings.

Wendy, Phillip, or I are available to discuss these recommendations or to provide further clarification on these policies.

Sincerely,

A handwritten signature in cursive script that reads "Kay Barnhill Terry".

Kay Barnhill Terry, Administrator  
DFA Office of Personnel Management

## LOTTERY COMMISSION RECOMMENDATIONS

### SALARY ELIGIBILITY

In state agencies, employees are generally hired at the entry rate of the grade assigned to the classification.

Exceptions to this include:

1. **Exceptionally Well Qualified Applicant:** If an applicant has significantly more education and/or experience than those stated as minimum qualifications on the job description, the agency may choose to request from OPM an "exceptionally well qualified" (EWQ) rate of pay. Documentation is provided, OPM analyzes all factors, and a decision is rendered either by the CFO, if the request is at midpoint or below, or by the Personnel Committee of the Arkansas Legislative Council in cases of requests above midpoint.
2. **Grid/Salary Administration Plan:** Grids are generally used for classifications that are difficult to fill or in high demand, such as nurses and psychologists. A plan must be submitted to OPM and the Personnel Committee for approval that explains criteria for implementation; the most common of which are education and experience. This plan would also include the eligible job titles.
3. **Entry to Base Plan.** A plan outlining specific criteria to consider in hiring and/or adjusting salary levels between the entry and base levels of certain classifications must be presented to and approved by OPM. These plans apply only to jobs on the Career Service pay plan and are used at the director's discretion based on criteria specifically outlined in an agency's approved plan.
4. **Labor Market Special Entry Rate:** In instances where there is documented difficulty in recruiting qualified applicants at the entry level of a specific classification and documented significant turnover in the classification, agencies may request a labor market special entry rate. Rates at midpoint or below must be reviewed and approved by OPM, while rates greater than the midpoint must be reviewed the Arkansas Legislative Council Personnel Committee. is currently frozen.

## OPM RECOMMENDATION

1. Generally employees are hired at the entry rate of the classification.
2. The Arkansas Lottery Commission should establish rules that would allow for higher entry rates for those applicants who are exceptionally well qualified or in a market driven classification. If modeled after state practices, the Arkansas Lottery Commission Personnel Committee could have the authority to approve rates up to midpoint. Rates up to maximum could then reviewed and approved by the full Commission.

## ANNUAL INCREASES

In state agencies, employees are provided annual increases based upon completed performance evaluations and Cost of Living Adjustments (COLA). For this fiscal year, employees will be awarded a 2% COLA instead of the 2.3% authorized in legislation. These raises are not retroactive, but go into effect on December 26, 2010.

### 1. Merit Increases:

These increases are performance based, with a set percentage tied to a certain rating. The law allows for increases as follows:

4.5% with a rating of Exceeds Standards:

3% with a rating of Above Average:

1.5% with a rating of Satisfactory

The CFO of the state can alter or eliminate the percentages listed above at any time. The majority of state employees have an eligibility date of October 1. The exception to this is employees hired after July 1, 2006, and the eligibility date for those individuals is the latest hire date. For FY2011, the Chief Fiscal Officer has authorized the following merit percentages:

2.25% with a rating of Exceeds Standards:

1.5% with a rating of Above Average;

.75% with a rating of Satisfactory

Supervisory personnel must complete performance evaluations before they are eligible to receive such increases themselves.

If an employee is at the maximum of the assigned grade on the Career Service pay plan and not yet eligible for the Career level or above the maximum of the assigned grade on the Professional and Executive pay plan, the increase is provided as a lump sum payment at the end of the fiscal year. This same rule applies to COLAs. Both forms of compensation are added to annual salary for retirement calculation purposes.

### **OPM RECOMMENDATION**

The Arkansas Lottery Commission has an established performance evaluation system for its employees. OPM would suggest that the Commission have a consistent process for establishing merit increase dates and that a process for reviewing recommendations be established.

### **CAREER SERVICE RECOGNITION PAYMENTS**

Employees of state agencies and nonfaculty employees of institutions of higher education shall become eligible for annual career service recognition payments upon completion of ten (10) or more years of service in either elected positions or classified or nonclassified positions with an agency or institution of the State of Arkansas.

To receive the full amount authorized, the service shall have been in either elected positions or regular full-time positions.

Employees who work part-time in regular salary positions may receive annual career service recognition payments on a pro rata basis.

Periods of authorized leave without pay and leave of absence for military service when veterans' reemployment rights are exercised shall not negate eligibility for the payment, provided all other eligibility requirements are met.

An employee who meets eligibility requirements shall become eligible for annual career service recognition payments on the anniversary date of the completion of such service according to the following schedule:

STATE SERVICE	ANNUAL PAYMENT
10 through 14 years of state service	\$600
15 through 19 years of state service	\$700

20 through 24 years of state service	\$800
25 or more years of state service	\$900

**OPM RECOMMENDATION**

OPM recommends that ALC establish rules and policies for the payment of career service bonuses for their employees. Furthermore, OPM recommends that the amounts to be paid out by ALC for such awards closely mirror those set out above.

**PROMOTIONS/DEMOTIONS**

For state agencies, a promotion means the change in duty assignment of an employee from a position in one classification to a position in another classification of a higher grade or salary. Promotions are competitive, meaning the higher level position is advertised, applicants are screened based on the established minimum qualifications as listed on the official job description, interviews are conducted, and a selection is made.

An employee promoting in either the Career Service pay plan or the Professional and Executive pay plan is eligible for a ten percent (10%) increase in their rate of pay, unless their rate of pay falls below the entry level on the Career Service pay plan or the base level on the Professional and Executive pay plan. At that point, the employee would be adjusted to the appropriate entry or base level depending upon the pay plan used. Employees promoting from the Career Service pay plan to the Professional and Executive pay plan, would receive a twelve percent (12%) increase in pay unless the adjusted salary falls below the base rate of the grade into which they were promoting. The maximum salary for any job is defined as the maximum of the pay grade on the Career Service pay plan, or the career level if the employee is eligible, and the maximum on the Professional and Executive pay plan. Employee salaries cannot exceed these rates, even if the percentage applied does so.

When an employee is demoted for cause or voluntarily solicits a demotion, his or her rate of pay shall be:

- (A) Fixed in the lower-graded position at a rate equal to ten percent (10%) less than the employee's rate of pay at the time of demotion for demotions of one (1) or more grades on the career service pay plan or on the professional and executive pay plan; and

(B) At a rate equal to twelve percent (12%) less than the employee's rate of pay at the time of demotion for demotions of one (1) or more grades on the professional and executive pay plan or from a position on the professional and executive pay plan to a position on the career service pay plan.

If the employee's salary falls below the lowest entrance pay level of the new grade upon demotion, his or her salary may be adjusted to that lowest entrance level for that grade. An employee's rate of pay upon a demotion shall not exceed the amount provided by the maximum pay level of the grade assigned to the classification, unless the employee is eligible for career pay level on the career pay service plan under § 21-5-214.

An employee who is placed in a lower-graded position on either compensation plan because the original position has expired due to lack of funding, program changes, or withdrawal of federal grant funds may continue to be paid at the same rate as the employee was being paid in the higher-graded position upon approval of the Office of Personnel Management after seeking the review of the Personnel Committee.

#### **OPM RECOMMENDATION**

ALC needs to develop hiring and promotion procedures. This would include defining promotions/demotions, setting percentages for promotions/demotions, and providing policies governing circumstances when employees might fall below entry or above maximum of assigned grades. In some instances, employees being promoted are eligible larger percentage increases based on exceptional qualifications or labor market conditions.

#### **REHIRES/TRANSFERS**

Arkansas Law currently states: "When an employee who has been terminated for more than thirty (30) working days returns to state service, the rate of pay for which the rehired employee is eligible shall be established from the last position and shall be calculated as follows:

(1)(A) If returning to the same classification or to the same grade as previously occupied, the employee may return at the same rate of pay within the grade for the classification to which he or she is returning which does not exceed the salary the employee previously earned.

(B) If that salary falls below the lowest entry salary level of the grade or classification, the salary may be adjusted the lowest entry salary level.

(2)(A) If the employee returns to a different classification of a different grade, the employee's salary will be determined by fixing the salary of the former grade within the grade of the new classification on the appropriate current authorized pay plan.

(B) If the rate of pay falls below the lowest entry salary level of the grade, the salary may be adjusted to the lowest entry salary of the grade.

(3) If a former or transferring employee was previously employed in a position in which a specific line item maximum annual salary was set out in dollars in an appropriation act, the rate of pay for which the employee is eligible may be fixed at a rate within the grade on the appropriate current authorized pay plan for the classification to which he or she is returning or transferring that does not exceed the salary he or she previously earned, and that does not exceed the maximum pay level of the grade, unless the employee qualified for the career pay level on the career service pay plan.

(4) A former state employee may return as a new employee should this section provide a lower salary than he or she could otherwise receive upon entering state service.

Upon transfer of employment from one (1) agency or institution to another, an employee is to receive a lump sum payment from the original agency or institution for any overtime that has been accrued and not been paid and for any compensatory time accrued which has not been used at the higher rate of either the:

(1) Average regular rate of pay received by an employee during the last three (3) years of his or her employment; or

(2) Final regular rate of pay received by an employee.

If an employee is transferring without a break in service, that employee is eligible to retain their previous salary when transferring into the new position, providing that both positions were of the same grade."

#### **OPM RECOMMENDATION**

OPM recommends that the ALC personnel committee create and adopt rules that are similar to the state practice involving rehires and transfers, especially in light of how many state employees have worked for state agencies or institutions prior to working for the ALC.



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

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**MEMORANDUM**

**TO:** All State Agency Directors, Boards, Commissions, and  
Personnel/Payroll Representatives

**FROM:** Richard Weiss, Director 

**SUBJECT:** Restoration of Previously Suspended Salary Adjustments

**DATE:** December 2, 2010

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Today, the Governor has announced the restoration of salary adjustments that were previously suspended for Fiscal Year 2011. These increases will be effective the first pay period of 2011 (December 26, 2010 through January 8, 2011) and will be in paychecks received by state employees on January 14, 2011.

The Governor is restoring 2% of the 2.3% cost of living (COLA) increase for all state employees, excluding extra help.

Career service payments will be reinstated for eligible employees.

Merit increases may be awarded to eligible employees using the following percentages for each performance category.

Exceeds Standards:	2.25%
Above Average:	1.5%
Satisfactory	.75%

Kay Barnhill Terry, State Personnel Administrator, is issuing a follow up memorandum that will include procedural instructions for implementing these increases. If you have any questions, please contact your State Personnel Analyst in the Office of Personnel Management.

RAW:kt



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

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**Administrator's Office**  
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MEMORANDUM

TO: All State Agency Directors, Personnel Contacts, Boards, Commissions,  
and Human Resource Representatives

FROM: Kay B. Terry, State Personnel Administrator *Kay B. Terry*  
Department of Finance and Administration

DATE: December 2, 2010

SUBJECT: Procedural Instructions for the restoration of Salary Increases.

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As the Governor has announced today and as stated in Richard A. Weiss' December 2, 2010 memorandum, career service recognition payments, cost of living (COLA) and merit increases are being reinstated. The implementation procedures are as follows:

• Cost of Living Adjustment (COLA)

- The 2% COLA increase will be effective December 26, 2010 for all current employees excluding extra help.
- The 2% adjustment will be based on the employee's basic pay rate as of December 26<sup>th</sup>.
- Employees who are at or above the maximum rate of pay for their classification but do not have at least 15 years of service, will receive their COLA in the form of a lump sum at the end of the fiscal year. Those employees who at the career level of their classification will receive their COLA in the form of a lump sum at the end of the fiscal year.
- Increases **will not** be retroactive.
- No action will be required on the part of the agency as AASIS will generate the increase.

• Merit Increase

- Merit adjustments will be reinstated in the pay period beginning December 26, 2010 and awarded to current employees who are eligible based on their performance review.
- Those employees who are at or above the maximum rate of pay for their classification but do not have at least 15 years of service will receive their merit adjustment in the form of a lump sum at the end of the fiscal year. Those employees who at the career level of their classification will receive their merit adjustment in the form of a lump sum at the end of the

fiscal year. All Professional & Executive and unclassified employees will receive their adjustment in the form of a lump sum at the end of the fiscal year.

- Increases **will not** be retroactive.
- **All performance review data must be updated in AASIS to insure employees receive their merit adjustment in a timely manner.**

- **Career Service Recognition Payments**

- Payments will begin with the pay period beginning December 26, 2010.
- Payments will be awarded to currently active employees who are eligible for career service recognition payments.
- Career Service recognition payments amounts will be in accordance with Arkansas Code 21-5-106.
- Agencies will be provided a list for verification of all eligible employees. You will need to verify the data and send your approval for processing to Vicki Gorman at [vicki.Gorman@dfa.arkansas.gov](mailto:vicki.Gorman@dfa.arkansas.gov) by December 30, 2010. Once your approval has been submitted, the career service recognition payment data will be loaded by the AASIS Service Center. If you do not make the December 30<sup>th</sup> deadline you will be responsible for the entry of your agency's data.
- Payments will be automatically generated in AASIS for those eligible employees who have a Career Service Date between July 1, 2010 and December 25, 2010 with the submitted agency approval. These payments will be on the January 14, 2011 paycheck.
- All career service recognition payments for dates after December 25<sup>th</sup> should be processed based on the established procedures.

If you have any questions regarding these increases, please feel free to contact me at 682-1823 or [kay.terry@dfa.arkansas.gov](mailto:kay.terry@dfa.arkansas.gov), Herb Scott, Deputy OPM Administrator at 682-5130 or [herb.scott@dfa.arkansas.gov](mailto:herb.scott@dfa.arkansas.gov) or your State Personnel Analyst at 682-1753.

Brewer, Terri of Plumerville, Kroger, terri.brewer@kroger.com, 501-499-2737, PO Box 292, Plumerville, AR 72127. *Exp. 2011*

**Seeking reappointment**

Diebold, Sarah, 2275 Blue Mesa Drive, Fayetteville, AR 72703 479-530-3558, 442-6531 sarahsparksdiebold@yahoo.com Friendly Liquor *Exp. 2012*

King, Richard, of Little Rock, E-Z Mart, 455-5767 rking@ezmart.com 29400 Bandy's Ridge Lane, Little Rock, Ar. 72223, Cell 580-7381, Office 455-5767, *Exp. 2012*

Lightle, Steve PO Box 38, Searcy, AR 72145, 501-268-6107 B&B Oil Company slightle@doublebees.com, *Exp. 2012*

Oliu, Felix, Category Manager, MurphyUSA, 422 N. Washington, El Dorado, AR 71730, Felix\_Oliu@murphyoilcorp.com 870-881-6855, *Exp. 2012*

Satterfield, Branch PO Box 1080, Conway, AR 72033, 501-327-7714 #109, Satterfield Fuel bsatterfield@conwaycorp.net *Exp. 2011*

**Vacating his position**

Sechrest, Ness PO Box 174, West Memphis, AR 870-732-2580; (870) 735-3369---Flash Markets, Inc. wmpc2580@aol.com ncsechrest@aol.com home *Exp. 2011*

**Vacating his position.**

**He recommends:** Shane Patterson is recommended. He is also w/Flash Markets (his Dad was Harold Patterson who was Mr. Sechrest's partner)—Shane Patterson runs retail part of the business, brother does oil, another does finances, another does maintenance)

Townsley, Connie PO Box 2464 Batesville, AR 72503 870-793-2213 White River Petroleum, wrpetro@suddenlinkmail.com *Exp 2011*

**Seeking reappointment**

Tunious, Harold, D&J Mini-Mart, 1802 Main Street, NLR, 72114 758-3580 tunors@aol.com 837 – 3707 (cell), *Exp. 2012*

Yee, Joe Dan, Yee's Foodland, Lake Village, 71653 870-265-2730 870-265-0124, PO Box 202, Lake Village 71653 joedanyee@hotmail.com ; *Exp. 2011*

**Seeking reappointment**

# Arkansas



## Scholarship Lottery

### Commission Evaluation Form

<b>GENERAL INFORMATION</b>		TYPE REPORT: <input type="checkbox"/> ANNUAL <input type="checkbox"/> INTERIM	
EMPLOYEE NAME		AGENCY	
JOB TITLE		ORGANIZATION	
RATER NAME:		RATING PERIOD	
		FROM	TO

**LEADERSHIP** *Measures commitment to excellence, development and implementation of strategic vision, ability to achieve results, and learning from successes and shortcomings.*

<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory	E E	M E	N I	U N S	N / A
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## Opportunities for Development

### PLANNING *Measures excellence in strategic planning, change management, project planning, and maximization of resources.*

<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory	E E	M E	N I	U N S	N / A
• Creates an adaptive planning climate that provides for necessary change and opportunities for improvement.				<input type="checkbox"/>				
• Aligns and maximizes resources to achieve desired outcomes.				<input type="checkbox"/>				
• Models and encourages supportive and inclusive planning efforts.				<input type="checkbox"/>				
• Scans the work environment; anticipates and assesses factors that contribute to success or failure, and acts accordingly.				<input type="checkbox"/>				
• Anticipates, plans, schedules, and organizes work to ensure alignment with agency and program vision.				<input type="checkbox"/>				
• Conceives, prepares for, stimulates, and sustains change to improve or streamline operations.				<input type="checkbox"/>				
• Utilizes effective change management techniques, challenging staff to embrace creativity and seek innovation.				<input type="checkbox"/>				
• Acts as a change agent, challenging and re-engineering processes, as necessary.				<input type="checkbox"/>				
• Cultivates future leaders through active human resource development and succession planning.				<input type="checkbox"/>				
• Prioritizes, delegates work, and plans accordingly, maximizing the use of available resources.				<input type="checkbox"/>				

## Opportunities for Development

# MANAGEMENT

*Measures the effectiveness of managing programs, operations, and human, financial, and technological resources.*

<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory	E E	M E	N I	U N S	N / A
• Demonstrates organizational understanding, expertise to direct, encourage, and facilitate individual / team performance.				<input type="checkbox"/>				
• Exhibits skill in problem-solving, decision-making, and managing programs and staff.				<input type="checkbox"/>				
• Demonstrates sound judgment and flexibility in designing and applying adaptive approaches to demands and change.				<input type="checkbox"/>				
• Creates a workplace that ensures a diverse, harmonious, productive, safe, and non-discriminatory work environment.				<input type="checkbox"/>				
• Effectively delegates work, communicates expectations in a clear and constructive manner, and measures results.				<input type="checkbox"/>				
• Recognizes employee accomplishments and appropriately and swiftly manages unsatisfactory performance.				<input type="checkbox"/>				
• Creates a results- and service-oriented climate that contributes to organizational goals and objectives.				<input type="checkbox"/>				
• Judiciously manages assigned funds and resources within operating guidelines.				<input type="checkbox"/>				
• Encourages employees to excel through coaching, motivation, mentoring, and developmental opportunities.				<input type="checkbox"/>				
• Implements strategies that achieve priorities, objectives, and deadlines.				<input type="checkbox"/>				

## Opportunities for Development

# INTERPERSONAL RELATIONS

*Measures the effectiveness of managing programs, operations, and human, financial, and technological resources.*

<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory	E E	M E	N I	U N S	N / A
• Communicates personal commitment to agency vision, policies, and standards.				<input type="checkbox"/>				
• Directs with clear and persuasive communication.				<input type="checkbox"/>				
• Models and encourages open and interactive communication.				<input type="checkbox"/>				
• Discerns the sensitivity and confidentiality of information and acts appropriately.				<input type="checkbox"/>				
• Establishes trust, and is approachable by employees at all organizational levels.				<input type="checkbox"/>				

• Constructively manages conflict and differences of opinion, and fosters a positive resolution of issues.	<input type="checkbox"/>				
• Exhibits effective oral / written communication that is articulate, confident, well-organized, persuasive, and appropriate.	<input type="checkbox"/>				
• Demonstrates effective listening skills with comprehension and empathy.	<input type="checkbox"/>				
• Engages others in a tactful, courteous, respectful, and sensitive manner.	<input type="checkbox"/>				
• Balances concerns between individuals and productivity.	<input type="checkbox"/>				

### Opportunities for Development

## RESULTS

*Measures excellence in achievement and evaluation of organizational goals within established timeframes.*

<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory	E E	M E	N I	U N S	N / A
• Designs, develops, and implements organizational strategies and supporting policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Demonstrates and encourages excellence in results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Allocates and adjusts available resources to accomplish desired work results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Achieves assigned objectives within employee's span of control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Achieves assigned objectives within established timeframes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Performs with speed and sense of urgency, as necessary, while prioritizing tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Exercises discerning judgment in problem-solving and decision-making to ensure smooth operations and desired results..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Applies measurements, assesses progress, and modifies course(s) of action, as necessary, to achieve strategic outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Demonstrates and encourages responsiveness; provides accurate, constructive, appropriate, and timely input/feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Completes constructive and timely employee performance reviews as a rater and/or reviewing officer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Opportunities for Development

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## OVERALL RATING

Exceeds  
Expectations

Meets  
Expectations

Needs  
Improvement

Unsatisfactory

RATER'S OVERALL COMMENTS:

SUMMARY OF EMPLOYEE'S STRENGTHS:

SUMMARY OF OPPORTUNITIES FOR EMPLOYEE DEVELOPMENT:

Rater's Signature:

Date:

## EMPLOYEE'S SIGNATURE

I acknowledge that I have read this report and I have been given an opportunity to discuss it with the evaluation. My signature does not necessarily mean that I agree with the report.

Employee Signature:

Date: