



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

**OFFICE OF PERSONNEL MANAGEMENT  
Administrator's Office**  
1509 West Seventh Street, Suite 201  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
Phone: (501) 682-1753  
FAX: (501) 682-5104  
[www.arkansas.gov/dfa](http://www.arkansas.gov/dfa)

June 8, 2012

Senator Michael Lamoureux, Co-Chairman  
Representative Bryan King, Co-Chairman  
Uniform Personnel Classification and  
Compensation Plan Subcommittee  
Arkansas Legislative Council  
State Capitol Building, Room 315  
Little Rock, Arkansas 72201

Gentlemen:

The Office of Personnel Management submits the following request for approval in accordance with ACA 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.*

The University of Arkansas Medical Science (UAMS) has selected Phyllis Wilkins for the position of Licensed Mental Health Professional, position number 50046640, with a proposed salary of \$60,199. Ms. Wilkins is the spouse of Henry Hank Wilkins IV, a current member of the Arkansas House of Representatives.

Upon review of the criteria specified, the Office of Personnel Management finds that the University of Arkansas Medical Science (UAMS) has met the employee disclosure/certification and employment of family members requirements.

In addition, pursuant to ACA 21-1-402(b), the Office of Personnel Management has obtained the approval of the Governor.

Senator Michael Lamoureux, Co-Chairman  
Representative Bryan King, Co-Chairman  
June 8, 2012  
Page 2 of 2

Your approval of this request is greatly appreciated.

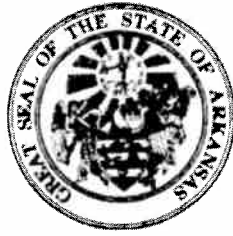
Sincerely,

A handwritten signature in black ink that reads "Kay Barnhill Terry". The signature is written in a cursive style with a large, stylized "K" and "T".

Kay Barnhill Terry  
State Personnel Administrator

Attachment: Employee Disclosure/Certification and Employment of Family Members Form  
Governor's Approval Letter

KBT/jlh



STATE OF ARKANSAS  
MIKE BEEBE  
GOVERNOR

May 30, 2012

Richard A. Weiss, Director  
Department of Finance and Administration  
Chief Fiscal Officer of the State  
1509 West Seventh Street, Suite 401  
Little Rock, AR 72201

Dear Mr. Weiss:

In response to your letter dated May 30, 2012, I am approving the request presented by you, on behalf of the University of Arkansas for Medical Sciences, to hire Phyllis Wilkins in the position of Licensed Mental Health Professional, position number 50046640, with a proposed salary of \$60,199.00. You have reported that Ms. Wilkins is the spouse of Henry "Hank" Wilkins IV, a current member of the Arkansas House of Representatives.

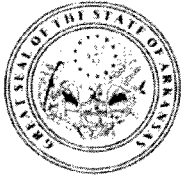
Based upon appropriate review of the criteria specified pursuant to Ark. Code Ann. § 21-1-402(b), I concur with the determination that the agency has met the employee disclosure/certification and employment of family members requirements. Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "MB", written over a printed name.

Mike Beebe

MB:jb



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  
<http://www.state.ar.us/dfa>

May 30, 2012

The Honorable Mike Beebe  
Governor of Arkansas  
State Capitol Building  
Suite 250  
Little Rock, AR 72201

Dear Governor Beebe:

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.”

UAMS has selected Phyllis Wilkins for the position Licensed Mental Health Professional, position number 50046640, with a proposed salary of \$60,199.00. Ms. Wilkins is the spouse of Mr. Henry Hank Wilkins IV, a current member of the Arkansas House of Representatives.

Upon review of the criteria specified, the DFA - Office of Personnel Management finds that UAMS 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,

A handwritten signature in black ink, appearing to read "Richard A. Weiss".

Richard A. Weiss  
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**

- 1  Yes  No Are you a **current** or **former\*** state employee?
- 2  Yes  No Are you a **current** Constitutional Officer\*\* or Arkansas General Assembly member?
- 3  Yes  No Are you the spouse of a **current** Constitutional Officer\*\* or Arkansas General Assembly member?  
▶ If "Yes," give spouse's name & office. HENRY HANK WILKINS II - State Rep.
- 3 a  Yes  No If "Yes," is your expected salary above the pay grade 13, level IV?
- 4  Yes  No Are you a **former\*** member or the spouse of a **former member** of the Arkansas General Assembly?  
▶ If "Yes," give member or spouse's name & office.
- 4 a  Yes  No If "Yes," did you serve or did your spouse serve within the last 24 months?
- 4 b  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?
- 5  Yes  No Are you a **relative+** of the Public Official‡ in charge of the agency in which you are applying?  
▶ If "Yes," give relative's name, position or office & relationship
- 6  Yes  No Are you a **relative+ (other than the spouse)** of a Constitutional Officer or an Arkansas General Assembly member or are you a **relative+** of a state employee, state board or commission member?  
▶ If "Yes," give relative's name, position or office & relationship.
- 7  Yes  No If you checked "Yes" in #6 above, does this relative+ work within the state agency in which you are applying?
- 7 a  Yes  No If "Yes," is the position for which you are applying in the direct line of supervision of your relative or will the position be a supervisory employee of the relative.

\*Former is defined as within the last 24 months  
 \*\*Constitutional Officer: Governor, Lt. Governor, Secretary of State, Attorney General, Auditor, Treasurer, Land Commissioner  
 †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  
 ‡Public Official includes constitutional officers, members of the Arkansas General Assembly, the executive head of any agency, department, board, commission, institution, bureau, or council of the state.

I understand that to be eligible for employment with the State of Arkansas, I must be in compliance with Governor's Executive Order 98-04, Governor's Policy Directive No. 8 and Arkansas Code Annotated (ACA) §21-8-304, which state in part that while employed as a state employee I cannot enter into any Professional Services Contract or Consultant Service Contract with any state agency unless I am providing Nursing Services and contracting with the Department of Health & Human Services. I also understand that as an employee of the State of Arkansas I am restricted from supervising or being supervised by a relative 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.

Wyllis A. Wilkins Applicant Name (Please Print)      Wyllis A. Wilkins Signature of Applicant with Date 5-15-12      \_\_\_\_\_ Social Security Number

- INSTRUCTIONS FOR HIRING OFFICIAL:**
- A. The applicant **cannot be hired** if they answered YES to 2, 4b, 5, or 7a.
  - B. Submit the form to the State Chief Fiscal Officer (CFO) and the Joint Budget Committee (JBC) / Legislative Council (LC) if the applicant answered YES to 3a. Submit form approved by the CFO & JBC/LC with the hire packet. (*The State CFO is the DFA Director*)
  - C. Submit the form to your agency Human Resource Manager if the applicant answered YES to 6 or 7. Submit the form approved by HR manager with the hire packet.
  - D. Complete the form by both the applicant and the Hiring Official (Supervisor). If the applicant answers NO to each question or YES only to 1, 3, 4 and/or 4a (See instructions above if YES to 3a, 4b or other questions). Submit the completed & signed form along with the hire packet.
- This form must be completed by the Hiring Official (Supervisor) for ALL applicants offered employment.**

Agency/Institution UAMS      Hiring Official Zachary N. Jones  
 Position Applied for Licensed Mental Health Professional (LCSW)      Position # 50046640      Pay Grade \_\_\_\_\_      Salary \$60,199  
*I certify that your applicant meets the education and experience qualifications required to perform the duties of the position for which they are being considered.*  
 Signature of Agency/Institution Hiring Official \_\_\_\_\_      Phone Number \_\_\_\_\_

Approved

Disapproved      Agency/Institution Human Resource Manager \_\_\_\_\_      Agency Number \_\_\_\_\_      Date \_\_\_\_\_

STATE OF ARKANSAS  
Department of Finance and Administration

**Employee Disclosure Requirements/Restrictions Notice**

**Employee Disclosure Requirements Notice**

Employees must report any benefit obtained from a state contract by a business in which the employee has a financial interest Ark. Code Ann. § 19-11-706. The employee must report this benefit to the Director of the Department of Finance and Administration.

A state employee has a "financial interest" in a business if he/she

- has received within the past year, or is presently or in the future entitled to receive, more than one thousand dollars (\$1000) per year, as a result of ownership of any part of the business or any involvement in the business, or
- owns more than a five percent (5%) interest in the business, or
- holds a position in the business such as an officer, director, trustee, partner, employee, or the like, or holds any position of management.

Any employee who knows or should have known of such benefit and fails to report the benefit to the director is in breach of the ethical standards of Ark. Code Ann. § 19-11-706.

**Employee Disclosure Restriction Notice**

State employees are restricted from employment under certain conditions, both during the time they are employed by the state and after they leave state employment. Ark. Code Ann. § 19-11-709. These restrictions include:

- employment of a current state employee involved in procurement by any party contracting with the state;
- former employees from representing anyone other than the state under certain conditions in matters which the employee participated personally and substantially or which were within the former employee's official responsibility;
- partners of a current or former state employee from representing anyone other than the state under certain conditions;
- selling to the state after termination of employment under certain conditions.

Any current or former state employee who violates any of these employment restrictions is in breach of the ethical standards of Ark. Code Ann. § 19-11-709.

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**Penalties for Non-Compliance with Ark. Code Ann. § 19-11-706 or § 19-11-709**

In addition to civil and administrative remedies, Ark. Code Ann. § 19-11-712 allows the Director of the Department of Finance and Administration to impose against any employee who fails to comply with Ark. Code Ann. § 19-11-706 or § 19-11-709, after notice and an opportunity for a hearing, any one or more of the following:

- oral or written warnings or reprimands,
- forfeiture of pay without suspension,
- suspension with or without pay for specified periods of time, and
- termination of employment.

Pursuant to Arkansas Code Annotated § 19-11-702, any employee who shall knowingly violate either of these restrictions shall be guilty of a felony and upon conviction shall be fined in any sum not to exceed ten thousand dollars (\$10,000) or shall be imprisoned not less than one (1) nor more than five (5) years, or shall be punished by both.

I certify that I have read this Notice and the Ark. Code Ann. §§ 19-11-706, 19-11-702, 19-11-709 and 19-11-712 on the reverse side. The Rule promulgated to enforce Executive Order 98-04 contain additional information regarding this reporting requirement at Section 13 & 14, posted by the agency in a conspicuous place. I understand that it is my responsibility to comply with the requirement to report as explained in Ark. Code Ann §§ 19-11-706 & 19-11-709, this Notice and the rule.

UAMS CHARLYN N. STONE  
Agency Name Hiring Official

Thyllis A. Wilkins \_\_\_\_\_  
Name of Employee (Please Print) Social Security Number

Thyllis A. Wilkins 5-15-12  
Signature of Employee Date

See back for Arkansas Code Annotated §§ 19-11-702, 19-11-706, 19-11-709 and 19-11-712

EXCERPTS FROM ARKANSAS CODE ANNOTATED §19-11  
SUBCHAPTER 7

19-11-702. Penalties.

Any employee or nonemployee who shall knowingly violate any of the provisions of this subchapter shall be guilty of a felony and upon conviction shall be fined in any sum not to exceed ten thousand dollars (\$10,000) or shall be imprisoned not less than one (1) nor more than five (5) years, or shall be punished by both.

19-11-706. Employee disclosure requirements.

- (a) **Disclosure of Benefit Received from Contract.** Any employee who has or obtains any benefit from any state contract with a business in which the employee has a financial interest shall report such benefit to the Director of the Department of Finance and Administration. However, this section shall not apply to a contract with a business where the employee's interest in the business has been placed in a disclosed blind trust.
- (b) **Failure to Disclose Benefit Received.** Any employee who knows or should have known of such benefit and fails to report the benefit to the director is in breach of the ethical standards of this section.

19-11-709. Restrictions on employment of present and former employees.

- (a) **Contemporaneous Employment Prohibited.** It shall be a breach of ethical standards for any employee who is involved in procurement to become or be, while such an employee, the employee of any party contracting with the state agency by which the employee is employed.
- (b) **Restrictions on Former Employees in Matters Connected with Their Former Duties.**
- (1) **Permanent Disqualification of Former Employee Personally Involved in a Particular Matter.** It shall be a breach of ethical standards for any former employee knowingly to act as a principal or as an agent for anyone other than the state in connection with any:
- (A) Judicial or other proceeding, application, request for a ruling, or other determination,
  - (B) Contract,
  - (C) Claim, or
  - (D) Charge or controversy
- in which the employee participated personally and substantially through decision, approval, disapproval, recommendation, rendering of advice, investigation, or otherwise while an employee, where the state is a party or has a direct and substantial interest.
- (2) **One-Year Representation Restriction Regarding Matters for Which a Former Employee Was Officially Responsible.** It shall be a breach of ethical standards for any former employee, within one (1) year after cessation of the former employee's official responsibility in connection with any:
- (A) Judicial or other proceeding, application, request for a ruling, or other determination,
  - (B) Contract,
  - (C) Claim, or
  - (D) Charge or controversy
- knowingly to act as a principal or as an agent for anyone other than the state in matters which were within the former employee's official responsibility, where the state is a party or has a direct or substantial interest.
- (c) **Disqualification of Partners.**
- (1) **When Partner is a State Employee.** It shall be a breach of ethical standards for a person who is a partner of an employee knowingly to act as a principal or as an agent for anyone other than the state in connection with any

- (A) Judicial or other proceeding, application, request for a ruling, or other determination,
  - (B) Contract,
  - (C) Claim, or
  - (D) Charge or controversy
- in which the employee either participates personally and substantially through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise, or which is the subject of the employee's official responsibility, where the state is a party or has a direct and substantial interest.

- (2) **When a Partner Is a Former State Employee.** It shall be a breach of ethical standards for a partner of a former employee knowingly to act as a principal or as an agent for anyone other than the state where such former employee is barred under subsection (b) of this section.

- (d) (1) **Selling to State After Termination of Employment Is Prohibited.** It shall be a breach of ethical standards for any former employee, unless the former employee's last annual salary did not exceed ten thousand five hundred dollars (\$10,500), to engage in selling or attempting to sell commodities or services to the state for one (1) year following the date employment ceased.
- (2) The term "sell" as used in this subsection, means signing a bid, proposal, or contract; negotiating a contract; contacting any employee for the purpose of obtaining, negotiating, or discussing changes in specifications, price, cost allowances, or other terms of a contract; settling disputes concerning performance of a contract; or any other liaison activity with a view toward the ultimate consummation of a sale although the actual contract therefore is subsequently negotiated by another person.

- (e) (1) This section is not intended to preclude a former employee from accepting employment with private industry solely because his employer is a contractor with this state.
- (2) This section is not intended to preclude an employee, a former employee, or a partner of an employee or former employee from filing an action as a taxpayer for alleged violations of this subchapter.

19-11-712. Civil and administrative remedies against employees who breach ethical standards.

- (a) **Existing Remedies Not Impaired.** Civil and administrative remedies against employees which are in existence on July 1, 1979, shall not be impaired.
- (b) **Supplemental Remedies.** In addition to existing remedies for breach of the ethical standards of this subchapter, or regulations promulgated thereunder, the Director of the Department of Finance and Administration may impose any one (1) or more of the following:
- (1) Oral or written warnings or reprimands
  - (2) Forfeiture of pay without suspension
  - (3) Suspension with or without pay for specified periods of time, &
  - (4) Termination of employment
- (c) **Right to Recover from Employee Value Received in Breach of Ethical Standards.** The value of anything received by an employee in breach of the ethical standards of this subchapter or regulations promulgated thereunder, shall be recoverable by the state as provided in § 19-11-714, which refers to recovery of value transferred or received in breach of ethical standards.
- (d) **Due Process.** Notice and an opportunity for a hearing shall be provided prior to imposition of any of the remedies set forth in subsection (b) of this section.

### Employee Disclosure Requirements

In Compliance with Governor's Executive Order 98-04  
Arkansas Code Annotated § 19-11-706

Pursuant to Arkansas Code Annotated § 19-11-706, employees are required to disclose any benefit received from any state contract. Specifically:

- (a) Any employee who has or obtains any benefit from any state contract with a business in which the employee has a financial interest shall report such benefit to the Director of the Department of Finance and Administration. However, this section shall not apply to a contract with a business where the employee's interest in the business has been placed in a disclosed blind trust.
- (b) Any employee who knows or should have known of such benefit and fails to report the benefit to the director is in breach of the ethical standards of this section.

This employee disclosure shall be made within 30 days after the employee has actual or constructive notice of a benefit received or to be received. Such disclosure shall be made by completing this **Employee Disclosure Requirements** form and forwarding this completed form to:

Director  
Department of Finance and Administration  
P. O. Box 3278  
Little Rock, AR 72203-3278

Employee Name

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Agency Name/ Division where employed

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Name of Person/Business involved with State Contract:

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Name of Government Body with which the Business has a Contract.

---

Dollar Amount and Nature of Contract

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Nature and extent of the benefit received or to be received:

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Employee's Signature

Date

THE FOLLOWING IS A PAGE FROM A SAMPLE EMPLOYMENT APPLICATION THAT CONTAINS THE CHECKLIST FOR EMPLOYEE DISCLOSURE.

**DISCLOSURE REQUIREMENTS**

Governor's Executive Order 98-04, Governor's Policy Directive #8, and ACA §21-8-304 require that the following information be disclosed to be considered for employment with the State of Arkansas.

- 1 Are **you** one of the following:
  - current member of the AR General Assembly?
  - current constitutional officer?
  - current state employee?
  - former member of the AR General Assembly?
  - former constitutional officer?
  - former state employee?
  
- 2 Are any of your relatives one of the following (Relative is defined as husband, wife, mother, father, stepmother, stepfather, mother-in-law, father-in-law, brother, sister, stepbrother, stepsister, half-brother, half-sister, brother-in-law, sister-in-law, daughter, son, stepdaughter, stepson, daughter-in-law, son-in-law, uncle, aunt, first cousin, nephew, or niece)
  - current member of the AR General Assembly?
  - current constitutional officer?
  - current state employee?
  - former member of the AR General Assembly?
  - former constitutional officer?
  - former state employee?
  
- 3  None of the above applies
  
- 4 Certain family or business relationships may prohibit an agency from hiring you. If any block is checked in #1 or #2 above, you will be required to disclose additional information if you are selected for interview to determine whether your employment would be prohibited or would require approval. I understand, should I become an employee of the State of Arkansas, that I may be reprimanded or terminated for failing to disclose the required information or disclosing incorrect information.

I understand that, should I become an employee of the State of Arkansas, I will be required to disclose any benefit obtained from a state contract by a business in which I have a financial interest, pursuant to ACA §19-11-706, and will be subject to civil, criminal, and/or administrative remedies if I fail to report such benefits.

I understand that, should I become an employee of the State of Arkansas, I will be restricted both during and after state employment from certain activities concerning procurement and selling to the state, pursuant to ACA §19-11-709, and will be subject to civil, criminal, and/or administrative remedies if I violate any of these restrictions.

I also understand that as an employee of the State of Arkansas I am restricted from supervising or being supervised by a relative. If I am hired and it can be proven that I falsely disclosed information in gaining employment that I could be subject to criminal or civil penalties under ACA § 25-16-1004 or § 25-16-1005.