From:

Stephen Tipton

Sent:

Thursday, December 18, 2014 2:19 PM

To:

Commission Info

Subject:

Re: W-9

Thanks Melanie

For some reason the W9 is not downloading

Stephen Tipton Centennial Bank

On Dec 18, 2014, at 1:51 PM, "Commission Info" < Info@citizenscommission.ar.gov > wrote:

Please find the W-9 attached to this email. I will need this filled out before I can process your reimbursment forms. Please feel free to contact me with any questions.

Thank you,

Melanie Jenkins Auditor of State 501-682-6030 Phone 501-682-2521 Fax

<W-9 form letter.txt>

From: Sent: To: Subject:	Stephen Tipton Thursday, December 18, 2014 4:35 PM Commission Info Re: W-9		
Follow Up Flag: Flag Status:	Flag for follow up Completed		
Thanks			
Stephen Tipton Centennial Bank			
	PM, "Commission Info" <info@citizenscommission.ar.gov> wrote:</info@citizenscommission.ar.gov>		
> Sorry about that lets try 1	this. Please let me know if you need anything else		
> Softy about that lets by the			
>			
> > Thank you,			
> () () () () () () () () () (
>			
>			
> Melanie Jenkins >			
> Auditor of State Office			
>			
> 501-682-6030			
> >			
> From: Stephen Tipton			
> Sent: Thursday, Decemb	er 18, 2014 2:18 PM		
> To: Commission Info			
> Subject: Re: W-9			
> Thanks Melanie			
>			
> For some reason the W9 is not downloading			
>			
> Stephen Tipton > Centennial Bank			
> Centennial Bank			
>			
>			
	1 PM, "Commission Info" n.ar.gov <mailto:info@citizenscommission.ar.gov>> wrote:</mailto:info@citizenscommission.ar.gov>		
>			

> Please find the W-9 attached to this email. I will need this filled out before I can process your reimbursment forms.
Please feel free to contact me with any questions.
>
> Thank you,
>
> Melanie Jenkins

> Auditor of State

>

> 501-682-6030 Phone

>

> 501-682-2521 Fax

>

> <W-9 form letter.txt>

> <W-9 form letter.pdf>

From:

Stephen Tipton

Sent:

Monday, December 22, 2014 10:37 AM

To: Subject:

Commission Info Re: Research

Thanks!

Stephen Tipton Centennial Bank

On Dec 22, 2014, at 8:59 AM, "Commission Info" < Info@citizenscommission.ar.gov > wrote:

Mr. Tipton,

 ${\rm I}$ am currently gathering this information and hoping that ${\rm I}$ have it before we meet on December 30th. ${\rm I}$ will forward as soon as possible.

Please let me know if you need anything else.

Melanie Jenkins

From: Stephen Tipton

Sent: Friday, December 19, 2014 3:15 PM

To: Commission Info

Cc: Larry Ross; Chuck Banks

Subject: Research

Melanie,

Good afternoon. Following up from our meeting yesterday, i would like to request the following information for our review, preferably in Excel format (if we have an option):

Current listing of individual, position/title, annual salary for the positions under our review 3-5 years worth of mileage/expense reimbursement data by position Salary information for the positions under our review for our surrounding states

Thanks,

Stephen Tipton

From:

Stephen Tipton

Sent:

Friday, December 19, 2014 3:15 PM

To:

Commission Info

Cc:

Larry Ross; Chuck Banks

Subject:

Research

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Thanks,

Stephen Tipton

From: Sent: Fo: Cc: Subject:	Larry Ross Monday, December 22, 2014 11:23 AM Stephen Tipton; Commission Info Chuck Banks RE: Research
thoroughness of it will be re Let's follow up to be sure. From: Stephen Tipton Sent: Friday, December 19, To: Commission Info Cc: Larry Ross; Chuck Banks Subject: Research	
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3-5 years worth of mileage	I, position/title, annual salary for the positions under our review e/expense reimbursement data by position positions under our review for our surrounding states
Thanks,	
Stephen Tipton	

From: Sent: To: Subject:	Larry Ross Monday, December 22, 2014 11:24 AM Commission Info RE: ICC Minutes 12-18-2014
Thanks, I'll go ove	r them soon and we will talk by phone. Blessings.
To: Larry Ross; p_	cember 22, 2014 11:12 AM
Mr. Ross,	
	ed the minutes from the December 18th meeting. This is a draft of the minutes and we are waiting or may send them out.
We can discuss at	1:00pm conference call.
thanks,	
Melanie Jenkins	
Auditor of State (Office
501-682-6030	
To: Commission I	ecember 22, 2014 10:54 AM

From: Smith, Estella [mailto:smithe@blr.arkansas.gov]

Sent: Monday, December 22, 2014 10:39 AM

To: Commission Info

Cc: Melanie Jenkins

Subject: ICC Minutes 12-18-2014

The Bureau of Legislative Research is a nonpartisan legislative agency. Arkansas Code § 7-1-103 prohibits the use of this e-mail and any files transmitted with it to be used for political purposes, including without limitation political advertising, fundraising, or campaigning.

MINUTES INDEPENDENT CITIZENS COMMISSION

Decembe	er 18,	2014

The Independent Citizens Commission met Thursday, December 18, 2014, at 9:30 a.m., in Room 272, State Capitol, Little Rock, Arkansas.

Commission members present: Mr. Chuck Banks, Mr. Mitch Berry, Ms. Barbara Graves, Mr. Stuart Hill, Ms. Brenda James, Mr. Larry Ross, and Mr. Stephen Tipton.

Senator Jonathan Dismang, President Pro Tempore, Arkansas State Senate, called the meeting to order. Senator Dismang recognized Commission members to introduce themselves.

Review of the Charge of the Commission (Attachment 1)

Mr. Brandon Robinson, Assistant Attorney General, Attorney General's Office, presented an overview of Ballot Issue 3 (Attachment 1) and addressed immediate actions required of the Commission. He stated the charge of the Commission is to review, adjust, and set salaries for members of the General Assembly, constitutional officers, justices, and judges. He added the Commission must consider the overall economic condition of the state when making recommendations. The public must be provided notice of proposed salary adjustments, have access to data reviewed by the Commission, and have opportunity to provide comment. The initial review of the salaries and recommendations for per diem, reimbursement for expenses, and reimbursement for mileage are due by February 2, 2015. The Commission may file an adjusted salary schedule with the Auditor of State, which will become effective ten days after submission.

Mr. Robinson advised the Commission could meet as necessary to review and adjust salaries as deemed appropriate; however, moving forward, no single adjustment shall exceed 15% of the salary to be increased or decreased. Recommendations concerning the amounts to be paid to legislators for per diem and expense and mileage reimbursement must be made to the President Pro Tempore of the Senate and the Speaker of the House no later than 90 days before the commencement of a regular session.

Freedom of Information Act Presentation

Mr. Robinson briefed commissioners on the Freedom of Information Act (FOIA) and stressed that all business must be conducted in open meetings that have been publicized through the proper channels. He advised commissioners to avoid any discussion of their charges outside a public meeting. The FOIA also pertains to emails, text messages, and any other types of communication used when discussing Commission business. Mr. Robinson recommended commissioners use their state email address (once assigned) when discussing business. Rather than emailing each other, commissioners should send emails to staff for dissemination. Staff will be the custodian of records for all FOIA requests. He also noted the executive session clause does not apply to the Commission.

A motion was made by Mr. Ross, and seconded by Ms. Graves, to request that staff assistance be provided from the office of the Auditor of State. The motion carried without objection.

Commission Staffing - Auditor's Office

Ms. Peggy Gram, Chief Deputy, Auditor of State's Office, advised a website (www.citizenscommission.ar.gov) is being created for the Commission. Commissioners can decide if they would like to include their personal information on the website. The website will contain all public records, such as meeting notices and minutes, and requests. A state email address will be provided to each member. Staff will manage the Commission's telephone and public comment site (info@citizenscommission.ar.gov). Commissioners must sign in at each meeting in order to receive the \$85.00 stipend authorized by Ballot Issue 3. Ms. Gram then introduced Ms. Melanie Jenkins, who will staff the Commission meetings.

Per Diem

Mr. Robinson explained that the Commission may authorize an \$85.00 stipend for its members by a majority vote of the total membership.

A motion was made by Ms. James, and seconded by Mr. Tipton, to authorize the \$85.00 stipend. The motion carried without objection.

Selection of Chair and Vice-Chair

Senator Dismang called for nominations of officers for the Commission. Mr. Berry nominated Mr. Banks for Chair and Ms. Graves nominated Mr. Ross for Chair. Mr. Banks then asked that his name be withdrawn from consideration. Mr. Ross advised his acceptance of the nomination is contingent upon Mr. Banks serving as Vice Chair.

A motion was made by Mr. Tipton to elect Mr. Ross as Chair and Mr. Banks as Vice Chair. The motion carried without objection.

Following his election as Chair, Mr. Ross presided. He thanked his fellow commissioners for the honor and stated he looks forward to working with them as well as the Commission staff.

Organization

Mr. Ross recognized Senator Dismang for remarks. Senator Dismang stated that in order to create a separation of boundaries, and to avoid an influx of unwanted information, commissioners should submit written requests for information from the Bureau of Legislative Research (BLR) to him and to Speaker-Elect Gillam. This would also create a central hub for information to be available in the event of a FOIA request. Senator Dismang advised that BLR's function is to provide information to commissioners and not to provide opinions or guidance from a legislative body.

Senator Dismang referenced the Commission's stringent calendar (Attachment 2) and suggested they set goals in order to meet the required timelines. The Commission is tasked with holding open meetings and he suggested any future meeting location include live streaming and/or public viewing. Senator Dismang also said the Commission should set parameters as to how they intend to operate and recommended they adopt Robert's Rules of Order.

The Commission discussed obtaining information on Arkansas's economic condition and that such information is available from the Department of Finance and Administration (DFA) and BLR. The Commission requested the DFA's chief economist attend a future meeting to provide an update on the present and long-term economic forecast.

The Commission agreed to begin each meeting at 8:30 am. Mr. Ross and Mr. Banks will meet with staff to determine a future meeting location. Upcoming meeting dates are as follows:

Tuesday, December 30, 2014 Wednesday, January 7, 2015 Wednesday, January 14, 2015

A motion was made by Mr. Banks that the remainder of the current meeting, and all future meetings, will be conducted according to Robert's Rules of Order. The motion carried without objection.

After further discussion, it was agreed the following information for the initial salary review will be forwarded to commissioners:

- current and long-term revenue forecast from DFA
- studies by other states, factors used, including time spent on job versus what they actually do
- Consumer Price Index pertinence to these studies
- current salaries
- historical expense/reimbursements separate from annual salaries

Mr. Ross asked that he and Mr. Banks be copied on any requests to staff for information. This would aid in prioritizing agenda items. It was also noted that a quorum consists of four members, including conference calls and/or other electronic means of participation.

Ms. Gram informed commissioners that current salary information could be available to them the next day and she will contact DFA for the current revenue forecast. She is unsure of the time frame in getting other state's information.

Senator Dismang advised commissioners to utilize staff as much as possible when needing information, setting the agenda, etc. He also asked that requests for information from BLR be sent as soon as possible in order for them to respond in a timely manner.

There being no further business, the meeting adjourned at 11:00 a.m.

From:

Chuck Banks

RE: W-9

Sent:

Monday, December 22, 2014 2:57 PM

To:

Commission Info

Subject: Attachments:

W-9_Banks.pdf

Attached please find my completed W-9 form. Please let me know if you need the original.

Thanks Chuck

From: Commission Info

Sent: Thursday, December 18, 2014 3:46 PM

To: Barbara Graves; Chuck Banks

Subject: W-9

It has come to my attention that the W-9 form sent originally is not opening. Here is another link to the W-9.

Thank you,

Melanie Jenkins Auditor of State Office 501-682-6030 501-682-2521 Fax

From:

Commission Info

Sent:

To:

Monday, December 22, 2014 1:38 PM Larry Ross; Brandon.Robinson@ArkansasAG.gov

Subject:

Attachments:

Agenda AGENDA for Dec 30th.docx

Agenda for December 30th meeting for approval

Thank you,

AGENDA INDEPENDENT CITIZENS COMMISSION

Tuesday December 30, 2014 08:30 AM State Capitol Room 272 Commission Members

Mr. Larry Ross, Chair

Mr. Chuck Banks, Vice Chair

Mr. Mitch Berry

Ms. Barbara Graves

Mr. Stuart Hill

Ms. Brenda James

Mr. Stephen Tipton

- A. Call to Order
- B. Approval of Minutes from December 18, 2014
- C. Mr. John Shelnutt, Director DFA Presentations
- D. Salary, Millage and Expense reimbursement information to be given by January 7th meeting . Surrounding state will be presented at January 7th meeting also
- E. Discussion by Commission
- F. Other Business
- G. Meeting Location
- H. Adjournment

From:

Larry Ross

Sent:

Tuesday, December 23, 2014 10:21 AM

To:

Commission Info; Chuck Banks; Brenda James; Barbara Graves; Mitch Berry; Stuart Hill;

Stephen Tipton

Subject:

RE: Revised Agenda

Thanks Ms. Jenkins. Merry Christmas to all!

From: Commission Info

Sent: Tuesday, December 23, 2014 9:52 AM

To: Larry Ross; Chuck Banks; Brenda James; Barbara Graves; Mitch Berry; Stuart Hill; Stephen Tipton

Subject: Revised Agenda

Please find attached a revised agenda for the December 30th meeting.

Thank you,

Melanie Jenkins

Auditor of State Office

501-682-6030

REVISED AGENDA

INDEPENDENT CITIZENS COMMISSION

Tuesday December 30, 2014 08:30 AM State Capitol Room 272

Commission Members

Mr. Larry Ross, Chair

Mr. Chuck Banks, Vice Chair

Mr. Mitch Berry

Ms. Barbara Graves

Mr. Stuart Hill

Ms. Brenda James

Mr. Stephen Tipton

- A. Call to Order
- B. Opening remarks by Chairman Ross
- C. Approval of Minutes from December 18, 2014
- D. Dr. John Shelnutt, Research Administrator, Economic Analysis and Tax Research,
 Department Of Finance and Administration, State of Arkansas-Presentation- Review on
 overall state of Arkansas economy
- E. Mr. Ernie Dumas- An historical overview of compensation for Executive, Legislative and Judicial branches.
- F. Discussion by Commission
- G. Other Business *
- H. Future Meeting Locations
- I. Adjournment
- *Other requested information Salary/ Mileage and expense reimbursement will be discussed at January 7th meeting.

From:

Commission Info

Sent:

Monday, December 22, 2014 2:49 PM Larry Ross Meeting Notice Mtg Notice Dec 30th.docx

To: Subject:

Attachments:

Here is a sample of the meeting notice we talked about. Does this look ok to you.

thank you,

Meeting Notice

INDEPENDENT CITIZENS COMMISSION

Mr. Chuck Banks

Mr. Mitch Berry

Ms. Barbara Graves

Mr. Stuart Hill

Ms. Brenda James

Mr. Larry Ross

Mr. Stephen Tipton

This is to advise that the Independent Citizens Commission will meet <u>Tuesday</u>, <u>December 30, 2014</u>, <u>at 8:30 a.m.</u>, <u>in Room 272</u>, <u>of the State Capitol</u>. A tentative agenda will be provided and posted on the Internet at http://citizenscommission.ar.gov in advance of the meeting.

Please feel to contact me if you have any questions or desire additional information

Sincerely,

From:

Commission Info

Sent:

Monday, December 22, 2014 3:43 PM

To:

Larry Ross; Chuck Banks; Barbara Graves; Stephen Tipton; Stuart Hill; Brenda James; Mitch

Berry: Brandon.Robinson@ArkansasAG.gov

Subject:

Independent Citizen Commission Meeting Notification & Agenda

Attachments:

AGENDA for Dec 30th.docx; Mtg Notice Dec 30th.docx; Draft Minutes 12-18-2014.docx

Per Commissionar Chair Ross, please find the attached Meeting notification, Agenda, and Draft of the Minutes for the December 18th meeting. Please review for the upcoming December 30, 2014 meeting.

Commission members are authorized to park in legislative parking around the capitol building on Tuesday December 30th. Capitol Police Chief, Darrell Hedden, granted this authorization and has been given a list of commission members.

Thank you,

From:

Commission Info

Sent:

Monday, December 29, 2014 9:34 AM

To:

Larry Ross; Chuck Banks; Stuart Hill; Stephen Tipton; Barbara Graves; Brenda James; Mitch

Berry

Subject:

FW: FOIA- Request of December 18

Please see the below FOI request. We have 3 days for response so if you could please send all comminication from December 17th through today or bring copies to the commission meeting in the morning.

Thank you,

Melanie Jenkins Auditor of State Office 501-682-6030

From: Jason Tolbert [jasontcpa@yahoo.com] Sent: Monday, December 29, 2014 9:20 AM

To: Commission Info; mjenkins@arauditor.com; Andrea Lea

Subject: Re: FOIA- Request of December 18

Melanie,

This request is meant as an update to my previous request for any new communication of the ICC so where there is any overlap with my previous request please disregard.

In accordance with FOIA, please send me all communication to, from, and between the members of the Independent Citizens Commission (in their official capacities) for the period December 17 through the date of this request

Also, please send any internal discussion/communication of the auditors office regarding the Independent Citizens Commission for the period November 5, 2014 through the date of this request - including by not limited to staffing issues, website set up, and/or meeting scheduling and location.

If this request is denied in whole or in part, please let me know the reason why. Please send the response electronically to this address or if that is not possible, please let me know when this is available to pick up. If there is any fee, please let me know in advance.

Thanks.

Jason Tolbert

On Friday, December 19, 2014 4:36 PM, Jason Tolbert <jasontcpa@yahoo.com> wrote:

Melanie.

Thanks. Just FYI, I will probably make a similar request each week.

Jason

On Fri, Dec 19, 2014 3:00 PM CST Commission Info wrote:

>Dear Mr. Tolbert,

>Attached are the documents we received from the commission responsive to your December 18, 2014 request. I have included one copy of the Trotter Letter and one copy of the Attorney General Letter. These letters were sent to all commissioners in identical form, if you would like a copy of each letter just let me know.

>If you have any questions please let me know.

>Thank you,

>Melanie Jenkins

>Auditor of State Office

>501-682-6030

From:

Mitch Berry

Sent:

Monday, December 29, 2014 2:48 PM

To:

Commission Info

Subject:

RE: FOIA- Request of December 18

Attachments:

Itr from Ark Bar 12-17-14.pdf

I am just now seeing your email. Attached is my only communication.

From: Commission Info

Sent: Monday, December 29, 2014 9:33 AM

To: Larry Ross; Chuck Banks; Stuart Hill; Stephen Tipton; Barbara Graves; Brenda James; Mitch Berry

Subject: FW: FOIA- Request of December 18

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>If you have any questions please let me know.

>Thank you,

>Melanie Jenkins >Auditor of State Office



President

BRIAN H. RATCLIFF

December 17, 2014

Dr. Brenda F. James 1868 Arch Street Little Rock, AR 72206

Dear Commissioner:

On behalf of the Arkansas Bar Association I want to thank you for agreeing to serve as a Commissioner. Your job is vital to our judiciary as well as the constitutional officers.

On December 7, 2014, the Arkansas Bar Association Board of Governors authorized me to appoint a Task Force to offer any assistance to the Commission if called. I have appointed the Task Force and Richard Hatfield has agreed to serve as Chair. His contact information is listed below. Please feel free to call on him if the Arkansas Bar Association can be of any assistance to you.

One of our members, Scott Trotter, has contacted us offering his assistance and I am sending him a copy of this letter.

Your task appears daunting especially within the time constraints. I know you will all work hard and I thank you in advance for this. If the Bar Association can be of any assistance, please feel free to contact Mr. Hatfield.

Very truly yours,

Brian H. Rotelf

Brian H. Ratcliff

c: Richard Hatfield 1 W. Mountain St. Fayetteville, AR 72701 (479)993-4747

c: Scott Trotter



President

BRIAN H. RATCLIFF

December 17, 2014

Mr. Mitchell L. Berry 415 N McKinley Ste 1177 Little Rock, AR 72205-3177

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Very truly yours,

Brian H. Ratcliff

c: Richard Hatfield 1 W. Mountain St. Fayetteville, AR 72701 (479)993-4747

Control of the section of

c: Scott Trotter

From:

Stephen Tipton

Sent:

Tuesday, December 30, 2014 10:25 AM

To:

Commission Info

Subject:

Fwd: Live Streaming Meetings

Stephen Tipton Centennial Bank

Begin forwarded message:

From: Jason Tolbert < <u>jasontcpa@yahoo.com</u>>
Date: December 28, 2014 at 6:49:49 PM CST

To: "LarryR@citizenscommission.ar.gov" < LarryR@citizenscommission.ar.gov>,

"ChuckB@citizenscommission.ar.gov" < ChuckB@citizenscommission.ar.gov>,

"MitchB@citizenscommission.ar.gov" < MitchB@citizenscommission.ar.gov>,

Subject: Live Streaming Meetings

Reply-To: Jason Tolbert < jasontcpa@yahoo.com>

Thanks to all of you for serving on the Independent Citizens Commission. I know it is a tough job with a fast time table. I appreciate your willingness to tackle a tough job.

I have one small suggestion. You might consider live streaming your meetings. I think this could be relatively easily done with minimal cost and would make the public feel the process is more transparent.

Your last meeting and the upcoming meeting are scheduled for a Senate Committee room which does not have live streaming ability however all 4 House Committee rooms in the State Capitol have this already set up. I would think that Speaker Carter and incoming Speaker Gillam would be glad to allow you to use this equipment.

It also seems that with a minimal effort your website - http://citizenscommission.ar.gov/ - could have a link to the live stream videos both during the meetings and archives of the video afterwards. The House did this several years ago with their committee meetings and the public really likes it.

I appreciate your time and hope you will consider doing this. It would be a positive and simple way to get the public on board with whatever your final proposal will be. It will allow people all over the state that is interested in your process to be more involved and informed on how you arrived at your findings.

Thanks and feel free to contact me if you have any questions.

Jason Tolbert Talk Business 501-804-0436

[&]quot;BarbaraG@citizenscommission.ar.gov" < BarbaraG@citizenscommission.ar.gov >,

[&]quot;StuartH@citizenscommission.ar.gov" < StuartH@citizenscommission.ar.gov>,

[&]quot;BrendaJ@citizenscommission.ar.gov" < BrendaJ@citizenscommission.ar.gov>,

[&]quot;StephenT@citizenscommission.ar.gov" <StephenT@citizenscommission.ar.gov>



ARKANSAS JUDICIAL COUNCIL, INC.

JUSTICE BUILDING

LITTLE ROCK, ARKANSAS 72201

TEL: (501) 682-9400 FAX: (501) 682-9410

December 22, 2014

Mr. Larry Ross, Chairman Arkansas Independent Citizens Commission c/o Arkansas Auditor of State State Capitol Little Rock, AR 72201

Dear Chairman Ross:

On behalf of all of the members of the Arkansas Judicial Council I write to extend our thanks and congratulations to you and the members of the Commission for your selection and your willingness to serve the citizens of our state in this important capacity.

The membership of the Arkansas Judicial Council includes the 121 circuit judges serving in our state's 28 judicial circuits and all of the members of the Arkansas Court of Appeals and the Arkansas Supreme Court. Our Board of Directors, which I chair, has designated a smaller number of our members to be available to work with you to both provide information and answer any questions you may have about our state judicial system and the justices and judges who serve in it. Through our relationship with the Arkansas Administrative Office of the Courts and the National Center for State Courts, we should be able to respond to any of your requests for information concerning the Arkansas court system as well as comparative information from other state court systems in the U.S. We would be willing to either provide written information or to make our members available to appear before the Commission to provide the information and/or respond to questions which you or your members may have.

Again, we thank you for your service and stand ready to assist in any way which you deem may prove helpful to your work in the weeks and months to come.

Sincerely,

Judge Gary Arnold

President