

BAXTER COUNTY QUORUM COURT AGENDA

JULY 2, 2024

THE BAXTER COUNTY QUORUM COURT WILL MEET FOR REGULAR SESSION ON **TUESDAY, JULY 2, 2024 AT 6:00 PM** IN THE 2ND FLOOR COURTROOM OF THE COURTHOUSE, WITH JUDGE KEVIN LITTY PRESIDING.

- CALL TO ORDER
- DISPOSITION OF MINUTES FROM PREVIOUS MEETING
- TREASURER REPORT
- COMMITTEE REPORTS:
- PRESENTATION:
- OLD BUSINESS
- NEW BUSINESS
 1. AN ORDINANCE APPROPRIATING FEES AND REIMBURSEMENTS IN THE AMOUNT OF \$ 10,572.99 RECEIVED IN THE MONTH OF MAY TO THE SHERIFF'S OFFICE 2024 BUDGET.
 2. AN ORDINANCE APPROPRIATING FUNDS IN THE AMOUNT OF \$18,552.00 FROM ROAD AND BRIDGE FUND (#2000) TO THE ROAD AND BRIDGE DEPARTMENT 2024 BUDGET.
 3. AN ORDINANCE APPROPRIATING GRANT FUNDS RECEIVED FROM THE STATE IN THE AMOUNT OF \$14,433.08 FOR THE COTTER-GASSVILLE RURAL FIRE PROTECTION DISTRICT TO THE COUNTY JUDGE'S BUDGET.
 4. AN ORDINANCE APPROPRIATING DISASTER RELIEF FUNDS RECEIVED FROM THE ARKANSAS DIVISION OF EMERGENCY MANAGEMENT (ADEM) IN THE AMOUNT OF \$10,000.00 FOR DISASTER RELIEF NEEDS TO THE OEM 2024 BUDGET.
 5. AN ORDINANCE RE-APPROPRIATING FUNDS IN THE AMOUNT OF \$8,500.00 IN THE SHERIFF'S COUNTY GENERAL FUND (#1000) BUDGET, AND APPROPRIATING REVENUE FUNDS IN THE AMOUNT OF \$29,000.00 FROM THE SPECIAL JAIL FEES FUND (#3017) AND DETENTION FACILITY FUND (#3018) INTO THE JAIL MAINTENANCE & OPERATIONS FUND (#3401) BUDGET AND APPROPRIATING REVENUE FUNDS IN THE AMOUNT OF \$12,000.00 FROM THE AVIATION RESERVE FUND (#1803) INTO THE SHERIFF'S COUNTY GENERAL FUND (#1000).
 6. AN ORDINANCE ALLOWING BAXTER COUNTY TO CONDUCT BUSINESS WITH SHANNON WHITE OWNER OF SHANNON'S LAWN CARE.
 7. A RESOLUTION EXPRESSING SUPPORT FOR THE APPLICATION FOR AN AUTOMATED RECORDS SYSTEM GRANT BY THE BAXTER COUNTY & CIRCUIT CLERK, AS THE EX-OFFICIO RECORDER.
 8. A RESOLUTION AUTHORIZING THE BAXTER COUNTY JUDGE TO APPLY FOR A GRANT ON BEHALF OF THE CLARKRIDGE VOLUNTEER FIRE PROTECTION DISTRICT.

9. A RESOLUTION CONFIRMING THE APPOINTMENTS OF SANDRA NELSON AND CINDY BLANKENSHIP BY THE COUNTY JUDGE TO THE GAMALIEL FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS.
10. A RESOLUTION CONFIRMING THE APPOINTMENTS OF RUDY DEDMAN AND MIKE REES BY THE COUNTY JUDGE TO THE GROVER TOWNSHIP FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS.
11. A RESOLUTION CONFIRMING THE RE-APPOINTMENTS OF DAN ALDERMAN, BILLY SETTLES AND RONALD WAGENBLAST BY THE COUNTY JUDGE TO THE HAND COVE FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS.

- ANNOUNCEMENTS:
- ADJOURNMENT

APPROPRIATION ORDINANCE NO. 2024 - _____

BE IT ENACTED BY THE QUORUM COURT OF BAXTER COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE APPROPRIATING FEES AND REIMBURSEMENTS IN THE AMOUNT OF \$10,572.99 RECEIVED IN THE MONTH OF MAY TO THE SHERIFF'S OFFICE 2024 BUDGET.

Article 1: Affirmation. This court affirms that the Baxter County Sheriff's Office has collected the following fees, reimbursements and donations in excess of the anticipated budgeted revenue amount in the month of May 2024:

- \$ 140.00 received from DWI Fines from District Court
- \$ 3,243.05 received from Act 770 Fees
- \$ 3,270.88 received for Installment Fees
- \$ 15.00 received for Animal Claim
- \$ 250.00 received Donation (cash)
- \$ 100.00 received Animal Adoption
- \$ 100.00 received VIN Checks
- \$ 1,090.00 received Donation (Cash & Checks)
- \$ 135.00 received Court Ordered Restitution (Extradition – Reserve Per Diem) (Checks)
- \$ 10.00 received Donation (Check)
- \$ 25.00 received Donation (Check)
- \$ 735.43 reimbursement Inmates' Medical
- \$ 742.55 reimbursement Inmate Prescriptions (Sent from BXS0 to Treasurer's Office)
- \$ 500.00 reimbursement (check)
- \$ 208.00 reimbursement Court Ordered Restitution (Extradition - Prisoner Transport) (Check)
- \$ 8.08 reimbursement Court Ordered Restitution (Extradition – Meals & Lodging) (Check)

Article 2: Appropriation. It is necessary to appropriate said monies totaling **\$10,572.99** to the appropriate line items in the Sheriff's Office 2024 budget.

There is hereby appropriated from the 2024 County General Fund (#1000) **\$4,191.05** for the following designated expenditures:

- \$ 3,343.05 to GL# 1000-0400-2001 (Sheriff: General Supplies)
- \$ 348.00 to GL# 1000-0400-2007 (Sheriff: Fuel, Oil & Lubricants)
- \$ 500.00 to GL# 1000-0400-2023 (Sheriff: Parts & Repairs)

There is hereby appropriated from the 2024 Animal Control Fund (#1800) \$1,465.00 for the following designated expenditures:

- \$ 125.00 to GL #1800-0191-2001 (Animal Control: General Supplies)
- \$ 250.00 to GL #1800-0191-2023 (Animal Control: Parts & Repairs)
- \$ 1,090.00 to GL #1800-0191-2052 (Animal Control: Veterinarian Services)

There is hereby appropriated from the 2024 Sheriff's Special Projects Fund (#3400) \$3,295.88 for the following designated expenditures:

- \$ 25.00 to GL# 3400-0400-2001 (Sheriff's Projects – General Supplies)
- \$ 3,270.88 to GL# 3400-0400-3003 (Sheriff's Projects – Computer Services)

There is hereby appropriated from the 2024 County Jail Fund (#3401) \$1,621.06 the following designated expenditures:

- \$ 135.00 to GL# 3401-0418-1099 (Jail: Transport for Prisoners)
- \$ 742.55 to GL# 3401-0418-2004 (Jail: Medicine & Drugs)
- \$ 735.43 to GL# 3401-0418-3006 (Jail: Med, Den & Hosp)
- \$ 8.08 to GL# 3401-0418-3094 (Jail: Meals & Lodging)

Article 3: Effective Date. This appropriation ordinance shall be effective immediately upon its passage by the quorum court.

APPROVED:

KEVIN LITTY, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

SPONSOR: _____

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

APPROPRIATION ORDINANCE NO. 2024 –

BE IT ENACTED BY THE QUORUM COURT OF BAXTER COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE APPROPRIATING FUNDS IN THE AMOUNT OF \$18,552.00 FROM ROAD AND BRIDGE FUND (#2000) TO THE ROAD & BRIDGE DEPARTMENT 2024 BUDGET.

Article 1. Affirmation: It is necessary to appropriate funds in the amount of \$18,552.00 from Road and Bridge revenue fund received from the sale of a salvaged 2018 Mack Dump Truck to the Road & Bridge Dept. 2024 Budget for the purpose of appropriate assignment of expenditures and to purchase a replacement vehicle.

Article 2. Appropriation: The Quorum Court authorizes the IT Manager to make the following appropriation into the designated line item:

\$ 18,552.00 to #2000-0200-4005 (Purchase of Vehicles)

Article 3. Effective Date: This appropriation ordinance shall be effective immediately upon its passage by the quorum court.

APPROVED:

KEVIN LITTY, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

SPONSOR: _____

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

APPROPRIATION ORDINANCE NO. 2024 –

BE IT ENACTED BY THE QUORUM COURT OF BAXTER COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE APPROPRIATING GRANT FUNDS RECEIVED FROM THE STATE IN THE AMOUNT OF \$14,433.08 FOR THE COTTER-GASSVILLE RURAL FIRE PROTECTION DISTRICT TO THE COUNTY JUDGE'S 2024 BUDGET.

Article 1. Affirmation: The Cotter-Gassville Rural Fire Protection District applied for and was awarded a Rural Community Grant from the State of Arkansas in the amount of \$14,433.08. These funds have been deposited with the County Treasurer and will be distributed to the Cotter-Gassville Rural Fire Protection District.

Article 2. Appropriation: It is necessary to appropriate the funds received into the designated line item for State Grants in the County Judge's budget for the proper assignment of this expenditure.

Section 1. There is hereby appropriated from the County General revenue fund (#1000-7010) the following sum of money into the designated 2024 budget line item:

\$ 14,433.08 to #1000-0100-3120 (State Grants)

Article 3. Effective Date: This appropriation ordinance shall be effective immediately upon its passage by the quorum court.

APPROVED:

KEVIN LITTY, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

SPONSOR: _____

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

APPROPRIATION ORDINANCE NO. 2024 --

BE IT ENACTED BY THE QUORUM COURT OF BAXTER COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE APPROPRIATING DISASTER RELIEF FUNDS IN THE AMOUNT OF \$10,000.00 RECEIVED FROM THE ARKANSAS DIVISION OF EMERGENCY MANAGEMENT (ADEM) FOR DISASTER RELIEF NEEDS TO THE OFFICE OF EMERGENCY MANAGEMENT 2024 BUDGET.

Article 1. Affirmation: Due to generous donations to the Arkansas Disaster Relief Program, the Arkansas Division of Emergency Management (ADEM) has provided funds in the amount of \$10,000.00 to help with disaster needs in Baxter County.

Article 2. Appropriation: It is necessary to appropriate the funds into the Office of Emergency Management budget for the proper assignment of this expenditure.

Section 1. There is hereby appropriated from the County General revenue fund (#1000-7104) the following sum of money into the designated line item:

\$ 10,000.00 to #1000-0500-2054 (Supplies - Emergency)

Article 3. Effective Date: This appropriation ordinance shall be effective immediately upon its passage by the quorum court.

APPROVED:

KEVIN LITTY, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

SPONSOR: _____

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

APPROPRIATION ORDINANCE NO. 2024 - _____

BE IT ENACTED BY THE QUORUM COURT OF BAXTER COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE RE-APPROPRIATING FUNDS IN THE AMOUNT OF \$8,500.00 WITHIN THE SHERIFF'S COUNTY GENERAL FUND (#1000) BUDGET, AND;

APPROPRIATING REVENUE FUNDS IN THE AMOUNT OF \$15,000.00 FROM THE SPECIAL JAIL FEES FUND (#3017) AND \$14,000.00 FROM THE DETENTION FACILITY FUND (#3018) INTO THE JAIL MAINTENANCE & OPERATIONS FUND (#3401) BUDGET AND APPROPRIATING REVENUE FUNDS IN THE AMOUNT OF \$12,000.00 FROM THE AVIATION RESERVE FUND (#1803) INTO THE SHERIFF'S COUNTY GENERAL FUND (#1000). NEW APPROPRIATIONS TOTAL \$41,000.00.

Article 1. Affirmation: The Sheriff's Office is requesting a re-allocation/new allocation of funds within the 2024 budgets for the purpose of appropriate assignment of expenditures.

Article 2. Designation: There are sufficient funds available for said transfers.

Article 3. Appropriation: The County Treasurer is authorized to transfer \$15,000 from Special Jail Fees Fund (#3017) and \$14,000.00 from Detention Facility Fund (#3018) into the Jail Maintenance & Operations Fund (#3401) and transfer \$12,000.00 from Aviation Reserve Fund (#1803) into the County General Fund (#1000).

The Quorum Court authorizes the IT Manager to make the following appropriations into the designated line items:

\$2,000.00 from Special Jail Fees Fund #3017 to GL #3401-0418-2002 (Small Equip)
\$5,000.00 from Special Jail Fees Fund #3017 to GL #3401-0418-2006 (Cloth & Uniform)
\$8,000.00 from Special Jail Fees Fund #3017 to GL #3401-0418-3009 (Other Prof Svcs)
\$3,000.00 from Detention Facility Fund #3018 to GL #3401-0418-1010 (Work Comp)
\$11,000.00 from Detention Facility Fund #3018 to GL #3401-0418-4004 (Mach & Equip)
\$12,000.00 from Aviation Reserve Fund #1803 to GL #1000-0400-2060 (Helicopter)

\$4,000.00 from GL #1000-0400-2001 (Gen Supp) to GL #1000-0400-3094 (Meals/Lod)
\$3,500.00 from GL #1000-0400-2001 (Gen Supp) to GL #1000-0400-3053 (Fleet Ins)
\$1,000.00 from GL #1000-0425-2001 (Gen Supp) to GL #1000-0425-2002 (Sm Equip)

Article 4. Effective Date: This appropriation ordinance shall be effective immediately upon its passage by the quorum court.

APPROVED:

KEVIN LITTY, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

SPONSOR: _____

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

ORDINANCE NO. 2024 –

BE IT ENACTED BY THE QUORUM COURT OF BAXTER COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE ALLOWING BAXTER COUNTY TO CONDUCT BUSINESS WITH SHANNON WHITE OWNER OF SHANNON'S LAWN CARE.

Article 1. Affirmation: Arkansas Code Annotated § 14-14-1202 states that all quorum court members, county officers and county employees refrain from benefiting economically, either directly or indirectly, from doing business with any vendor paid by the County, except when it is determined to be in the County's best interest. In such circumstances, subsection (2) (A) (i) states that the quorum court may permit the county by ordinance to purchase goods or services directly or indirectly from quorum court members, county officers or county employees; and

Article 2. Appropriation: It has been determined that it is in the County's best interest to permit the purchase of goods or services from the following vendor:

Section 1. Shannon White, spouse of LeeAnn White a Road & Bridge employee is the owner of Shannon's Lawn Care, which provides lawn care services to the County.

Article 3. Effective Date: the Baxter County Quorum Court authorizes the County to transact business with the above vendor, effective immediately and in the manner prescribed by ACA § 14-14-1202.

APPROVED:

KEVIN LITTY, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

SPONSOR: _____

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

RESOLUTION NO. 2024-

A RESOLUTION EXPRESSING SUPPORT FOR THE APPLICATION FOR AN AUTOMATED RECORDS SYSTEM GRANT BY THE BAXTER COUNTY & CIRCUIT CLERK, AS THE EX-OFFICIO RECORDER.

BE IT RESOLVED BY THE QUORUM COURT OF THE COUNTY OF BAXTER, STATE OF ARKANSAS, THAT:

WHEREAS, Baxter County is a Class 4 county in the State of Arkansas, and is therefore eligible to apply for a grant from the Automated Records System Fund managed by the Association of Arkansas Counties and administered by the Automated Records Systems Fund Committee; and

WHEREAS, most of the current scanners and printers used for the Land Records Management System in the Baxter County & Circuit Clerk's Office are nearly 10 years old, and reaching the end of their projected lifespan; and

WHEREAS, it is necessary for the Baxter County & Circuit Clerk's Office to provide continuity of services in the event of a disaster, and also when existing work stations are temporarily inoperable; and

WHEREAS, certain historical records maintained by the Baxter County & Circuit Clerk's Office are at risk of becoming damaged due to pages coming loose from the bindings, said records being of considerable historical significance; and

WHEREAS, the Baxter County & Circuit Clerk's grant application is for funds to be used to purchase new scanners, printers, and laptop computers, and to preserve six old, hand-written land transaction books, all of which will ultimately result in the preservation of Baxter County's records for generations to come; and

WHEREAS, this project will help secure continuity of operations and permanent accessibility to the land records of Baxter County by replication of documents and provision of digital copies, as well as preservation of handwritten records of considerable historical significance.

Now Therefore Be It Resolved, that the Baxter County Quorum Court expresses full support for the County Recorder's application for an Automated Records System Grant. We resolve that any approved grant funds will be credited to a fund created on the books of the County Treasurer to be known as the Automated Records System Grant Fund. This Court further resolves that the funds will be expended in compliance with the grant application and will be used during the time frame allowed and that the Certification of Completion will be filed in a timely manner by the County Judge and Circuit Clerk/Recorder.

APPROVED:

KEVIN LITTY, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

SPONSOR: _____

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

RESOLUTION NO. 2024 - _____

A RESOLUTION AUTHORIZING THE BAXTER COUNTY JUDGE TO APPLY FOR A GRANT ON BEHALF OF THE CLARKRIDGE VOLUNTEER FIRE PROTECTION DISTRICT.

BE IT RESOLVED BY THE QUORUM COURT OF BAXTER COUNTY, STATE OF ARKANSAS, THAT:

WHEREAS, the Baxter County Quorum Court has determined that Clarkridge Volunteer Fire Protection District meets the eligibility requirements necessary to apply for a grant under the Arkansas Rural Community Grant Programs; and

WHEREAS, the Clarkridge Volunteer Fire Protection District has presented plans to purchase a series of medical and firefighting items; and

WHEREAS, the Quorum Court of Baxter County recognizes the need for the project, concurs its importance, and supports the Clarkridge Volunteer Fire Protection District in its efforts to proceed with the same; and

WHEREAS, the Clarkridge Volunteer Fire Protection District has furnished proof that they have raised \$15,524.00 through community cash and/or in-kind donations to be applied to the project as a local match.

NOW THEREFORE BE IT RESOLVED, that the Baxter County Judge is hereby authorized to submit an application of formal request to the Arkansas Rural Development Commission for purpose of securing state grant funds in the amount of \$15,000.00 to aid and assist the Clarkridge Volunteer Fire Protection District in executing the proposed project described herein and that the County Judge or County Treasurer is further authorized to administer the grant funds for the same project.

APPROVED:

KEVIN LITTY, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

SPONSOR: _____

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

RESOLUTION NO. 2024 - _____

A RESOLUTION CONFIRMING THE APPOINTMENTS OF SANDRA NELSON AND CINDY BLANKENSHIP BY THE COUNTY JUDGE TO THE GAMALIEL FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS.

BE IT RESOLVED BY THE QUORUM COURT OF THE COUNTY OF BAXTER, STATE OF ARKANSAS, THAT:

WHEREAS, two members of the Gamaliel Fire Protection District Board of Commissioners, Mike St. Romaine and Wayne Roth, are unable to complete their three-year terms on the Board.

Section 1. The Quorum Court hereby confirms Sandra Nelson to complete Mike St. Romaine's three-year term on the Gamaliel Fire Protection District Board of Commissioners, set to expire August, 2025.

Section 2. The Quorum Court hereby confirms Cindy Blankenship to complete Wayne Roth's three-year term on the Gamaliel Fire Protection District Board of Commissioners, set to expire August, 2026.

Section 3. This resolution shall be in full force and effect from and after its passage and approval.

APPROVAL:

KEVIN LITTY, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

Sponsor: R. Steiner – JP - 3

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____

RESOLUTION NO. 2024 - _____

A RESOLUTION CONFIRMING THE APPOINTMENTS OF RUDY DEDMAN AND MIKE REES BY THE COUNTY JUDGE TO THE GROVER TOWNSHIP FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS.

BE IT RESOLVED BY THE QUORUM COURT OF THE COUNTY OF BAXTER, STATE OF ARKANSAS, THAT:

WHEREAS, a member of the Grover Township Fire Protection District Board of Commissioners, Kevin Lorenz, is unable to complete his three-year term on the Board.

Section 1. The Quorum Court hereby confirms Rudy Dedman to complete Kevin Lorenz's three-year term on the Grover Township Fire Protection District Board of Commissioners, set to expire October, 2025.

Section 2. The following Member of the Grover Township Fire Protection District Board of Commissioners, having been appointed by the County Judge for a term of three (3) years to expire March 2027, is hereby confirmed by the Quorum Court:

MIKE REES

Section 3. This resolution shall be in full force and effect from and after its passage and approval.

APPROVAL:

KEVIN LITTY, COUNTY JUDGE
Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK
Sponsor: D. Frank – JP - 1
Date Adopted: _____
Votes: For: _____ Against: _____
Abstain: _____ Present: _____ Absent: _____

RESOLUTION NO. 2024 - _____

A RESOLUTION CONFIRMING THE RE-APPOINTMENTS OF DAN ALDERMAN, BILLY SETTLES AND RONALD WAGENBLAST BY THE COUNTY JUDGE TO THE HAND COVE FIRE PROTECTION DISTRICT BOARD OF COMMISSIONERS.

BE IT RESOLVED BY THE QUORUM COURT OF BAXTER COUNTY, STATE OF ARKANSAS, THAT:

Section 1. The following members of the Hand Cove Fire Protection District Board of Commissioners, having been re-appointed by the County Judge for a term of three (3) years to expire July 2027, are hereby confirmed by the Quorum Court:

DAN ALDERMAN

BILLY SETTLES

RONALD WAGENBLAST

Section 2. This resolution shall be in full force and effect from and after its passage and approval.

APPROVAL:

KEVIN LITTY, COUNTY JUDGE

Date Signed: _____

ATTEST:

CANDA J. REESE, COUNTY CLERK

Sponsor: R. Steiner, JP- 3

Date Adopted: _____

Votes: For: _____ Against: _____

Abstain: _____ Present: _____ Absent: _____