

## MINUTES

**ARKANSAS LOTTERY COMMISSION**  
**Via Conference Call**  
**Friday, December 20, 2013**  
**09:00 a.m.**  
**124 West Capitol Avenue, Third Floor**  
**Little Rock, Arkansas**

Chairman George Hammons called the meeting to order via conference call. Also present by telephone were Commissioners Smokey Campbell, Julie Baldrige, Ben Pickard, Dianne Lamberth, Bruce Engstrom, Doug Pierce and Mark Scott. Staff members Director Woosley and Internal Auditor Brown were present via telephone. Also present were staff members Valerie Basham and Patricia Vick.

The sole item on the agenda was the consideration of carryover leave. Director Woosley explained to the commissioners that ALC employees accrue annual and sick leave according to state policy. ALC employees also follow the standard state employee policy of "Use It or Lose It": ALC employees who accrue over 30 days of annual leave, or over 120 days of sick leave, lose the excess leave at the end of the calendar year. Other state agencies have Catastrophic Leave Banks to which employees can donate any excess leave they would otherwise lose at the end of the year. He stated that ALC does not have a valid Catastrophic Leave Policy; it is not allowed to participate in the state's Catastrophic Leave program because the agency is not on the AASIS accounting system. Director Woosley asked that the commission temporarily suspend ALC's current leave policy until a new Catastrophic Leave Policy specific to ALC employees is in place.

Commissioner Pickard, noting that the matter had been brought before the Personnel Committee on December 2 and unanimously approved, made a motion to temporarily suspend current ALC leave policy until ALC has a new Catastrophic Leave Policy in place. Commissioner Lamberth seconded the motion.

Commissioner Engstrom asked if, while the current leave policy is suspended and pending the establishment of the Catastrophic Leave Bank, employees would be able to utilize carryover leave and not contribute it to the Catastrophic Leave Bank. Director Woosley responded that employees would be able to use their leave or donate it to the leave bank once it was in place. Commissioner Engstrom then asked if the proposed policy would affect the budget. Director Woosley stated that he had discussed the matter with CFO Fetzer and Internal Auditor Brown and there were no accounting or audit issues.

The Commission voted unanimously to approve the motion for the temporary suspension of ALC's current leave policy.

There being no further business, the meeting was adjourned.