

**CRIMINAL JUSTICE & PUBLIC SAFETY COMMITTEE**  
**PUBLIC DEFENDER**  
**AGENDA**  
**November 21, 2016**

Committee Members: Supervisors Wood, Dickinson, Girard, Frasier, Brock, Seeber, Simpson, Vanselow, Montesi, Braymer, MacDonald

- I. Committee meeting called to order by Chairman
- II. Motion to approve the minutes of the prior meeting
- III. Action Agenda/New Business Items:
  1. Request: to approve 2% county –wide increase in salary for grant-funded Confidential Secretary.  
  
Rationale: to authorize request to amend budget of C000352 grant from Office of Indigent Legal Services to allow for 2% increase for Confidential Secretary to First Assistant Public Defender.
  2. Request: to request authorization to move 6<sup>th</sup> Assistant Public Defender, Anna Besson, to the 5<sup>th</sup> Assistant Public Defender position and to then fill the vacant grant-funded position of 6<sup>th</sup> Assistant Public Defender.
  3. Request: request authorization to amend 2016 county budget  
  
Rationale: to authorize expenditure of funds from Office of Indigent Legal Services for Computer Equipment for additional attorney
- IV. Referrals/Pending Items:  
None
- V. Discussion Items:  
None
- VI. Privilege of the floor to discuss any additional item to come before the Committee
- VII. Motion to adjourn

**RESOLUTION REQUEST FORM NO. 7**

***Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: Public Defender**

**DATE:**

(a) Purpose of Amendment: **To authorize expenditure of Office of Indigent Legal Services Grant Funds C000352 to allow for 2% increase in 2017 Budget for Confidential Secretary to the First Assistant Public Defender. Reference: Contract C000352, Resolution 374 of 2013; Resolution 161 of 2016.**

(b) Appropriation Code, Object Code, Full Title and Amount

<b>A1171 110 Public Defender-Salaries-Regular</b>	<b>706.00</b>
<b>A1171 830 Social Security</b>	<b>44.00</b>
<b>A1171 831 Medicare</b>	<b>10.00</b>

(c) Revenue Code (with title), and Amount:

<b>A1171.3045 Public Defender-Office of Indigent Legal Services Distribution</b>	<b>760.00</b>
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RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Defender Payroll Dept. No: 1171
Title of Position: SA APD Base Salary of Position: 55,443.00 Grade: -
Filling at Step # (If Known): - Request to Backfill Due to Promotion: [ ] Yes [X] No
Budget code and title: Union [ ] Non-Union [X]
This position is vacated due to: [ ] Retirement [ ] Resignation [X] Termination [ ] Promotion [ ] Other
Employee No.: 12833 Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [ ] Yes [X] No
Source of reimbursement: [ ] Federal [ ] State [ ] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [X] Other Exempt 9/29/16
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 9-26-16

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[ ] The Administrator has no objection to the filling of the vacancy.
[ ] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 9/29/16

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[ ] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 9/29/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety
[X] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[ ] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 10/12/16

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Defender Payroll Dept. No: 6.01 A.1171
Title of Position: 6th Assistant Public Defender Base Salary of Position: \$45,000.00 Grade:
Request to Backfill Due to Promotion: Yes No
Budget code and title: A.1171 110(public defender Salary regular) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 12835 Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other Exempt
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 11-16-16

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 11/16/16

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 11/21/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 11/28/16

# **RESOLUTION REQUEST FORM NO. 7**

## ***Request to Amend County Budget\****

***\*If this is the result of a grant award, also complete and submit Form No. 5 or 6***

**DEPARTMENT NAME: Public Defender**

**DATE: 1/20/2016**

(a) Purpose of Amendment: **To authorize expenditure of the funds from Office of Indigent Legal Services. Reference #C000252, Resolution No. 541 of 2012, Resolution No. 291 of 2015; Resolution No. 160 of 2016**

(b) Appropriation Code, Object Code, Full Title and Amount:

**A1171 220 Office Equipment 1,200.00**

(c) Revenue Code (with title), and Amount:

**A1171.3045 Public Defender Indigent Legal Services 1,200.00  
Distribution**