

Criminal Justice Committee

District Attorney Office

AGENDA

October 24, 2017

Committee Members: MONTESI, Geraghty, Girard, Brock, Simpson, Vanselow, Braymer, Seeber
McDonald

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business

- 1. Request to Re-classify position of Crime Victim Specialist, Grade 14 to Senior Crime Victim Specialist, Grade 17
Rationale: Expanded responsibilities and duties of the position and classification review.

<u>Current Position</u>	<u>Reclassification Position</u>	<u>Budget Adjustment OVS Grant funded</u>
Crime Victim Specialist \$47,792.00	Senior Crime Victim Specialist \$52,640.00	(\$4,848.00)

- 2. Request for Transfer of funds from code 110 to additional codes per chart below:

\$10,000.00 for grant monies not budgeted in the expense portion of the 2017 budget.

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1165 110	Salaries-Regular	A.1165 220	Office Equipment	\$3,500.00
		A.1165 440	Legal/Transcript	\$6,500.00

\$13,000.00 for expected expenses in the 2017 budget

A.1165 410	Supplies	\$1,500.00
A.1165 426	Subscriptions	\$1,000.00
A.1165 440	Legal/Transcript	\$8,000.00
A.1165 444	Travel/Education/Conference	\$2,500.00

- IV. Referral/Pending Items
N/A
- V. Information for Discussion/Review
N/A
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VI. Motion to adjourn

Attachments

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: District Attorney/Crime Victims Assistance Unit

DATE: October 24, 2017

- (a) Title of Reclassified Position: **Senior Crime Victim Specialist**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* **\$52,640.00 Grade 17**
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position.
- (c) Title and Employee Number of Position to be Deleted:
Crime Victim Specialist / 11293
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):* **\$ 47,792.00 Grade 14**
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position.
- (e) Effective Date:* **November 20, 2017**
*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:

A.1168 Crime Victims - Assist. DA \$52,640.00
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees.

Yes

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: 1165 District Attorney Office

SIGNED:

DATE: October 24, 2017

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1165 110	Salaries-Regular	A.1165 220	Office Equipment	\$3,500.00
		A.1165 440	Legal/Transcript Fees	\$6,500.00
		A.1165 410	Supplies	\$1,500.00
		A.1165 426	Subscriptions	\$1,000.00
		A.1165 440	Legal/Transcript Fees	\$8,000.00
		A.1165 444	Travel/Education/Conference	\$2,500.00

Please state reason for transfers requested: There is over \$23,000.00 of unsued salary exluding fringe, due to open positions as a result of the departure of three employees over the summer of 2017. We are requesting to transfer this money into the following budget codes: Office Equipment \$3,500.00 and Legal/Transcript Fees \$6,500.00. The \$10,000 Byrne Grant (2017) provides reimbursement for specific expenditures. Those expenses were not accounted for in the expense portion of the 2017 budget, creating a \$10,000 shortfall for 2017. We are requesting the remaining unused salary be transferred to Supplies \$1,500.00, Subscriptions \$1,000.00, Legal/Transcript Fees \$8,000.00, and Travel/Eduation/Conference \$2,500.00, transfers are being requested due to the anticipated shortfalls in these codes.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			