

OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
THURSDAY, MAY 11, 2023 at 4:30 P.M.
125 EAST SECOND STREET — MONROE, MI 48161
(734) 240-7003

COMMITTEE MEMBERS:

Randy Richardville, Chairman

Mark Brant, Greg Moore, Jr., David Swartout and David Vensel

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES (04/12/2023)
- VI. COMMITTEE BUSINESS
 - 1. Letter dated May 3, 2023, from Mr. Jeffery Yorkey, Prosecuting Attorney, requesting approval to add an additional full-time Assistant Prosecuting Attorney II to the Monroe County Prosecutor's Office and a supplemental appropriation of \$25,207 for the amount not covered by the Prosecuting Attorney's 2023 budget.
 - 2. Letter dated May 5, 2023, from Ms. Alana Horkey, Victim Rights Coordinator, requesting approval to add an additional full-time Victim Rights Secretary and eliminate two (2) part-time positions with funding from the 2023 budget.
- VII. NEW BUSINESS
- VIII. OLD BUSINESS
- IX. CITIZENS TIME
- X. INFORMATION
- XI. COMMISSIONERS TIME
- XII. ADJOURNMENT

The County of Monroe will provide necessary auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials at the meeting to individuals with disabilities upon one week's notice to the County of Monroe. Individuals with disabilities requiring auxiliary aids or services should contact the County of Monroe by writing or calling the following: Human Resources - 125 East Second Street, Monroe, MI 48161 or visit our website at www.co.monroe.mi.us.

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
APRIL 12, 2023 AT 3:00 P.M.

I. The Meeting of the Operations Committee of the Monroe County Board of Commissioners was held in the Board Chambers in the City of Monroe on Wednesday, April 12, 2023. Chairman Richardville called the meeting to order at 3:00 p.m.

II. Roll call by Deputy Clerk, Lisa Sanders as follows:

PRESENT: Mark Brant, Greg Moore, Jr., Randy Richardville and David Swartout

ABSENT: David Vensel (Excused)

A quorum being present, the Operations Committee was able to conduct business.

III. PLEDGE OF ALLEGIANCE—Commissioner Moore led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA (04/12/2023)

Motion by Commissioner Moore, supported by Commissioner Swartout to approve the March 15, 2023 Agenda as presented.

Voice vote taken. Motion carried.

V. APPROVAL OF MINUTES (03/15/2023)

Motion by Commissioner Swartout, seconded by Commissioner Moore to approve the March 15, 2023 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VI. COMMITTEE BUSINESS

1. Letter dated March 31, 2023, from Chief Judge Mark Braunlich and Judge William Paul Nichols, 38th Circuit Court, requesting approval to create a part-time Adult Drug Treatment Court Coordinator position in the Adult Drug Treatment Court. Funding is included in the grant budget.

Judge Nichols explained the request.

Motion by Commissioner Brant, supported by Commissioner Swartout to accept the communication, place it on file, and recommend to the full Board to approve the request to create a part-time Adult Drug Treatment Court Coordinator position in the Adult Drug Treatment Court.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		David Vensel
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

2. Letter dated March 31, 2023, from Ms. Annamarie Osment, Monroe County Clerk-Register of Deeds requesting approval to re-organize the Vital Records/ Elections Division of the County Clerk's office.

Ms. Osment explained the request and answered questions.

Motion by Commissioner Brant, supported by Commissioner Moore to accept the communication, place it on file and recommend to the full Board to approve the re-organization of the Vital Records Division of the County Clerk's office by creating a Vital Records/Elections Specialist position, eliminating a Records Processing Clerk position and creating a temporary position to assist during elections, with funding included in the 2023 County Clerk budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		David Vensel
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

3. Letter dated March 28, 2023, from Ms. Jessica Paladino, Monroe County Indigent Defense Managing Attorney, requesting approval to transition the part-time Coordinator position to a full-time position effective upon approval of the County and MIDC with funding in the FY23 grant. Additionally, request approval of the County to create a part-time Secretary position and include this position in next grant application for FY24 to Michigan Indigent Defense Commission.

Ms. Paladino explained the request and answered questions.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		David Vensel
Greg Moore, Jr.		

Randy Richardville		
David Swartout		

Motion carried.

4. Letter dated March 21, 2023, from Ms. Kim Comerzan, Health Officer submitting a succession and staffing plan for the Public Health Department.

Ms. Comerzan and Ms. Dean gave a PowerPoint presentation to explain the request and answered questions.

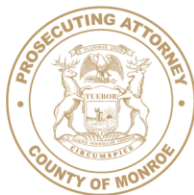
Motion by Commissioner Moore, supported by Commissioner Swartout to accept the communication, place it on file and recommend to the full Board to approve the succession and staffing plan with no General Fund appropriation is required. Fund has sufficient balance to absorb the projected cost of the staffing proposal.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		David Vensel
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

- VI. NEW BUSINESS –None
- VII. OLD BUSINESS –None
- VIII. CITIZENS TIME – None
- IX. INFORMATION–None
- X. COMMISSIONERS TIME –
No comments by Commissioners.
- XI. ADJOURNMENT – With no further business, Commissioner Richardville adjourned the meeting at 3:29 p.m.



OFFICE OF THE PROSECUTING ATTORNEY

Monroe County Courthouse • Third Floor
125 East Second Street
Monroe, Michigan 48161-2193

Commissioner Randy Richardville
Chairperson, Operations Committee
Monroe County Board of Commissioners
125 East Second Street
Monroe, Michigan 48161

May 3rd, 2023

Re: Funding of additional full-time Assistant Prosecuting Attorney II

Dear Commissioner Richardville and Operations Committee members:

This letter outlines our request for approval to authorize an additional full-time Assistant Prosecuting Attorney and the additional funding required beyond what our current budget is able to cover. The addition of one (1) assistant prosecutor in our office will support our efforts to strengthen local law enforcement outcomes in our community. As you may know, keeping the community safe while complying with the advances in evidence gathering such as cell phone records, bodycams and social media is a difficult and time-consuming balance that requires more resources. Yet, it is also necessary to insure we protect the due process rights of all citizens.

In addition to the demands of new technology, the Sheriff's Office has been fortunate to add additional deputies in the last several years that are working to keep the community safe. As such, our office expects an additional influx of cases coming through our office in the near future due to increased law enforcement activities. We need the additional prosecutorial staff to manage the requests for services from the Sheriff's Office and to meet our mission to keep the citizens of our community safe.

Recent personnel changes in our office makes the additional funding our office is requesting relatively small. Prior to my appointment as Prosecuting Attorney, I was a Senior Trial Attorney. That job has been posted and no one in our relatively young and inexperienced office is qualified to move up to that position. As such, I intend to hire an experienced trial attorney as an APA III. As a result of these changes, the cost difference to hire an additional attorney is \$25,207 for the remainder of this year.

It is requested the Operations Committee approve this request to add one (1) additional assistant prosecutor II and an appropriation of \$25,207 as determined by Finance to pay for the amount not covered in the Prosecuting Attorney's 2023 budget.

Thank you for your consideration,

Jeffery A. Yorkey
Prosecuting Attorney

TELEPHONE (734) 240-7600 • FACSIMILE (734) 240-7626

HIRING REVIEW FORM

Department: Prosecutor's Office

Vacancy Job Title: APAI

Brief Job Description:

Reviewing police reports and making charging decisions in misdemeanor, juvenile & felony cases interviewing victims of crime, witnesses and police officers in preparation for court hearings. Prosecuting said cases, including filing and responding to motions and conducting trials.

Budgeted Position:

☐ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☒ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

In an effort to keep up with the demands of our local law enforcement agencies that are now equipped with modern technologies like bodycams, cell phone and social media records, together with additional law enforcement personnel that is requesting we enforce cases brought by the VIPER task force and SORA violations that have not been enforced since the beginning of the pandemic, we need additional help to match the pace.

Completed By: Jeffrey A. Yorkey DATE: 5/3/2023

Human Resources/ Finance Use:

Conclusion:

Finance: \$25,207 appropriation to the 2023 budget required.

HR: Position will be filled in accordance to Collective Bargaining Agreement and County policies.

Finance Reviewer: Sue Maier

DATE: 05/04/2023

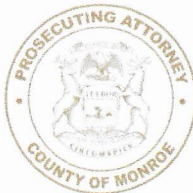
HR Reviewer: Aundrea Armstrong

DATE: 05/04/2023

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

ITEM	DATE	Department	Union		Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2023	26700	union_00E	PROS	PROSECUTOR	\$ 136,552	\$ 70,989	\$ 207,541
ANNUAL BUDGET	2023	26700	union_14A	APA2	ASSISTANT PROSECUTOR II	\$ 69,926	\$ 28,373	\$ 98,299
ANNUAL BUDGET	2023	26700	union_14A	APA3	ASSISTANT PROSECUTOR III	\$ 73,289	\$ 39,429	\$ 112,718
ANNUAL BUDGET	2023	26700	union_14A	APA2	ASSISTANT PROSECUTOR II	\$ 83,196	\$ 44,118	\$ 127,314
ANNUAL BUDGET	2023	26700	union_14A	APA3	ASSISTANT PROSECUTOR III	\$ 95,954	\$ 56,990	\$ 152,944
ANNUAL BUDGET	2023	26700	union_14A	Sr.TA	SENIOR TRIAL ATTORNEY	\$ 104,590	\$ 49,223	\$ 153,813
					TOTAL BUDGET	\$ 563,507	\$ 289,122	\$ 852,629
ACTUAL COST	THROUGH 5/1/23	26700	union_00E	PROS	PROSECUTOR	\$ 45,167	\$ 19,631	\$ 64,799
ACTUAL COST	THROUGH 2/12/23	26700	union_14A	APA2	ASSISTANT PROSECUTOR II	\$ -	\$ -	\$ -
ACTUAL COST	THROUGH 3/10/23	26700	union_14A	APA3	ASSISTANT PROSECUTOR III	\$ 19,804	\$ 9,437	\$ 29,240
ACTUAL COST	THROUGH 3/12/23	26700	union_14A	APA2	ASSISTANT PROSECUTOR II	\$ 17,213	\$ 9,908	\$ 27,121
ACTUAL COST	THROUGH 1/14/23	26700	union_14A	APA3	ASSISTANT PROSECUTOR III	\$ 7,283	\$ 3,268	\$ 10,550
ACTUAL COST	THROUGH 5/1/23	26700	union_14A	Sr.TA	SENIOR TRIAL ATTORNEY	\$ 41,770	\$ 18,253	\$ 60,024
					TOTAL ACTUAL	\$ 131,237	\$ 60,497	\$ 191,734
					AVAILABLE BUDGET	\$ 432,270	\$ 228,625	\$ 660,895
PROPOSED	PROMO EFFECTIVE 5/2/23	26700	union_00E	PROS	PROSECUTOR	\$ 94,754	\$ 41,819	\$ 136,572
PROPOSED	DOH: 2/13/23	26700	union_14	APA2	ASSISTANT PROSECUTOR II	\$ 64,709	\$ 24,747	\$ 89,455
PROPOSED	PROMO EFFECTIVE 3/13/23	26700	union_14A	APA3	ASSISTANT PROSECUTOR III	\$ 66,740	\$ 40,426	\$ 107,166
PROPOSED	DOH: 3/27/23	26700	union_14	APA2	ASSISTANT PROSECUTOR II	\$ 56,216	\$ 10,934	\$ 67,149
PROPOSED	PROMO EFFECTIVE 1/14/23	26700	union_14A	Sr.TA	SENIOR TRIAL ATTORNEY	\$ 100,280	\$ 64,236	\$ 164,516
PROPOSED	DOH: 6/5/23	26700	union_14	APA2	ASSISTANT PROSECUTOR II	\$ 43,813	\$ 13,145	\$ 56,959
PROPOSED	DOH: 6/5/23	26700	union_14	APA3	ASSISTANT PROSECUTOR III	\$ 50,043	\$ 14,241	\$ 64,284
					TOTAL PROPOSED	\$ 476,553	\$ 209,549	\$ 686,102
					TOTAL COST/(SAVINGS)	\$ 44,283	\$ (19,076)	\$ 25,207
	REMAINING EMPLOYER RETIREE HEALTH CARE CONTRIBUTION TO BE TRANSFERRED:					\$ 45,245		
FINANCE CONCLUSION:								
ADDITIONAL COST TO GENERAL FUND, WOULD REQUIRE ADDITIONAL APPROPRIATION.								
ANNUAL PROPOSED	2023	26700	union_00E	PROS	PROSECUTOR	\$ 136,552	\$ 62,111	\$ 198,663
ANNUAL PROPOSED	2023	26700	union_14	APA2	ASSISTANT PROSECUTOR II	\$ 73,614	\$ 33,360	\$ 106,975
ANNUAL PROPOSED	2023	26700	union_14A	APA3	ASSISTANT PROSECUTOR III	\$ 83,203	\$ 50,442	\$ 133,645
ANNUAL PROPOSED	2023	26700	union_14	APA2	ASSISTANT PROSECUTOR II	\$ 73,614	\$ 15,442	\$ 89,057
ANNUAL PROPOSED	2023	26700	union_14A	Sr.TA	SENIOR TRIAL ATTORNEY	\$ 104,590	\$ 66,686	\$ 171,276
ANNUAL PROPOSED	2023	26700	union_14	APA2	ASSISTANT PROSECUTOR II	\$ 76,682	\$ 31,146	\$ 107,828
ANNUAL PROPOSED	2023	26700	union_14	APA3	ASSISTANT PROSECUTOR III	\$ 87,582	\$ 32,498	\$ 120,081



OFFICE OF THE PROSECUTING ATTORNEY

Monroe County Courthouse • Third Floor
125 East Second Street
Monroe, Michigan 48161-2193

May 5, 2023

Mr. Randy Richardville, Chairman
Operations Committee
Monroe County Board of Commissioners
125 East Second Street
Monroe, Michigan 48161

Re: Request to Consolidate two part-time positions and create one (1) full-time Victims' Rights Secretary

Dear Commissioner Richardville and Operations Committee members:

Under Michigan law, the Prosecuting Attorney's Office is required to provide certain information and assistance to victims of crime. These services are provided by personnel working in the Victim Rights Unit within our office. The State of Michigan, through a grant, provides most of the funding for these services, currently including two full-time and two part-time positions.

Our office is requesting to combine the two (2) part-time Victim Rights Assistant positions into one (1) full-time Victim Rights Secretary for the purpose of continuity and consistency when working with victims of crime. The part-time positions have been challenging to fill and maintain and hinders our ability to efficiently provide services to victims. I have enclosed a job description for the full-time Victim Rights Secretary position and a completed Hiring Review Form.

Funds are available in 2023 to cover the additional cost due to personnel fringe changes, no additional appropriation is required. I am respectfully requesting the approval of the Operations Committee and a recommendation to the full board to add one (1) secretary position and eliminate two (2) part-time positions.

Thank you for your consideration,

Alana M. Horkey
Victim Rights Coordinator

TELEPHONE (734) 240-7600 • FACSIMILE (734) 240-7626

THE MISSION OF THE MONROE COUNTY PROSECUTING ATTORNEY'S OFFICE IS TO PROMOTE THE ENDS OF JUSTICE BY EFFECTIVELY AND EFFICIENTLY PROSECUTING VIOLATIONS OF THE LAW, HELPING TO MAINTAIN COMMUNITY SECURITY, AND ADVANCING A FAIR AND REASONED ADMINISTRATION OF THE LAW — ALL WHILE SAFEGUARDING THE RIGHTS OF VICTIMS AND THE ACCUSED, AND MAINTAINING THE HIGHEST ETHICAL AND PROFESSIONAL STANDARDS.

HIRING REVIEW FORM

Department: PROSECUTOR'S OFFICE

Vacancy Job Title: Full-time Victim Rights Secretary (Eliminate 2 part-time and create 1 full-time)

Brief Job Description: Under general supervision of the Victim Rights Coordinator, assists in ensuring victims are notified of their rights as required by law. Ensures the community is aware of Crime Victim Rights and resources. Responds to community inquiries about the program, monitors state website for parole hearings and notifies the Prosecutor of upcoming hearings. Acts as liaison to local schools.

Budgeted Position: YES

If YES, are Funds Available? YES * Must be verified by Finance/HR

 NO *Must provide Funding Plan, verified by

✓ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

Under Michigan law, the Prosecuting Attorney's Office is required to provide certain information and assistance to victims of crime. These services are provided to crime victims by personnel working in the Victim Rights Unit of our office. The State of Michigan provides most of the funding for these services. Our office is requesting to combine two part-time VR Assistant positions into one full-time VR Secretary position for the purpose of continuity and consistency when working with victims of crime. The part-time positions have been challenging to fill and maintain, hindering our ability to efficiently provide services to victims. Minimal financial impact will be assumed by the County due to the same pay scale used for the proposed pay grade and a surplus of budgeted funds available to be used for fringe benefits.

Completed By: Alana Horkey, Victim Rights Coordinator

DATE: May 3, 2023

Human Resources/ Finance Use:

Conclusion:

Finance: No additional appropriation is necessary. The cost of the position is 100% grant funded through the Crimes Victim Services grant 2023 budget.

Human Resources: Position will be filled in accordance to Collective Bargaining Agreement and County policies.

Finance Reviewer: Sue Maier

DATE: 05/05/2023

HR Reviewer: Aundrea Armstrong

DATE: 05/05/2023

APPROVED BY THE PERSONNEL COMMITTEE

APPROVED BY THE FINANCE COMMITTEE

APPROVED BY THE FULL BOARD

MONROE COUNTY VICTIM RIGHTS SECRETARY

Department: Prosecutor's Office **Wage Grade:** Rye -6
FLSA Status: Non-Exempt **Affiliation:** TPOAM

General Summary:

Under the general supervision of the Victim Rights Coordinator, assists in ensuring that victims are notified of their rights as required by law. Ensures the community is aware of Crime Victim Rights and resources. Responds to community inquiries regarding the program, monitors the state website for parole hearings and notifies the Prosecutor of upcoming hearings. Acts as liaison to local schools.

Essential Functions: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Prepares and sends informational packets to victims of crime to inform them of authorized charges and their rights under the Crime Victim Rights Act. Provides victims with forms to complete and return if they choose to take advantage of their rights under the law and assists in notification to crime victims.
- Processes paperwork from Crime Victim Services regarding parole status.
- Monitors the State website for upcoming parole hearings of violent offenders and notifies the Coordinator/Prosecutor.
- Assists Victim Rights Advocate or Assistant Prosecutor in preparing for Court when necessary.
- Documents interactions with attorneys or victims related to the case while complying with strict confidentiality requirements.
- Schedules appointments to speak with local schools and community organizations regarding Victim Rights education and awareness.
- Maintains updated educational brochures and power points for use in Victim Rights presentations.
- Back-up to the Victim Rights Advocate when necessary.
- Attends annually a minimum of 16 hours required continuing education through trainings or meetings provided and/or approved by the Prosecuting Attorney Association of Michigan.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education:

High School graduation or equivalent. Prefer some advanced coursework in Criminal Law.

Experience:

Two to three years of general clerical experience, preferably in a court or legal office setting. Public relations or public speaking preferred.

Other Qualifications:

Must have valid driver's license

Knowledge of:

- Administrative and clerical procedures and systems such as word processing, use of computers and computer software (Proficient in MS Word/MS Excel, AS400), managing files and records
- Principles and process for providing customer and personal service

Skill in:

- Handling interruptions without losing on-the-job effectiveness
- Being proactive with improvements and concerns related to job duties
- Using sound, independent judgment within established policy and procedural guidelines
- Using technology appropriate to the position held
- Establishing and maintaining effective working relationships with criminal justice personnel
- Talking to others to convey information effectively
- Understanding written sentences and paragraphs in work related documents
- Communicating effectively in writing as appropriate for the needs of the recipient

Ability to:

- Listen to and understand information and ideas presented through spoken words and sentences
- Speak clearly so others can understand
- See details at close range on a computer screen or in written form
- Work well under pressure, meeting multiple and sometimes conflicting deadlines
- Work with limited supervision and high motivation
- Recognize the needs and concerns of people and maintain constructive relationships in dealing with them
- Follow through until task is completely finished

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Hearing and speech sufficient to communicate in person or over the phone.
- Vision to read printed materials and a computer screen.
- Ability to access filing systems.
- Ability to enter and retrieve information from computer system.
- Ability to generate various documents from computer system.
- Ability to lift and move equipment or books weighing up to 10 lbs.
- May drive a County or personal vehicle in the course of the work.

Working Conditions:

Works in office setting and gives presentations at various buildings throughout the County.

Point Factor Analysis

Job Title/ Factors	Education & Experience	Ed/ Ex #	Judgment & Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services & Operations	Document Concentration	Work Environment	Total Points	Grade	Grade Point Parameters
Proposed New Position															
Vitcim Rights Secretary	197	a3	220	180	-	-	220	40	70	200	60	5	1192	6	1151-1300

ITEM	DATE	Department	Union	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2023	26750	PART-TIME	PT-VICTIM RIGHTS ADVOCATE	\$ 16,404	\$ 1,562	\$ 17,966
ANNUAL BUDGET	2023	26750	PART-TIME	PT-VICTIM RIGHTS ADVOCATE	\$ 18,780	\$ 1,789	\$ 20,569
				TOTAL BUDGET	\$ 35,184	\$ 3,351	\$ 38,535
ACTUAL COST	THROUGH 5/8/23	26750	PART-TIME	PT-VICTIM RIGHTS ADVOCATE	\$ 7,883	\$ 751	\$ 8,634
ACTUAL COST	THROUGH 6/2/23	26750	PART-TIME	PT-VICTIM RIGHTS ADVOCATE	\$ 4,879	\$ 465	\$ 5,344
				TOTAL ACTUAL	\$ 12,762	\$ 1,215	\$ 13,978
				AVAILABLE BUDGET	\$ 22,422	\$ 2,135	\$ 24,557
PROPOSED	FT EFFECTIVE 6/5/23	26750	union_04G	VICTIM RIGHTS SECRETARY	\$ 18,894	\$ 11,717	\$ 30,612
				TOTAL PROPOSED	\$ 18,894	\$ 11,717	\$ 30,612
	OTHER CONSIDERATION: CHANGE IN INSURANCE COVERAGE MID YEAR:				\$ -	\$ 9,105	\$ 9,105
				TOTAL COST/(SAVINGS)	\$ (3,527)	\$ 477	\$ (3,050)
FINANCE CONCLUSION:							
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF POSITION IS 100% GRANT FUNDED IN 2023.							
ANNUAL PROPOSED		26750	union_04G	VICTIM RIGHTS SECRETARY	\$ 35,093	\$ 26,226	\$ 61,318