

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 06/20/2023	PREPARED BY: Whitney Conner
Meeting Date Requested: 06/27/2023	PRESENTED BY: Office of Public Defense
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda Brought Before the Board Time needed:	
SUBJECT: Hire Employee Attorney Position within the Office of Public Defense and Authorize Inter-budget Transfer.	
FISCAL IMPACT: N/A (funds are available within our budget)	
BACKGROUND: Pursuant to Commissioner recent approval this office placed the \$300,000 in ARPA funds into Superior Court Contract line item. The emergency situation this office faced and is still facing has only gotten worse. We have met twice with State Legislatures and State OPD as well as the Governors' legislative liaison concerning the current crisis. Having lost our one staff employee attorney that the Commissioners approved, we then had an opportunity to replace him with an attorney who applied to our job posting from the prosecutor's office. Subject to negotiations it became necessary to offer this individual a salary within the posted job's salary range. That individual will tentatively start on July 28, 2023. It is important for the Commissioners to keep in mind that we are dealing with an ongoing and unforeseen emergency which shows no signs of abating in the near future. It is the considered opinion given the duration and depth of this emergency that department heads must be recognized as having the authority to move funds within their preauthorized budgets to provide the necessary coverage as regards legislative mandates.	
COORDINATION: Mike Gonzalez, County Administrator Larry Zeigler, OPD Manager Whitney Conner, OPD Coordinator	
RECOMMENDATION: Approve Resolution as presented	
ATTACHMENTS: (Documents you are submitting to the Board) ASR –Resolution- PAF	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of party(s) that will need a pdf.) Original : Clerk of the Board Karin Milham Accounting/Auditor OPD	

I certify the above information is accurate and complete.

Name: Whitney Conner

Title: Coordinator

FRANKLIN COUNTY RESOLUTION _____

BEFORE THE BOARD OF COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

***HIRE EMPLOYEE ATTORNEY POSITION WITHIN THE OFFICE OF
PUBLIC DEFENSE AND INTERBUDGET TRANSFER***

WHEREAS, Franklin County is obligated by law to provide indigent defense services in Franklin County;
and

WHEREAS hiring has been very competitive within the area to fill said vacancies for public defense
attorneys; and

WHEREAS, the Office of Public Defense has offered the position to a qualified candidate willing and able
to accept public defense cases; and

WHEREAS, the Board of County Commissioners approved funding for the Office of Public Defense in
order to recruit and maintain qualified attorneys; and

WHEREAS, the Office of Public Defense has come to an agreement with the qualified candidate for
compensation within the posted jobs salary range; and

NOW, THEREFORE, BE IT RESOLVED the Franklin County Board of County Commissioners
approves the inter-budget transfer of \$17,000 from 101180/4112 Superior Court Contracts to 101180/1000
Salary and Wages accordingly and hereby approves the position at grade 20 step 7; and

APPROVED this _____ day of _____, 2023.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chairman

Attest:

Chairman Pro Tem

Clerk to the Board

Member



Franklin County Personnel Action Form

(Check personnel action below, then fill out corresponding section)

☐ New Hire ☐ Re-Hire ☒ Position Change ☒ Pay Change ☐ Employment Separation ☐ Leave

Employee Name: Josh Cuevas

Effective Date of Change: 07/28/2023

Department: OPD

Submitted Date: 06/21/2023

☐ New Hire ☒ Position Change* ☐ *Action Type: Transfer
☐ Re-Hire ☒ Pay Change* ☐ Performance Evaluation: Select one

For position changes/new hire/re-hire
Please select at least one from each column below

Job Title:	PDC I
Department Title:	Office of Public Defense
Department ID #:	101180
Grade/Step: (If N/A, enter Salary or Hourly rate)	20/7
Resolution #: (If Applicable)	

Employment Type
☒ Full-Time
☐ Part-Time
☐ Seasonal/ Temporary
of Months: _____
(Maximum 120 Working Days)
☐ Variable/ On-call
☐ Provisional

Schedule
☐ 7.5 Hours/Day
☒ 8 Hours/Day
☐ Public Safety
☐ Flex
☐ Hourly
Hours/Day: _____
Days/Week: _____

Comments:

Employee Separation:

Separation Type:

(Select one, please submit corresponding notice with PAF)

Last Date Physically Worked: _____
Leave hours to Pay Out?
☐ Yes* ☐ No

☐ Voluntary Termination
☐ Involuntary Termination

* Please submit payout form to HR
following employee's last date physically worked

Leave:

Last Date Physically Worked: _____
Leave Begin Date: _____
Leave End Date: _____

☐ Family and Medical Leave (Report hours used to HR for tracking) ☐ Paid
☐ Military (Report hours used to HR for tracking) ☐ Unpaid
☐ Administrative
☐ Other (Please Specify): _____

Authorization/Approval Signatures

Commissioner (If Applicable)	X	____/____/20__
Elected Official/Department Head	X	____/____/20__
Supervisor (If Applicable)	X	____/____/20__
Human Resources	X	____/____/20__

For Human Resources Use Only:

☐ Original Document- HR ☐ Electronic Copy- Payroll ☐ Electronic Copy- EO/Dept. Head ☐ Salary Matrix Wage Verification - Matrix Resolution #: _____
☐ Entered into One Solution - PCN #: _____ Term Cd 2: _____ ☐ Entered into Benefits Admin System
☐ HR Audit _____

Revised 12/2021