



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/17/2020

Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Karen Taylor - Director
Human Resources

REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Napa County Probation Department

RECOMMENDATION

Director of Human Resources and Chief Probation Officer request adoption of a resolution amending the Departmental Allocation List for the Napa County Probation Department by adding one 1.0 FTE Staff Services Analyst I (limited term), effective March 17, 2020 through June 30, 2022, with a net increase of one full-time equivalent and no increase to the General Fund.

EXECUTIVE SUMMARY

If approved, this request adds a Staff Services Analyst I (limited term) to the Napa County Probation Department. The Napa County Superior Court and Napa County are transitioning to a new collections vendor. The new vendor has agreed to accept payments from defendants intended for victims of crimes, but cannot accept responsibility for remitting those restitution payments to victims. This leaves the County with no mechanism for victims to receive restitution payments. The requested position's primary function will be to provide oversight, quality control, and accountability to mitigate County liability, and act as a liaison between County departments and GC Services (the new collections vendor) in getting restitution payments to victims.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The requested position is 100% funded by Community Corrections

	Partnership funds and Special Revenue AB109 Realignment funding.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The addition of a Staff Services Analyst I (limited term) is essential to the management and tracking of restitution payments. Currently, there is no resources available to act as a liaison for all stakeholders, including victims, defendants, the Probation Department, and the District Attorney's Office.
Is the general fund affected?	No
Future fiscal impact:	The increased cost of salaries and benefits for the remainder of Fiscal Year 2019-2020 is estimated at \$40,500, and will be absorbed by salary savings resulting from additional vacancies within Napa County Probation. The increased cost for Fiscal Year 2020-2021 is estimated at \$111,900 and will be budgeted accordingly.
Consequences if not approved:	Without the addition of a Staff Services Analyst I (limited term), the County will have difficulty complying with Marsy's Law, which requires that victims of crime be notified of public proceedings involving the defendant, and that no fines/fees are paid by defendants before victims receive their restitution payments.
County Strategic Plan pillar addressed:	Effective and Open Government Livable Economy for All Collaborative and Engaged Community
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Napa County is contracting with a new collections vendor for victim restitution payments. The new vendor requires a liaison between Napa County and victims of crimes, to ensure payments are received and accurate, in compliance with Marsy's Law. This action is requesting a Staff Services Analyst I (limited term) position to support the Probation Department and District Attorney's Office to ensure victims receive their funds from defendants and improve customer service for all stakeholders. The position will also maintain statistics on how many checks are being cashed by victims, and investigates the reasons for returned checks. This is information the current vendor cannot provide to the County.

Therefore, the Director of Human Resources and the Chief Probation Officer request adoption of a resolution amending the Departmental Allocation List for the Napa County Probation Department by adding one 1.0 FTE Staff Services Analyst I (limited term), effective March 17, 2020 through June 30, 2022, with a net increase of one full-time equivalent and no increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi