



Legislation Text

File #: 17-008, Version: 1

MEMORANDUM

TO: The Honorable Members of the Lake County Board of Supervisors

FROM: Don Anderson, District Attorney

DATE: December 28, 2016

SUBJECT: Approve the Appointment of Crystal Martin as Interim Victim Witness Program Administrator

EXECUTIVE SUMMARY:

Deborah Wallace, the current Victim Witness Program Administrator, will be retiring on December 30, 2016. The Program Administrator is essential to the operation of the Victim Witness Division of the District Attorney's Office - performing many of the fiscal duties of the office in addition to overseeing the day-to-day operations. Crystal Martin is currently the Senior Victim Advocate. Mrs. Martin has been an advocate for Victim Witness for nearly twelve years and would do well as Interim Program Administrator, until the vacancy is filled.

FISCAL IMPACT: ☒ None ☐ Budgeted ☐ Non-Budgeted
Estimated Cost:
Amount Budgeted:
Additional Requested:
Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): None

STAFFING IMPACT (if applicable): This will leave the office short one victim advocate

RECOMMENDED ACTION:

Approve the Appointment of Crystal Martin as Interim Victim Witness Program Administrator