



## Legislation Text

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File #: 20-144, Version: 1

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### Memorandum

**Date:** March 10, 2020

**To:** The Honorable Moke Simon, Chair, Lake County Board of Supervisors

**From:** Susan Krones, District Attorney

**Subject:** (a) Approve Waiver of the 900-Hour Extra Help Limitation for Extra Help District Attorney Investigator Aides, Robert McPherson and Billy Newsom, (b) Approve Waiver of the 900-Hour Extra Help Limitation for Extra Help Information Support Tech I, Ryan Clair, and (c) Approve Waiver of the 900-Hour Extra Help Limitation for Extra Help Legal Secretary, Myriam Ivette Herrera

**Executive Summary:** (include fiscal and staffing impact narrative):

Robert McPherson's primary duty is to serve civilian subpoenas for our criminal cases. Billy Newsom is responsible for locating individuals and then serving papers for the Department of Child Support Services (DCSS). Mr. Newsom's time is reimbursed by DCSS. Both of these District Attorney Investigator Aides are former Correctional Officers, which makes them specially suited to perform the above duties, which our full-time DA Investigators do not have the time to do. We expect them to work no more than 960 hours each during the fiscal year 2019-20.

Ryan Clair possesses a degree in the computer field and was hired to assist with the processing of digital evidence provided by various law enforcement agencies, other computer-related support, and general office work. This type of work cannot be performed by our full-time Office Assistants nor Legal Secretaries. Due to the heavy workload we have requested and have been approved for waiving the 25-hour per week limit, allowing him to work up to 29 hours per week. We expect Mr. Clair to work no more than 1,400 hours during the fiscal year 2019-20.

Myriam (Ivette) Herrera started out as our Extra Help Office Assistant and advanced to being an Extra Help Legal Secretary. In addition to her exemplary work as a Legal Secretary, her assistance with our Spanish-speaking victims, witnesses, and patrons has been enormously beneficial. Due to our 2 vacant Legal Secretary positions, we have requested and have been approved for waiving the 25-hour per week limit, allowing her to work up to 29 hours per week. We expect Ms. Herrera to work no more than 1,400 hours during the fiscal year 2019-20.

Without these Extra Help individuals, we would not be able to provide the services that is expected from our Department. We have adequate budget to cover the requested Extra Help wages and benefits for the current fiscal year.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Consistency with Vision 2028 and/or Fiscal Crisis Management Plan** (check all that apply):

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Well-being of Residents | <input checked="" type="checkbox"/> Public Safety    | <input type="checkbox"/> Infrastructure   | <input type="checkbox"/> Not applicable                 |
| <input type="checkbox"/> Economic Development    | <input type="checkbox"/> Disaster Recovery           | <input type="checkbox"/> County Workforce | <input type="checkbox"/> <i>Technology Upgrades</i>     |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake       | <input type="checkbox"/> <i>Revenue Generation</i>      |
|  |  |   | <input checked="" type="checkbox"/> <i>Cost Savings</i> |

**If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:**

Which exemption is being requested?

How long has Agreement been in place?

When was purchase last rebid?

Reason for request to waive bid?

**Recommended Action:** (a) Approve Waiver of the 900-Hour Extra Help Limitation for Extra Help District Attorney Investigator Aides, Robert McPherson and Billy Newsom, (b) Approve Waiver of the 900-Hour Extra Help Limitation for Extra Help Information Support Tech I, Ryan Clair, and (c) Approve Waiver of the 900-Hour Extra Help Limitation for Extra Help Legal Secretary, Myriam Ivette Herrera