

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 4/19/2023

Weekly Agenda Date: 4/25/23

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: James Loomis, CountyAttorney

WORDING FOR AGENDA ITEM:

To inform the BOS of my intention to give "bonus" payments to administrative staff in the County Attorney's Office. These payments would be paid from Fines Collections. I request the Board to direct the H.R. Director to prepare a Memorandum of Understanding for said bonus payments.

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

Since June, 2022 the County Attorney's Office has been dealing with attorney shortages. In January, 2023 I came to the board with a plan to address the issue. The Board was gracious and receptive to my requests and proposed short term and long term proposals. I have been executing my plan and progress is being made. We have hired two new attorneys, and I have seen an increase in applications since these steps have been taken.

The focus in January was on the attorneys since that was the immediate need. What I did not fully explain at that time was that the administrative staff took on an increased load simply because the work needed to get done but my office did not have the attorneys to get done what traditionally is done by the attorneys. In short, the administrative staff within my office has been great. They have never complained. They have always had a positive team attitude and have always been willing to take on more duties and responsibilities. And, while challenges continue as we remain 5 attorneys short, the administrative staff has allowed and will allow us to bridge the gap and continue to get everything done that needs to get done until we are back fully staffed with attorneys.

The administrative staff, in my opinion, is deserving of a bonus.

BACKGROUND:

Since June, 2022 the administrative staff within the County Attorney's Office has taken on an increased work load simply because the work needed to get done but my office did not have the attorneys to get done everything that the attorneys traditionally have done. This extra work load has been done without complaint for almost a year. We couldn't have been able to do what's been done over this past year, being down anywhere between 5 and 7 attorneys without their hard work.

There are 8 people on the administrative staff whose hard work are deserving of a bonus. In my opinion, that bonus should be \$2,000.00. The total thus is \$16,000.00.

My intention is to pay these bonus payments from the Fines Collections money that I have discretion over in its use. I have discretion to use these funds as I deem appropriate.

What I need approval from the Board on is to direct the H.R. Director to prepare a memorandum of understanding for the \$2,000.00 bonus payments to be made.

FINANCIAL IMPACT:

None - this money is coming out of the percentage of the Fines Collections that go straight to the County Attorney's Office once the threshold has been met. I have discretion and control over this money. This is not coming from any budget item so there is no money coming from the budget just approved; nor is it any additional money being requested from the Board. Thus, it will have no financial impact on Woodbury County.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Approve the H.R. Director to prepare a memorandum of understanding.

ACTION REQUIRED / PROPOSED MOTION:

Direct the H.R. Director to prepare a memorandum of understanding for the \$2,000.00 bonus payments to the administrative staff (8) totaling \$16,000.00. The money again is to come out of the Fines Collections from the County Attorney's Office.