



**CHAMPAIGN COUNTY BOARD
SPECIAL FINANCE COMMITTEE OF THE WHOLE AGENDA**

County of Champaign, Urbana, Illinois
Thursday, September 28, 2023 – 6:30 p.m.

Shields-Carter Meeting Room
Brookens Administrative Center
1776 East Washington Street, Urbana, Illinois

Agenda Items

Page #

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda/Addenda**
- IV. Public Comment on the Proposed FY2024 Budget**
- V. Communications**
- VI. Discussion and Decisions Regarding FY2024 Budget** 1
 - A. Non-Staff Decision Points
 - Juror Pay 2-5
 - Jail Phone Calls
 - B. Staff Decision Points
 - Departmental Requests
 - Administrative Services – Grant Coordinator 6-7
 - Circuit Court – Administrative Legal Secretary 8-9
 - Public Defender – Mitigation Specialist 10-11
 - State’s Attorney – Civil Attorney 12-13
 - State’s Attorney – Victim Witness Advocate 14-16
 - Retaining Current Staff
- VII. Other Business**
- VIII. Adjournment**

All meetings are at Brookens Administrative Center – 1776 E Washington Street in Urbana – unless otherwise noted. To enter Brookens after 4:30 p.m., enter at the north (rear) entrance located off Lierman Avenue. Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact Administrative Services, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.

FY24 NEW POSITION REQUESTS REVISED

NEW POSITIONS RECENTLY ADDED 2022	NEW POSITIONS REQUESTED 2023	GRADE	WAGES	FRINGES	ANNUAL RECURRING COST	EQUIPMENT (ONE-TIME COST)	TOTAL
Finance Specialist	Administrative Services Grant Coordinator <i>This is the estimate of a full time employee. The FY24 Board proposal is to fund the position at half time, a cap of \$35,000.</i>	FT TBD	\$66,810.00	\$20,359.00	\$87,169.00	N/A	\$87,169.00
	Circuit Court Administrative Legal Secretary	FT F	\$35,471.00	\$17,025.00	\$52,496.00	N/A	\$52,496.00
2 Public Defender	Public Defender Social Worker (Mitigation Specialist) <i>Note: In FY23, the Board approved the addition of a Legal Secretary for the Public Defender's Office. For FY23, the position was funded by maintaining a vacancy in one of the Assistant Public Defender positions. The current proposed Public Defender budget reflects the cost of funding both positions, the Legal Secretary and the Assistant Public Defender, fully in FY24.</i>	FT G	\$45,000.00	\$17,927.00	\$62,927.00	N/A	\$62,927.00
	(see note)						
2 Deputy Sheriff	Sheriff Deputy Sheriff (4 positions) <i>Cost of 1 Deputy</i> Sergeant	FT	\$256,256.00 \$64,064.00 \$106,108.00	\$135,570.00 \$33,892.50 \$46,869.00	\$389,826.00 \$97,456.50 \$153,677.00	\$296,120.00 \$74,030.00 \$74,030.00	\$685,946.00 \$171,486.50 \$227,707.00
	State's Attorney's Office Victim Witness Advocate Civil Attorney	FT G FT ATTY	\$48,000.00 \$75,000.00	\$18,934.00 \$22,164.00	\$66,934.00 \$97,164.00	N/A N/A	\$66,934.00 \$97,164.00
	Retaining Current Staff <i>This based on the previous Gallagher Workforce Study recommendation. It does not account for the FY23 and FY24 salary increases or the CBAs signed this year.</i>		Between \$ 149,670.00	\$ 1,719,175.00			
	APPROVED ALREADY HR Generalist Grant Coordinator	FT I PT TBD	\$12,535.00 \$35,000.00	\$0.00	\$12,535.00	N/A N/A	\$12,535.00
	OTHER REQUESTS Jail Phone Calls Jury Pay Increase						estimated at \$500,000 for 2 free calls per week per resident see attached memo

Randall B Rosenbaum

Presiding Judge
Courtroom B
Courthouse
101 E. Main St.
Urbana, Illinois 61801

Sixth Judicial Circuit
Champaign County

Telephone (217) 384-3866
Fax (217) 384-8424

MEMORANDUM

DATE: March 31, 2023
TO: Champaign County Board
FROM: Randall B Rosenbaum, Presiding Judge
RE: Petit Juror Pay

In January, the County Board approved an increase in juror pay for trials that lasted more than 3 weeks. This was in response to the Court’s concern about having a sufficient jury pool for an upcoming trial expected to last 6-8 weeks. The County Board approved pay of \$40/day for jurors who participate in trials lasting more than 3 weeks. This would be a flat fee, without payment for mileage. During the discussion on the issue, the County Board asked the judiciary to prepare a memo for its consideration of increasing juror pay in all cases, regardless of trial duration.

The current policy is to pay all jurors \$10/day for each day they actually serve, plus mileage. This applies to both petit jurors and grand jurors. This memo focuses on petit jurors; that is, those serving on jury trials in criminal and civil matters. This memo is not focused on grand jurors since their duties are far more limited, only appearing a few times for several hours each time.

The Court takes no position on whether the County Board should increase petit juror pay and, if so, to what extent. However, the Court is willing to provide information and insights that may be helpful in the Board’s deliberations.

Trial judges hear from many jurors who seek to be excused from jury duty due to the low pay, particularly when an employer refuses to pay them during that time period. This occurs both at monthly jury commission dates as well as in front of judges during jury selection. Employers cannot fire or retaliate against employees who take time off from work to fulfill jury duty, however they are not required to pay employees for missed work. Practically speaking, this means that the sacrifices of lower-income jurors who earn hourly wages are greater than salaried employees with flexible schedules.

In recent years, Champaign County has been calling for jurors for a two-week period. There are occasional one-week terms due to holiday schedules. Special jury

panels may also be called for specific trials expected to last more than 2 weeks. But most jurors appear for a typical two-week period. This period covers one felony courtroom and up to two other courtrooms. Most trials that take place are for felonies. Each juror appears on the first day of the two-week term for orientation. Throughout the two weeks, jurors call a special phone line to find out if they need to come in the following day for possible jury selection.

Illinois law provides that the county board of each county shall establish the rate of payment for jury service. Champaign County pays jurors \$10 per day, plus mileage, pursuant to a 1965 resolution (No. 488, Nov. 15, 1965). For reference, it is among the lowest, regionally:

<u>Jurisdiction</u>	<u>Rate</u>
C.D.IL (federal)	\$50
Cook	\$35
Coles	\$20
Sangamon	\$15
Peoria	\$15
Lake	\$5 days 1-2; \$7.50 days 3-5; \$10 days 6+; additional \$5/full day for food plus mileage
McLean	\$12
Ford	\$10
Vermilion	\$10

The attached spreadsheet outlines the cost for Champaign County jurors in 2015, 2019 and 2022. Some explanation is needed to the spreadsheet. First, for a brief period of time, Illinois law required jurors to be paid \$25 for their first day and \$50/d thereafter. That explains the higher cost in 2015. Second, for several years (including 2015 and 2019), the County had one-week jury terms. This was changed to the current two-week format during the pandemic; this shift saves the County money and there is more flexibility for judges and lawyers to try cases. Third, for cost savings seen in 2022, we reduced the number of two-week terms by eliminating the need for jurors on weeks with court holidays. Fourth, 2022 also includes the cost of grand jurors which is roughly \$4,000 per year.

As you can see from the spreadsheet, most jurors appear for duty under 5 days (although in 2015 and 2019, service was only for one week). For all three years, many simply show up for orientation, are not called upon to sit on a jury and are thus paid for one day. During a two-week jury term, a juror will typically serve on anywhere from zero to three trials; one or two trials is common. The spreadsheet includes the average number of juror days served in the years. In 2015 and 2019, it was 2 days for a one-week term. In 2022, it was 3 days for a two-week term (or 1.5 days for an equivalent one-week term).

The statistics from 2015 show 8,446 juror days. Only 363 juror days were for 5 days or more. The statistics from 2019 show 7,538 juror days. Only 576 juror days were for 5 days or more. The statistics from 2022 reflect a lower number of jurors as trials were resuming after COVID-19. They show 4,848 juror days. Despite the lower number, the number of jurors who served for 5 or more days rose to 2,313. There are several reasons for this: we started using two-week terms so fewer jurors were being called in and, as we were working our way out of COVID-19, a lower percentage of jurors were appearing for jury duty.

Champaign County set the current jury pay of \$10/day plus mileage in 1965. Adjusting for inflation, \$10 in 1965 would be in excess of \$90 in 2023 dollars. That is not likely feasible. However, some adjustment to the pay, whether for a set daily rate only or a set daily rate plus mileage, is likely to make jury service more affordable to many citizens, many of whom are excused from service at their request due to financial hardship. The attached spreadsheet depicts some possible scenarios including raising pay to \$15, \$20 and \$25 per day as well as creating a graduated scale based on the number of days served.

If you need more information, please do not hesitate to contact me, Court Administrator Lori Hansen or Jury Coordinator Gwen Uppinghouse.

	2015	juror days	2019	juror days	2022	juror days
number of jurors summoned	6,750		6,550		2,650	<i>(incl. grand)</i>
number of jury trials	69		42		33	
Jurors Reporting (# of days)						
1	1,794	1,794	2,392	2,392	321	321
2	1,521	3,042	1,211	2,422	200	400
3	881	2,643	480	1,440	214	642
4	151	604	177	708	293	1,172
5	57	285	80	400	187	935
6	13	78	12	72	96	576
7	0	0	0	0	79	553
8	0	0	13	104	15	120
9	0	0	0	0	11	99
10	0	0	0	0	3	30
total reporting	4,417	8,446	4,365	7,538	1,419	4,848
average # of days served <i>per term</i>	2	<i>per 1 week</i>	2	<i>per 1 week</i>	3	<i>per 2 weeks</i>
expenditures						
actual (includes mileage) \$ 227,158			\$ 111,449		\$ 74,761	
<i>per diem = \$25/\$50 in 2015</i>			<i>per diem = \$10/day</i>		<i>per diem = \$10/day</i>	
<i>sample projections</i>						
\$15/day (no mileage)	\$	126,690	\$	113,070	\$	72,720
with mileage (est. 34% add'l)	\$	191,955	\$	171,318	\$	110,182
\$20/day (no mileage)	\$	168,920	\$	150,760	\$	96,960
with mileage	\$	255,939	\$	228,424	\$	146,909
\$25/day (no mileage)	\$	211,150	\$	188,450	\$	121,200
with mileage	\$	319,924	\$	285,530	\$	183,636
\$5 day 1, \$10 day 2-4, \$15 day 5+	\$	77,305	\$	64,740	\$	46,410
\$5 day 1, \$15 day2-4, \$20 day5+	\$	110,565	\$	92,030	\$	81,075
\$10/d, \$15 for 5+d	\$	86,275	\$	78,260	\$	60,045
add mileage	\$	130,720	\$	118,576	\$	90,977
\$10/d, \$20 for 5+d	\$	88,090	\$	81,140	\$	71,610
add mileage	\$	133,470	\$	122,939	\$	108,500

% taken from average % mileage from 2022, 33.79%, rounded up

**NEW POSITION REQUEST/JUSTIFICATION
CHAMPAIGN COUNTY BUDGET FY2024**

(use a separate form for each budget)

**FUNDED at
50% ONLY for
FY2024**

Fund	<u>1080-00-0251a-01-016-000-000-0000-500103</u>	Department	<u>Administrative Services</u>
Submitted by	<u>Michelle Jett</u>	Position Grade	Unknown
Position Title	<u>Grant Coordinator</u>	FT/PT/Temp	Full-time
Position Status	Position Needs Created		

Estimated Cost (annual)

Wages	<u>66,810</u>
FICA/SS (7.65%)	<u>5,110</u>
IMRF (2.71%)	<u>1,810</u>
IMRF SLEP (16.59%)	<u>0</u>
Workers Compensation (table on p 2)	<u>246</u>
Health Insurance (+ Admin Fee) FY24 est.	12,866
Life Insurance	31
EAP	20
Unemployment Insurance	276
Total	<u>87,169</u>

Justification for the Position

This is an estimate if the position is paid \$34/hour for 1965 hours. It has not been graded by the JEC yet.

Department objectives addressed by addition of this Position

NEW POSITION REQUEST/JUSTIFICATION CHAMPAIGN COUNTY BUDGET FY2024

What alternatives or strategies have been considered (explain how the addition of this position is necessary or preferred over other strategies such as department reorganization or restructure)

Financial or collaborative resources available to support the Position (for example: new revenue streams, grant funding, reduction of spending in other lines, inter-departmental collaboration opportunities)

If funding is not available for the position in the current budget year, provide your input on deferring the request to the next budget year. How will your department perform the responsibilities and duties in the interim. Identify the risks of deferring, if any.

WORKERS COMP	<u>Rate</u>	<u>Code</u>	<u>Description</u>	<u>Rate</u>	<u>Code</u>	<u>Description</u>
	8.44	5403	Carpentry-Commercial	0.52	8601	Architect/Engineer
(CY premiums)	12.92	5437	Carpentry-Cabinet/Interior	0.44	8810.1	Clerical/Professional/Office
Billed monthly	9.06	5506	Highway Maintenance	0.44	8810.2	Election Workers
	1.73	5606	Contractor-Supervisor	0.44	8810.3	Board Members
Projected	20.69	5645	Carpentry-Resident. Const.	0.16	8820	Attorney Depts- All EE & Clerical
As of 1/1/23:	0.69	7610	Radio or TV Broadcasting	3.71	8831	Animal Control
per \$100/payroll	7.29	7720.1	Probation/Juv Detention	0.49	8832	Coroner Dept.
	7.29	7720.2	Deputies/Corr Offcrs/Ct Sec	1.46	8868	Teachers/College/Professional
	7.29	7720.3	Civil Defense/EMA	1.46	8869	Child Day Care - Professionals
	1.39	8017	Store Retail	16.69	9015	Maintenance
	9.7	8293	Warehouse Shipping & Rec.	1.34	9082	Restaurant NOC
	4.54	8380	Auto Repair	5.83	9102	Parks
				2.27	9410	Highway Engineers

Worker's Comp Cost = (Salary/100)*Rate

**NEW POSITION REQUEST/JUSTIFICATION
CHAMPAIGN COUNTY BUDGET FY2024**

UNFUNDED

(use a separate form for each budget)

Fund	<u>1080</u>	Department	<u>031 Circuit Court</u>
Submitted by	<u>Lori Hansen</u>		
Position Title	<u>Administrative Legal Secretary</u>	Position Grade	<u>F</u>
Position Status	<u>Position Exists</u>	FT/PT/Temp	<u>Full-time</u>

Estimated Cost (annual)

Wages	<u>35,471</u>
FICA/SS (7.65%)	<u>2,714</u>
IMRF (2.71%)	<u>962</u>
IMRF SLEP (16.59%)	<u>0</u>
Workers Compensation (table on p 2)	<u>156</u>
Health Insurance (+ Admin Fee) FY24 est.	12,866
Life Insurance	31
EAP	20
Unemployment Insurance	276
Total	<u>52,496</u>

Justification for the Position

Changes in laws (e.g., SAFE-T Act) and Illinois Supreme Court Rules (e.g., IL SCt R 45 Remote Appearances in Circuit Court Proceedings) create increased responsibilities at the trial court level. Prior to FY2010, when a 6% reduction in operational funding was requested, the Circuit Court employed both an executive secretary and an administrative legal secretary. In 2015, the jury coordinator and jury clerk positions were moved from Circuit Court staffing to Circuit Clerk staffing; in 2020, the Circuit Court resumed supervision of jury staff, which now includes only a jury coordinator.

Department objectives addressed by addition of this Position

Provision of mandated (constitutional, statutory, administrative) services
 Access to justice initiatives (self-help center, law library, alternative dispute resolution programs)
 Remote court appearances
 Provide additional support to court administrator, executive assistant, court clerks, judges, and jury coordinator
 Pursuit of grant funding opportunities

NEW POSITION REQUEST/JUSTIFICATION CHAMPAIGN COUNTY BUDGET FY2024

What alternatives or strategies have been considered (explain how the addition of this position is necessary or preferred over other strategies such as department reorganization or restructure)

Reorganization: duties previously handled by the administrative legal secretary were dispersed among court clerks, the executive assistant, jury coordinator, judges, and court administrator. The reinstatement of this position will allow existing staff to focus on their own responsibilities. The performance by management of bargaining unit work is in contravention of the letter and spirit of the Chief Judge's bargaining agreement with AFSCME.

Financial or collaborative resources available to support the Position (for example: new revenue streams, grant funding, reduction of spending in other lines, inter-departmental collaboration opportunities)

Law library funds may be allocated to offset some costs associated with the reinstatement of this position, as many duties will overlap with those previously performed by the law library clerk (a bargaining unit position).

Assumption of many clerical and administrative tasks by an administrative legal secretary will alleviate demands on current staff time - allowing for pursuit of grant opportunities, cross-training, filling staffing gaps due to absences.

If funding is not available for the position in the current budget year, provide your input on deferring the request to the next budget year. How will your department perform the responsibilities and duties in the interim. Identify the risks of deferring, if any.

Current staff will continue to perform the bare minimum of responsibilities required by constitutional provisions, supreme court rules, and statutory mandates, with little or no time or resources to pursue grant funds, legal help program expansion, outreach, and other non-mandated services.

WORKERS COMP	<u>Rate</u>	<u>Code</u>	<u>Description</u>	<u>Rate</u>	<u>Code</u>	<u>Description</u>
	8.44	5403	Carpentry-Commercial	0.52	8601	Architect/Engineer
(CY premiums)	12.92	5437	Carpentry-Cabinet/Interior	0.44	8810.1	Clerical/Professional/Office
Billed monthly	9.06	5506	Highway Maintenance	0.44	8810.2	Election Workers
	1.73	5606	Contractor-Supervisor	0.44	8810.3	Board Members
Projected	20.69	5645	Carpentry-Resident. Const.	0.16	8820	Attorney Depts- All EE & Clerical
As of 1/1/23:	0.69	7610	Radio or TV Broadcasting	3.71	8831	Animal Control
per \$100/payroll	7.29	7720.1	Probation/Juv Detention	0.49	8832	Coroner Dept.
	7.29	7720.2	Deputies/Corr Offcrs/Ct Sec	1.46	8868	Teachers/College/Professional
	7.29	7720.3	Civil Defense/EMA	1.46	8869	Child Day Care - Professionals
	1.39	8017	Store Retail	16.69	9015	Maintenance
	9.7	8293	Warehouse Shipping & Rec.	1.34	9082	Restaurant NOC
	4.54	8380	Auto Repair	5.83	9102	Parks
				2.27	9410	Highway Engineers

Worker's Comp Cost = (Salary/100)*Rate

**NEW POSITION REQUEST/JUSTIFICATION
CHAMPAIGN COUNTY BUDGET FY2024**

UNFUNDED

(use a separate form for each budget)

Fund	<u>080 - General</u>	Department	<u>036 Public Defender</u>
Submitted by	<u>Elisabeth Pollock</u>		
Position Title	<u>Mitigation Specialist</u>	Position Grade	G
Position Status	Position Needs Created	FT/PT/Temp	Full-time
Estimated Cost (annual)			
			<u>45,000</u>
Wages			<u>3,443</u>
FICA/SS (7.65%)			<u>1,220</u>
IMRF (2.71%)			<u>0</u>
IMRF SLEP (16.59%)			<u>72</u>
Workers Compensation (table on p 2)			12,866
Health Insurance (+ Admin Fee) FY24 est.			31
Life Insurance			20
EAP			276
Unemployment Insurance			
Total			<u>62,927</u>

Justification for the Position

A mitigation specialist conducts biopsychosocial interviews, identifies issues related to intellect, mental health, substance abuse, and trauma, refers clients to experts, obtains records, drafts persuasive alternative sentencing and treatment plans and identifies appropriate educational, substance abuse and mental health placements. Mitigation specialists are a key part of the defense team – they possess skills that are unique from attorneys in that they can assist in evaluating a client’s mental and physical health needs and provide necessary background information for the Court that ultimately affects a defendant’s sentence. All Federal Public Defender Offices have mitigation specialists on staff as does Cook County PD, McLean County, and others.

Department objectives addressed by addition of this Position

Adequate and zealous representation of defendants is our mission. We will utilize a mitigation specialist to further provide high levels of representation to our clients. Many of our clients suffer from mental health issues and substance abuse issues which lawyers are not trained to handle; a social worker is. Lawyers have so many cases that they cannot dedicate the time needed to obtain and get signed medical release forms from clients, follow-up on gathering those records, or spend time attempting to identify appropriate rehabilitative placements. We also need help getting to know our client's issues and struggles, but lack the time to do so. A mitigation specialist will be able to treat the client holistically, not just legally.

NEW POSITION REQUEST/JUSTIFICATION CHAMPAIGN COUNTY BUDGET FY2024

What alternatives or strategies have been considered (explain how the addition of this position is necessary or preferred over other strategies such as department reorganization or restructure)

There is no other strategy to provide these services. Attorneys do their best to try and handle these issues but have been unsuccessful across the board.

Financial or collaborative resources available to support the Position (for example: new revenue streams, grant funding, reduction of spending in other lines, inter-departmental collaboration opportunities)

This will require an additional position in our FTE line and additional salary and benefits. We have no revenue source to support this.

If funding is not available for the position in the current budget year, provide your input on deferring the request to the next budget year. How will your department perform the responsibilities and duties in the interim. Identify the risks of deferring, if any.

My view is that this position is essential, as soon as possible. We have relied on interns from the U of I School of Social Work to help with record gathering, but they are undergraduate students and require a significant amount of training before they become even remotely useful. A full time social worker is an absolute necessity.

WORKERS COMP	<u>Rate</u>	<u>Code</u>	<u>Description</u>	<u>Rate</u>	<u>Code</u>	<u>Description</u>
	8.44	5403	Carpentry-Commercial	0.52	8601	Architect/Engineer
(CY premiums)	12.92	5437	Carpentry-Cabinet/Interior	0.44	8810.1	Clerical/Professional/Office
Billed monthly	9.06	5506	Highway Maintenance	0.44	8810.2	Election Workers
	1.73	5606	Contractor-Supervisor	0.44	8810.3	Board Members
Projected	20.69	5645	Carpentry-Resident. Const.	0.16	8820	Attorney Depts- All EE & Clerical
As of 1/1/23:	0.69	7610	Radio or TV Broadcasting	3.71	8831	Animal Control
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	7.29	7720.3	Civil Defense/EMA	1.46	8869	Child Day Care - Professionals
	1.39	8017	Store Retail	16.69	9015	Maintenance
	9.7	8293	Warehouse Shipping & Rec.	1.34	9082	Restaurant NOC
	4.54	8380	Auto Repair	5.83	9102	Parks
				2.27	9410	Highway Engineers

Worker's Comp Cost = (Salary/100)*Rate

**NEW POSITION REQUEST/JUSTIFICATION
CHAMPAIGN COUNTY BUDGET FY2024**

UNFUNDED

(use a separate form for each budget)

Fund	<u>080-041</u>	Department	<u>041 State's Attorney's Office</u>
Submitted by	<u>Julia R. Rietz</u>		
Position Title	<u>Assistant State's Attorney (Civil)</u>	Position Grade	<u>Atty</u>
Position Status	<u>Position Exists</u>	FT/PT/Temp	<u>Full-time</u>
Estimated Cost (annual)			
			<u>75,000</u>
Wages			<u>5,738</u>
FICA/SS (7.65%)			<u>2,033</u>
IMRF (2.71%)			<u>0</u>
IMRF SLEP (16.59%)			<u>1,200</u>
Workers Compensation (table on p 2)			12,866
Health Insurance (+ Admin Fee) FY24 est.			31
Life Insurance			20
EAP			276
Unemployment Insurance			
Total			<u>97,164</u>

Justification for the Position

The SAO Civil Division needs to add a fourth full-time Assistant State’s Attorney (Civil) to our division to meet demand. At present there are not enough attorney hours in a work week to keep up with the non-stop torrent of requests for legal advice and constantly increasing legal needs of the County (keeping in mind that we provide legal services to all County Departments). The rapid pace of legislative action both local and statewide constantly presents novel legal questions and new projects requiring in-depth research and review on an ever-accelerating timetable. We need more help, to be able to help you.

Department objectives addressed by addition of this Position

Addition of this position would advance our objective to provide competent legal advice and perform quality legal work on a timely basis to all County clients who need assistance. More total attorney hours in a week would significantly improve our capacity to keep up with time-sensitive demands, pursue more time-consuming resident-quality-of-life actions (e.g. ordinance compliance issues, community mental health petitions), pursue long-term projects, provide trainings to the County, and would allow for greater specialization by division attorneys in existing areas of interest and competency.

**NEW POSITION REQUEST/JUSTIFICATION
CHAMPAIGN COUNTY BUDGET FY2024**

What alternatives or strategies have been considered (explain how the addition of this position is necessary or preferred over other strategies such as department reorganization or restructure)

Adding a civil attorney position is necessary and far preferable to doing nothing, because doing nothing would force us to aggressively triage requests for legal assistance and spend less time on projects in a vain attempt to do everything, or continue to defer less-urgent (but nevertheless important) tasks to meet immediate short-term needs. Department reorganization is not an option because the SAO criminal division is overworked and stretched thin already, and must maintain their ASA staffing to swiftly and justly resolve pending criminal cases (a critical step neces

Financial or collaborative resources available to support the Position (for example: new revenue streams, grant funding, reduction of spending in other lines, inter-departmental collaboration opportunities)

The SAO Civil Division is the ultimate collaborative resource, connecting every County Department, official, and employee to one another, with a unified goal of a healthy, just, and efficient County. Adding a single staff member to our division provides additional resources to every County Department and official all at once. Also, additional in-house expertise among our economically salaried staff attorneys could decrease County reliance on more expensive charge-by-the-hour outside counsel. Also, timely legal advice accepted before a crisis occurs can avoid or reduc

If funding is not available for the position in the current budget year, provide your input on deferring the request to the next budget year. How will your department perform the responsibilities and duties in the interim. Identify the risks of deferring, if any.

The County’s needs for legal services grow daily, and unfunded mandates on local governments have become the norm. Every new or amended law requires analysis and faithful application to County procedures, agreements, and operations. Every new contract must be vetted and negotiated. Compliance and accountability standards grow ever stricter, and we owe a duty to all residents of Champaign County to govern correctly. Deferring this request would increase the risk that, despite our best efforts, we may miss something, or be unable to provide adequate a

WORKERS COMP	<u>Rate</u>	<u>Code</u>	<u>Description</u>	<u>Rate</u>	<u>Code</u>	<u>Description</u>
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	1.73	5606	Contractor-Supervisor	0.44	8810.3	Board Members
Projected	20.69	5645	Carpentry-Resident. Const.	0.16	8820	Attorney Depts- All EE & Clerical
As of 1/1/23:	0.69	7610	Radio or TV Broadcasting	3.71	8831	Animal Control
per \$100/payroll	7.29	7720.1	Probation/Juv Detention	0.49	8832	Coroner Dept.
	7.29	7720.2	Deputies/Corr Offcrrs/Ct Sec	1.46	8868	Teachers/College/Professional
	7.29	7720.3	Civil Defense/EMA	1.46	8869	Child Day Care - Professionals
	1.39	8017	Store Retail	16.69	9015	Maintenance
	9.7	8293	Warehouse Shipping & Rec.	1.34	9082	Restaurant NOC
	4.54	8380	Auto Repair	5.83	9102	Parks
				2.27	9410	Highway Engineers

Worker's Comp Cost = (Salary/100)*Rate

**NEW POSITION REQUEST/JUSTIFICATION
CHAMPAIGN COUNTY BUDGET FY2024**

UNFUNDED

(use a separate form for each budget)

Fund	<u>1080-041</u>	Department	<u>041 State's Attorney's Office</u>
Submitted by	<u>Julia Rietz</u>		
Position Title	<u>Victim Witness Advocate</u>	Position Grade	G
Position Status	Position Exists	FT/PT/Temp	Full-time

Estimated Cost (annual)

Wages	<u>48,000</u>
FICA/SS (7.65%)	<u>3,672</u>
IMRF (2.71%)	<u>1,301</u>
IMRF SLEP (16.59%)	<u>0</u>
Workers Compensation (table on p 2)	<u>768</u>
Health Insurance (+ Admin Fee) FY24 est.	12,866
Life Insurance	31
EAP	20
Unemployment Insurance	276
Total	<u>66,934</u>

Justification for the Position

See attached sheet

Department objectives addressed by addition of this Position

Advocacy includes offering information and recommending resources to victims, whether by referring victims of domestic battery to local shelters or counseling services, or by clarifying court procedures and hearings, arranging transportation for witnesses, obtaining medical records, preparing victim impact statements. SAO goes beyond the requirements of the Illinois Victims' Bill of Rights in providing ongoing communication, information, and support to crime victims, in collecting restitution for crime victims, and in providing support to victims and their families during and after their involvement in the criminal justice system.

NEW POSITION REQUEST/JUSTIFICATION CHAMPAIGN COUNTY BUDGET FY2024

What alternatives or strategies have been considered (explain how the addition of this position is necessary or preferred over other strategies such as department reorganization or restructure)

The Victim Witness Advocates can flex their schedules, so that while attending court hearings is a priority for them, they can attend to other advocacy duties while working from home or in the off-hours. The Advocates currently rotate on-call duties so that an Advocate is available at our office for walk-ins and phone calls from victims and our office is responsive to their needs. There are just more needs for Advocates than the Advocates have time available.

Financial or collaborative resources available to support the Position (for example: new revenue streams, grant funding, reduction of spending in other lines, inter-departmental collaboration opportunities)

We currently have a Violent Crime Victims Assistance Grant from the Attorney General's Office and the SAO was successful in getting a \$4,000.00 increase in FY24 (\$33,000 to \$37,000.)

If funding is not available for the position in the current budget year, provide your input on deferring the request to the next budget year. How will your department perform the responsibilities and duties in the interim. Identify the risks of deferring, if any.

The SAO will continue to have an Advocate on-call and allow the Advocates to flex their schedules. Some Advocates will have to continue to split their time between trials and the duties of their job. Some victims will have to attend Court without an advocate, victims will have a longer wait for contact (appointment, phone call, email, letter) by a victim advocate. Long-term the risks of deferring will be high turnover and burnout in our Victim Witness Advocates.

WORKERS COMP	<u>Rate</u>	<u>Code</u>	<u>Description</u>	<u>Rate</u>	<u>Code</u>	<u>Description</u>
	8.44	5403	Carpentry-Commercial	0.52	8601	Architect/Engineer
(CY premiums)	12.92	5437	Carpentry-Cabinet/Interior	0.44	8810.1	Clerical/Professional/Office
Billed monthly	9.06	5506	Highway Maintenance	0.44	8810.2	Election Workers
	1.73	5606	Contractor-Supervisor	0.44	8810.3	Board Members
Projected	20.69	5645	Carpentry-Resident. Const.	0.16	8820	Attorney Depts- All EE & Clerical
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Worker's Comp Cost = (Salary/100)*Rate

Historically, the SAO had 4 full time Victim Witness Advocates who provide support and assistance to crime victims both as required by statute and in excess of statutory requirements. In 2021, one of the 4 advocates was out of the office on approved leave due to health issues, leaving the other 3 advocates to do the work previously done by 4 FTEs. Ultimately, the individual on leave separated from the SAO. We had the opportunity to fill that FTE slot with a newly retired Champaign Police Detective in an investigator position. In addition to other investigative duties, SAO investigators assist with victim services as far as locating victims and witnesses, serving subpoenas, and assisting with transportation. Rather than seeking a new position we chose to fill the open slot with a new investigator. While that has been a positive hire for the SAO, it has left our remaining Victim Witness Advocates with additional responsibilities for case coverage.

Victim Witness advocates support crime victims and our ASA's by being available for crime victims to answer questions and provide resources. They meet with victims, attend court hearings, provide conducting meetings and attending hearings with victims and witnesses, and assist with Victim Impact Statements, health records, and restitution requests. They make referrals for community resources, and assist crime victims with immigration assistance. They are available both for the individual victims and for the families who have lost loved ones to gun violence, unfortunately an increasing population. In the current situation, with more cases than available advocates, advocates spend hours in court in trials, are less available to the respond to the needs of victims in the office, and have less time to attend to other advocacy work.

Crime victims have enumerated rights under Illinois law and the Illinois Constitution. The Champaign County SAO goes beyond the requirements of the Illinois Victims' Bill of Rights in providing ongoing communication, information, and support to crime victims, in collecting restitution for crime victims, and in providing support to victims and their families during and after their involvement in the criminal justice system.

Among those rights are the right to notice of certain hearings and processes during the course of the case. The Pretrial Fairness Act becomes effective on September 18, 2023. With regard to crime victims, the Act creates an additional statutory requirement for notification, as follows:

725 ILCS 5/110-6.1(m) Interest of victims.

(1) Crime victims shall be given notice by the State's Attorney's office of this hearing as required in paragraph (1) of subsection (b) of Section 4.5 of the Rights of Crime Victims and Witnesses Act and shall be informed of their opportunity at this hearing to obtain a protective order.

Given the time frames required by the PFA, victims will need to be notified by phone. A letter will not reach the victim prior to the detention hearing. This notification requirement will not be as simple as calling and giving a victim information about the date and location of a court hearing. The additional statutory requirement will result in additional work for our already short-staffed Advocates.