



# Yamhill County Department of Community Justice

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**Date:** 12/6/2019

**To:** Yamhill County Board of Commissioners

**From:** Jessica Beach, Department of Community Justice (DCJ) Director

**Re:** Request for approval for a mid-year modification to the 2019-20 approved Juvenile Probation Budget (10-74) to increase 1.0 FTE position authority for Education Transition Specialist

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Approximately three years ago, Yamhill County was awarded a grant through the Multnomah Education Service District (MESD) for an Education Transition Specialist who worked to reconnect youth lodged in the Detention Facility with educational services once released back into the community. Although this employee worked in the Yamhill County office, per the grant, the FTE reported to MESD. This position has been very successful. Overall, data clearly reflects that education is directly tied with youth long-term success. Unfortunately, this grant is scheduled to end in early 2020 and there are no plans to extend this grant.

In August, Yamhill County DCJ became aware of another grant opportunity through the Youth Development Division (YDD) that was intended to fund innovative practices such as this. I am please to report that, with the Board's previous approval, Yamhill County applied and was awarded the YDD grant starting October 2019 through June of 2021. It should be noted that YDD expects these grant funds to continue in following biennium past 2019-21. We are still waiting for finalization of the YDD IGA for these grant funds but would like to proceed with hiring for this position pending the nearing end of the previous grant to allow for continuity of services. The new grant will also allow us to extend these educational services to all youth referred to the Juvenile Probation Department with educational needs and not just those who have been lodged in Detention.

Due to some staff vacancies and resulting cost savings this current fiscal year, the Juvenile Probation budget can currently absorb these costs in order to proceed with hire while waiting to finalize the IGA. An invoice will then be submitted to YDD once the IGA is finalized back to the hire of this new FTE.

I have been working with Human Resources Manager, Andrea Paola, to finalize the job description and pay scale based on comparable job descriptions from Lincoln, Klamath and Josephine Counties. The total cost of this new position will be \$165,621.46 for the biennium and \$82,810.71 per fiscal year with benefits.

Therefore, I am requesting the Board's permission for the following mid-year modification to the approved 2019-20 Juvenile Probation budget (10-77):

Add 1.0 FTE of Education Transition Specialist.

As mentioned earlier, the budget should have sufficient appropriations to support this change allowing us to proceed with hire of the new Juvenile Probation Department position of Education Transitional Specialist.

Thank you for your consideration of this matter. Please let me know if you have any questions.

Accepted by Yamhill County  
Board of Commissioners on  
12/12/19 by Board Order  
# 19-494