

**SCOTT COUNTY JUVENILE DETENTION
AND DIVERSION PROGRAMS**

500 West 4th Street
Davenport, Iowa 52801
Ph: (563) 326-8687 Fax: (563) 328-3207
www.scottcountyiowa.com
E-Mail: jkaiser@scottcountyiowa.com



MEMORANDUM

Date: 04/21/2020

To: Mary Thee, Human Resources Director; David Farmer, Director of Budget and Administration

RE: Request to add three permanent part-time employees

According to Scott County Human Resources Policy D. (Classification and Compensation) an adjustment to a Department's Table of Organization can be made outside the budget review process if "there are situations in which there is an increase in the documented volume of work which could not have been forecast during the most recent review process." This memorandum serves as a request to restructure Juvenile Detention Center (JDC) table of organization based on changing needs of the organization. Historically the JDC has been staffed with full-time Detention Youth Counselors and numerous part-time Detention Youth Counselors. The part-time staff have been budgeted as 0.2 FTE and filled in the staffing gaps when full-time staff are unavailable or resident numbers peak.

Over the course of the last two years, JDC's resident numbers had drastically increased. The state mandates a staff to resident ratio of 1:5 in Juvenile Detention Centers. Additionally JDC has added two new Community Based Programs intended to divert juveniles from being detained. Those programs are the Youth Transition Decision Making (YTDM) and the Auto Theft Accountability program. The total staff being dedicated to these programs is 1.75 FTE's.

We have analyzed the schedule and would like to shift the way we schedule part-time staff. In order to gain some reliability and consistency with part-time staff we have determined it will be best to schedule three part time employees as 0.6 FTE. This will provide a consistent presence in the morning and one at night, Monday through Friday. This also ensures that we are able to have all vacated hours filled by a consistent, high-performing part time staff member.

The other part-time staff will remain as 0.2 FTE in what the County terms on a "per needed" (PRN) basis. The immediate financial impact should be relatively small due to the fact that these hours are already having to be filled. However, these staff who are designated for these positions will be able to begin earning pro-rated vacation, holiday, and sick time. Future cost impacts would be related to these three staff members having a relief factor when off on leave and being eligible for step increases. However, I think it will create a consistent presence, aid in retention and have a positive impact on the Center.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

May 14, 2020

APPROVAL OF DETENTION YOUTH COUNSELOR STAFFING ADJUSTMENTS IN THE JUVENILE DETENTION CENTER

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the table of organization for the Juvenile Detention Center be adjusted by permitting three part-time Detention Youth Counselors to be regularly scheduled as 0.6 FTE (1.8 FTE/Detention Youth Counselors PT) and the remaining budgeted part-time 0.2 FTE Detention Youth Counselor be coded as per needed (PRN) staff.

Section 2. This resolution shall take effect immediately.