

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 3/8/2021	PREPARED BY: Carlee Nave/Lexi Wingfield
Meeting Date Requested: 3/23/2021	PRESENTED BY: Carlee Nave
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: Joint Bi-County: Convert Vacant Court Reporter Position to Executive Assistant	
FISCAL IMPACT: \$0	
BACKGROUND: Superior Court is budgeted for a Court Reporter position which has been vacant for some time. Court Administration has determined that due to technological changes and advancements in court proceedings, the Court would be better served by utilizing the funds to staff an Executive Assistant position. There is no fiscal impact as though the new position is a lower pay grade, placement of the identified candidate for hire will result in an equivalent expenditure based on their experience and qualifications. Superior Court will not be asking for additional court reporting funds in the future.	
RECOMMENDATION: Franklin and Benton County Administration recommend approval of the resolution as presented.	
COORDINATION: Franklin and Benton County Administration and HR have been engaged in ongoing conversations with Superior Court Administration to identify staffing solutions to increase effectiveness and efficiency for Superior Court, of which this change is one piece. L Wingfield, Benton County HR Manager, prepared the resolution and the fiscal impact information.	
ATTACHMENTS: (Documents you are submitting to the Board) 1. Bi-County Resolution	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) Benton County will sign on 3/16/2021 and the originals will be delivered to Franklin County for signature following that meeting.	

I certify the above information is accurate and complete.

Carlee Nave

Carlee Nave, HR Director

JOINT RESOLUTION

BENTON COUNTY RESOLUTION NO. _____

FRANKLIN COUNTY RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF BENTON AND FRANKLIN COUNTIES, WASHINGTON

IN THE MATTER OF CHANGING A VACANT COURT REPORTER IN SUPERIOR COURT TO AN EXECUTIVE ASSISTANT.

WHEREAS, Superior Court has evaluated their needs and in order to be more efficient, have found that changing a vacant Court Reporter, bi-county non-bargaining grade 14, to an Executive Assistant, bi-county non-bargaining grade 13, would help accomplish their goals; and

WHEREAS, no additional funding will be requested for court reporter services; **NOW, THEREFORE**,

BE IT RESOLVED, effective March 1, 2021, position 1476, a vacant Court Reporter, bi-county non-bargaining grade 14, will be changed to an Executive Assistant, bi-county non-bargaining grade 13.

Dated this ____ day of _____, 20__.

Dated this ____ day of _____, 20__.

BENTON COUNTY BOARD OF
COMMISSIONERS

FRANKLIN COUNTY BOARD OF
COMMISSIONERS

Chairman of the Board

Chairman of the Board

Member

Member

Member

Member

Constituting the Board of Commissioners
of Benton County, Washington

Constituting the Board of Commissioners
of Franklin County, Washington

Attest.....
Clerk of the Board

Attest.....
Clerk of the Board