

AMENDED ITEM—October 18, 2021

SUGGESTED MOTION: Move to amend the order of the agenda with the addition of item 12.
Authorize hire of State's Attorney's 2022 positions.

REGULAR AGENDA:


12. Authorize hire of State's Attorney's 2022 positions

SUGGESTED MOTION:

Move to authorize the State Attorney's Office to advance the hiring for two positions (Attorney and Senior Legal Secretary) currently authorized for the 2022 budget year into latter 2021.



MEMORANDUM

TO: Cass County Commission
FROM: Birch P. Burdick
Cass County State's Attorney 
DATE: October 18, 2021
RE: Advance the hiring of 2022-approved staff

State's Attorney

Birch P. Burdick

You approved the addition of two staff to my office in the 2022 budgeting process. The positions are for an attorney and a senior legal secretary. Given our existing case and trial workload, I request you authorize me to advance that hiring process into 2021.

It should not require any 2021 budget adjustment. We had a few employees that left the office in 2021. As such there was a period in which we did not expend the salaries for those positions until we filled the openings. In addition, the employees we hired started at a lower salary than the prior employees.

I ask that you add this to your Commission agenda item for today's meeting. Thank you.

SUGGESTED MOTION: Authorize the State's Attorney to advance the hiring for two positions (attorney and senior legal secretary) currently authorized for the 2022 budget year into latter 2021.

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