




MEMORANDUM

TO: Cass County Commissioners
FROM: Birch P. Burdick
Cass County State's Attorney 
DATE: June 1, 2022
RE: Hiring file clerk for State's Attorney's Office

State's Attorney

Birch P. Burdick

Assistant State's Attorneys:

- Tracy J. Peters
- Kara Schmitz Olson
- Kimberlee J. Hegvik
- Ryan J. Younggren
- Renata J. Selzer
- Katherine M. Naumann
- Joshua J. Traiser
- SheraLynn Ternes
- Derek K. Steiner
- Robert C. Vallie
- Paul R. Emerson
- Nicholas Samuelson
- Tracy Gompf
- Katie M. Nechiporenko
- Jason Van Horn
- Brianna K. Kraft

Victim/Witness Coordinators:

- Debbie Tibiatowski
- Amy Getz
- Elicia DeBlaere

Check Division/ Restitution:

- Charlotte Eversvik
- Casidy Heilman

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We are authorized to have two full-time file clerk positions on our staff. We have a permanent employee in one of those positions. After four rounds of interviews, over the course of multiple months, we have been unable to fill the second position with a permanent employee. At present we are filling the duties of the second position with a temporary employee hired through Kelly Services. That temporary employee is interested in becoming a permanent file clerk with our office.

If the county hires a Kelly Services temporary employee as a permanent county employee, under our Kelly Services contract the county is required to pay Kelly Services a "conversion fee" that diminishes with time. Given the time this temporary employee has been with us (the month of May), if we were to hire her at this time we would need to pay Kelly Services a one-time *conversion fee* of \$5,335.20.

Although this is not the normal method/cost for hiring a permanent employee, our prior efforts at hiring a second file clerk have already taken considerable calendar time, considerable staff time, and left an uncertain sense that a fifth effort will be more successful. Furthermore, because we are now familiar with the current temporary Kelly Services employee, and she with us, we each have a sense that this would be a productive union. Although that conversion fee will continue to drop over the course of months, given our difficulty in hiring for this position I believe it makes sense to "strike while the iron is hot". Given that we have been without a full-time employee in this position for a period of time, I believe we can afford the conversion fee under the current budget. In addition we would no longer pay Kelly Services their admin fees for administering the current temporary employee.

For these reasons, I propose the following motion for your consideration on the next consent agenda.

SUGGESTED MOTION: Authorize the State's Attorney to offer a full-time permanent position to a Kelly Services temporary employee and pay the conversion fee pursuant to the Kelly Services contract.

Cc: Robert Wilson, Cindy Stoick