# How to Read the Budget to Fill in the Performance Measures Progress Report

ILS Data Officer Training Session 12 February 17, 2022

#### Performance Measures Two-Part Training

#### **February 17, 2022**

How to Read the Budget to Fill in the Performance Measures
Progress Report

#### April (TBD)

A More In-Depth Look at the Performance Measures Questions 1 and 3

## What this training will cover:

- Understanding the Budget
   (Attachment B-1) in the Statewide
   Contract Amendment (Generally page 5)
- Understanding the Work Plan
   (Attachment C) in the Statewide
   Contract Amendment (After the Budget)
- How to use the Budget and the Work Plan to fill out the Performance Measures Progress Report Questions 1 and 3

## What this training will **not** cover:

- Anything related to the ILS-195
- Budget creation/drafting
- Specific questions about how to report positions on the Performance Measures (stay tuned for the next training)

#### A Quick Recap: The Performance Measures

The Performance Measures Progress Reports track the progress of spending in the HH Statewide Expansion Contracts.

Counties are required to accurately fill out a Progress Report twice a year, due on October 31st and April 30th, and submit those Reports to ILS.

### We Need Accurate Data

Please. Thank you.

## Reporting Accurate Data is **Required** under the Terms of the Statewide Contract—Look at Your Work Plan

#### Goals, Objectives, and Performance Measures

On a semi-annual basis, each grantee/contractor shall provide the Office of Indigent Legal Services with a written progress report summarizing the work performed during each such semi-annual period. The reports shall detail the grantee/contractor's progress toward attaining the specific goals, objectives and key performance measures as outlined below along with any additional information that may be required by the Office. These program progress reports must be submitted October 31st for the period starting April 1st and ending September 30th and April 30th for the period starting October 1st and ending March 31st.

### Why Do We Need Accurate Data?

This information is used in the annual report ILS sends to the Division of Budget on the status of implementation of Statewide reforms.

Accurate Data = Continued Funding

Continued Funding = Better Representation

We need to show that the money is being spent

\*See also June 10, 2021, and August 12, 2021, Data Officer Trainings

## This Training:

1	2	3	4
An overview of the budget	An overview of the Work Plan	How to read the budget to answer Questions 1 and 3	How to read the Work Plan to answer Questions 1 and 3

### The Budget

#### All budgets have the same format:

- Each provider has their own section
- Each section is divided into "Caseload Relief," "Quality Improvement," and "Counsel at First Appearance" categories
- Each category has personnel, contract/consultant, and OTPS parts

		Year 1 4/1/18 -	Year 2 4/1/19 -	Year 4/1/2
Budget Expenditure Item		3/31/19	3/31/20	3/31/
PUBLIC DEFENDER'S OFFICE				
CASELOAD RELIEF				
Personnel:				
Attorney Supervisor - Salary		\$80,000.00	\$81,600.00	\$83,2
(2) Assistant Public Defenders - Salary		\$140,000.00	\$142,800.00	\$145,6
Paralegal - Salary		\$44,737.00	\$45,632.00	\$46,5
Secretary - Salary		\$35,000.00	\$35,700.00	\$36,4
Fringe for above positions		\$43,000.00	\$46,000.00	\$49,5
Data Officer (Stipend)		\$20,000.00	\$20,000.00	\$20,0
Caseload Relief -	Subtotal	\$362,737.00	\$371,732.00	\$381,3
QUALITY IMPROVEMENT				
Contracted/Consultant:				
Expert Services		\$80,000.00	\$95,000.00	\$102,5
Investigator		\$15,000.00	\$17,000.00	\$19,0
Subtotal Contract ed/Co	nsultant	\$95,000.00	\$95,000.00	\$102,5
OTPS:				
Computer Equipment		\$20,000.00	\$20,000.00	
Legal Reference Material/Books/Transcripts		\$10,000.00	\$15,000.00	\$15,0
Subto	tal OTPS	\$30,000.00	\$35,000.00	\$15,0
Quality Improvement -	Subtotal	\$125,000.00	\$130,000.00	\$117,5
COUNSEL AT FIRST APPEARANCE				
Personnel:				
Assistant Public Defender - Salary		\$70,000.00	\$71,400.00	\$72,8
Assistant Public Defender - Fringe		\$8,600.00	\$8,782.00	\$8,9
Subt otal Pe	ersonnel	\$78,600.00	\$80,182.00	\$81,7
Contracted/Consultant/OTPS:				
Counsel at First Appearance -	Subtotal	\$78,600.00	\$80,182.00	\$81,7
PUBLIC DEFENDER'S OFFICE	TOTAL	\$566.337.00	\$581.914.00	\$580.6

#### The Work Plan

All work plans have the same format:

- They are organized by year
- Each provider has their own section
- Each section has personnel, contract/consultant, and OTPS parts
- Each part lists the details of the budget line

#### YEAR 2 BUDGET

#### Public Defender

#### Personnel:

- Continue three (3) full-time First Assistant Public Defender (PD) positions. These three criminal defense attorney positions will continue in Year 2 with COLA increases and will provide representation to indigent clients charged with felonies and misdemeanors at every stage of litigation, including arraignment. Year 2 provides for COLA increases up to six percent.
- Continue a full-time Second Assistant PD position. This criminal defense attorney
  position will continue in Year 2 with a COLA increase and will provide representation to
  indigent clients charged with felonies and misdemeanors at every stage of litigation,
  including arraignment.
- Continue a full-time Senior Caseworker position. This position will continue in Year 2
  with a COLA increase and will supervise clerical staff, provide social work support to
  criminal court clients, serve subpoenas, interview witnesses, and other similar duties.

## Why is this important?

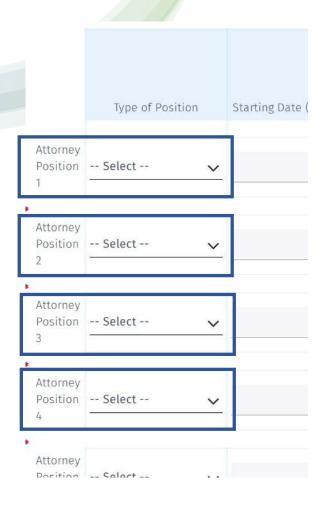
- The Budget (Attachment B-1) will help you determine which positions to report on the Performance Measures Progress Report and how to categorize them
- The Work Plan (Attachment C) will also help you categorize them

## Performance Measures Question 1

1. Please report the **number of filled**attorney positions that are funded as of
\_\_\_\_\_\_ by budget expenditure items listed in the "Caseload Relief," "Quality Improvement," and "Counsel at First Appearance" categories of the contract (see Attachment B-1).

Budget Expenditure Item	Year 1 4/1/18 - 3/31/19	Year 2 4/1/19 - 3/31/20	Year 4/1/2 3/31/
PUBLIC DEFENDER'S OFFICE	*		
CASELOAD RELIEF			
Personnel:			
Attorney Supervisor - Salary	\$80,000.00	\$81,600.00	\$83,2
(2) Assistant Public Defenders - Salary	\$140,000.00	\$142,800.00	\$145,6
Paralegal - Salary	\$44,737.00	\$45,632.00	\$46,5
Secretary - Salary	\$35,000.00	\$35,700.00	\$36,4
Fringe for above positions	\$43,000.00	\$46,000.00	\$49,5
Data Officer (Stipend)	\$20,000.00	\$20,000.00	\$20,0
Caseload Relief - Subtotal	\$362,737.00	\$371,732.00	\$381,3
QUALITY IMPROVEMENT			
Contracted/Consultant:			
Expert Services	\$80,000.00	\$95,000.00	\$102,5
Investigator	\$15,000.00	\$17,000.00	\$19,0
Subtotal Contracted/Consultant	\$95,000.00	\$95,000.00	\$102,5
OTPS:		9.0	
Computer Equipment	\$20,000.00	\$20,000.00	
Legal Reference Material/Books/Transcripts	\$10,000.00	\$15,000.00	\$15,0
Subtotal OTPS	\$30,000.00	\$35,000.00	\$15,0
Quality Improvement - Subtotal	\$125,000.00	\$130,000.00	\$117,5
COUNSEL AT FIRST APPEARANCE			
Personnel:			
Assistant Public Defender - Salary	\$70,000.00	\$71,400.00	\$72,8
Assistant Public Defender - Fringe	\$8,600.00	\$8,782.00	\$8,9
Subtotal Personnel	\$78,600.00	\$80,182.00	\$81,7
Contracted/Consultant/OTPS:			
Counsel at First Appearance - Subtotal	\$78,600.00	\$80,182.00	\$81,7
PUBLIC DEFENDER'S OFFICE - TOTAL	\$566.337.00	\$581,914.00	\$580.6

#### Performance Measures Question 1



	Year 1 4/1/18 -	Year 2 4/1/19 -	Year 4/1/2
Budget Expenditure Item	3/31/19	3/31/20	3/31/
PUBLIC DEFENDER'S OFFICE	3/32/23	3/32/23	3/32/
CASELOAD RELIEF			
Personnel:			
Attorney Supervisor - Salary	\$80,000.00	\$81,600.00	\$83,2
(2) Assistant Public Defenders - Salary	\$140,000.00	\$142,800.00	\$145,6
Paralegal - Salary	\$44,737.00	\$45,632.00	\$46,5
Secretary - Salary	\$35,000.00	\$35,700.00	\$36,4
Fringe for above positions	\$43,000.00	\$46,000.00	\$49,5
Data Officer (Stipend)	\$20,000.00	\$20,000.00	\$20,0
Caseload Relief - Subtotal	\$362,737.00	\$371,732.00	\$381,3
QUALITY IMPROVEMENT	28. 10.		
Contracted/Consultant:			
Expert Services	\$80,000.00	\$95,000.00	\$102,5
Investigator	\$15,000.00	\$17,000.00	\$19,0
Subtotal Contracted/Consultant	\$95,000.00	\$95,000.00	\$102,5
OTPS:	20	9.0	
Computer Equipment	\$20,000.00	\$20,000.00	
Legal Reference Material/Books/Transcripts	\$10,000.00	\$15,000.00	\$15,0
Subtotal OTPS	\$30,000.00	\$35,000.00	\$15,0
Quality Improvement - Subtotal	\$125,000.00	\$130,000.00	\$117,5
COUNSEL AT FIRST APPEARANCE		5- 17	
Personnel:			
Assistant Public Defender - Salary	\$70,000.00	\$71,400.00	\$72,8
Assistant Public Defender - Fringe	\$8,600.00	\$8,782.00	\$8,9
Subtotal Personnel	\$78,600.00	\$80,182.00	\$81,7
Contracted/Consultant/OTPS:			
Counsel at First Appearance - Subtotal	\$78,600.00	\$80,182.00	\$81,7
PUBLIC DEFENDER'S OFFICE - TOTAL	\$566.337.00	\$581,914.00	\$580.6

#### Categorizing Positions

	Starting Date (mm/yyyy)	New Hire, Upgrade o Existing Hire, or On Contract	f	Provides rep at arrai
<u>~</u>		Select	<u>~</u>	Select
~		Select	~	Select
~		Select	~	Select
~		Select	~	Select
				ı

	Year 1	Year 2	Year
	4/1/18 -	4/1/19 -	4/1/2
Budget Expenditure Item	3/31/19	3/31/20	3/31/
PUBLIC DEFENDER'S OFFICE			
CASELOAD RELIEF			
Personnel:			
Attorney Supervisor - Salary	\$80,000.00	\$81,600.00	\$83,2
(2) Assistant Public Defenders - Salary	\$140,000.00	\$142,800.00	\$145,6
Paralegal - Salary	\$44,737.00	\$45,632.00	\$46,5
Secretary - Salary	\$35,000.00	\$35,700.00	\$36,4
Fringe for above positions	\$43,000.00	\$46,000.00	\$49,5
Data Officer (Stipend)	\$20,000.00	\$20,000.00	\$20,0
Caseload Relief - Subtotal	\$362,737.00	\$371,732.00	\$381,3
QUALITY IMPROVEMENT			
Contracted/Consultant:			
Expert Services	\$80,000.00	\$95,000.00	\$102,5
Investigator	\$15,000.00	\$17,000.00	\$19,0
Subtotal Contracted/Consultant	\$95,000.00	\$95,000.00	\$102,5
OTPS:			
Computer Equipment	\$20,000.00	\$20,000.00	
Legal Reference Material/Books/Transcripts	\$10,000.00	\$15,000.00	\$15,0
Subtotal OTPS	\$30,000.00	\$35,000.00	\$15,0
Quality Improvement - Subtotal	\$125,000.00	\$130,000.00	\$117,5
COUNSEL AT FIRST APPEARANCE			
Personnel:			
Assistant Public Defender - Salary	\$70,000.00	\$71,400.00	\$72,8
Assistant Public Defender - Fringe	\$8,600.00	\$8,782.00	\$8,9
Subtotal Personnel	\$78,600.00	\$80,182.00	\$81,7
Contracted/Consultant/OTPS:			
Counsel at First Appearance - Subtotal	\$78,600.00	\$80,182.00	\$81,7
PUBLIC DEFENDER'S OFFICE - TOTAL	\$566.337.00	\$581.914.00	\$580.6

#### **Categorizing Positions**

- Positions found in the "Personnel" lines of the budget will be categorized as new hires or upgrades of existing hires.
- Positions in the "Contract/Consultant" lines of the budget will be categorized as on contract.

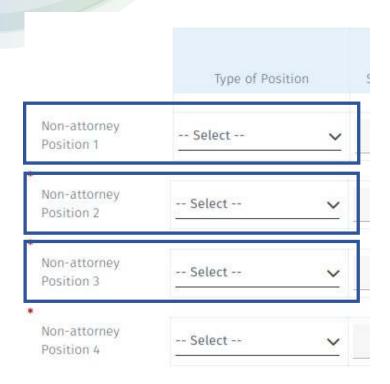
Budget Expenditure Item		Year 1 4/1/18 - 3/31/19	Year 2 4/1/19 - 3/31/20	Year 4/1/2 3/31/
PUBLIC DEFENDER'S OFFICE				
CASELOAD RELIEF				
Personnel:				
Attorney Supervisor - Salary		\$80,000.00	\$81,600.00	\$83,2
(2) Assistant Public Defenders - Salary		\$140,000.00	\$142,800.00	\$145,6
Paralegal - Salary	8	\$44,737.00	\$45,632.00	\$46,5
Secretary - Salary		\$35,000.00	\$35,700.00	\$36,4
Fringe for above positions		\$43,000.00	\$46,000.00	\$49,5
Data Officer (Stipend)		\$20,000.00	\$20,000.00	\$20,0
Caseload Relie	f - Subtotal	\$362,737.00	\$371,732.00	\$381,3
QUALITY IMPROVEMENT				
Contracted/Consultant:				
Expert Services		\$80,000.00	\$95,000.00	\$102,5
Investigator		\$15,000.00	\$17,000.00	\$19,0
Subtotal Contracted,	/Consultant	\$95,000.00	\$95,000.00	\$102,5
OTPS:			74	
Computer Equipment		\$20,000.00	\$20,000.00	
Legal Reference Material/Books/Transcripts		\$10,000.00	\$15,000.00	\$15,0
Sui	btotal OTPS	\$30,000.00	\$35,000.00	\$15,0
Quality Improvemen	t - Subtotal	\$125,000.00	\$130,000.00	\$117,5
COUNSEL AT FIRST APPEARANCE				
Personnel:				
Assistant Public Defender - Salary		\$70,000.00	\$71,400.00	\$72,8
Assistant Public Defender - Fringe		\$8,600.00	\$8,782.00	\$8,9
Subtota	l Personnel	\$78,600.00	\$80,182.00	\$81,7
Contracted/Consultant/OTPS:				
Counsel at First Appearance	e - Subtotal	\$78,600.00	\$80,182.00	\$81,7
PUBLIC DEFENDER'S OFFI	CE - TOTAL	\$566.337.00	\$581.914.00	\$580.6

#### Performance Measures Question 3

1. Please report the **number of filled non- attorney positions** that are funded as of
\_\_\_\_\_\_ by budget expenditure items listed in the "Caseload Relief," "Quality Improvement," and "Counsel at First Appearance" categories of the contract (see Attachment B-1).

			Year 1	Year 2	Year
			4/1/18 -	4/1/19 -	4/1/2
Budget Expenditure Item			3/31/19	3/31/20	3/31/
<b>PUBLIC DEFENDER'S OFFICE</b>					
CASELOAD RELIEF					
Personnel:					
Attorney Supervisor - Salary			\$80,000.00	\$81,600.00	\$83,2
(2) Assistant Public Defenders - Sa	larv		\$140,000.00	\$142,800.00	\$145,6
Paralegal - Salary			\$44,737.00	\$45,632.00	\$46,5
Secretary - Salary			\$35,000.00	\$35,700.00	\$36,4
Fringe for above positions			\$43,000.00	\$46,000.00	\$49,5
Data Officer (Stipend)			\$20,000.00	\$20,000.00	\$20,0
	Caselo	ad Relief - Subtotal	\$362,737.00	\$371,732.00	\$381,3
QUALITY IMPROVEMENT					
Contracted/Consultant:					
Expert Services			\$80,000.00	\$95,000.00	\$102,5
Investigator			\$15,000.00	\$17,000.00	\$19,0
Subtot	al Con	tracted/Consultant	\$95,000.00	\$95,000.00	\$102,5
OTPS:			200	70.2	
Computer Equipment			\$20,000.00	\$20,000.00	
Legal Reference Material/Books/Tr	ranscri	pts	\$10,000.00	\$15,000.00	\$15,0
		Subtotal OTPS	\$30,000.00	\$35,000.00	\$15,0
Quality	/ Impr	ovement - Subtotal	\$125,000.00	\$130,000.00	\$117,5
COUNSEL AT FIRST APPEAR	ANCE				
Personnel:					
Assistant Public Defender - Salary			\$70,000.00	\$71,400.00	\$72,8
Assistant Public Defender - Fringe	ă:		\$8,600.00	\$8,782.00	\$8,9
		Subtotal Personnel	\$78,600.00	\$80,182.00	\$81,7
Contracted/Consultant/OTPS:					
Counsel at Fir	rst Apı	pearance - Subtotal	\$78,600.00	\$80,182.00	\$81,7
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#### Performance Measures Question 3



	Year 1	Year 2	Year
	4/1/18 -	4/1/19 -	4/1/2
Budget Expenditure Item	3/31/19	3/31/20	3/31/
PUBLIC DEFENDER'S OFFICE	*		
CASELOAD RELIEF			
Personnel:			
Attorney Supervisor - Salary	\$80,000.00	\$81,600.00	\$83,2
(2) Assistant Public Defenders - Salary	\$140,000.00	\$142,800.00	\$145,6
Paralegal - Salary	\$44,737.00	\$45,632.00	\$46,5
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Caseload Relief - Subtotal	\$362,737.00	\$371,732.00	\$381,3
QUALITY IMPROVEMENT			
Contracted/Consultant:			
Expert Services	\$80,000.00	\$95,000.00	\$102,5
Investigator	\$15,000.00	\$17,000.00	\$19,0
Subtotal Contracted/Consultant	\$95,000.00	\$95,000.00	\$102,5
OTPS:			
Computer Equipment	\$20,000.00	\$20,000.00	
Legal Reference Material/Books/Transcripts	\$10,000.00	\$15,000.00	\$15,0
Subtotal OTPS	\$30,000.00	\$35,000.00	\$15,0
Quality Improvement - Subtotal	\$125,000.00	\$130,000.00	\$117,5
COUNSEL AT FIRST APPEARANCE			
Personnel:			
Assistant Public Defender - Salary	\$70,000.00	\$71,400.00	\$72,8
Assistant Public Defender - Fringe	\$8,600.00	\$8,782.00	\$8,9
Subtotal Personnel	\$78,600.00	\$80,182.00	\$81,7
Contracted/Consultant/OTPS:			
Counsel at First Appearance - Subtotal	\$78,600.00	\$80,182.00	\$81,7

#### **Categorizing Positions**

	Starting Date (mm/yyyy)	New Hire, Upgrade of Existing Hire, or On Contract	Provides rep at arrai
~		Select 🗸	Select
~		Select 🗸	Select
~		Select 🗸	Select
~		Select 🗸	Select
			ı

	Year 1	Year 2	Year
	4/1/18 -	4/1/19 -	4/1/2
Budget Expenditure Item	3/31/19	3/31/20	3/31/
PUBLIC DEFENDER'S OFFICE	*		
CASELOAD RELIEF			
Personnel:			
Attorney Supervisor - Salary	\$80,000.00	\$81,600.00	\$83,2
(2) Assistant Public Defenders - Salary	\$140,000.00	\$142,800.00	\$145,6
Paralegal - Salary	\$44,737.00	\$45,632.00	\$46,5
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QUALITY IMPROVEMENT			
Contracted/Consultant:			
Expert Services	\$80,000.00	\$95,000.00	\$102,5
Investigator	\$15,000.00	\$17,000.00	\$19,0
Subtotal Contracted/Consultant	\$95,000.00	\$95,000.00	\$102,5
OTPS:			
Computer Equipment	\$20,000.00	\$20,000.00	
Legal Reference Material/Books/Transcripts	\$10,000.00	\$15,000.00	\$15,0
Subtotal OTPS	\$30,000.00	\$35,000.00	\$15,0
Quality Improvement - Subtotal	\$125,000.00	\$130,000.00	\$117,5
COUNSEL AT FIRST APPEARANCE	- 22	10 27	
Personnel:			
Assistant Public Defender - Salary	\$70,000.00	\$71,400.00	\$72,8
Assistant Public Defender - Fringe	\$8,600.00	\$8,782.00	\$8,9
Subtotal Personnel	\$78,600.00	\$80,182.00	\$81,7
Contracted/Consultant/OTPS:	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,	
Counsel at First Appearance - Subtotal	\$78,600.00	\$80,182.00	\$81,7
PUBLIC DEFENDER'S OFFICE - TOTAL	\$566.337.00	\$581.914.00	\$580.6

#### **Categorizing Positions**

- Positions found in the "Personnel" lines of the budget will be categorized as new hires or upgrades of existing hires.
- Positions in the "Contract/Consultant" lines of the budget will be categorized as on contract.

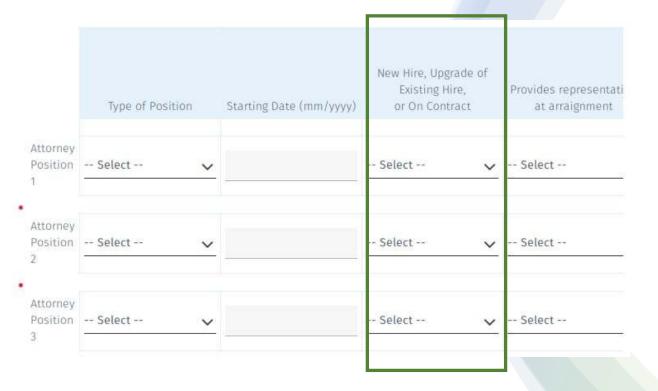
Budget Expenditure Item		Year 1 4/1/18 - 3/31/19	Year 2 4/1/19 - 3/31/20	Year 4/1/2 3/31/
PUBLIC DEFENDER'S OFFICE				
CASELOAD RELIEF				
Personnel:				
Attorney Supervisor - Salary		\$80,000.00	\$81,600.00	\$83,2
(2) Assistant Public Defenders - Salary		\$140,000.00	\$142,800.00	\$145,6
Paralegal - Salary	8	\$44,737.00	\$45,632.00	\$46,5
Secretary - Salary		\$35,000.00	\$35,700.00	\$36,4
Fringe for above positions		\$43,000.00	\$46,000.00	\$49,5
Data Officer (Stipend)		\$20,000.00	\$20,000.00	\$20,0
Caseload Relie	f - Subtotal	\$362,737.00	\$371,732.00	\$381,3
QUALITY IMPROVEMENT				
Contracted/Consultant:				
Expert Services		\$80,000.00	\$95,000.00	\$102,5
Investigator		\$15,000.00	\$17,000.00	\$19,0
Subtotal Contracted,	/Consultant	\$95,000.00	\$95,000.00	\$102,5
OTPS:			74	
Computer Equipment		\$20,000.00	\$20,000.00	
Legal Reference Material/Books/Transcripts		\$10,000.00	\$15,000.00	\$15,0
Sui	btotal OTPS	\$30,000.00	\$35,000.00	\$15,0
Quality Improvemen	t - Subtotal	\$125,000.00	\$130,000.00	\$117,5
COUNSEL AT FIRST APPEARANCE				
Personnel:				
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Subtota	l Personnel	\$78,600.00	\$80,182.00	\$81,7
Contracted/Consultant/OTPS:				
Counsel at First Appearance	e - Subtotal	\$78,600.00	\$80,182.00	\$81,7
PUBLIC DEFENDER'S OFFI	CE - TOTAL	\$566.337.00	\$581.914.00	\$580.6

## Even if there are many budget lines:

- Each section is still divided into "Caseload Relief," "Quality Improvement," and "Counsel at First Appearance" categories
- Count the number of attorney
   positions—these are the positions (if
   filled) you will report on the
   Performance Measures Question 1
- Count the number of non-attorney positions—these are the positions (if filled) you will report on the Performance Measures Question 3

	I	
CASELOAD RELIEF		
Personnel:		
(2) Assistant Public Defenders (FT) - Salary	\$172,000.00	\$180,000
(2) Assistant Public Defenders (FT) - Fringe @ 58.14%	\$100,000.00	\$104,652
Legal Assistant (FT) - Salary	\$40,000.00	\$0
Legal Assistant (FT) - Fringe	\$24,000.00	\$0
(2) Assistant Public Defenders (FT) - Salary	\$0.00	\$180,000
(2) Assistant Public Defenders (FT) - Fringe	\$0.00	\$104,652
(1) Assistant Public Defender (FT) - Salary	\$0.00	\$0
(1) Assistant Public Defender (FT) - Fringe	\$0.00	\$0
Social Worker (FT) - Salary	\$0.00	\$0
Social Worker (FT) - Fringe	\$0.00	\$0
Caseload Relief - Subtotal	\$336,000.00	\$569,304
QUALITY IMPROVEMENT	06 31	
Contracted/Consultant: Investigators/Experts/Interpreters/		
Social Workers/Transcription Services	\$0.00	\$30,000
Appellate Consultation Services @ \$75/hour	\$0.00	\$0
Subtotal Contracted/Consultant	\$0.00	\$30,000
OTPS:	\$0.00	\$0
Office Furniture/Equipment & Technology Upgrades	30.001	- 00

#### What about the Work Plan?



The Work Plan will help determine whether a position is a new hire or an upgrade of an existing hire.\*

\*Stay tuned for our next training session in April for a more detailed discussion, including the chance to ask county-specific questions.

#### When Reading the Work Plan, Look for:

- Upgrade two (2) Assistant Public Defender positions from part-time to full-time.
  These two positions will increase from 18.75 hours per week at a salary of \$65,936 to 37.5 hours per week at a salary of \$97,850, resulting in a salary increase of \$31,914, respectively.
- Continue the costs of upgrading the Clerk position from part-time to full-time. This position will increase from 20 to 40 hours per week to assist with all aspects of assignments, including conflict checks and data entry to ensure prompt assignment of counsel to defendants, and creating vouchers for these assignments. In Year 1, the current part-time salary of \$16,256, funded by ILS Distribution 6, will increase by \$9,174 for a new full-time salary of \$25,430. This position does not currently receive any fringe at the 20-hour part-time commitment. The position will now have fringe and the hours will be increased to 40/week. In year 2, the salary cost of this upgrade will increase to \$11,716, with an associated increase in fringe.

#### Increased hours

Other possible language: notes about other sources of funding

Look at Year 1 and all Amendments

#### Upgrade = increased hours

Upgrade ≠ parity increase

• Provide funding for salary increases for Public Defender Office attorneys. These salary raises (and associated fringe increases) are necessary to retain qualified staff and to provide for a salary structure that is more aligned with the District Attorney's Office. The following staff will obtain salary increases: Chief Public Defender (\$5,500 increase); First Assistant Public Defender (\$7,000 increase); Second Assistant Public Defender (\$7,000 increase).

Upgrade ≠ promotion

Upgrade two (2) Senior Assistant Public Defender (APD) to Bureau Chief positions.
As a result of these promotions, the individuals will be responsible for the supervision of
the Senior APDs and the APDs handling of criminal defense caseloads. The new fulltime salaries of the two Senior APD positions will be \$98,553 and \$98,457 respectively.

#### The Work Plan and Investigators

#### Report on Q 3:

- One Investigator/line
- Regular weekly commitment
- Add an Investigator position. This new position will work under the direction of attorneys to conduct case-related investigations.
- Add a part-time Investigator position. This new position will be responsible for providing investigative services for 17.5 hours per week.

#### DO NOT Report on Q 3:

- Multiple Investigators/line
- Hourly Rate
- Case-by-case basis
- Funded in the Non-Attorney Professional Services line

- Add funding for investigator services. This funding will be used to pay various individual investigators up to \$45/hour for investigations in criminal cases.
- Provide funding for non-attorney professional services. Funding will allow the Public Defender Office to contract with various non-attorney professionals to provide vital services and support on cases. Services include investigators at \$40-\$60/hour, experts at \$50-\$500/hour, translators at \$50-\$160/hour, and mitigation specialists at \$150-\$300/hour.

## COLLABORATE

## Questions?

-Ask now -E-mail <u>performance@ils.ny.gov</u> -Ask in April

## Next Time: A More In-Depth Look at the Performance Measures Questions 1 and 3

April, 2022