

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Judy Shepherd, Finance Manager

DATE: 2/21/2023

SUBJECT: Establish a New Department in the General Fund for Therapeutic Courts

STATEMENT OF ISSUE: A memorandum of understanding (MOU) exists between Jefferson County Superior Court & Jefferson County District Court and the Jefferson County Board of County Commissioners which serves as Administrator of 1/10th of 1% Behavioral Health Sales Tax. The MOU describes mutually agreed upon conditions under Fund 131, Chemical Dependency and allocates 1/10th of 1% Behavioral Health Sales Tax to Jefferson County Superior Court and District Court for the Therapeutic Court's Coordinator/Case Manager and other needed services for individuals affected by substance abuse, chemical dependency and mental health issues.

ANALYSIS: Currently the Therapeutic Court's Coordinator/Case Manager is being paid out of the District Court budget and is not split with Superior Court. Therefore, the burden for salary and wage expenditures is on District Court instead of a centralized department for therapeutic court expenditures.

FISCAL IMPACT: The County and the Courts would be better served to establish a new department, Department 245 - Therapeutic Courts Case Management, within the General Fund so that the budget and activity is maintained in a centralized department that serves two different courts. The revenue transfer from Fund 131, Chemical Dependency, will be transferred to this new department based on the expenditures related to therapeutic courts for District and Superior Courts. Quarterly reporting of expenditures will be provided by the Case Manager to the Chief Accountant for audit and the transfer of funds from Fund 131.

REVIEWED BY:


Mark McCauley, County Administrator

2/15/23
Date

STATE OF WASHINGTON
County of Jefferson

In the Matter of Establishing a	}	
New Department in the General Fund for	}	
Therapeutic Courts Case Management	}	RESOLUTION NO. _____

WHEREAS, a memorandum of understanding (MOU) exists between Jefferson County Superior Court & Jefferson County District Court and the Jefferson County Board of County Commissioners which serves as Administrator of the 1/10th of 1% Behavioral Health Sales Tax; and

WHEREAS, the MOU describes mutually agreed upon conditions under Fund 131, Chemical Dependency and allocates 1/10th of 1% Behavioral Health Sales Tax to Jefferson County Superior Court and District Court for the Therapeutic Court's Coordinator/Case Manager and other needed services for individuals affected by substance abuse, chemical dependency and mental health issues; and

WHEREAS, Jefferson County Superior Court and District agree that to best achieve the objectives of the MOU, a separate department should be established for wages and benefits and related expenditures;

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of Jefferson County hereby establishes a new department in the General Fund, Department 245 - Therapeutic Courts Case Management, with the Finance Manager providing financial oversight of the department; and

Authorizes the Auditor to move revenue and expenditure budgets from each court - District Court, Department 080, and Superior Court, Department 240, to the new department, Department 245.

(Signatures on following page.)

APPROVED AND ADOPTED this _____ in Port Townsend, Washington.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

ATTEST:

Greg Brotherton, Chair

Kate Dean, Member

Carolyn Gallaway
Clerk of the Board

Heidi Eisenhour, Member