

## **WAYS & MEANS COMMITTEE MEETING APRIL 12, 2022**

**Request From:** Judge Alan M. Curtis

**Re: Assisting Current District Court Staff Due to Vacancies**

### **Issue 1: Deputy District Clerk Vacancy**

Deputy District Clerk Deb Ross retired at the end of February 2022. Ms. Ross handled the civil division of the District Court. A new hire was slated to begin work on April 4, 2022; however, the individual changed her mind and provided seven days' notice. An offer was made to a new individual to fill the position, and she accepted the position on April 5, 2022. It is my intent for her to start as soon as all applicable paperwork and background investigations have been satisfactorily completed (ideally sometime during the week of April 11, 2022).

Due to the fact that Ms. Ross has been retired since late February, the civil filings and pending cases have become backlogged. The three remaining clerks are unable to process all of the civil matters and attend to their respective divisions. The inability to process the files is compounded by only one clerk knowing how to handle those types of files.

#### **First Proposed Solution to Issue 1:**

Retired Clerk Ross is willing to come back and alleviate the backlogged files, and to provide training to the new clerk. Her compensation would come through unpaid funds already allocated for the position. Thus, it should be a budget neutral solution. However, there may be an issue with her retirement that prevents her from coming back.

#### **Second Proposed Solution to Issue 1:**

Allow the current staff to work extra hours and accrue comp time; upon fulfillment of all comp hours, to allow the staff to earn overtime. I am unsure as the cost of this proposal.

### **Issue 2: District Court Administrator Vacancy**

District Court Administrator Liz Skiba resigned effective April 5, 2022. She provided her notice late on March 22, 2022, and she only worked through Friday, March 25, 2022 (including some scattered nonbusiness hours). Due to the limited amount of notice, I was unable to effectively learn her job.

#### **Proposed Solution to Issue 2:**

Allow for the prior District Court Administrator Mary Muszynski to return as a contract employee to assist and train me in the District Court Administrator job. Her compensation would come from the unpaid funds already allocated for the position. However, there may be an issue with her retirement that prevents her from coming back. We are currently in the process of trying to find a replacement District Court Administrator.