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MEMORANDUM

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TO: ALPENA COUNTY COMMISSIONERS

FROM: CYNTHIA MUSZYNSKI, ALPENA COUNTY PROSECUTOR

RE: BUDGET ADJUSTMENT FOR THE PART-TIME VICTIM  
ADVOCATE

DATE: 10/14/22

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PART-TIME VICTIM ADVOCATE

The Prosecutor's Office has recently hired a Part-Time Victim Advocate after being granted permission to do so from this Board on July 26, 2022.

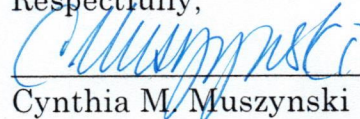
We are now requesting a Budget Adjustment to add \$3,500 in funds to Line Item 277-704.000 to allow for payroll expenses for this individual.

This is a fully grant-funded position so while it "adds" to the budget, it will be fully reimbursed by the grant funds.

Thank you for your consideration.

Date: 10/14/22

Respectfully,



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Cynthia M. Muszynski  
Alpena County Prosecutor

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## MEMORANDUM

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TO: Mary Catherine Hannah  
FROM: CMM/Alpena County Prosecutors Office  
SUBJECT: Crime Victim Rights Advocates  
DATE: 6/21/2022  
CC:

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### PART-TIME ADVOCATE

The Personnel Committee had previously approved the hiring of a part-time crime victim advocate in 2017. In 2020, Julie Jackson, the then part-time advocate, took on the newly formed full-time position of Crime Victim Navigator. The part time position was not refilled.

Since the abandonment of that position, the number of victim cases coming through the office has remained at a level that would still necessitate another part-time victim advocate. This necessity has been confirmed by the grant funders. It is at this time that we would ask for re-approval to fill that role.

This position is sustainable because we have the funding of a part-time position through the grant supplied by the Crime Victim's Commission in our current grant funding. Recently, we were visited by representatives from MDHHS, Division of Victim Services who showed us how we may move available funds within the grant budget to support this position without the need to ask for additional funding.

This position is necessary to assist in maintaining the excellent service for victims of crime in this county. Currently, we have one advocate who must cover three courts as well as constant contact with all victims outside of the courtroom. As it is impossible to be in three places at once, a second advocate would be invaluable to the office.

We are requesting permission to fill this position as soon as possible.



ALPENA COUNTY BOARD OF COMMISSIONERS

BOARD ACTION #03

TO: County Clerk, County Treasurer, Victim Advocate  
FROM: Alpena County Board of Commissioners  
SUBJECT: Approval of Part Time Crime Victim Advocate Position

BOARD ACTION:

ACTION ITEM #PC-3: The Committee recommends approval of a Part Time Crime Victim Advocate position line item 101-277-704.000. This is a grant funded position.

Moved by Commissioner Gilmet and supported by Commissioner Karschnick to approve the Consent Calendar which includes actions as listed above and filing of all reports. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Kozlowski, and Adrian. NAYS: None. Commissioner Thomson, excused. Motion carried.

This action was XX APPROVED     DISAPPROVED

BY: Ayes: 7 Nays: 0 Excused: 1 Absent: 0 Abstaining: 0

Alpena County Board Chairman's Signature: Robert Adrian

Alpena County Board Vice-Chairman's Signature: \_\_\_\_\_

Date of the Board Meeting: July 26, 2022

2021-2022 Allocated Budget \$76186													
Start	76186 QUARTER 1												
	October	November	December	January	February	March	April	May	June	July	August	September	Total
CVR Full Time	2671.56	2708.96	6143.44	2813.14	2813.14	2953.8	2953.8	2953.8	2671.56	0	0	0	28683.2
CVR Part Time	0	0	0	0	0	0	0	0	0	0	0	0	0
FICA	190.43	192.76	430.49	199.21	199.22	207.93	207.94	207.94	190.44	0	0	0	2026.36
Medicare	44.53	45.08	100.68	46.59	46.59	48.63	48.63	48.63	44.53	0	0	0	473.89
In Lieu of Hosp	400	400	400	400	400	400	400	400	400	0	0	0	3600
Sick&Accident	31.56	31.56	31.56	40.1	38.96	38.96	43.61	43.61	31.56	0	0	0	331.48
Mers	187	189.62	312.43	196.92	196.92	206.78	206.78	206.78	187	0	0	0	1890.23
Workers Comp	12.55	12.69	18.23	13.12	13.37	13.69	13.69	13.69	12.55	0	0	0	123.58
Longevity	0	0	400	0	0	0	0	0	0	0	0	0	400
Supplies	838.54	419			184.87	17.45	129.87	304.04	116.77	0	0	0	2010.54
Postage	29	27.94	37.54	31.74	55.96	32.16	48.9	25.19	40.57	0	0	0	329
Telephone	2.51	2.64	26.57	17.81	9.83	9.64	10.03	9.83	6.44	0	0	0	95.3
Travel	0	0	0	0	0	0	0	0	372.76	0	0	0	372.76
Direct Services	0	0	0	0	0	0	0	0	150	0	0	0	150
	4407.68	4030.25	7900.94	3758.63	3958.86	3929.04	4063.25	4213.51	4224.18	0	0	0	40486.34
ALLOCATION BALANCE	71778.32	67748.07	59847.13	56088.5	52129.64	48200.6	44137.35	39923.84	35699.66				



**2023 Victim Rights Allocated Budget \$78105.00**

Start	\$78,105.00
CVR Full Time	\$40,000.00
CVR Part Time	\$20,150.00
FICA	\$4,600.00
Medicare	\$550.00
In Lieu of Hosp.	\$4,800.00
Longevity	\$122.00
Mers	\$2,800.00
Workers Comp	\$355.00
Supplies	\$300.00
Postage	\$500.00
Telephone	\$100.00
Travel	\$286.00
Direct Services	\$3,542.00
Total Spent	\$78,105.00
Total Left	\$0.00