

Example Transition Timeline

Following is an example of how a delivery system transition might proceed from the time a county decides to consider a delivery system change through completion of that change.

Timeline

- May: County declares notice of intent to consider a change in delivery system.
- May – July:
 - County conducts study, which includes gathering information on the existing delivery system and potential advantages and disadvantages of changing delivery systems.
 - If current delivery system is DOC, DOC determines the financial impact of the delivery system change on other DOC counties and updates budget projections for those counties in the next county fiscal year.
- July-August: Advisory Committee considers study information and invites presentations from leaders of the current system as well as outside leaders from other delivery systems to provide additional information.
- September-October:
 - Advisory Committee presents findings and recommendation to County Board.
 - Board makes final decision.
- November:
 - Transition team is established.
 - County reaches out to STI to get time on their schedule to manage the data transfer.
- November – May: Transition team manages the operational steps to effect the transfer, including:
 - Office moves/furnishings, equipment purchases/sales.
 - Case cleanup, data transfers and testing.
 - Agency set up in other systems (ICOTS, EHM, etc.)
 - Policy development.
 - Jointly manage staffing shortages.
 - Staff training.
 - Client notification.
 - Managing case assignments with the court.
 - Funding formula transfer.
 - Update comprehensive plan; reconstitute local advisory board.
- March-April: Offers are made to employees.
- May:
 - Employees make final decisions whether to accept county offers, take positions elsewhere, or accept layoffs.
 - Final transition takes place, unless all parties agree to an earlier or later timeline.

Potential Statutory Framework

Following are broad topic areas that could be included in a potential statutory framework. Some initial content is included as a discussion starter.

Timeline

- Notice of intent to consider a delivery system change by <month>.
- Full transition can occur <timeframe> unless an earlier or later time is agreed upon by all parties.

Transition

- County should establish a delivery system team that includes leadership from the current delivery system and county, and both community supervision staff and county administration.

Employee Transfers

- Retain this current common language?

...the probation officers and other employees displaced by the changeover must be employed by the commissioner/county at no loss of salary. Years of service in the county probation department are to be given full credit for future sick leave and vacation accrual purposes

- Requires, at minimum, no loss in salary.
 - What if salary structure in the new delivery system is at a higher pay rate for the same position?
- How should the employee's accrued sick/vacation/PTO be handled?
 - How can we ensure that employees start with their new employers with some form of bank commensurate with their years of service to the local community?
 - What is the allocation of financial responsibility between counties and the state for sick/vacation/PTO?
- How is seniority established?
- Are employees required to serve probationary periods?

Other Topics?