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**MEMORANDUM**

**Date:** February 1, 2021  
**To:** Finance & Administrative Services Committee  
**Via:** Gary Gibson, County Administrator *gg*  
**From:** John Light, Director of Human Resources  
**Subject:** Sheriff's Office – Full Time Re-Entry Specialist Position

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**Issue**

In December 2021, the Sheriff's Office contacted Human Resources to request a change to the Re-Entry Specialist position in their current budget. The requested change is to move this position from a part-time position to a full-time position.

**Analysis**

The expense of the current 0.5 FTE Re-Entry Specialist position is not paid for from the General Fund. It is paid from the Inmate Welfare Fund which falls under the purview of the Sheriff. The Sheriff's Office would like to shift 0.5 FTE from an open position in the General Fund to the Inmate Welfare Fund so 100% of the cost of this full-time position (wages, fringe benefits, insurance, unemployment insurance etc.) will be covered by the Inmate Welfare Fund if this change is approved.

**Recommendation**

Staff recommends approving this reclassification if 100% of the expenses for this position (current & future) are covered by the Inmate Welfare Fund and 0.5 FTE is shifted out of the General Fund to the Inmate Welfare Fund.