

# County Counsel

Angil Morris-Jones – County Counsel

101-0700	FY 14/15 Adopted Budget	FY 15/16 CAO Recommended	Change
<b>EXPENDITURES</b>			
Salaries and Benefits	708,575	781,166	72,591
Services and Supplies	101,489	120,264	18,775
Other Charges	(374,342)	(386,729)	(12,387)
Fixed Assets	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>436,082</b>	<b>514,701</b>	<b>78,619</b>
<b>REVENUE</b>			
Fed/State	0	0	0
Grant	0	0	0
Realignment	0	0	0
Fees/Misc	168,800	267,419	98,619
<b>TOTAL REVENUE</b>	<b>168,800</b>	<b>267,419</b>	<b>98,619</b>
<b>FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET COUNTY COST</b>	<b>267,282</b>	<b>247,282</b>	<b>(20,000)</b>

## Program Description

The County Counsel is the attorney for the County of Yuba. We are counselors in the fullest sense, providing service that is intelligent, trustworthy and dedicated to public service. We commit ourselves to professionalism, understanding and furthering the needs and goals of the Board of Supervisors, County agencies and departments. We adhere to the highest standards of ethics and confidentiality.

To accomplish our mission, we endeavor to:

- Provide responsive legal advice and client service.
- Provide creative assistance to the Board and to County officers to enable them to carry out their policy goals.
- Provide prompt and effective assistance in reviewing, drafting and advising our clients on contracts and other legal documents.

- Provide training and resources to enable us to achieve the goals of the Office.
- Provide assertive representation in civil litigation and administrative hearings.

The Office of the County Counsel services as the chief legal advisor and representative for the Board of Supervisors of the County of Yuba, County Agencies, Departments, and Commissions. As the attorneys for the County of Yuba we are committed to ensuring that our Office provides the highest quality of legal service to all of our clients. Our clients rely on and trust the integrity of our legal advice and legal services provided by the Office in accomplishing their public service goals and objectives.

Our office does not see our role as narrow, rather, we provide service that will further the purposes of the County, whether it is in:

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- The defense of legal matters.
- Affirmative litigation
- Proactive assistance and advice
- Drafting legislation or amendments to current legislation

## Accomplishments FY 2014-2015

- Consistent with a pattern seen over the last several years, the volume of requests for legal assistance has continued to be at an all time high. The high demand for legal services has been met with responsive advice and legal services to our clients that are performed with the upmost professionalism, legal knowledge and experience. Legal services rendered result in superior legal work that our clients have become accustomed to and desire from this office. One of the objectives has been to reduce the “turnaround time”, the time between the receipt of a request of legal services and a response thereto.
- The legal staff has been cross-trained resulting in an office that has cross coverage capability when the need arises.

We hope that the information available about the Yuba County Counsel’s Office will help the public in general learn more about the work of our office and the talented members of our legal staff.

- We have been largely successful in this goal—routine request are dealt with promptly and more complex requests are prioritized and the submitting department kept advised of the status of their request.
- We have implemented a new case management system that allows us to better track and manage caseloads. The system allows us to know immediately

who is assigned to a project, how it is progressing, and to better “time manage” the cases.

- The County’s ordinance Code has been updated, reflecting recent ordinances adopted or amended, with the online version of the Code being updated and hard copies of the Code distributed to appropriate departments.
- The continuance of a Yuba County Counsel Opinion Bank.
- The Legal Services Coordinator has served effortlessly as the sole paralegal, legal secretary, office assistant, receptionist and office manager for the County Counsel’s Office. Our Legal Services Coordinator has effectively performed these duties because she has extensive experience and knowledge as well as exceptional organization and time management skills.
- The volume of employee discipline actions has continued to be extraordinarily high and they constitute time intensive cases. Recognizing that, County Counsel attorneys have affirmatively sought to be involved in such cases from the outset, in order for effective cases to be built and to minimize the last minute scramble to prepare a case for hearing. We have been very successful in developing relationships with the HR staff and the affected departments in doing so.
- County Counsel’s office has established a Yuba Resolution Book containing all adopted Resolutions of Yuba County from 2013 forward.
- One of the office objectives from last year’s narrative was to establish an internship program with area law schools. Beginning in March 2015 an intern from McGeorge Law School will be joining County Counsel’s on at least a short term basis. It is hoped that this initial internship will lead to a more comprehensive program.

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- Attorney training and “cross-training” continues to be both an accomplishment and a goal.

## Goals and Objectives

### FY 2015-2016

- Every member of the County Counsel’s Office will strive to continue providing superior legal services to the Board of Supervisors, Commissions, County Boards, County Departments and Special Districts of Yuba County.
- Continue training and cross-training of attorneys and para-professional staff. Ideally any attorney on staff should be able to handle most of the types of cases that County Counsel deals with; it is our goal to try to reach that ideal through cross-training and through a variety of assignments. As in the past, the District Attorney has agreed to cross designate deputy County Counsels to handle selected misdemeanor prosecutions in order to gain jury trial experience.
- The dependency (Child Protection) caseload continues to be a major function of the County Counsel’s Office. The dedication of more than a full time attorney position to that caseload has brought stability to the dependency caseload and a good deal of “customer satisfaction” from the Health and Human Services Department.
- It continues to be a major goal of County Counsel’s Office to build a team approach with CPS in order to effectively advocate for child protection in the County.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
COUNTY COUNSEL					
Salaries & Benefits					
101-0700-413.01-01	REGULAR	546,428	521,670	543,174	610,621
101-0700-413.01-07	VACATION PAY	31,596	3,333	0	0
101-0700-413.01-08	SICK LEAVE	11,413	0	0	0
101-0700-413.02-02	CO SHARE PERS	77,299	77,422	86,669	102,463
101-0700-413.02-04	GROUP HEALTH INSURANCE	39,203	42,412	61,147	46,050
101-0700-413.02-05	MEDICARE	8,503	7,538	7,876	8,971
101-0700-413.02-06	WORKERS COMP INS	32,942	36,491	3,306	3,367
101-0700-413.02-07	LIFE INSURANCE	503	519	519	606
101-0700-413.02-08	UNEMPLOYMENT INS	2,781	2,813	0	3,065
101-0700-413.02-09	RETIREE HEALTHCARE INS	4,157	5,688	5,884	6,023
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* Salaries & Benefits		754,825	697,886	708,575	781,166
Services & Supplies					
101-0700-413.12-00	COMMUNICATION	283	438	700	700
101-0700-413.15-00	INSURANCE	2,843	2,077	3,359	2,731
101-0700-413.17-00	MAINTENANCE/EQUIPMENT	0	2,880	3,840	3,840
101-0700-413.20-00	MEMBERSHIPS	5,500	6,556	8,000	9,300
101-0700-413.22-00	OFFICE EXPENSE	3,604	4,813	5,000	8,000
101-0700-413.23-00	PROFESSIONAL SERVICES	42,483	38,742	35,875	40,000
101-0700-413.28-00	SPECIAL DPMT EXPENSE	22,620	27,767	30,075	38,693
101-0700-413.29-00	TRAVEL	3,973	6,087	15,000	17,000
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* Services & Supplies		81,306	89,360	101,849	120,264
Other Financing Uses					
101-0700-413.85-02	COMPENSATED ABSENCES	24,587-	0	0	0
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* Other Financing Uses		24,587-	0	0	0

COUNTY OF YUBA  
 CAO RECOMMENDED BUDGET DETAIL  
 FISCAL YEAR 2015-2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ACTUAL EXPENDITURES 2012-2013	ACTUAL EXPENDITURES 2013-2014	ORIGINAL BUDGET 2014-2015	CAO RECOMMENDED
	Cost Reimbursements				
101-0700-413.90-00	REIMBURSEMENTS	0	760-	0	0
101-0700-413.90-87	A87 COST ALLOCATION PLAN	305,949-	346,572-	374,342-	386,729-
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*	Cost Reimbursements	305,949-	347,332-	374,342-	386,729-
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**	COUNTY COUNSEL	505,595	439,914	436,082	514,701
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