

MEMO

Date: May 15, 2024

To: Joe Brundage, Finance Manager, DCSO

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From: Kathleen Meehan Coop, Management Analyst, DCDA

CC: Jessica Chandler, Sr. Management Analyst, DCDA
Jennifer Clemens, HR Business Partner, Deschutes County
Yevrah DePalmer, Associate HR Business Partner, Deschutes County
Elizabeth Lopez, Administrative Analyst, DCSO
Dan Emerson, Budget & Financial Planning Manager, Finance

RE: DCIMME Funding – Six Months, Interdepartmental FTE Support

Background

The DA's Office and DCSO collaborate on the Deschutes County Illegal Marijuana Market Enforcement (DCIMME) which is funded in part by a grant from the Criminal Justice Commission's Illegal Marijuana Market Enforcement grant program. Funds from the grants awarded to Deschutes County for the DCIMME project work have supported staff and programmatic activities for both agencies since 2018. The grant funds are managed by DCSO.

The DCIMME team applied for supplemental grant funding through the IMME grant program in March 2024 to support continued DCIMME activities from January 1 – December 31, 2024. Those program activities include funding for a 0.1 FTE Management Analyst at the DA's Office.

Grant funding for Deschutes County was approved by CJC's Commission on April 15, 2024, but as of today, the grant award documentation has not been sent to DCSO for signature.

Plan

To ensure continued and seamless funding for the Management Analyst at a full 0.5 FTE status, as our current agreement between the agencies ends on June 30, 2024, DCSO has agreed to continue to cover the 0.1 FTE portion of the Management Analyst position from July 1 – December 31, 2024. While DCSO has not officially received the grant funding they know that the grant award will be processed shortly and are comfortable guaranteeing that their office will assume the costs associated with this position's FTE while they wait for the award to be processed.

The funding from DCSO will cover a 0.1 FTE for Mary Overman, DCDA Management Analyst, who will continue to serve as the DCIMME project coordinator from July 1, 2024 to December 31, 2024.

Actions

1. DCDA will invoice DCSO quarterly through an interagency fund transfer for the FTE-related expenses.

DCDA Accounts

FTE funds - Org 0011150 / State Grant 334012

FTE Support Request Total *(July 1 – December 31, 2024)*

FTE support \$30,893

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