

Subject: DA/CA Merger next steps

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From: Sarah Eckhardt

To: Commissioners-Court, Agenda Meetings, Margaret Moore, David Escamilla

I've gone over my notes from our discussion last Tuesday and pulled together the following next steps requested by the commissioners:

- High-level "Go/No Go" analysis of the merger (October) – PBO and Justice Planning will work with the DA, CA and other relevant departments to develop a high-level analysis of the probable benefits for the Court's discussion later in October, e.g:
 - Direct filing by prosecution rather than law enforcement
 - Reduction in cases filed per defendant
 - Reduction in jail bed days per defendant
 - Reduction in digital storage needs per defendant or per case
 - Cost avoidance in
 - Slowed expansion of staffing needs due to consolidation
 - Slowed expansion of office space needs due to consolidation
 - External savings in time and dollars to partner agencies, defendant and victim/witnesses from elimination of duplicative procedures
 - Time savings in resolution of cases
 - Combined administration of diversion programs
- Change Management Plan (pending legislative approval and developed over the coming year) – PBO, Justice Planning and HR will work with the CA and DA on
 - More detail of how the merger will affect employees, e.g:
 - No terminations and no reduction in salaries
 - Expected retirement attrition
 - More detail of how the merger will affect procedures, e.g:
 - Conflicts of interest between civil representation and criminal prosecutions (e.g. the recent issues with the Tax Office, protective order applicants with active criminal or CPS cases
 - Collapsing of the misdemeanor and felony processes into a single office approach
 - Refining the expected effects on and adjustments by related offices such as the County and District Clerks, Pre-trial Services, etc.
 - Employee survey – HR working with elected officials of affected departments on content and distribution
 - Civil representation – CA working on establishing a baseline of legal expertise and capacity to maintain continuity of civil representation within a Criminal District Attorney's Office
 - Possible consultant services to smooth the transition and keep the lines of communication open for employees affected by the merger