



LUBBOCK PRIVATE
DEFENDERS OFFICE

WRITTEN PLAN OF OPERATIONS

A 501(C)3 NON-PROFIT ORGANIZATION

1401 CRICKETS AVE, LUBBOCK, TEXAS 79401

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JIM BETHKE / EXECUTIVE DIRECTOR

Executive Director Comments

The following fulfills the Written Plan of Operation requirements pursuant to *Code of Criminal Procedure, Art. 26.047 Sec. 1(c)* referring to governance and structure of a “Managed Assigned Counsel Program” and the 2018-2019 contractual agreement between Lubbock County and the Lubbock Private Defenders Office, Art V., renewed and adopted on August 24th, 2018.

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A. CASELOADS

The Lubbock Private Defenders office monitors attorney caseloads to ensure appointed cases are able receive quality representation. It has been determined a maximum of 65 appointed clients can be maintained without compromising or diminishing the effectiveness of the attorney. The Texas Bar Journals "Performance Guidelines for Non-Capital Criminal Defense Representation" serves as a beneficial tool for the LPDO to provide as guidelines for effective representation and a standard for best practices.

The gravity, nature of the case and several other factors weigh into this determination. The Executive Director assumes the responsibility to utilize proper discretion when this number may fluctuate. Various scenarios arise where this threshold is deviated from primarily focusing on the best interest of the client, case outcomes and attorney well-being. The matters that contribute to this are monitored regularly to ensure attorneys on the panel are not overloaded and can administer quality representation.

Historically, this client number has produced a caseload of approximately 100 dependent on evolving factors. The Lubbock Private Defenders Office encourages panel attorneys to recognize any areas where issues and conflicts arise from a heavy caseload. This allows the LPDO to assist panel attorneys with managing appointments and overbearing workloads.

Additionally, the LPDO allows any attorney on the panel to place themselves on "voluntary hold" from receiving incoming appointments. We view this as a professional preventative manner to ensure client representation is held to a high standard.

Although the Lubbock Private Defenders Office makes every effort to balance caseloads and appointments. In the event, it is identified an attorney has accumulated an unmanageable caseload. LPDO utilizes the 2nd Chair assignment process. This process is advantageous to not only to 1st chair counsel but careful selection of 2nd chair assignment provides opportunities for in-house mentoring and training.

B. TRAINING PERSONEL AND PANEL ATTORNEYS

Prior to acceptance onto the LPDO appointment panel, attorneys complete a thorough application and are interviewed by both CD and the PDP. Inclusion on the panel requires meeting the prescribed minimum continuing legal education hours annually. In addition to the CLE requirements, potential panel attorneys must be a member of the Lubbock County Criminal Defense Association and in good standing with the State Bar of Texas.

At a minimum, the following CLE hours must be fulfilled annually:

- (12) Hours of CLE in Criminal Defense
- For Mental Health panel attorneys in addition to the (12).
- (8) Hours of CLE specifically focused on mental health cases

The Director of Professional Development routinely conducts CLE specific to Mental Health that will satisfy the annual mental health CLE requirement. In addition, LPDO implemented a professional mentoring curriculum.

In 2015, the National Legal Aid & Defender Association published "Indigent Defense Attorney Mentoring in Texas" (Marea L. Beeman, 2015). These guidelines emphasize the importance of training and implementation of a structured mentorship program specific to managed assigned counsel office. The report identified Lubbock County as 1 out of 5 (Marea L. Beeman, 2015) Counties in Texas as having an existing base model for mentorship. Because of this, the Texas Indigent Defense Commission and the National Legal Aid & Defender Association assisted Lubbock County with the implementation and development of a structured mentorship program.

This concept modeled after the existent culture of training and professional development. The LPDO currently has 12 designated Mentoring Attorneys and 23 designated Mentees. The two groups participate in extra CLE sessions conducted by LPDO hosted by guest speakers. The mentorship component has added a guided outline for continual professional development within the LPDO attorney panel. Despite the group designation, mentoring is not exclusive or limited to just mentor participants.

Additionally, LPDO panel attorneys will attend an annual training on the LPDO case management system (Defender Data). This is will be an annual requirement for all panel attorneys to fulfill prior to the roll out of the re-engineered web based portal for client management and vouchering. New oncoming attorneys will undergo user training prior to acceptance to the panel in order to establish continuity within the vouchering system.

C. INVESTIGATORS, EXPERTS AND OTHER LITIGATION SUPPORT

The Lubbock Private Defenders Office strongly encourages the utilization of investigators and / or expert witnesses throughout the duration of working a case. Cases come with various angles and strategies that an attorney alone cannot realistically investigate on their own. LPDO attorneys are aware and understand in order to deliver high quality representation, LPDO resources are there for utilization.

The Director of Professional Development maintains a current list of available Investigators, Experts and Mitigation specialists that an attorney may request to aid in a case. The resources are not unlimited however, at the discretion of the DPD and the CD approval of rates and hours needed in a particular case are made with reasonable costs limits.

LPDO conducts interviews with all potential investigators, experts and mitigation specialists prior to distribution through case referrals. The various supporting agencies and individuals are all independent contractors and are expected to bill the LPDO directly and submit an itemized invoice, this allows the LPDO to accurately report the various expenses incurred throughout the duration of an appointed case. Once approved, an attorney may request investigatory hours for various reasons to support or mitigate a case.

An LPDO panel attorney may have a particular investigator or expert they may prefer to work with and may routinely request approved hours in their case preparation. LPDO will usually strive to fulfill each request per the attorney preference. However, ultimately the Director of Professional Development and the Chief Defender have the final approval and may adjust as needed.

Expert testimony and reports rely upon the same criteria as investigator appointments but may differ slightly in costs and hours approved due to the services rendered. In either circumstance, LPDO encourages and supports an attorney's effort to utilize these resources.

The LPDO requires any attorney needing investigator or experts hours approved to electronically submit the anticipated hours needed along with the desired investigator / expert. A brief factual justification is needed upon submission. Once approved, if additional hours are needed, attorneys must get approval from the DPD or the CD prior to work being performed.

D. IMPARTIAL APPOINTMENTS

Each attorney on the LPDO panel is assigned to a panel wheel based on their level of qualification. The LPDO maintains (8) distinct wheels for each level of offense. These wheels range from the lowest Class B Misdemeanors up to First Degree Felonies.

A special appointment wheel is designated specifically for mental health clients with qualifying diagnoses. The LPDO policy governing the appointment process ensures that case dissemination occurs on a rotating basis amongst qualified attorneys at the specific offense level. Attorney caseloads are closely monitored to prevent any perception of favoritism or case overload.

Mental health appointments are made under guidance of the Mental Health Program Director who monitors mental health CW caseloads. These appointments are made simultaneously with MH attorney appointments and utilize the same basis of rotation for impartial caseworker appointing.

Although every attempt is made to maintain the systematic appointment process, certain deviations are necessary to accommodate various issues that may arise to include but are not limited to:

- Overloading an attorney with cases out of ordinary complexity or gravity
- Honoring temporary holds from receiving appointments
- Honoring requests for exemption from a specific offense type (i.e. crimes against children, aggravated sex etc.)
- Clients with specific language barriers or disabilities (i.e. hearing impaired)
- Re-appointments due to attorney / client conflicts

These exceptions occur but are not part of the routine appointment process. Currently, the LPDO maintains (8) different wheels with attorneys qualified at each offense level. The LPDO is currently contracted with (81) attorneys with various qualification levels.

E. CONFLICTS

It is every attorney's responsibility to identify conflicts within cases as early as possible following receipt of a new case. LPDO conducts historical case and client research in efforts to intercept potential conflicts between attorney and clients.

Despite these efforts, in the event a conflict of interest or client conflict is discovered; the LPDO will re-appoint the case to an alternate attorney as soon as it is identified. Article V. (8) of the Lubbock County Contract adds that an attorney may deviate from this only if waived by all affected clients.

In addition, Article V. (10) ensures that no attorney accepting appointments under any level of offense under the LPDO managed assigned counsel program may serve a voting member that provides any influence over the LPDO office. This exclusion does permit (2) ex-officio members to serve with (1) member qualified on the Mental Health wheel. This helps to prevent the perception of unfair or partial distribution of assigning cases.

F. POSITION DESCRIPTIONS

Pursuant to *CCP, Art. 26.047 Sec. 1(d)* the Lubbock Private Defenders Office's Executive Director (ED) / Chief Defender (CD) is responsible for the oversight and overall operation fulfillment of the program. The ED reports to governing Board Members of the Lubbock Private Defenders Office.

1. EXECUTIVE DIRECTOR / CHIEF DEFENDER

The ED / CD of the Lubbock Private Defenders Office is responsible for the hiring and supervision of all LPDO personnel, with the exception of the Director of Professional Development.

POSITION DESCRIPTION:

The ED/CD is responsible for the performance of the contract for indigent criminal defense representation with the County of Lubbock, Texas.

MINIMUM REQUIREMENTS:

- Minimum of 15 years' experience in practice of criminal law
- A license to practice law in the State of Texas or license eligibility in the State of Texas
- Experience in the delivery of indigent defense services
- Strong administrative experience
- Strong verbal and written communication skills
- Ability to network and collaborate with others
- No disciplinary history by the Texas State Bar

PREFERRED QUALIFICATIONS:

Work experience in a public defender's office or as the managing partner of a law firm or related experience.

Experience with grant compliance.

Previous employment with non-profit organization or government entity supervising attorneys.

PRIMARY RESPONSIBILITIES:

The following responsibilities illustrate the primary duties for which the executive director of the LPDO is responsible, either directly or through appropriate delegation to subordinates. The duties include, but are not limited to the:

Responsible for the overall and day-to day operation of the LPDO.

Responsible for ensuring performance of the terms of the contract with County of Lubbock for the provision of indigent legal defense to all persons eligible for the provision of legal services by court appointment at public expense. Acts as the functional equivalent of what would be a public defender's office.

Prepares and presents an annual report on the operation of the Lubbock Private Defenders Office to the Lubbock County commissioners, as required by the provisions of the Lubbock Private Defenders Office contract with Lubbock County.

Prepares and presents monthly and annual reports of the operations of the LPDO to LPDO Board Members. Develops and presents an annual budget for the office to LPDO Board Members. Is responsible for managing the budget of the program in view of the actual and anticipated caseloads and expenses of the operation.

Works with the board of the LPDO to establish, review and refine policies and procedures, to address the concerns of program attorneys as they relate to the administration of indigent defense in Lubbock County, and to develop recommendations to the board of the LPDO with respect to compensation of private defender panel attorneys.

Responsible for the assignment of cases to panel attorneys, fitting the complexity and seriousness of cases to the skill levels of the assigned attorneys. May seek advice and counsel of the Director of Professional Development (DPD).

Works with LPDO Board Members and DPD to develop process for application, renewal, and advancement by panel attorneys.

Ensures compliance with appointment procedures as set forth by law and by the Board of the Lubbock Private Defenders Office.

Attend programs of training and education to maintain and enhance skills required in the practice of criminal law. The Chief Defender must complete a minimum of 25 hours of CLE per year. The CLE must relate to criminal law, ethics, and/or law office management/administration.

Maintains sound relationships with other components of the criminal justice system in Lubbock county, including but not limited to: the Courts, County Government Managers and leaders, the Sheriff's Department and other law enforcement agencies, the Probation Department, the Office of the District

Attorney, county departments of Health and Human services, and the local mental health authority (Starcare). Maintains contact with other indigent defense organizations to secure and share information helpful to the operation of the Lubbock Private Defenders Office.

Participates with other criminal justice agencies in the formation and implementation of policies that affect the administration of criminal justice in Lubbock County.

Collaborates with the Director of Professional Development (DPD), investigates and responds to inquiries and comments from members of the public, clients and from members of the judiciary. Receives complaints from members of the public, clients and from members of the judiciary; evaluates the nature and number of such complaints as they relate to the quality of representation provided by program attorneys.

Ensures complaints from members of the panel, clients and from members of the Judiciary are referred to the peer-review committee.

The ED/CD, or a designee, acts as the representative of the Lubbock Private Defenders Office on various commissions, committees, and boards to enhance the role of the office in this community. The chief defender or his/her designee participates in community outreach by appearing as a speaker at various governmental, judicial and community functions to convey the mission of the LPDO and its role in the criminal justice system.

Ensures compliance with the Lubbock District Court and County Court Indigent Defense Plan on record with the Texas Indigent Defense Commission.

Responsible for evaluating the work of the staff of the Lubbock Private Defenders Office.

With the advice from the Director of Professional Development, is responsible for interviewing and determining which attorneys receive placement and are renewed on the attorney panel. Also responsible for determining the levels of offenses for which each attorney on the panel is qualified, including advancements of and restrictions upon the attorneys comprising the attorney panel.

Together with the DPD, evaluate the work of panel attorneys. Review, in detail and ensure vouchers submitted by panel attorneys are paid.

Pay attorneys, investigators and expert witnesses in accordance with the internal control policies and procedures of the LPDO.

Will give final approval on all requests for funds for expert and ancillary services made by panel attorneys.

Will notify office employees when they'll be affected by changes to the contract with Lubbock County or to the policies and procedures of the office.

Attends meetings of the Lubbock Criminal Defense Lawyers Association (LCDLA).

Performs any other tasks that may be necessary as determined by Board Members of the Lubbock Private Defenders Office to ensure compliance with the contract with Lubbock County and requirements by the Task Force on Indigent Defense.

2. DIRECTOR OF PROFESSIONAL DEVELOPMENT

The Director of Professional Development (DPD) for the Lubbock Private Defenders Office is responsible for providing case assistance to panel attorneys, guidance for attorney mentoring, oversight of CLE compliance and measuring the quality of client representation. Directly interfaces with the ED of the Lubbock Private Defenders Office.

POSITION DESCRIPTION:

The DPD for the Lubbock Private Defenders Office is responsible for providing assistance to panel attorneys, guidance for attorney mentoring oversight of CLE compliance and measuring the quality of client representation.

MINIMUM REQUIREMENTS:

- Minimum of 12 years' experience in practice of criminal law
- A license to practice law in the state of Texas or license eligibility in the State of Texas
- Experience in the delivery of indigent defense services
- Strong verbal and written communication skills
- Ability to network and collaborate with others
- No disciplinary history by the Texas State Bar
- Must have tried a minimum of 25 jury trials to verdict as a criminal defense lawyer

PREFERRED QUALIFICATIONS:

Experienced in a public defender's office or as the managing partner of a law firm.

Experience supervising attorneys and caseloads.

PRIMARY RESPONSIBILITIES:

The following responsibilities illustrate the primary duties for which the DPD is responsible, either directly or through appropriate delegation to subordinates. The duties include, but are not limited to:

Consults with, advises and assists panel attorneys in the conduct and quality of representation in pending cases. Fosters an environment that encourages mentoring and defense strategies.

Evaluate mentor feedback to assess needs and training of newer panel attorneys.

Assists panel attorneys with preparation for trial, from Voir Dire through sentencing phase. Ensures newer attorneys have senior attorney guidance and assistance with trials.

Routinely observe and provide feedback of panel attorneys in court and client relations.

Primary approving authority for investigative, expert and other litigation support funding to include ancillary services.

Coordinate in-house CLE and training for panel attorney development.

Maintain resource database for Experts, Investigators, motions/briefs and legal research.

Primary resource to administer legislative updates and legal opinions. Ensures panel attorneys are provided key updates.

Collaboratively with the ED, investigate and respond to public inquiries, clients and members of the Judiciary. Evaluate the nature and of number of inquiries and / or complaints as they relate to the quality of representation provided by panel attorneys.

Advisor to the ED relative to oncoming panel attorneys such as, placement, qualifications, advancement, restrictions and / or removal from the LPDO panel.

Advisor to the ED relative to case complexity, seriousness and attorney skill and appointment decisions based on the best interests of the defendant and possible case outcome.

Measure and evaluate the work of panel attorneys.

Routinely attend LCDLA meetings; provide updates to LCDLA.

Attend programs of training and education continuously enhancing skills required in the practice of criminal law and managed counsel programs. The DPD must complete a minimum of 25 hours of CLE per year. The CLE must be relative to criminal law, ethics, and / or law office management and administration.

Performs any other tasks that may be necessary as determined by the LPDO Board of Directors to ensure compliance with contract obligations and statutory requirements outlined in The Code of Criminal Procedure.

In the absence of the ED/CD, serves as the Chief Defender.

RESTRICTIONS:

Subject to the approval of LPDO Board Members, the DPD is permitted to have limited private practice through hired cases. Additionally, the DPD may take appointed cases outside jurisdictions served by the LPDO; so long as they do not interfere with the normal duties or performance of the DPD. The ED may appoint LPDO cases to the DPD however; the DPD may not be compensated with funds from LPDO.

3. EXECUTIVE ASSISTANT

POSITION DESCRIPTION:

Performs advanced (senior-level) professional assistance work for the Lubbock Private Defenders Office and Executive Director. Work involves overseeing high-level administrative operations of LPDO. May assign and/or supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

MINIMUM REQUIREMENTS:

- Graduation from an accredited four-year college or university with major coursework in business administration or a related field
- Experience in technical program area and administration management
- Proficiency in Microsoft Office applications and IT Network Administration
- Familiarity with Texas Code of Criminal Procedure
- Familiarity with Lubbock County judicial function and flow

PREFERRED QUALIFICATIONS:

Familiarity with the fair defense act of 2001; familiarity with local rules and processes; and demonstrated leadership qualities.

PRIMARY RESPONSIBILITIES:

The primary duties for the executive assistant / assignments coordinator include, but are not limited to the following:

Coordinates calendars, meetings, trainings and other activities for Executive Director and Director of Prof. Development.

Assists with planning and preparation of reports, correspondence, studies, forms, manuals, and publications.

Assists with review of application, renewal, and advancement by panel attorneys.

Assists with monitoring compliance with the Lubbock District and County Court Indigent Defense Plan, contract obligations and the Code of Criminal Procedure.

Maintain in coordination with the assignments coordinator the attorney panel list. Oversee that assignments are made timely to panel attorneys, court personnel are notified of assignment, and electronic records and data of assignments are digitally retained.

Interprets policies and procedures and makes administrative decisions as appropriate.

Foster working relationships with panel attorneys, the local bar, the Judiciary and its staff, the Lubbock Detention Center, and other interested stakeholders.

Routinely cross-train with others in administration to perform all duties in the absence of a particular staff person.

Prepares notices or agendas for board meetings.

May communicate agency objectives, tasks, and decisions to staff on behalf of Chief Defender.

May provide assistance answering and routing phone calls, taking messages, and greeting / directing visitors to the appropriate staff.

Assist Executive Director with general human resource management actions. May assign and/or supervise the work of others.

May assist in budget preparation.

Performs any other tasks that may be necessary as determined by Executive personnel to ensure compliance with the contract with Lubbock County and requirements of the Texas Indigent Defense Commission.

Information technology assistance (about 10%). Assist staff and panel attorneys seeking help with software or computer-related issues.

Learn functions and back end of our various software programs in order to assist users through the steps to achieve the specific goals.

Assist the chief defender in conceptualizing updates and upgrades that will enhance users' experience and help protect from outside attacks.

Responsible for maintaining and enhancing use of social media including maintenance and updating LPDO's website and online presence.

Maintain a high level of courteous and professional behavior with staff and external constituents at all times.

4. ASSIGNMENTS COORDINATOR / ADMIN ASSISTANT

POSITION DESCRIPTION:

Performs daily office functions, serves visitors by greeting, welcoming and directing them appropriately; notifies LPDO personnel of visitor arrival and maintains front desk communications. Ensures daily indigent appointments are promptly appointed to qualified panel attorneys, and delivered to required recipients under the direction of the Chief Defender.

MINIMUM REQUIREMENTS:

High school diploma or equivalent

PREFERRED QUALIFICATIONS:

Familiarity with Lubbock County judicial function and flow

Experience with Microsoft Office applications

PRIMARY RESPONSIBILITIES:

The primary duties for the assignments coordinator include, but are not limited to the following:

Research historical case records for assignments received in accordance with timelines outlined in County Indigent Defense Plan and Local Rules.

Assign panel attorneys to referred cases under guidance of Chief Defender and Director of Prof. Development.

Ensure attorneys and required court personnel receive notification of daily attorney appointments.

Routinely update and monitor panel attorney contact, qualification wheels and caseload under guidance from CD and DPD.

Routinely inform CD and DPD of case conflicts or issues with attorney appointments and re-assignments.

Foster a positive working relationship with attorneys, court personnel and clients.

Will assist EA, CD and DPD with weekly voucher review and ach payment

processing.

Will assist EA, CD and DPD when necessary or required in their absence.

5. MENTAL HEALTH PROGRAM DIRECTOR

POSITION DESCRIPTION:

The Mental Health Director is responsible for supervising and directing LPDO caseworker and MH caseworker caseloads. This position will also maintain a caseload as directed.

MINIMUM REQUIREMENTS:

- Graduation from an accredited four-year college or university with major coursework in Behavioral Sciences, Social Science or a related field
- At least two years' experience in mental health and social science related work
- Valid Texas Driver's License; reliable transportation (insured)
- Proficiency in Microsoft Office applications
- Must possess strong writing, interviewing and verbal communication skills

PREFERRED QUALIFICATIONS:

- Master's Degree in BS, SS or a related field
- License in Counseling or Social Service field
- Fluent in Spanish
- Caseworker experience
- Mitigation experience

PRIMARY RESPONSIBILITIES:

The primary duties for the Mental Health Director include, but are not limited to the following:

Advising CD regarding assignments of MH cases to panel attorneys. Ensuring caseworker appointments are equally distributed.

Direct supervision of caseworkers and performance.

Conduct routine staffing with caseworkers on a group and individual basis.

Assist assignment coordinator with MH assignments to include researching historical medical evaluations and qualifying diagnoses.

Assist panel attorneys and clients through competency and / or civil commitment processes.

Coordinate research placements for clients as needed.

Conduct and maintain trainings for caseworkers.

Assist DPD with the coordination and planning of MH CLE.

Inform caseworkers of State law updates and changes relative to Mental Health, Criminal Procedure and HIPAA compliance.

Draft, revise and retain Intake and Consent forms.

Ensure compliance with State and County reporting requirements.

Stay updated with DSM IV / V changes.

Routinely meet with clients or direct interaction with clients and caseworkers.

Be available to caseworkers and attorneys for emergency or problematic clients.

Review and assist with mitigation through strong and thorough communication with assigned MH attorneys as needed.

Attend stakeholder meetings and convey agency updates.

Review transition / individual service plans and approve for implementation.

Review and address client, attorney and other complaints regarding the LPDO MH Program. Notify CD and DPD.

Address client mail and responses accordingly.

Fill in, in absence of caseworkers.

6. MENTAL HEALTH CASEWORKERS (LEVEL 1, 2 AND 3)

POSITION DESCRIPTION:

The caseworker at LPDO consists of (3) skill levels and is directly responsible for consistent case and client management that provides best practices and services for indigent clients with a qualifying diagnoses on the Mental Health caseload. The MH caseworker uses available resources to provide periods of aftercare to aid in the reduction of possible recidivism. (L1 / entry level) (L2 / intermediate) (L3 / Senior)

MINIMUM REQUIREMENTS:

- Graduation from an accredited four-year college or university with major coursework in Behavioral Sciences, Social Science or a related field
- At least two years' experience in mental health and social science related work
- Valid Texas Driver's License; reliable transportation (insured)
- Proficiency in Microsoft Office applications
- Must possess strong writing, interviewing and verbal communication skills
- Ability to work effectively and courteously in high-pressured environments

PREFERRED QUALIFICATIONS:

- Fluent in Spanish
- Experience in casework
- Mitigation Experience

PRIMARY RESPONSIBILITIES:

The primary duties for the Mental Health Caseworker include, but are not limited to the following:

Maintain, schedule and work a steady caseload efficiently.

Conducting routine client interviews and intakes.

Coordinating necessary appointments to meet with attorney and client routinely and as desired by assigned attorney.

Attend and effectively track court hearings and settings of client.

Draft client correspondence, reports suitable for use in court proceedings.

Testifying in Court as required.

Develop case management tracking plans that monitor client progress.

Obtain and retain pertinent records relative to client's mental health and diagnoses, continually updating and providing to assigned attorney.

Effectively coordinate with surrounding social service agencies / organizations, criminal justice agencies and community.

Maintain knowledge of DSM IV/V updates and changes.

Attend MH training sessions and in-house MH CLE.

Maintain positive professional relationships with stakeholders, clients and panel attorneys.

Report caseload statistics weekly to CD and MHD.

Appendix A – LPDO Budget FY 2019

The following details the projected budget for the LPDO program for Fiscal year 2019. The adopted budget projects increased costs for attorney payments, investigator and expert related services. Overall expenditures can be classified and distinguished by two classifications

- Direct Client Services
- Administrative Costs

(1) DIRECT CLIENT SERVICES

Criminal Defense Expenditures

Attorneys, Experts, Investigator and Other Lit. \$3,200,000.00

(2) ADMINISTRATIVE EXPENDITURES

Personnel

Executive Director / Chief Defender	\$125,000.00
Director of Professional Development	\$125,000.00
Executive Assistant	\$58,300.00
Assignments Coordinator	\$40,500.00
MH Program Director	\$50,000.00
MH Caseworker 1 (L2)	\$40,000.00
MH Caseworker 2 (L2)	\$40,000.00
MH Caseworker 3 (L2)	\$40,000.00
MH Caseworker 4 (L1)	\$32,000.00
MH Caseworker 5 (L1)	\$32,000.00
Temp Seasonal	\$7,500.00
	<u>\$590,300.00</u>

Payroll Expenses (w/ 401k projected match)	\$83,000.00
Employee Benefits	\$87,720.00
	<u>\$170,720.00</u>

\$761,020.00 Total Personnel

Operating

Insurance/Bonds	\$6,000.00
Travel/Training and Association Dues	\$20,000.00
Professional Overhead and Contract Services	\$120,000.00
Supplies	\$7,000.00
	<u>\$153,000.00</u>

\$153,000.00 Total Overhead

\$914,020.00 **TOTAL ADMINISTRATIVE**

\$4,114,020.00 **TOTAL REQUEST**

LPDO Budget cont.

The budget graph contains all anticipated costs for Direct Clients Services.

Following, Administrative costs are projected beginning with the structured outline of personnel in the office. The Executive Director, Executive Assistant and Assignments Coordinator account for approximately 85 % of the Administrative personnel Budget. The Director of Professional Development and Mental Health Director account for the remaining. Mental Health caseworkers, the Mental Health Director and the majority of the DPD account for 95% of personnel costs related to Direct Client Services. The Executive Director accounts for a small portion of Direct Client Service personnel costs.

Following personnel costs is a sub- category expense under the Administrative classification that entails operating and overhead expenses.

Appendix B. Fee Schedule FY 2019

An updated fee schedule is described herein Appendix B – LPDO Fee Schedule. Flat rate fees show a slight increase to accommodate for continuous increases in attorney fees.

Felony	Rate	Misdemeanors	Rate
Felony Appointments	\$75.00 p/h	Misd. Appointments	\$65.00 p/h
2nd Chair Felonies	\$65.00 p/h	2nd Chair Misd.	\$65.00 p/h
Felony - Base Fee	\$400.00	Misd. - Base Fee	\$250.00
Mental Health**	\$100.00 p/h		

*client w/ qualifying diagnoses

*on MH panel to receive rate