Yellowstone County Commissioners
RECEIVED
JAN 25 2021

RECEIVED
JAN 21 2021
YELLOWSTONE COUNTY
HUMAN RESOURCES

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT
Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Bruce Spang Effective Date: 2/3/2021

Current Title: Counselor Gr. ____ Salary $ 25.58

Title Change: _____ Gr. ____ Salary $ _____

Check as Applicable:

Regular Full Time:	✓	New Hire:	___
Regular Part Time:	___	Rehire:	___
Temp Full Time:	___		
Temp Part Time:	___	Termination:	✓
Seasonal Hire:	___	Promotion:	___
Replaces position Name_____	___	Transfer:	___
New Budgeted Position	___	Demotion:	___
Other:	___	Reclassification:	___

Funding: 2399 - 235 - 420250 - 111 Percent 100% New Account ___
_____ - _____ - _____ - _____ Percent ____ Split Account ___

Tam Kelly 1/19/2021
Elected Official/Department Head Date

Section 2

Human Resources: Finance:

Note: _____ Note: _____

1-22-21 Jen Jones 1.25.2021
Director Date Director Date

H.R. Comments:

_____

_____

Date entered in payroll _____

Clerk & Recorder - original
Human Resources – canary
Auditor – pink
Department - goldenrod

Commissioner's Action

	Approve	Disapprove
Chair	✓	___
Member	✓	___
Member ____		___

revised 02/13

01/18/2021

Dear Val,

I would like to inform you that I am ending my employment effective Feb 3, 2021. I would like to thank you for the opportunity to work for you. I feel it is time for me to step away and I appreciate all you have done for me.

Sincerely,

Bruce Spang

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YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT
Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Paul Vestal Effective Date: 1/16/21

Current Title: Senior Dep Co Attorney Gr. K Salary $ 70,650

Title Change: _____ Gr. ____ Salary $ _____

Check as Applicable:

Regular Full Time:	___	New Hire:	___
Regular Part Time:	___	Rehire:	___
Temp Full Time:	___		
Temp Part Time:	___	Termination:	___
Seasonal Hire:	___	Promotion:	___
Replaces position Name_____	___	Transfer:	___
New Budgeted Position	___	Demotion:	___
Other: Move to Grant-Funded Position	___	Reclassification:	___

Funding: 2916 - 279 - 420010 - 111 Percent 100 New Account ___
_____ - _____ - _____ - _____ Percent ____ Split Account ___

_____ 1/20/21
Elected Official/Department Head Date

Section 2

Human Resources: Finance:

Note: _____ Note: _____

1-22-21 Jen Jones 1.25.2021
Director Date Director Date

H.R. Comments:

_____

_____

Date entered in payroll _____

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Department - goldenrod

Commissioner's Action

	Approve	Disapprove
Chair	✓	___
Member	✓	___
Member ____		___

revised 02/13

YELLOWSTONE COUNTY, MONTANA - JUSTIFICATION OF HIRE

Name of applicant recommended for hire: Kelsey Hendricks

Position Title: Deputy County Attorney

Department: County Attorney's Office

Replaced: Paul Vestal's position is moving to a grant-funded position

Interviewed by: 1st - Ed Zink, Morgan Lix, and Janell Cerise

2nd - Ed Zink and Scott Twito

49-3-201. Employment of state and local government personnel. (1) State and local government officials and supervisory personnel shall recruit, appoint, assign, train, evaluate, and promote personnel on the basis of **merit and qualifications** without regard to race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin.

Justification to hire: (required) (i.e. related Bachelor's degree, years of relevant experience, reference checks, etc.)

Ms. Hendricks went through interviews with Ed Zink, Morgan Lix and Scott Twito. She has excellent experience that will make her an appropriate hire as a deputy. She was a paralegal in this community for nearly 5 years and went to law school while working full time as a paralegal. For the last 10 months she has been clerking for the District Court working on a variety of legal issues including criminal legal issues. Based on her strong interviews and her experience she is an appropriate hire as a deputy.

Please send Personnel Action Request (PAR) to Human Resources upon approval.

01/19/21

Department Head / Elected Official or designee — Date

Approved by Human Resources — Date

Department of Justice (DOJ)

Office of Justice Programs

Office of Communications

Washington, D.C. 20531

GRANT NOTIFICATION	Grant Number: 2020-DG-BX-K003
Name & Address of Recipient:	County Of Yellowstone 217 N 27th Street P.O. Box 35025
City, State & ZIP:	Billings, Montana 59107-5025
Recipient Project Director/Contact: Scott Twito County Attorney Phone: (406) 256-2993	
Title of Program:	FY 20 Solicited - Law Enforcement
Title of Project:	FY 20 Solicited - Law Enforcement
Amount of Award: $ 216,755	Date of Award: 09/20/2020
Awarding Agency:	Bureau of Justice Assistance Dara Schulman
Supplement:	No
Statutory Authority for Program: FY20(BJA - JAG 5% carve-out) 34 USC 10157(b)	
Impact/Focus: Discretionary	CFDA Number: 16.751

Project Description:

The award recipient will use the grant funds to support the Special Assistant United States Attorney Program to Reduce Violent Crime (SAUSA-VC) as part of the Project Guardian Initiative. The Project Guardian Initiative focuses efforts on the reduction of gun violence, enforcement of federal firearms laws, as well as the establishment of a coordinated team approach to increase available law enforcement resources to reduce violent criminal enterprises, such as gang activity and drug trafficking. The SAUSA-VC Project Guardian award will contribute to the reduction of violent crime through support of a full-time, cross-designated prosecutor within the U.S. Attorney's Office. The cross-designated prosecutor will maintain an active violent crimes reduction caseload in federal court, while also helping to promote higher quality investigations, improved training, and better communication with state and local law enforcement agencies consistent with the Project Guardian principles.

NCA/NCF

For more information about this grant, contact the Office of Justice Program's Office of Communications at 202/307-0703.

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YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT
Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Kelsey Hendricks Effective Date: 2/8/21

Current Title: Deputy Co Attorney Gr. I Salary $ 64,000

Title Change: _____ Gr. ____ Salary $ _____

Check as Applicable:

Regular Full Time:	X	New Hire:	X
Regular Part Time:	___	Rehire:	___
Temp Full Time:	___		
Temp Part Time:	___	Termination:	___
Seasonal Hire:	___	Promotion:	___
Replaces position Name Paul Vestal	___	Transfer:	___
New Budgeted Position	___	Demotion:	___
Other:	___	Reclassification:	___

Funding: 2301 - 122 - 411100 - 111 Percent ____ New Account ___

_____ - _____ - _____ - _____ Percent ____ Split Account ___

Elected Official/Department Head Date 1/20/21

Section 2

Human Resources: Finance:

Note: R+S FOLLOWED TJK Note: _____

Director Date 1-22-21 Director Date 1·25·2021

H.R. Comments:

_____

_____

Date entered in payroll _____

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Human Resources – canary
Auditor – pink
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revised 02/13

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Department Head / Elected Official or designee — Date

Approved by Human Resources — Date

Department of Justice (DOJ)

Office of Justice Programs

Office of Communications

Washington, D.C. 20531

GRANT NOTIFICATION

Grant Number: 2020-DG-BX-K003

Name & Address of Recipient: County Of Yellowstone
217 N 27th Street
P.O. Box 35025

City, State & ZIP: Billings, Montana 59107-5025

Recipient Project Director/Contact:
Scott Twito
County Attorney

Phone: (406) 256-2993

Title of Program: FY 20 Solicited - Law Enforcement

Title of Project: FY 20 Solicited - Law Enforcement

Amount of Award: $ 216,755

Date of Award: 09/20/2020

Awarding Agency: Bureau of Justice Assistance
Dara Schulman

Supplement: No

Statutory Authority for Program:
FY20(BJA - JAG 5% carve-out) 34 USC 10157(b)

Impact/Focus: Discretionary

CFDA Number: 16.751

Project Description:
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