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LAW & COURTS COMMITTEE
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DERRELL SLAUGHTER
VICTOR CELENTINO
BRYAN CRENSHAW
MARK POLSDOFER
CHRIS TRUBAC
RANDY SCHAFER

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE LAW & COURTS COMMITTEE WILL MEET ON THURSDAY, SEPTEMBER 12, 2019 AT 6:00 P.M., IN CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [August 29, 2019 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Authorize an Interlocal Agreement with the City of Lansing for the [2019 Local JAG Grant](#)
2. Circuit Court – Resolution to Approve the Purchase of Additional [Digital Storage](#) from Avalon
3. Homeland Security & Emergency Management – Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant ([EMPG](#)) for [FY 2020](#)
4. Community Corrections
 - a. Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the [City 2019-2020 Fiscal Year](#)
 - b. Resolution to Authorize Ending the Current Contract with Sentinel Offender Services and Enter into a New Contract with [JSG Monitoring](#) to Provide an Offender Pay and County Funded Electronic Monitoring Program Subject to a Final Contract Agreement
5. 55th District Court – 2019 [Reorganization Plan](#) (*Discussion*)
6. Facilities Department – Justice Complex Update (*Discussion*)
7. Health Department – Building Bridges between Jails and Community [Grant Update](#) (Medication Assisted Treatment Best Practices) (*Discussion*)
8. Law & Courts Committee – Update on District Court Consolidation (*Discussion*)

9. Board Referrals
 - a. Resolution from the [Charlevoix County](#) Board of Commissioners Regarding the Trial Court Funding Commission Interim Report
 - b. Resolution 19-89C from the [Huron County](#) Board of Commissioners Regarding the Trial Court Funding Commission Interim Report

Announcements
Public Comment
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES
OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

LAW & COURTS COMMITTEE
August 29, 2019
Draft Minutes

Members Present: Celentino, Crenshaw, Koenig, Polsdofer, Schafer, Slaughter, and Trubac.

Members Absent: None.

Others Present: Sheriff Scott Wriggelsworth, Prosecutor Carol A. Siemon, Honorable Richard J. Garcia, Honorable Thomas P. Boyd, Mike Cheltenham, Morgan Cole, George Strander, Russell Church, Scott LeRoy, Terri Thornberry, Jodi LeBombard, Mary Sabaj, Tim Dolehanty, Teri Morton, Jared Cypher, Michael Townsend, Jill Bauer, Beth Foster, and others.

The meeting was called to order by Chairperson Koenig at 6:00 p.m. in Personnel Conference Room D & E of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the August 15, 2019 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE MINUTES OF THE AUGUST 15, 2019 LAW & COURTS COMMITTEE MEETING.

Commissioner Schafer proposed the following amendment:

Commissioner Schafer disclosed that his son had a business which ~~had previously leased~~ **was presently leasing** this facility. He further stated that, knowing the needs of 9-1-1, he intervened and showed the property to Rick Terrill.

This was a friendly amendment.

THE MOTION TO APPROVE THE MINUTES, AS AMENDED, CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

None.

The representatives from each of the following departments/affiliated entities indicated, either by verbal acknowledgement, absence, or silence, that they were satisfied with their respective portions of the Controller’s Recommended Budget:

- Tri-County Metro Narcotics Squad
- Ingham County 911 Dispatch Center
- District Court
- Community Corrections
- Circuit Court
- Jury Administration
- Friend of the Court Division
- Family Division
- General Trial
- Animal Control
- Public Defender
- Legal Services of South Central Michigan

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SLAUGHTER, TO ACCEPT AND RECOMMENED TO THE FINANCE COMMITTEE THE FOLLOWING ITEMS ON THE CONTROLLER’S RECOMMENDED BUDGET:

	Budget Book Section-Page
1. <u>Budget Hearings</u>	
a. Tri-County Metro Narcotics Squad.....	5-231
e. Ingham County 911 Dispatch Center.....	5-113
f. District Court.....	5-100
g. Community Corrections.....	5-94
h. Circuit Court	
1. Jury Administration	5-131
2. Friend of the Court Division.....	5-86
3. Family Division	5-30
4. General Trial.....	5-14
i. Animal Control	5-1
j. Public Defender	
k. Legal Services of South Central Michigan	

THE MOTION CARRIED UNANIMOUSLY.

	Budget Book Section-Page
1. <u>Budget Hearings</u>	
b. Sheriff	5-175
1. Office of Homeland Security & Emergency Management.....	5-122

Sheriff Scott Wriggelsworth, stated that the Sheriff’s Office was not more or less important than the other departments appearing before the Committee today, but that they were different. He further stated that in patrol they had the luxury of asking for help from other law enforcement agencies when stuff happens, but in Corrections they did not have that luxury.

Sheriff Wriggelsworth stated that they could not put off feeding, guarding, getting to court, facilitating medical attention, booking, or releasing prisoners. He further stated that it all had to be done right now.

Sheriff Wriggelsworth asked those present to imagine telling a prisoner they had to wait until tomorrow for medical attention or telling a prisoner due to be released today that they would have to wait until tomorrow because Corrections was short-staffed. He further stated that in 2019 they worked hard to be fully staffed with the budgeted positions, meaning that all 74 budgeted Corrections positions had been filled, minus any short gaps due to retirements.

Sheriff Wriggelsworth stated that through the first half of the year his Office had spent almost \$250,000 on overtime to staff the jail, to facilitate offsite medical training, and trying their best to provide employees with work-life balance. He further stated that that amount would basically cover the cost of 2.5 full-time employees.

Sheriff Wriggelsworth stated that even with all of the budgeted positions being filled, on average, 70% of shifts involved some sort overtime to properly staff the jail. He further stated that their own internal review and a recent study done by MDOC showed that they were significantly understaffed.

Sheriff Wriggelsworth stated that MDOC stated they needed multiple additional corrections staff, not taking into account offsite medical and hospital guard. He further stated examples of recent prisoner hospital stays that required 24/7 guard.

Sheriff Wriggelsworth stated that through their own staffing assessment, they found that on each shift there was a trained corrections deputy doing mostly clerical duty in receiving. He further stated that he was asking for two clerical staff positions to work in receiving in order free up the deputy currently serving in that capacity.

Sheriff Wriggelsworth stated that the estimated cost for each clerical receiving position was \$69,951. He further stated that that was about \$34,000 cheaper than a topped out deputy.

Sheriff Wriggelsworth stated that Corrections Deputies were the unsung heroes of the criminal justice system. He further stated that the public expects them to be perfect every second of every day, even if staff was being worked to the bone.

Sheriff Wriggelsworth stated that when they were not perfect, they wrote the check. He further stated that corrections staff did more harm reduction, lawsuit prevention, lifesaving, and protecting the community than most people could even dream of.

Sheriff Wriggelsworth stated that mostly they protected the inmates from themselves. He further stated that it was important to remember that inmates were someone's husband, brother, sister, mother, or child.

Sheriff Wriggelsworth stated that they were also asking for an additional Corrections Deputy to work midnight shift. He further stated that that position would cost \$104,116.

Sheriff Wriggelsworth stated that Corrections cannot ask for help from the outside and that the only people who could help was the Board of Commissioners. He further stated that they needed the Board's help to come closer to properly staffing this core function of what they did every second of every day.

Commissioner Polsdofer asked the Sheriff to email his comment to the Commissioners.

Sheriff Wriggelsworth stated that he would do that tomorrow.

Discussion.

Chairperson Koenig asked for clarification on the positions and amounts.

Sheriff Wriggelsworth stated that it was two additional Clerical Receiving staff at \$69,951 each and one additional Corrections Deputy at \$104,116.

Chairperson Koenig asked what the total was.

Commissioner Celentino stated that the total amount for all positions was \$244,018.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE FOR THE Z LIST THE THREE POSITIONS REQUESTED BY THE SHERIFF'S OFFICE.

THE MOTION CARRIED UNANIMOUSLY.

	Budget Book
1. <u>Budget Hearings</u>	<u>Section-Page</u>
c. Prosecuting Attorney.....	5-141

Carol Siemon, Prosecutor, stated that the Prosecutor's Office was not dissatisfied with the Budget, but that they have been stretched thin for quite some time. She further stated that she was grateful for Commissioners taking such challenging decisions seriously.

Prosecutor Siemon stated that they had salary ranges for each of the positions they were requesting. She further stated that the range for an Assistant Prosecutor would be \$101,000-\$120,000 and the range for an Audio Visual Technician would be \$87,000-100,000.

Teri Morton, Deputy Controller, stated that the Controller's Budget numbers for those positions were \$155,974 for an Assistant Prosecutor and \$100,576 for an Audio Visual Specialist.

Prosecutor Siemon stated that her Office was always very reactive, responding to immediate crisis. She further stated that because of that they have not been able to do the kind of strategic planning which would allow them to be as efficient and effective as they could be.

Prosecutor Siemon stated that they were working creatively using things like grants and collaborative efforts. She further stated that they were looking to partner with other entities to do data collection, that they used interns and law students whenever possible, and doing whatever else it took to perform their statutory duty.

Prosecutor Siemon stated that no matter what the outcome of the budget process was, they would do their absolute best to serve the people of Ingham County. She further stated that she was not asking to be favored over anyone else because it was a truly collaborative effort, but they were asking that the Board of Commissioners fund the positions they were asking for so they could best serve the community.

Mike Cheltenham, Chief Assistant Prosecutor, stated that he wanted to highlight some of the things that have changed the way cases were prosecuted. He further stated that forensic analysis of cell phones, increased use of DNA, social media, and video surveillance all added to the workload in the Prosecutor's Office.

Mr. Cheltenham stated that an Assistant Prosecutor would be able to assist with discovery and initial intake of cases, to help cases move faster, and to help with arraignment and pretrial release. He further stated that an Audio Visual Specialist would be able to help with redaction and faster turnover of video evidence to the defense.

Commissioner Polsdofer asked if it was possible to rank the positions.

Prosecutor Siemon stated that it was a tough call because both positions were critical, but she would rank the Assistant Prosecutor position first and the Audio Video Specialist position second.

Commissioner Polsdofer asked the Sheriff to rank the positions he requested.

Sheriff Wriggelsworth stated that he would rank the Clerical Receiving positions first.

Commissioner Crenshaw asked about the potential of partnering with local law enforcement on an Audio Visual Specialist.

Prosecutor Siemon stated that there was never a formal discussion about that. She further stated that it was more of an informal acknowledgement that it might be nice thing to consider since they were similarly stretched.

Discussion.

Mr. Cheltenham stated that the Prosecutor's Office had informal conversations with the Captain of the Lansing Police Department, but nothing formal.

Prosecutor Siemon stated that they could have a formal discussion but she did not know when the City of Lansing's fiscal year was.

Chairperson Koenig stated that it sounded like an Assistant Prosecutor could do some of the Audio Visual work.

Prosecutor Siemon stated that sometimes that does happen as part of trial prep.

Chairperson Koenig stated that the Assistant Prosecutor job seemed like it should be ranked first and the Audio Visual Specialist ranked second.

Prosecutor Siemon stated that it was a tough call but she would rank the Assistant Prosecutor position first.

Commissioner Schafer stated that it seemed the expertise of an Audio Visual Specialist would be more important and at a lower cost.

Discussion.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE FOR THE Z LIST THE ASSISTANT PROSECUTOR, AUDIO VISUAL SPECIALST, AND OFFICE MANAGER POSITIONS REQUESTED BY THE PROSECUTOR'S OFFICE.

Commissioner Schafer asked that each individual position be considered separately for the Z List.

Chairperson Koenig stated that without objection the positions would be divided for consideration for the Z List.

Commissioner Celentino stated that the Assistant Prosecutor position would cost \$155,974 and the Audio Visual Specialist would cost \$100,576.

Ms. Morton stated that an Office Manager position would cost \$132,980.

Discussion.

THE MOTION TO ADD AN ASSISTANT PROSECUTOR POSITION TO THE Z LIST CARRIED.

THE MOTION TO ADD AN AUDIO VISUAL SPECIALIST POSITION TO THE Z LIST CARRIED UNANIMOUSLY.

THE MOTION TO ADD AN OFFICE MANAGER POSITION TO THE Z LIST FAILED.

1. Budget Hearings

d. Probate Court 5-135

Hon. Richard J. Garcia, Chief Judge of Probate, stated that they had 5.5 full time equivalent employees and that the Controller’s Recommended Budget gave them one half time employee so they were partially satisfied. He further stated that the Probate Court was no longer able to meet its statutory obligations without another full-time employee.

Morgan Cole, Probate Register, stated that the Probate Court was requesting one full-time employee at the cost of \$75,176. She further stated that the majority of what the Probate court did was help vulnerable people in the community.

Ms. Cole stated that with over 19,000 open cases and 5.5 employees, they were unable to service the cases in the time frame they were supposed to. She further stated that her fear was that this would continue and something bad would happen because they did not have the staff to help those in need.

Ms. Cole stated that the Probate Court was grossly behind. She further gave an example of it not being unusual to have a 2.5 inch thick file to review for just one person.

Ms. Cole stated that she was desperate to get this additional full time position to serve the people of Ingham County.

Judge Garcia stated that the Probate Court processed 705 guardianships alone last year, which was double other counties the same size. He further state that guardianship needed to be reviewed annually, so the amount under review was snowballing.

Judge Garcia stated that analysis indicated that a large amount of guardianship cases were being sent to them by Sparrow Hospital. He further stated that they were looking into why those numbers were so high.

Judge Garcia stated that the Probate Court was unable to meet its obligations without the additional full-time position and asked for consideration at the highest rank.

Commissioner Celentino asked how long cases stayed open.

Ms. Cole stated that in Probate Court, by nature, cases often remained open for years, in many cases for the duration of a ward’s life.

Judge Garcia stated that files stayed open as long as people needed guardianship. He further stated that every open file must be reviewed every year.

Commissioner Celentino asked if the additional full-time employee would help with those reviews.

Judge Garcia stated that they needed help with the oversight. He further stated that the Circuit Court had other needs and he wanted to note that their acceptance of the Controller's Recommended Budget was a reflection of their acknowledgment that the Probate Court needed this position urgently.

Chairperson Koenig stated that Judge Garcia stated that Probate Court had 705 guardianships and that was 40-50% higher than counties of a similar size.

Judge Garcia stated that Ingham County census was 280,000 and they had 729 new filings with 5.5 employees. He further stated that Kalamazoo County had 275 filings and 7 full-time employees and that that and further comparisons were in the materials that they submitted.

Chairperson Koenig asked how long they had been looking into why these numbers were so high.

Judge Garcia stated that Ms. Cole brought it to his attention last year that they had so many more guardianships and conservatorships. He further stated that part of the reason appears to be that the hospital is pushing people towards guardianships.

Chairperson Koenig asked if he thought Sparrow was being accurate or if they were overdoing it.

Judge Garcia stated that there were medical documents that indicated guardianship was necessary. He further stated that he did not want anyone to misunderstand and that he was not suggesting Sparrow was not following best practices.

Judge Garcia stated that it could be that other counties are not protecting their people correctly.

Chairperson Koenig asked if they talked to Sparrow.

Ms. Cole stated that they were scheduled to talk to Sparrow.

Chairperson Koenig asked if the Probate Court did not get as many referrals from McLaren.

Judge Garcia stated that they did not.

Commissioner Schafer stated that in his personal experience the philosophy of the social workers could shape how things were handled.

Judge Garcia stated that he was not disparaging Sparrow in any way.

Discussion.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CELENTINO, TO APPROVE FOR THE Z LIST THE DEPUTY PROBATE REGISTER III POSITION REQUESTED BY PROBATE.

THE MOTION CARRIED UNANIMOUSLY.

Chairperson Koenig thanked everyone.

2. Final Ranking

The Committee ranked the Law and Courts Z List items.

The final ranking was as follows:

	DEPARTMENT	AMOUNT	DESCRIPTION
1	Sheriff	\$69,951	Clerical Receiving
2	Probate	\$75,176	Deputy Probate Register III
3	Sheriff	\$69,951	Clerical Receiving
3	Sheriff	\$104,116	Correction Deputy
5	Prosecutor	\$155,974	Assistant Prosecutor
6	Prosecutor	\$100,576	Audio Visual Specialist

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO ACCEPT AND RECOMMEND THE FINAL RANKING OF Z LIST ITEMS TO THE FINANCE COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

Commissioner Schafer asked how much was requested for the Z List so far.

Ms. Morton stated that so far there had been \$929,450 in requests for the Z List.

Adjournment

The meeting was adjourned at 6:58 p.m.

**SEPTEMBER 12, 2019 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1. *Sheriff's Office – Resolution to Authorize an Interlocal Agreement with the City of Lansing for the 2019 Local JAG Grant*

This resolution will authorize entering into the Interlocal agreement between Ingham County and the City of Lansing to accept the \$116,680 allocated portion of the 2019 Local JAG grant for the time period of October 2019 through September 2022. The Lansing Police Department will allocate \$11,226 from this grant to the Ingham County Sheriff's Office to purchase three equipped patrol rifles and three lock boxes to be assigned to deputies at the Veterans Memorial Courthouse, up to three vehicle lock boxes in which to secure sensitive equipment, and one digital video camera to monitor youthful offenders inside the Ingham County Jail.

See memo for details.

2. *Circuit Court – Resolution to Approve the Purchase of Additional Digital Storage from Avalon*

This resolution will authorize the purchase of 100 Terabytes of digital storage space from Avalon for an amount not to exceed \$16,265.41 through the existing Midwestern Higher Education Commission (MHEC) contract. The cost of the additional digital storage will be paid out of the 2019 contingency account, which has a current balance of \$326,950.

Prior to 2019, the proceedings of only one courtroom in the Veterans Memorial Courthouse were recorded by audiovisual means. These recordings, as with audio recordings in a few other courtrooms, are stored on a digital server. Audiovisual recordings take up much more space than audio recordings. In 2019, two additional courtrooms have converted to audiovisual recording, and digital storage space has been filled at a much quicker rate, resulting in the need for the requested additional digital storage space. Based on current usage, this additional storage space should last four to six years.

See memo for details.

3. *Homeland Security & Emergency Management – Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant (EMPG) for FY 2020*

This resolution will authorize the acceptance of funds for the Michigan Emergency Management Performance Grant for the time period of October 1, 2019 through September 30, 2020. This grant reimburses Ingham County for a portion of salary and fringes for the Emergency Management Program Manager, based on performance and meeting goals set forth by the State of Michigan. This is a pass-through grant from the Federal Emergency Management Agency to the Michigan State Police. This year's grant amount is \$58,107, which covers around 36% of the Program Manager's budgeted salary and fringes.

- 4a. *Community Corrections – Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2019-2020 Fiscal Year*

This resolution will authorize entering into a contract with the City of Lansing for \$13,000 to be used to support the Community Corrections Advisory Board's (CCAB) administrative costs and collaborative efforts with the 54-A District Court and Probation Office for the time period of July 1, 2019 through June 30, 2020.

See memo for details.

4b. *Community Corrections – Resolution to Authorize Ending the Current Contract with Sentinel Offender Services and Enter into a new Contract with JSG Monitoring to Provide and Offender Pay and County Funded Electronic Monitoring Program Subject to a Final Contract Agreement*

An RFP was distributed for electronic monitoring (EM) services by the Electronic Monitoring Oversight Committee (EMOC) representing Circuit Court; Pretrial Services; the Sheriff's Office; the Prosecutor's Office; 55th District Court; Friend of the Court; and Community Corrections in conjunction with the County Purchasing Department.

Four proposals were received and the three vendors that met all RFP requirements were invited to interview with the EMOC. Following the interviews, the EMOC met to rank the proposals, and County Purchasing advised that JSG Monitoring received the highest ranking.

The current contract with Sentinel Offender Services provides for an initial term of one year (January 1, 2018 through December 31, 2018), followed by two automatic renewal periods of one year each, with the entire term of the contract not to extend beyond December 31, 2020. This resolution will authorize providing the required written notice to Sentinel to end the contract on December 31, 2019, prior to automatic renewal for the third year of services.

This resolution will also authorize entering a new contract with JSG Monitoring for an initial three year performance period of December 1, 2019 through December 1, 2022 followed by two, one year automatic renewal periods not to extend beyond December 31, 2024. The December 1 start date will provide time to transition all current clients to JSG monitoring units. Payment for EM services under this contract will either be made directly to the vendor by the client (client pay users) or billed to the County (eligible indigent users).

See memo for details.

DISCUSSION ITEMS:

5. *55th District Court – 2019 Reorganization Plan*

Judge Boyd will be present to discuss a reorganization proposal. The Reorganization Procedure Policy requires that Departments submit a discussion document that includes information for all changes which result in an increased expenditure or a new job classification. Based on subcommittee discussions, the Department will then prepare a resolution for consideration at the next round of subcommittee meetings or return to the discussion step.

6. *Facilities Department – Justice Complex Update*

7. *Health Department – Building Bridges between Jails and Community Grant Update (Medication Assisted Treatment Best Practices)*

8. *Law and Courts Committee – Update on District Court Consolidation*

Agenda Item 1

TO: Law & Courts Committee
Finance Committee

FROM: Captain Greg Harris

DATE: August 26th, 2019

RE: 2019 Local JAG Grant

This is a resolution requesting the Ingham County Sheriff's Office be allowed to enter into an Interlocal Agreement with the City of Lansing for the 2019 Local JAG Grant.

The Ingham County Sheriff's Office will receive a 2019 Local JAG grant of \$11,226.00 to be used for the purchase of 3 equipped patrol rifles in addition to 3 lock boxes to be assigned to deputies at the Veterans Memorial Court House, up to 3 vehicle lock boxes in which to secure sensitive equipment, and 1 digital video camera to monitor youthful offenders inside the Ingham County Correctional Facility.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING FOR THE 2019 LOCAL JAG GRANT

WHEREAS, the City of Lansing Police Department and the Ingham County Sheriff's Office were allocated \$116,680.00 from the 2019 Local JAG grant from the Department of Justice; and

WHEREAS, the City of Lansing is the fiduciary of this grant; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$11,226.00; and

WHEREAS, part of the application process to receive this funding from the 2019 Local JAG grant, the Ingham County Sheriff's Office must enter into a Interlocal agreement with the City of Lansing allowing for disbursement of allocated funds to both government police agencies; and

WHEREAS, the portion allocated for the Ingham County Sheriff's Office will be spent on the purchase of 3 equipped patrol rifles in addition to 3 lock boxes to be assigned to deputies at the Veterans Memorial Court House, up to 3 vehicle lock boxes in which to secure sensitive equipment, and 1 digital video camera to monitor youthful offenders inside the Ingham County Correctional Facility.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the Interlocal agreement between Ingham County and the City of Lansing to accept the \$116,680.00 allocated portion of the 2019 Local JAG grant for the time period of October 2019 through September 2022.

BE IT FURTHER RESOLVED, that the Lansing Police Department will allocate from this grant \$11,226.00 to the Ingham County Sheriff's Office to purchase 3 equipped patrol rifles in addition to 3 lock boxes to be assigned to deputies at the Veterans Memorial Court House, up to 3 vehicle lock boxes in which to secure sensitive equipment, and 1 digital video camera to monitor youthful offenders inside the Ingham County Correctional Facility.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary adjustments to the 2019-2022 Sheriff's Office budgets consistent with this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.

Agenda Item 2

TO: Law & Courts Committee
Finance Committee

FROM: George M. Strander
Court Administrator, 30th Circuit Court

DATE: August 26, 2019

RE: Purchase of Digital Storage Space for Official Court Records

As courts of record, the courts of the 30th Circuit Court must make an official record of all court proceedings. Such record can be made through stenography (by a certified court reporter), or by audio or audiovisual recording (by a certified court recorder). A transcript of a proceeding would be based either on a stenographer's notes or on an audio or audiovisual recording.

Prior to 2019, and for many years, the proceedings of just one courtroom in the Veterans Memorial Courthouse were recorded by audiovisual means. These recordings, as with audio recordings in a few other courtrooms, were (and are) stored on a digital server. Audiovisual recordings take up much more space than audio recordings.

2019 has seen two additional courtrooms converted to audiovisual recording. With this change, digital storage space has been filled at a much quicker rate.

Recently, the County Innovation & Technology Department (IT) informed our court that digital storage space for our court records is at a critically low level. IT recommends that 100 Terabytes of digital storage be purchased from Avalon for a price of \$16,265.41 (installed) under our existing Midwestern Higher Education Commission (MHEC) contract. IT estimates that these 100 TB of storage would last, based on current usage, 4-6 years.

We understand that there are sufficient funds in the 2019 contingency fund to pay for this additional storage.

The first three years of maintenance (approximately \$1,000 per year) would be provided at no additional charge by Avalon. This would be a cost from Year 4 onwards. When the time comes, I would expect that this maintenance cost could be built into the LOFT budget or IT's budget.

We are seeking authorization to have the 100 Terabytes of storage purchased from Avalon under our existing MHEC contract.

Agenda Item 2

TO: Law and Courts Committee, Finance Committee
FROM: Deb Fett, Chief Information Officer
DATE: August 27, 2019
SUBJECT: Storage for the For the Record (FTR) application

With the Court's increasing need to store digital information including video data out pacing the available storage on the County's Storage Area Network (SAN), we are happy to voice our support for the Circuit Court's resolution requesting approval to purchase a large capacity storage appliance.

Ingham County's SAN is comprised of enterprise class, highly redundant, high performance storage. This type of storage is geared towards application servers, databases, and heavy workloads, not archival type data like that produced by the FTR application. The Court's decision to pursue the Dell PowerEdge R740XD is wise and will leave them with a large capacity of slower storage at a very reasonable cost per gigabyte. The 100 terabytes of available storage proposed will provide several years of FTR storage at current rates and, when the time comes to expand, the addition of additional storage is reasonably priced.

As always, if you have any questions or need any assistance, please don't hesitate to contact us.

Introduced by Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF ADDITIONAL DIGITAL STORAGE FROM AVALON

WHEREAS, within the last eight months the process of making the official record in two courtrooms at the Veterans Memorial Courthouse has been converted to an audiovisual format; and

WHEREAS, recordings of audiovisual proceedings require significantly more digital storage space than audio recordings of similar length; and

WHEREAS, the county is now facing a critical digital storage space shortage for storing the official record of judicial proceedings in the Veterans Memorial Courthouse; and

WHEREAS, Avalon, a company from which the County has purchased storage space in the past, has provided the County Innovation & Technology Department (IT) with a quote of \$16,265.41 for 100 Terabytes of storage (installed); and

WHEREAS, purchase of such storage can be made through our existing Midwestern Higher Education Commission (MHEC) contract; and

WHEREAS, annual maintenance on this additional storage would be provided free of cost from Avalon for the first three years, but would be an annual expense (approximately \$1,000) from Year 4 onwards; and

WHEREAS, there are sufficient funds in the 2019 contingency account to purchase such storage for such a price, and there should be sufficient funds provided in the LOFT account or IT's budget to pay for annual maintenance from Year 4 onwards.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of digital storage space from Avalon for an amount not to exceed \$16,265.41 through our existing MHEC contract.

BE IT FURTHER RESOLVED, that the total cost of the additional digital storage will be paid out of the 2019 contingency account.

BE IT FURTHER RESOLVED, that the costs of maintenance for such storage space from Year 4 onwards shall be provided through the County's LOFT account or IT's budget.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with the resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

Agenda Item 3

TO: Law and Courts Committee
Finance Committee

FROM: Sergeant Jeff Weiss, Ingham County Office of Homeland Security and
Emergency Management

DATE: August 28, 2019

RE: Resolution to accept grant funds from the State of Michigan Emergency
Performance Grant (EMPG) for FY2020

This resolution is to accept the funds for the EMPG grant for the FY2020. This reimburses Ingham County for a portion of salary and fringes for the Emergency Management Program Manager (Sergeant Jeff Weiss). This is based on performance and meeting goals set forth by the State of Michigan. This is a pass-through grant from FEMA to the MI State Police. This year's amount is \$58,107.00 which is 35.69% of the Program Manager's reported Salary & Benefits.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT GRANT FUNDS FROM THE STATE OF MICHIGAN
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FOR FY 2020**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has fulfilled its requirements under Public Act 390 regarding an Emergency Management Program; and

WHEREAS, the Emergency Management Performance Grant (EMPG) for FY 2020 required Ingham County to develop and maintain an Emergency Management Program capable of protecting life, property, and vital infrastructure in times of disaster or emergency; and

WHEREAS, the award reimburses Ingham County for a portion of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of the FY 2020 Emergency Management Performance Grant from the State of Michigan for \$58,107.00, for the time period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the Ingham County Office of Homeland Security & Emergency Management 2020 Budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

TO: Board of Commissioners Law & Courts Committee and Finance Committee
FROM: Mary Sabaj, CCAB Manager
DATE: September 3, 2019
SUBJECT: Resolution Authorizing Contract with the City of Lansing
For the meeting agendas of September 12, 2019 and September 18, 2019

BACKGROUND

This Resolution approves entering a contract with the City of Lansing for \$13,000 to be used to support the Community Corrections Advisory Board's (CCAB) administrative costs and collaborative efforts with the 54-A District Court and Probation Office for City FY 2019-2020.

ALTERNATIVES

Failure to approve this Resolution will result in the loss of revenue that helps support CCAB Manager personnel costs (\$6,500) and CCAB Staff Consultant costs (\$6,500).

FINANCIAL IMPACT

Community Corrections administration and programs are funded with a combination of State of Michigan Public Act 511 funds, Ingham County general funds, and City of Lansing grant funds.

OTHER CONSIDERATIONS

Community Corrections administration and all Public Act 511 treatment and service programs for the local Circuit Court probation population are dependent upon State of Michigan, Ingham County, and the City of Lansing funding.

RECOMMENDATION

Based on the information presented, the CCAB recommends approval of the attached Resolution to support Community Corrections administration.

Introduced by Law and Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH THE CITY OF LANSING
FOR AN ALLOCATION OF FUNDS TO INGHAM COUNTY/CITY OF LANSING
COMMUNITY CORRECTIONS FOR THE CITY 2019-2020 FISCAL YEAR**

WHEREAS, the Community Corrections Advisory Board requests authorization for a contract to be entered between the County and the City of Lansing for an allocation of funds to Community Corrections for the City 2019-2020 fiscal year; and

WHEREAS, the Michigan Community Corrections Act of 1988 (PA511) authorizes the establishment of a Community Corrections Advisory Board (CCAB) and Community Corrections programming; and

WHEREAS, Ingham County and the City of Lansing formed a joint CCAB in 1990; and

WHEREAS, a Comprehensive Community Corrections Plan was approved by the Ingham County Board of Commissioners and the Lansing City Council; and

WHEREAS, the City of Lansing approved an allocation of \$13,000 to be used to assist with CCAB administration and to support collaborative efforts with the City of Lansing, 54-A District Court, and 54-A District Court Probation Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with the City of Lansing for \$13,000 for the time period of July 1, 2019 through June 30, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contracts and/or subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Mary Sabaj, Community Corrections Manager
DATE: September 3, 2019
SUBJECT: Contract for Electronic Monitoring Services
For the September 12 Law and Courts agenda and September 18 Finance agenda

BACKGROUND

An RFP was distributed on February 4, 2019 for electronic monitoring (EM) services by the Electronic Monitoring Oversight Committee (EMOC) representing, Circuit Court; Circuit Court Pretrial Services; Sheriff's Office, Prosecutor's Office; 55th District Court; Friend of the Court and Community Corrections in conjunction with the County Purchasing Department.

The EMOC met on June 4, 2019 to review the four proposals received. The three vendors that met all RFP requirements were invited to interview with the EMOC. Following the interviews, the EMOC met to rank the proposals using an evaluation grid provided by the County Purchasing Department. County Purchasing then advised that JSG Monitoring received the highest ranking.

The current contract with Sentinel Offender Services provides for an initial term of one (1) year (January 1, 2018 through December 31, 2018), followed by two automatic renewal periods of one year each, with the entire term of the contract not to extend beyond December 31, 2020. This Resolution authorizes providing the required written notice to Sentinel to end the contract on December 31, 2019, prior to automatic renewal for the third year of services.

This Resolution also authorizes entering a new contract with JSG Monitoring for an initial three (3) year performance period of December 1, 2019 through December 1, 2022 followed by two, one (1) year automatic renewal periods not to extend beyond December 1, 2024. The December 1st start date will provide time to transition all clients to JSG monitoring units. No minimum number of referrals are guaranteed under the contract. The contract will set forth the terms and fee schedules to be used if and when a client is referred.

ALTERNATIVES

Absent a contract, indigent offenders will not be able to afford EM services. In addition, EM costs and cost increases for both client pay and indigent users would be subject to vendor discretion.

FINANCIAL IMPACT

Payment for EM services under this contract will either be made directly to the vendor by the client (client pay users) or billed to the County (eligible indigent users). \$50,000 was authorized in the FY 2019-2020 Community Corrections budget for eligible indigent offender services.

OTHER CONSIDERATIONS

Electronic monitoring allows appropriate offenders to be monitored in the community, saving jail resources.

RECOMMENDATION

The Electronic Monitoring Oversight Committee recommends approval of this Resolution.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ENDING THE CURRENT CONTRACT WITH SENTINEL OFFENDER SERVICES AND ENTERING INTO A NEW CONTRACT WITH JSG MONITORING TO PROVIDE AN OFFENDER PAY AND COUNTY FUNDED ELECTRONIC MONITORING PROGRAM SUBJECT TO A FINAL CONTRACT AGREEMENT

WHEREAS, the Electronic Monitoring Oversight Committee (EMOC) is charged with the oversight of electronic monitoring services with the voting membership consisting of representatives appointed by the Department Head or Elected Official from the Sheriff's Office; Community Corrections; 55th District Court; Circuit Court; Circuit Court Pretrial Services; Prosecutor's Office; and the Friend of the Court; and

WHEREAS, after receiving four proposals in response to the Request for Proposal (RFP), guided by the County Purchasing Department, the EMOC evaluated and ranked the three proposals that met all RFP requirements, with JSG Monitoring receiving the highest ranking; and

WHEREAS, the performance period of the current contract with Sentinel Offender Services provides for an initial term of one (1) year from January 1, 2018 through December 31, 2018, with two automatic renewal periods of one year each not to extend beyond December 31, 2020; and

WHEREAS, pursuant to RFP evaluation results, the EMOC recommends that Sentinel Offender Services be provided the required written notice to end the contract on December 31, 2019, prior to the automatic renewal for the third and final year of services; and

WHEREAS, pursuant to RFP evaluation results, the EMOC recommends entering a new contract with JSG Monitoring subject to a final contract agreement with an initial three (3) year performance period effective December 1, 2019 through December 1, 2022 followed by two, one (1) year automatic renewal periods not to extend beyond December 31, 2024; and

WHEREAS, JSG Monitoring is willing to provide services pursuant to the attached Scope of Services and Fee Schedules for an offender pay program and County reimbursement for services provided to eligible indigent offenders.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby authorize providing written notice to Sentinel Offender Services ending the current contract on December 31, 2019.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners does hereby authorize entering into a new contract with JSG Monitoring subject to a final contract agreement with an initial three (3) year performance period effective December 1, 2019 through December 1, 2022 followed by two, one (1) year automatic renewal periods not to extend beyond December 31, 2024 for services as set forth in the attached Scope of Services and Fee Schedules.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contracts and/or subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

JSG MONITORING SCOPE OF SERVICES

The agreement awarded through this RFP will not be exclusive. County agencies will be encouraged to utilize services through the agreement; daily rates and the quality of services provided will also encourage utilization of services under the agreement.

The awarded proposer (Contractor) shall:

Accept referrals from multiple referral sources (e.g., Circuit and District Courts, Pretrial Services, FOC, and Ingham County Sheriff's Office) from within Ingham County.

Staff must be available as required during and outside of the regular office hours of 8:30 am to 5 pm Monday through Friday.

Use a community-based program approach that will include client orientation and enrollment, installation, removal and maintenance of monitoring equipment, input of monitoring specifications, equipment activation within 24 hours after referral/same day when possible, fee assessment and collection (including County enrollment fee), staff availability for weekend and emergency program enrollment and equipment installation, staff availability for Court testimony upon request, problem resolution, and equipment updates.

Understand and comply with all County policies related to electronic monitoring.

Pursuant to County Indigent Funding policies, make determinations of eligibility for County Indigent Funding eligibility by collecting documents and information required and maintain all documentation in standardized client files.

Ingham County Jail personnel will review the daily jail population list to identify potentially eligible inmates for early release. Based on the list of eligible inmates provided, the Contractor will be required to go to each Post within the County Jail multiple days each week in order to screen potential participants for the program. The Contractor will be required to submit to a criminal history check and fingerprinting and take Michigan State Policy Security Awareness Training so they can perform duties as described in this RFP.

Verification of activities for each participant while away from their residence, violation reports to department staff, daily review of participant activity and compliance with program rules and curfew schedules.

Effectively collect, monitor, track, and document individual program participation data, financial information, and be capable of providing aggregate data and successful completion rates for all services. Information must be provided to the County in the format and frequency requested by the County.

Serve as a collaborative partner by developing and maintaining strong working relationships with referral sources and other County personnel and by serving as an active, participating member of the EM Oversight Committee, including attending regular meetings to ensure successful implementation, successful ongoing operations and problem resolution.

Assess and collect an enrollment fee for each participant, on behalf of the County. The enrollment fee is currently \$45 and applies to self-pay participants. The enrollment fee does not apply to Friend of the Court, indigent, and grant reimbursed clients. Enrollment funds must be provided to the County by the 15th of the month following the month in which they were collected.

Provide a full range of reliable, user-friendly, tamper-proof equipment to include home monitoring, active and passive GPS (that allows direct contact between the supervising program and the offender), Breath and Transdermal Alcohol monitoring. *NOTE: The County is always interested in receiving information about new and/or alternative technology, along with information regarding advantages and disadvantages.*

Provide secure and reliable monitoring services to ensure continuous electronic monitoring 24 hours a day/7 days a week/365 days a year with secure web-based internet access to client referral sources.

Provide non-compliance alerts and notifications to referral source personnel as required and specified by the referring agency.

In order to avoid self-paying clients getting way behind on paying for services, notify the Court through the assigned Probation Agent/Officer as soon as an outstanding balance of \$300 has been reached so that a show cause hearing can be scheduled.

**JSG MONITORING
FEE SCHEDULES**

OFFENDER PAY FEE SCHEDULE

Equipment	JSG Daily Rates
Active GPS	9.00
Scram	10.00
Scram with Base	12.00
Soberlink	6..50

Enrollment Fee: \$45 County enrollment fee; plus \$30, \$100 after hours/Upfront costs to include \$75 enrollment fees plus 1-2 weeks equipment daily rate

**COUNTY PAY FEE SCHEDULE
FOR ELIGIBLE INDIGENT OFFENDERS**

Equipment	JSG Daily Rates
Active GPS	8.00
Scram	9.00
Scram with Base	10.00
Soberlink	5.50

\$30 enrollment fee only if required to go to location other than JSG local office or Ingham County Jail for hook-up (e.g., client's home)

INDIGENT OFFENDER FUND (IOF) - .25 of every offender, per active day will be put into a pool at the end of each month by JSG to be used towards indigent clients identified by the Court.

TO: Law & Courts Committee

FROM: Michael J. Dillon, Court Administrator

DATE: September 12, 2019

SUBJECT: 2019 Reorganization Plan - Presentation

INTRODUCTION:

In response to the retirement of Ms. Pamela Pfeifer, Court Services Supervisor (CSS) and a reduction in case filings, the court proposes not to fill the CSS position and reorganize the court. The reorganization plan calls for the elimination of one FTE (CSS position) and the spreading of the CSS's duties among existing employees. The reorganization plan will save the County (\$37,621) in wages & benefits.

HISTORY:

Before 2009, the court had three chief clerk positions. The chief clerk position was considered a lead clerk position with the primary responsibility of managing the day-to-day operations of one of three divisions of the court: criminal division, civil division, and traffic division. Also, the positions provided administrative support to the court administrator. In 2009, during the beginning of the economic downturn, the court eliminated one of the chief clerk positions

In 2013, at the request of the County, the court submitted a budget reduction plan that included a reorganization. The reorganization plan resulted in a savings of \$64,325. The plan eliminated two chief clerk positions and created a Court Services Supervisor (CSS) position. The CSS assumed the duties and responsibilities of the two chief clerk positions, which included managing the day-to-day operations of the three court divisions. The CSS also had the authority to hire, fire, and discipline employees under the direct supervision of the CSS. In retrospect, the reorganization plan helped the County with its goal of costs savings. However, the plan came with some functional deficiencies.

NEED FOR REORGANIZATION PLAN

Our reorganization plan in 2013 was designed to reduce costs while maximizing the personnel resources available at the time. Shortly after the plan was implemented it became clear that the plan had its limitations. Having one employee perform the work of two employees created operational deficiencies. What was once the work of three employees in 2008 was now the work of one employee. The CSS was responsible for day-to-day operations of three court divisions.

Ms. Pfeifer's retirement allows the administration of the court to once again split the day-to-day functioning of the court divisions between two employees. Reinstating the chief clerk positions will allow the chief clerks to assign and monitor work, train staff, and troubleshoot operational problems and issues. The court administrator will assume the higher-level management functions of the CSS position and will have direct supervision of the two chief clerks.

The administrative services coordinator will also assume some of the higher-level administrative functions of the CSS position.

Due to a reduction in case filings, the administration of the court is confident that although the court is eliminating one FTE position, the delivery of services in the clerical office will not be negatively impacted.

2019 REORGANIZATION PLAN

This reorganization plan calls for the following:

- Eliminate the Court Services Supervisor position (ICEA Court Pro)
- Eliminate two Court Clerk positions (UAW Tops)
- Create/Reestablish two Chief Clerk positions (UAW Tops)
- Managerial and administrative duties assumed by Court Administrator
- Administrative duties assumed by Financial Services Coordinator

FINANCIAL IMPACT

The plan eliminates one (1) FTE from the court's budget and results in a savings of \$37,621. The financial data was provided by Ingham County's Budget Office (see 2019 Reorganization Plan – Financial Impact). Wages and fringes were calculated using the highest pay grade for the affected positions.

HUMAN RESOURCES ANALYSIS OF REORGANIZATION

The Ingham County Human Resources Department conducted an analysis of the reorganization (see August 13, 2019 memorandum). As a result of the analysis, district court job descriptions were updated, and a determination was made regarding compensation for the following positions:

District Court Administrator - MC 16

Administrative Services Coordinator – UAW J

District Court Chief Clerk – UAW G

2019 Reorganization – Financial Impact

CURRENT ORGANIZATION

Position #	Job Title	Unit	Wage/Fringes
137008	Court Services Supervisor	ICEA Pro 6-5	\$ 98,829
137007	Administrative Services Coordinator	UAW H-5	\$ 88,096
137003	Court Administrator	M&C 13-5	\$ 146,716
TBD	Court Clerk	UAW D-5	\$ 73,073
TBD	Court Clerk	UAW D-5	\$ 73,073
			\$ 479,787

REORGANIZATION

Position #	Job Title	Unit	Wage/Fringes
	Court Services Supervisor - eliminated		\$ -
137007	ASC	UAW J-5	\$ 94,409
137003	CA	M&C 16	\$ 181,151
137006	Chief Clerk	UAW G-5	\$ 83,303
137008	Chief Clerk	UAW G-5	\$ 83,303
			\$ 442,166
Cost Savings			\$ 37,621

TBD - Two current court clerks will be appointed to two chief clerk positions. The two court clerk positions will be eliminated. The new chief clerks will assume position numbers 137006 & 137008.

Agenda Item 5

TO: Michael Dillon, District Court Administrator

FROM: Beth Bliesener, Human Resources Specialist
Joan Clous, Human Resources Specialist

DATE: August 13, 2019

RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization for District Court:

1. Human Resources has updated the job description District Court Administrator, position number 137003, to reflect the duties the position requires and has been performing. After analysis the position will be compensated at MC 16.
2. Human Resources has updated the job description Administrative Services Coordinator, position number 137007, to reflect the duties the position requires and has been performing. After analysis the position will be compensated at UAW J.
3. District Court will bring back a previously eliminated position, position number 137006 Chief District Court Clerk. Human Resources has updated the job description Chief District Court Clerk to reflect the duties the position will be required to perform. The position remains a UAW G.
4. Lastly, District Court will be converting position number 137008 from Court Services Supervisor ICEA Court Professional back to a Chief District Court Clerk, UAW G. District Court is looking to return to their former structure of two chief clerks.

Human Resources has sent the ICEA Court Professional and UAW notices regarding the above positions. The UAW supports the changes, I have attached the UAW response. I have also attached all the job descriptions.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed re-organization. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

From: [Prehn, Bradley](#)
To: [Bliesener, Elisabeth](#)
Subject: Re: District Court Job Descriptions / Re-organization
Date: Monday, August 05, 2019 8:38:14 AM

Beth,

The UAW is in support of the of the Administrative Services Coordinator being placed at a J pay grade and the Chief District Court Clerk being placed at a G pay grade.

Thank you,

Brad Prehn
UAW Chairperson

From: Bliesener, Elisabeth
Sent: Monday, August 5, 2019 7:26 AM
To: Prehn, Bradley
Subject: District Court Job Descriptions / Re-organization

Brad,
District Court is considering doing a re-organization which involves updating the job descriptions Administrative Services Coordinator and bringing back an eliminated job description – Chief District Court Clerk. We have updated both job descriptions, I have attached the Track Changes job descriptions so you can see what we have changed. I have also attached the clean copies for your records as well.

We have updated the Administrative Services Coordinator and that resulted in a re-classification from UAW H to a UAW J

We have also updated the Chief District Court Clerk, we did change the points but the position remained a UAW G

Brad let me know if you have any questions and if the UAW supports the two updated job descriptions and the placements.

Thanks,
Beth

Beth Bliesener
Ingham County
Human Resources Department

Human Resources Specialist
517-887-4375

Transmission is Privileged and Confidential.

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**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE SERVICES COORDINATOR, DISTRICT COURT

General Summary:

Under the supervision of the District Court Administrator, works cooperatively with the Financial Services Department to oversee and process the financial activity of the Court. Serves as the District Court information coordinator. Oversees the Court's record management system. Serves as Administrative Assistant to the Court Administrator. Serves as jury clerk, performing administrative, clerical, and supportive tasks related to the jury management of the court.

Essential Functions:

1. Oversees the financial activity of the Court including transmittals, vouchers, accounts payable, cash reports, and financial reports.
2. Reviews and codes expenses and monitors assigned budget balances. Compiles data and provides other support and assistance in preparation of the office's annual budget.
3. Oversees the Court's record management system. Troubleshoots problems and assures retention schedules are followed.
4. Serves as the District Court information systems coordinator. Assists the Court Administrator in identifying data needs and implementing automation.
5. Provides technology troubleshooting and training for employees. Serves as the data liaison for County departments and external organizations including the State Judicial Information Systems (JIS).
6. Assists in the maintenance of the Court's website. Adds, deletes, and changes information as necessary. Assists in the maintenance of the Court's intranet to include information such as policy manuals, job descriptions, training manuals and other information pertinent to Court employees.
7. Provides clerical and secretarial support to the staff. Performs typing, proofreading, and data entry for various departmental functions. Faxes & copies materials, processes outgoing mail, distributes incoming mail and performs other secretarial support. Uses various software programs to maintain documents, spreadsheets, brochures, and other departmental documents.
8. Prepares departmental payroll. Verifies attendances and makes appropriate adjustments. Processes time cards. Maintains and updates payrolls records. Prepares payroll reports as needed.
9. Processes, monitors, and tracks statistical information to meet departmental and governmental requirements. Helps prepare correspondence, documents, and special projects. Researches, collects, and compiles information for the State Court Administrative Office and other agencies.
10. Responsible for judicial assignment duties. Processes requests for judicial assignments and disqualification. Coordinates scheduling and makes travel arrangements for visiting judges.

11. Serves as jury clerk, responding to inquiries regarding jury service and procedures. Prepares jury list and conducts jury orientation. Processes jury reimbursement checks. Prepares jury report for court administration and the State Court Administrative Office.
12. Trains court clerks with financial procedures and assist in training court clerks using the courts case management system.
13. Assists court clerks with problem solving case management issues.
14. May serve as a back-up Court Recorder.

Other Functions:

Performs other duties as assigned.

Must adhere to departmental standards in regard privacy issues.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a High School graduation or equivalent and two years of education or training from a college, technical or business school. A preference is given for training in Business Administration, Public Administration or Judicial Studies.

Experience: A minimum of 5 years of experience in a Court or related setting.

Other Requirements:

- May be required to meet requirements for a Certified Electronic Operator within one year after employment.
- May be subject to criminal history check.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, stooping/crouching, squatting, kneeling, crawling, handling and pinching.
- This position's physical requirements require regular stamina in twisting, bending, lifting, carry, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.

- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

July 2019
UAW J

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE SERVICES COORDINATOR, DISTRICT COURT

General Summary:

Under the supervision of the District Court Administrator, works cooperatively with the Financial Services Department to oversee and process the financial activity of the Court. Serves as the District Court information coordinator. Oversees the Court's record management system. Serves as Administrative Assistant to the Court Administrator. Serves as jury clerk, performing administrative, clerical, and supportive tasks related to the jury management of the court.

Essential Functions:

15. ~~With the assistance of the Financial Services Staff,~~ Oversees the financial activity of the Court including transmittals, vouchers, accounts payable, cash reports, ~~purchase orders~~ and financial reports.
16. Reviews and codes expenses and monitors assigned budget balances. Compiles data and provides other support and assistance in preparation of the office's annual budget.
17. Oversees the Court's record management system. Troubleshoots problems and assures retention schedules are followed.
18. Serves as the District Court information systems coordinator. Assists the Court Administrator in identifying data needs and implementing automation.
19. Provides technology troubleshooting and training for employees. Serves as the data liaison for County departments and external organizations including the State Judicial Information Systems (JIS).
20. Assists in the maintenance of the Court's website. Adds, deletes, and changes information as necessary. Assists in the maintenance of the Court's intranet to include information such as policy manuals, job descriptions, training manuals and other information pertinent to Court employees.
21. Provides clerical and secretarial support to the staff. Performs typing, proofreading, and data entry for various departmental functions. Faxes & copies materials, processes outgoing mail, distributes incoming mail, and performs other secretarial support. Uses various software programs to maintain documents, spreadsheets, brochures, and other departmental documents.
22. Prepares departmental payroll. Verifies attendances and makes appropriate adjustments. Processes time cards. Maintains and updates payrolls records. Prepares payroll reports as needed.
23. Processes, monitors, and tracks statistical information to meet departmental and governmental requirements. Helps prepare correspondence, documents, and special projects. Researches, collects and compiles information for the State Court Administrative Office and other agencies.
24. Responsible for judicial assignment duties. Processes requests for judicial assignments and disqualification. Coordinates scheduling and makes travel arrangements for visiting judges.

25. Serves as jury clerk, responding to inquiries regarding jury service and procedures. Prepares jury list and conducts jury orientation. Processes jury reimbursement checks. Prepares jury report for court administration and the State Court Administrative Office.

26. Trains court clerks with financial procedures and assist in training court clerks using the courts case management system.

27. Assists court clerks with problem solving case management issues.

28. May serve as a back-up Court Recorder.

Other Functions:

Performs other duties as assigned.

Must adhere to departmental standards in regard to ~~HIPAA~~ and other privacy issues.

~~During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.~~

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a High School graduation or equivalent and two years of education or training from a college, technical, or business school. A preference is given for training in Business Administration, Public Administration or Judicial Studies.

Experience: A minimum of 5 years of experience in a Court or related setting.

Other Requirements:

- May be required to meet requirements for a Certified Electronic Operator within one year after employment.
- May be subject to criminal history check.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

2. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, stooping/crouching, squatting, kneeling, crawling, handling and pinching.
- This position's physical requirements require regular stamina in twisting, bending, lifting, carry, pushing, pulling, reaching, and grasping.

- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

~~December 2012~~
July 2019
UAW J

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF DISTRICT COURT CLERK

General Summary:

Under the supervision of the District Court Administrator, serves as a lead District Court Clerk. Regularly performs all of the functions of a District Court Clerk, performing a variety of tasks to assist in the processing of traffic, civil, criminal, and probation cases. Provides counter service which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers, jurors, and the public. Prepares and processes a variety of court documents and enters case information into the computer systems. Performs some of the more complex case processing functions of the designated division of the Court. This position serves as a lead worker to the District Court Clerks.

Essential Functions:

1. Serves as a lead worker to District Court Clerks. Responsible for training employees in clerical, computer, and minor accounting tasks.
2. Serves as primary contact person for procedural questions and provides input on new procedures.
3. Assigns, redistributes, and reviews the work of Court Clerks.
4. Assists Deputy Clerks by dealing with difficult or belligerent individuals.
5. Provides input to the Court Administrator on the development/revision of procedures impacting the designated area of responsibility.
6. Ensures the proper maintenance and processing of case records from initiation to disposition and post-judgment actions.
7. Performs complex case and record processing functions of the division.
8. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, schedules, and specific case information.
9. Assists in maintaining the court's accounting system, includes balancing register at the end of the day, posting daily receipts, processing bond account records and performing related bookkeeping duties.
10. Assists the Court Administrator with the collection of data and creates case management reports from the court's case management system.
11. Submits and monitors ticket requests sent to the Facilities Department and Information Technology Department.
12. Serves as a liaison with the Court's case management system vendor for system related issues.
13. May design and revise forms used by the court.
14. Manages the inventory of office supplies, furnishings, and equipment.

15. May serve as a back-up jury clerk.
16. Performs all functions of a court clerk.
17. Serves as back-up Court Recorder.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a High School graduation or equivalent and two years of education or training from a college, technical or business school.

Experience: A minimum of one year experience in a court setting.

Other Requirements:

- Required to be certified as an Electronic Operator within one year of employment in this job.
-

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

3. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
4. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
5. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, reaching, grasping, handling, and pinching.

- This position's physical requirements require regular stamina in sitting, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

***UAW G
July 2019***

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF DISTRICT COURT CLERK

General Summary :

Under the supervision of the District Court Administrator, serves as a lead district court clerk in a District Court location. Regularly performs all of the functions of a District Court Clerk, performing a variety of tasks to assist in the processing of traffic, civil, ~~and criminal~~, and probation cases. Provides counter service which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers, jurors, and the public. Prepares and processes a variety of court documents and enters case information into the computer systems. Performs some of the more complex case processing functions of the designated division of the Court. ~~Employees in the position may be designated as the chief civil, criminal or traffic clerk.~~ This position serves as a lead worker to the District Court Clerks.

Essential Functions :

1. ~~Serves as a lead worker to District Court Clerks, includes training new employees in clerical, computer and minor accounting tasks, assigning and redistributing work, and reviewing work assignments. Serves as primary contact person for procedural questions and provides input on new procedures. Ensures the even flow of work through the assigned division and ensures the proper maintenance and processing case records from initiation to disposition.~~
2. Serves as a lead worker to District Court Clerks. Responsible for training employees in clerical, computer, and minor accounting tasks.
3. Serves as primary contact person for procedural questions and provides input on new procedures.
4. Assigns, redistributes, and reviews the work of Court Clerks
5. Assists Deputy Clerks by dealing with ~~the more~~ difficult or belligerent individuals.
6. Provides input to the Court Administrator on the development/revision of procedures impacting the designated area of responsibility.
7. Ensures the proper maintenance and processing of case records from initiation to disposition and post judgment actions.
8. Performs ~~some of the more~~ complex case and record processing functions of the division.

CHIEF DISTRICT COURT CLERK (1/11/99)

Page 2

9. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, schedules, and specific case information.
- ~~10. Receipts and processes payments for tickets, court costs, civil filing fees, bonds, and garnishments, enters information to computer and ensures that the proper case file is credited.~~
- ~~11. Schedules hearings.~~
- ~~12. Opens criminal case files, includes assigning case number and filing formal complaint or appearance ticket, checking cash bonds, ensuring fingerprints are in the file and obtaining driving or criminal record as necessary.~~
- ~~13. Opens and processes a variety of civil matters including general civil, small claims and landlord/tenant cases and garnishments. Includes inputting data and generating forms, correspondence and legal documents, filing papers, collecting fees and ensuring case scheduling and the service of process.~~
- ~~14. Opens civil infraction cases, schedules hearing dates, enters to computer and notices defendant and law enforcement agencies.~~
- ~~15. Reviews traffic abstract worksheets to check for errors on identification information, offense date, type of violation, and other data. Makes corrections and releases. Manually prepares criminal abstracts of conviction not processed by the computer.~~
- ~~16. Reviews legal documents such as writs of garnishment and restitution, stipulations, orders and briefs, petitions for installment payments and others for timeliness, completeness and compliance with the court rules. Processes and enters judgments on civil cases that are adjudicated.~~
- ~~17. Suspends drivers licenses for failure to appear. Prints worksheets for overdue tickets, checks for errors, bond that need to be processes, and other necessary follow up, and releases.~~
- ~~18. Enters case file information, traffic tickets, case event information, adjournments, dispositions, civil judgment and other information to computer system.~~
- ~~19. Schedules court proceedings in cooperation with the Prosecutor's office and attorney's offices and notices court hearings and post judgment proceedings. Enters information on hearings to the computer.~~
20. Opens and distributes mail, immediately processing payments.

CHIEF DISTRICT COURT CLERK (1/11/99)

Page 3

- ~~21. Assists in maintaining the court's accounting system, includes balancing register at the end of the day, posting daily receipts, processing bond account records and performing related bookkeeping duties.~~
- ~~22. Processes garnishments, motions to set aside garnishments and motions for installment payments.~~
- ~~23. Prints and mails computer generated notices.~~

- ~~24. Closes criminal cases by collecting fines and costs, distributing disposition as appropriate, submitting abstract of conviction to Secretary of State on driving offenses and running a register of action.~~
- ~~25. Forfeits bonds after proper notification of defendant or bonding agency. Processes bond transfer to other courts.~~
- ~~26. Assists Financial Coordinator by writing bond checks; may assist in daily bank deposit or cash outs as needed.~~
- ~~27. Assists Magistrates with fines, costs, PACC codes, bond amounts, and sentencing.~~
- ~~28. Operates SOS/LEIN terminal.~~
- ~~29. Assists and backs up other court staff.~~
- ~~30. May serve as back-up Court Recorder for a location of the Court, includes operating electronic recording equipment, maintaining logs of proceedings with times, case numbers, nature of the proceedings and defendant identification.~~
31. May serve as back-up jury clerk.
32. Performs all functions of a court clerk.
33. Assists the Court Administrator with the collection of data and creates case management reports from the court's case management system.
34. Submits and monitors ticket requests sent to the Facilities Department and Information Technology Department.
35. Serves as a liaison with the Court's case management system vendor for system related issues.
36. May design and revise forms used by the court.

CHIEF DISTRICT COURT CLERK (1/11/99)

Page 4

37. Manages the inventory of office supplies, furnishings and equipment.
38. Performs other duties the court may assign as needed.
39. Serves as back-up Court Recorder.

Other Functions

None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: A minimum of two years of education or training from a college, technical or business school. High school graduation or equivalent, prefer advanced coursework in data processing, accounting or related area.

Experience: One year of experience in a court setting, ~~Three years of experience preferably in a court or law office providing knowledge of the processing of district court cases.~~

Other Requirements: ~~May be required~~ to be certified as an Electronic Operator within ~~one year~~ 18 months of employment in this job.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access various files throughout the court.

Ability to operate cash register, copying machine, and other office equipment.

Ability to enter and access information to the computer.

Ability to access all areas of the court.

Ability to lift and transport files and other materials weighing up to 20 lbs.

Working Conditions:

Works in office conditions.

Regular contact with persons charged with and/or convicted of criminal offenses.

Regular exposure to persons with various communicable diseases.

UAW-G

1/11/99

**INGHAM COUNTY
JOB DESCRIPTION**

DISTRICT COURT ADMINISTRATOR

General Summary:

Under the general direction of the Chief District Judge, the District Court Administrator has responsibility for oversight of the administrative aspects of the District Court for the following divisions: Civil, Collections, Criminal, Probations, and Traffic. These responsibilities include but are not limited to preparing and monitoring the general fund budget and providing consultation to the Chief Probation Officer with preparing and monitoring Sobriety Court and Mental Health Court budgets; short and long range planning leading to policy development and implementation for the District Court; oversight of the hiring, training and supervision of the clerical, professional and managerial staff of the District Court; maintaining knowledge in all areas of the law and rules of the court encompassing the broad range of jurisdiction of the District Court. The Court Administrator participates in collective bargaining negotiation and implementation. The Court Administrator is a liaison to other courts, court appointed counsel, Board of Commissioners, general public, Ingham County Sheriff's Office, and other law enforcement agencies as appropriate. The Court Administrator acts as coordinator of automation and records management matters. The Court Administrator is responsible for the physical needs of the court, including long-term record retention and the court facility. The position serves as Clerk of the Court, pursuant to MCL 600.8281.

Essential Functions:

(Listed examples are illustrative and representative of the tasks required of this classification, but are not intended to be complete or exclusive of this position).

1. Performs policy research and development, produces statistics, analyses reports on court operations, and case flow management, develops long and short range plans, and prepares and monitors annual budget as well as providing consultation in preparing and monitoring Sobriety Court and Mental Health Court budgets.
2. Serves as external and internal liaison to and for the Court making regular contacts with, and presentation to county offices, legislative bodies, court agencies, criminal justices agencies, media, Bar Association groups, State Offices, and the general public.
3. Supervises court personnel, and participates in recruitment, hiring, orientation, training, and staff assignments.
4. Coordinates and serves as a liaison for the court in policy and administrative matters.
5. Performs a variety of managerial functions in relation to automation and records management matters.
6. Represents the Court as "Employer" in collective bargaining negotiations with unions and implements the resultant agreement.
7. Performs troubleshooting and problem resolution functions as required.
8. Responsible for the physical needs of the court, including long-term record retention and facilities.

9. Responsible for designing, implementing, and administering the court's social media accounts.
10. Serves as Clerk of the Court responsible for care and custody of court records and performs other such duties which may be prescribed by court rule.
11. Performs other duties as directed and/or delegated by the Chief Judge and Chief Judge Pro Tem.

Other Functions:

1. None Listed.

Employment Qualifications:

Education: Must have a Master's degree in Court Administration, Public Administration, Business Administration or a closely related field. Certified training in court administration is highly desired.

Experience: Five (5) years continuous and progressively more responsible and related work experience required.

Other Requirements:

- None

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

6. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, bending, stooping/crouching, squatting, kneeling, crawling, and pinching.
- This position's physical requirements require regular stamina in twisting, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

July 2019
MCF-16

**INGHAM COUNTY
JOB DESCRIPTION**

DISTRICT COURT ADMINISTRATOR

General Summary:

Under the general direction of the Chief District Judge, the District Court Administrator has responsibility for oversight of the administrative aspects of the District Court for the following divisions: Civil, Collections, Criminal, Probations, and Traffic. These responsibilities include but are not limited to preparing and monitoring the general fund budget and providing consultation to the Chief Probation Officer with preparing and monitoring Sobriety Court and Mental Health Court budgets; short and long range planning leading to policy development and implementation for the District Court; oversight of the hiring, training and supervision of the clerical, professional and managerial staff of the District Court; maintaining knowledge in all areas of the law and rules of the court encompassing the broad range of jurisdiction of the District Court. ~~The policy research and development, production of reports and statistical analysis, developing long and short range plans, systemizing the court case flow and budget preparation and monitoring. The Administrator serves as external and internal liaison to and for the court and has responsibility for the supervision of court personnel in Civil, Traffic, Criminal and Probation. He/she coordinates and acts as liaison for the court in all policy.~~ The Court Administrator participates ~~provides input on behalf of the Court~~ in collective bargaining negotiation and implementation. The Court Administrator is a liaison to other courts, court appointed counsel, Board of Commissioners, general public, Ingham County Sheriff's Office, and other law enforcement agencies as appropriate. The Court Administrator acts as coordinator of automation and records management matters. The Court Administrator is responsible for the physical needs of the court, including long-term record retention and the court facility. The position serves as Clerk of the Court, pursuant to MCL 600.8281. ~~serves in a managerial capacity in relation to court appointed attorneys, jurors, automation and records management matters, and is under the general direction of the Chief Judge.~~

Essential Functions:

(Listed examples are illustrative and representative of the tasks required of this classification, but are not intended to be complete or exclusive of this position).

1. Performs policy research and development, produces statistics, analyses reports on court operations, and case flow management, develops long and short range plans, and prepares and monitors annual budget as well as providing consultation in preparing and monitoring Sobriety Court and Mental Health Court budgets. ~~annual report for the funding unit.~~
2. Serves as external and internal liaison to and for the Court making regular contacts with, and present to county offices, legislative bodies, court agencies, criminal justices agencies, media, Bar Association groups, State Offices, and the general public. ~~Being cognizant of the Court's financial needs, prepares and monitors the annual budget, gaining approval for fund expenditures, approving vouchers, and overseeing the maintenance of financial records. Administers annual and monthly budget updates. Assess and devise necessary report forms including the analysis and reporting of statistical information utilizing various computer programs.~~
3. Supervises court personnel, and participates in recruitment, hiring, orientation, training, and staff assignments. ~~Serves as external and internal liaison to and for the court making regular contacts with, and presentation to: county offices, legislative bodies, court agencies, criminal justice agencies, media, bar association groups, and the general public.~~

4. Coordinates and serves as a liaison for the court in policy and administrative matters. ~~Supervises court personnel including Probation Department. Responsible for recruitment, interviewing, hiring, orientation, training, disciplining, and performance review. Responsible for grievance procedures and may be involved in contract negotiations.~~
5. Performs a variety of managerial functions in relations to automation and records managements matters. ~~Prepares and revises job descriptions, reviews classification standards, maintains personnel records and leave approval.~~
6. Represents the Court as “Employer” in collective bargaining negotiations with unions and implements the resultant agreement. ~~Keeps abreast of Federal and State laws, County policies and collective bargaining agreements applicable to hiring, performance evaluation and discipline.~~
7. Performs troubleshooting and problem resolution functions as required. ~~Performs a variety of managerial functions in relation to court appointed attorneys, jurors, automation and records management matters.~~
8. Responsible for the physical needs of the court, including long-term record retention and facilities. ~~Represents the Court in collective bargaining negotiations with unions and implements the resultant agreement. Coordinates with other county employees, department heads, and outside agency representatives as needed.~~
9. Responsible for designing, implementing, and administering the court’s social media accounts. ~~Responsible for building maintenance, office equipment maintenance/selection, and resource management. Makes recommendations to improve and maintain the court facility.~~
10. ~~Serves as Clerk of the Court responsible for care and custody of court records and performs other such duties which may be prescribed by court rule. Performs any and all other duties as directed and/or delegated by the Chief Judge and District Court Bench.~~
11. Performs other duties as directed and/or delegated by the Chief Judge and Chief Judge Pro Tem. ~~Oversees and administers the court’s automation program. Typical duties include: training personnel; writing and analyzing reports; working with staff to design forms, improve screens, and to understand court procedures and processing; troubleshooting CPU and printers; contacting and resolving problems with software vendor.~~
2. ~~Develops internal policies and procedures regarding fiscal management, new employee orientation, translators, process servers, court/building security, and safety. Investigates complaints involving court appointed process servers.~~
3. ~~Serves as liaison for the court with the MIS Department. Submits work orders for network and hardware problems. Determines the automation needs of court staff and assists in the ordering of new computer equipment.~~
4. ~~Maintains a knowledge of MI Court Rules and MI laws as applicable to court administration (records management, filings, fiscal control).~~

Other Functions:

5. None Listed.

Employment Qualifications:

Education: Must have a Master's degree in Court Administration, Public Administration, Business Administration or a closely related field. Certified training in court administration is highly desired.

Experience: Five (5) years continuous and progressively more responsible and related work experience required. Three (3) years of training and experience in a court setting desired.

Other Requirements:

-
-

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

7. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, bending, stooping/crouching, squatting, kneeling, crawling, and pinching.
- This position's physical requirements require regular stamina in twisting, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

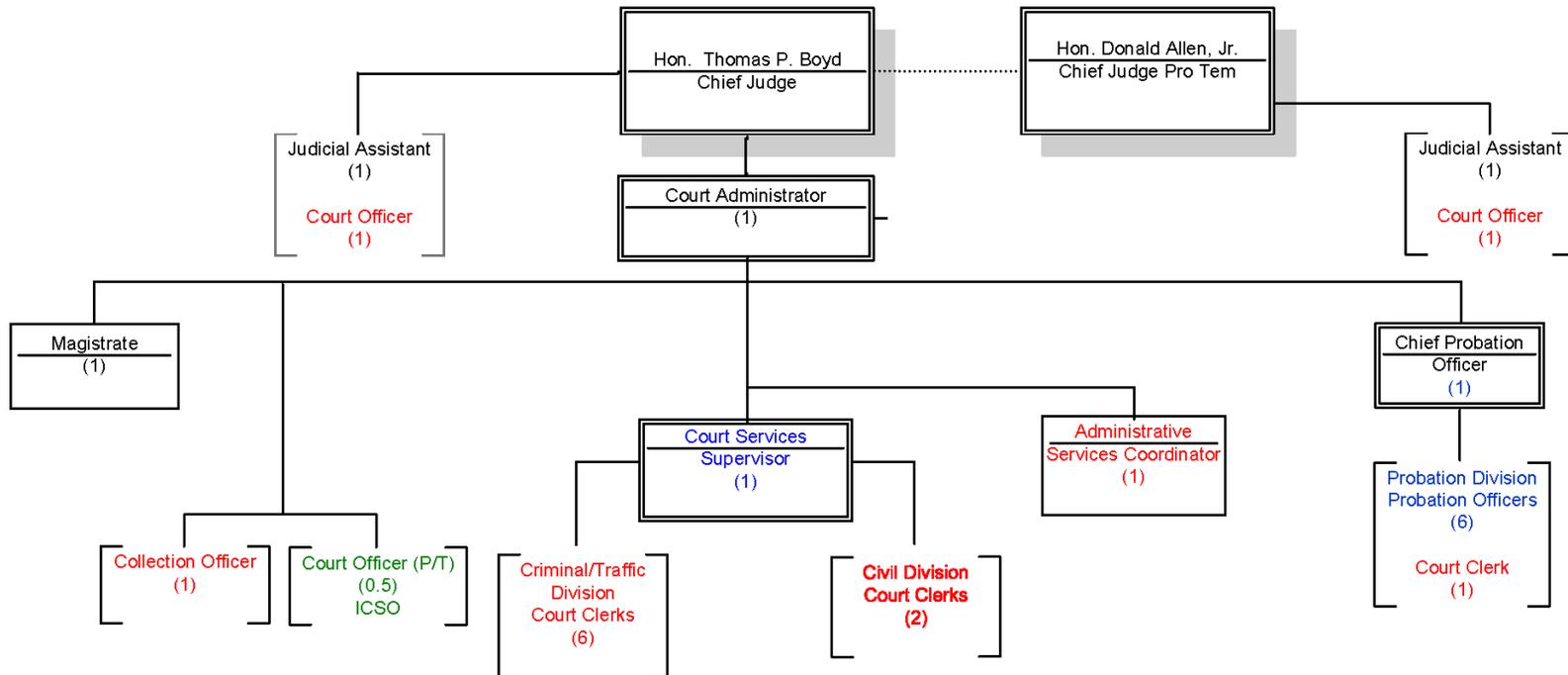
July 2019

~~November, 1999~~

MC - 16

55th Judicial District Court

(27 FTE - current)



NOTES:

Red: UAW

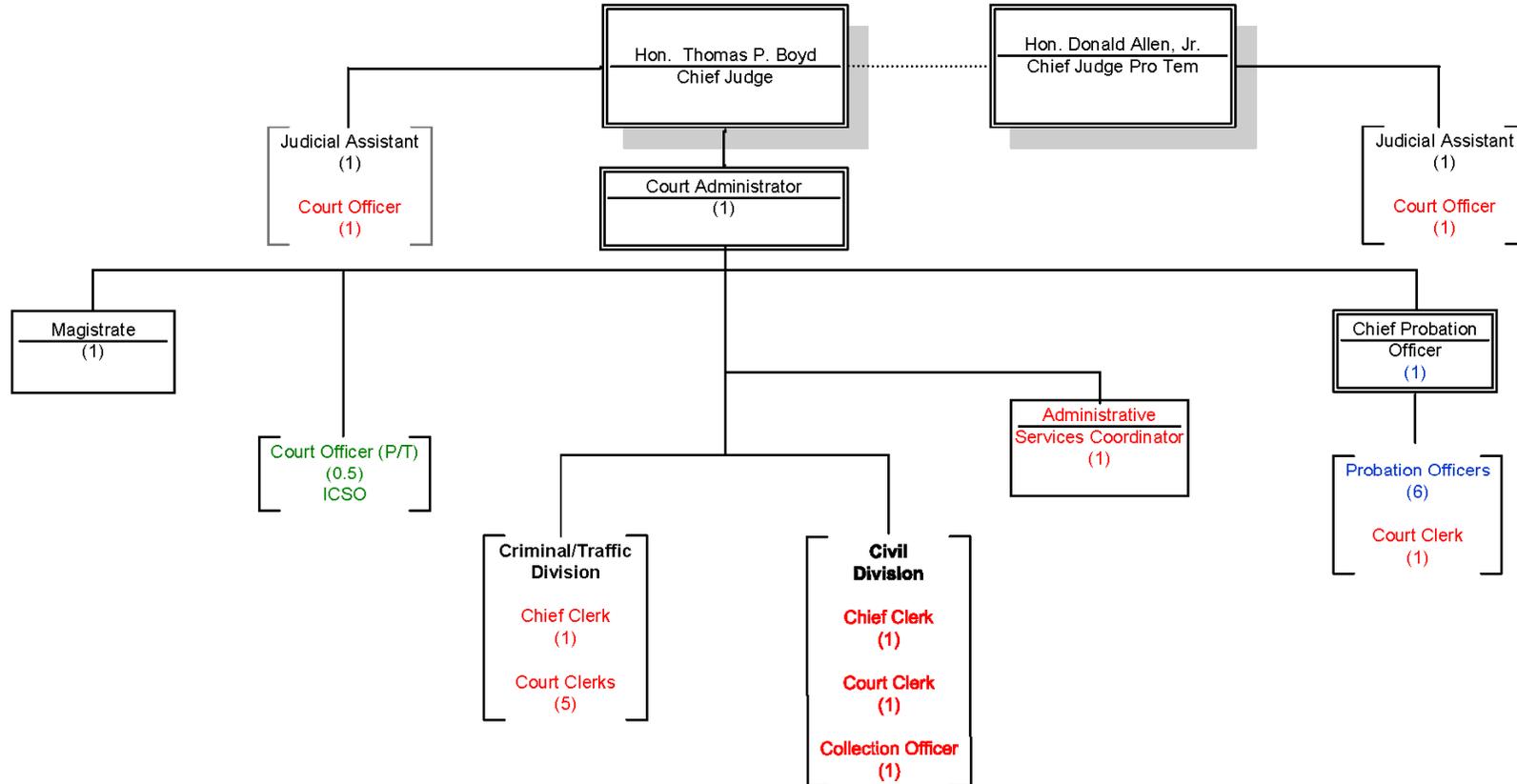
Blue: ICEA – Court Professionals

Black: Nonunion

Green: ICSO contractual employee

55th Judicial District Court

(26 FTE - proposed)



NOTES:

Red: UAW

Blue: ICEA – Court Professionals

Black: Nonunion

Green: ICSO contractual employee

TO: Law and Courts Committee & Human Services Committee

FROM: Linda Vail, Health Officer

DATE: August 23, 2019

SUBJECT: Building Bridges between Jails and Community Grant Update
(Medication Assisted Treatment Best Practices)

DISCUSSION of PROGRESS

You may recall that in May we informed you Ingham County was one of 15 counties selected for the Planning Initiative to Build Bridges Between Jail and Community-Based Treatment for Opioid Use Disorder. The program is a joint initiative of the U.S. Department of Justice, Bureau of Justice Assistance, and Arnold Ventures, a national philanthropy headquartered in Houston, Texas.

Jails are at the epicenter of the opioid crisis. Tens of thousands of people with opioid use disorder pass through the corrections system each year. But only about 30 of the 3,200 jails in the country offer opioid use disorder medications such as methadone and buprenorphine, which have been shown by research to be the most effective forms of treatment. Most individuals instead go through detoxification, which lowers tolerance levels without curbing opioid cravings and dramatically raises the risk that people will overdose after they are released. There is also a gap in ensuring access to treatment after individuals are released from jail. These issues are at the core of any plan that is created as a result of participation in the Building Bridges initiative.

Our Ingham County team includes six people representing: the Ingham County Health Department (Linda Vail & Kelli Zurek), the Ingham County Sheriff's Department (Major Darin Southworth), the Ingham County Prosecutor's Office (Chas Koop), the 55th District Court-Probation and Treatment Courts Division (Da'Neese Wells), and Community Mental Health of Clinton, Eaton & Ingham Counties (Ericanne Spence). We are receiving technical assistance and guidance from Health Management Associates as part of this initiative. We traveled to Washington, DC in mid-August, and we would like take this opportunity to share with the BOC our initial actions and steps as a result of that convening. We will also discuss what we have learned, next steps, potential for additional funding, a long term vision for Medication Assisted Treatment, and the broad benefits of this work.

JULY 24, 2019

TRIAL COURT FUNDING COMMISSION INTERIM REPORT

RESOLUTION

WHEREAS, the County Clerks in Michigan have a constitutional stake in the trial court funding question but were excluded from participation in the Trial Court Funding Commission. The County Clerks have a unique relationship with the courts and a perspective that should be heard when making recommendations for substantial changes.

WHEREAS, the goal of Public Act 65 of 2017 was to create a Trial Court Funding Commission to "review and recommend changes to the trial court funding system in light of *People v. Cunningham*".

WHEREAS, the vast majority of the Interim Report deals with the consolidation of all local court staff and operations under state control but does not solve the funding problems that *Cunningham* created (simply moving collections of fines and costs and payment of court salaries/benefits to the state does not mitigate the fact that we will still not be funded adequately).

WHEREAS, centralized control of our court process does not necessarily serve the best interest of the public. The County Clerks believe that local judges and citizens are better served by local custodial control. It has been proven to be a more responsive method of serving their needs.

WHEREAS, research of other state-funded court systems has shown that state funding creates a culture of complacency that tolerates delay. Accountability is removed from the local level and placed in the hands of bureaucrats in state government who are less connected to the people.

WHEREAS, we are concerned that transferring funding to state control would tether the judicial branch to the short-term whims of the legislative and executive branches even more than they exist already. In the event of a lack of state funding (government shutdown) this process would also force the shutdown of the court system, resulting in constitutional violation of due process.

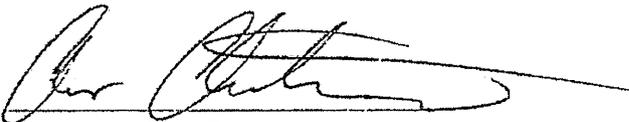
WHEREAS, it is critical to note that the finding of 46th Circuit Trial Court v. County of Crawford, 2006:143 states directly: "In order for the judicial branch to carry out its constitutional responsibilities as envisioned by the Constitution of 1963, art3, SS 2, the judiciary cannot be totally beholden to legislative determinations regarding its budgets."

WHEREAS, this Interim Report recommends altering the Michigan Constitution to provide that circuit court clerks are employed by the court and under the supervision of state government rather than the County Clerk.

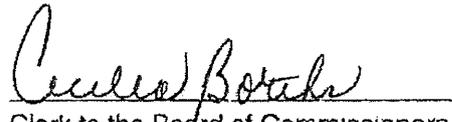
WHEREAS, County Clerks serve a critical role in the judicial system. They are constitutionally mandated to ensure the integrity of the records and protecting the best interests of our citizens. Removing County Clerks from the picture would serve as substantial disruption to the purpose that we serve.

NOW, THEREFORE, BE IT RESOLVED, the Charlevoix County Board of Commissioners are opposed to the Trial Court Funding Commission Interim Report dated April 8, 2019. We believe that it is imperative to maintain local control and accountability because that is how our constituents are best served. We strongly oppose this Interim Report and possible pending legislation and encourage the other 82 Michigan counties to join us.

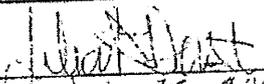
BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to Governor Gretchen Whitmer, Senator Wayne Schmidt, Representative Triston Cole, the Michigan Association of Counties and the other 82 Michigan Counties.



Chairman of the Board



Clerk to the Board of Commissioners

CERTIFIED	
Cecelia Borths, County Clerk	
DEPUTY 	DATE
July 15, 2019	

RESOLUTION

To: The Honorable Board of Commissioners
Huron County
Michigan

WE, the LEGISLATIVE COMMITTEE, respectfully beg leave to submit the following resolution for your consideration:

WHEREAS, the County Clerks in Michigan have a constitutional stake in the trial court funding question, but were excluded from participation in the Trial Court Funding Commission. The County Clerks have a unique relationship with the courts and a perspective that should be heard when making recommendations for substantial changes; and

WHEREAS, the goal of Public Act 65 of 2017 was to create a Trial Court Funding Commission to "review and recommend changes to the trial court funding system in light of *People v. Cunningham*"; and

WHEREAS, the vast majority of the Interim Report deals with the consolidation of all local court staff and operations under state control, but does not solve the funding problems that *Cunningham* created (simply moving collections of fines and costs and payment of court salaries/benefits to the state does not mitigate the fact that we will still not be funded adequately); and

WHEREAS, centralized control of our court process does not necessarily serve the best interest of the public. The County Clerks believe that local judges and citizens are better served by local custodial control. It has been proven to be a more responsive method of serving their needs; and

WHEREAS, research of other state-funded court systems has shown that state funding creates a culture of complacency that tolerates delay. Accountability is removed from the local level and placed in the hands of bureaucrats in state government who are less connected to the people; and

WHEREAS, we are concerned that transferring funding to state control would tether the judicial branch to the short term whims of the legislative and executive branches even more than they exist already. In the event of a lack of state funding (government shutdown) this process would also force the shutdown of the court system, resulting in constitutional violation of due process; and

WHEREAS, it is critical to note that the finding of 46th Circuit Trial Court v. County of Crawford, 2006:143 states directly: "In order for the judicial branch to carry out its constitutional responsibilities as envisioned by the Constitution of 1963, art3, SS 2, the judiciary cannot be totally beholden to legislative determinations regarding its budgets." and;

WHEREAS, this Interim Report recommends altering the Michigan Constitution to provide that circuit court clerks are employed by the court and under the supervision of state government rather than the County Clerk; and

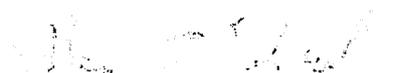
WHEREAS, County Clerks serve a critical role in the judicial system. They are constitutionally mandated to ensure the integrity of the records and protecting the best interests of our citizens. Removing County Clerks from the picture would serve as substantial disruption to the purpose that we serve; now

THEREFORE, BE IT RESOLVED the Huron County Board of Commissioners are opposed to the Trial Court Funding Commission Interim Report dated April 8, 2019. We believe that it is imperative to maintain local control and accountability because that is how our constituents are best served. We strongly oppose this Interim Report and possible pending legislation and encourage the other 82 Michigan counties to join us; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Governor Gretchen Whitmer, Senator Dan Lauwers, Representative Phil Green, the Michigan Association of Counties and the other 82 Michigan Counties.

Respectfully submitted,

LEGISLATIVE COMMITTEE


Mary E. Babcock, Chairman


Ron Wruble, Vice Chairman


Todd Talaski, Member

Dated: August 13, 2019

VOICE / ROLL CALL VOTE:

COMMISSIONER	YES	NO	ABSENT	COMMISSIONER	YES	NO	ABSENT
SAMI KHOURY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JOHN L. BODIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MICHAEL H. MEISSNER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RON WRUBLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TODD TALASKI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MARY E. BABCOCK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEVE VAUGHAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

RESOLUTION. ADOPTED DEFEATED TABLED