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LAW & COURTS COMMITTEE
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VICTOR CELENTINO
CHRIS TRUBAC
IRENE CAHILL
MYLES JOHNSON
SIMAR PAWAR
MONICA 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 28, 2023 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/81848426836>.

Agenda

Call to Order

Approval of the [September 14, 2023 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Prosecuting Attorney's Office – Resolution to Authorize a Memorandum of Understanding between the Department of the [Attorney General](#), the Ingham County Prosecutor's Office, the Jackson County Prosecutor's Office, and Aware Inc.
2. Circuit Court – Juvenile Division – Resolution to Convert [Position #140057](#) (Child Care Fund Accountant) from .5 FTE to 1.0 FTE
3. Homeland Security & Emergency Planning – Resolution to Authorize an Equipment Purchase Agreement with [DeDrone](#) to Renew and Expand the Region 1 Drone Detection System
4. 55th District Court – Resolution to Authorize the [Reorganization](#) of the 55th District Court

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
September 14, 2023
Draft Minutes

Members Present: Polsdofer, Celentino, Trubac, Cahill (Arrived 6:03 p.m.), Johnson, Lawrence, Pawar, and Schafer.

Members Absent: None.

Others Present: Judge Donald Allen, Scott LeRoy, Annette Ellison, Gregg Todd, Deanna LaBrenz, and others.

The meeting was called to order by Chairperson Polsdofer at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/81848426836>.

Approval of the August 24, 2023 Minutes

THE MINUTES OF THE AUGUST 24, 2023 LAW & COURTS COMMITTEE MEETING WERE APPROVED WITHOUT OBJECTION. Absent: Commissioner Cahill.

Additions to the Agenda

5. 55th District Court
 - b. Resolution Authorizing the Ingham County 55th District Court to Accept a Supplemental Grant Award from the Michigan Supreme Court State Court Administrative Office-Michigan Mental Health Court Grant Program and Authorize Amendments to Associated Subcontracts if Necessary

Limited Public Comment

None.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CELENTINO, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Sheriff's Office – Resolution to Authorize an OWI Blood Draw Agreement with Mobile Medical Response
2. Prosecuting Attorney's Office – Resolution to Authorize an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutors Office under the 2024 FY Stop Violence Against Women Grant
3. Circuit Court
 - a. Resolution to Authorize an Agreement with Northpointe Client Management Software for the General Trial Division

- b. Resolution to Authorize an Agreement with Smart Home/Smart Office for Upgrades to Courtroom Audio Processors and Other Courtroom Technology
4. Circuit Court – Family Division
 - a. Resolution for Acceptance of the Child and Parent Legal Representation Grant from the Michigan Department of Health and Human Services
 - b. Resolution for Acceptance of the Raise the Age Grant from the Michigan Department of Health and Human Services
 5. 55th District Court
 - b. Resolution Authorizing the Ingham County 55th District Court to Accept a Supplemental Grant Award from the Michigan Supreme Court State Court Administrative Office-Michigan Mental Health Court Grant Program and Authorize Amendments to Associated Subcontracts if Necessary
 6. Friend of the Court – Resolution to Amend Resolution #23-349 which Authorizes Agreements with the State of Michigan Department of Health and Human Services Office of Child Support for the Title IV-D Cooperative Reimbursement Program
 7. Office of the Public Defender – Resolution to Authorize the Addition of Two Assistant Public Defender Positions and One Social Worker Position within the Office of the Public Defender

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Cahill

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Cahill

4. Circuit Court – Family Division
 - c. Resolution to Authorize a Three-Year Contract with Various Residential Placements

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. LAWRENCE, TO APPROVE THE RESOLUTION.

Commissioner Schafer stated they had briefly emailed with Sara Deprez, Juvenile Programs Director, and asked that out of all of the placements, if they had current contact with the facilities.

Scott LeRoy, Circuit Court Administrator, stated confirmation.

Commissioner Schafer asked if they had contact with all of the listed placements or only some.

LeRoy stated every placement on the provided list.

Commissioner Schafer stated with these placements, there had been a push to different locations. Commissioner Schafer further asked how long the kids were placed into these facilities.

LeRoy stated it depended on the placement and kids. LeRoy further stated they had kids that had been placed in programs up to three years until the graduation of high school, but it depended on the kid and their needs at the time.

Commissioner Schafer stated the biggest thing they had heard from talking to people and touring facilities was parental involvement and family reunification in reference to location. Commissioner Schafer further stated that most of the facilities on the list were out of the State of Michigan, and it concerned them to send these kids outside of the State of Michigan as it was difficult for parents to keep in touch with their children, especially those who did not have the means to travel.

LeRoy stated they understood the concern, but there was a history of the State of Michigan and residential placements, where in the State of Michigan was revoking certain licenses. LeRoy further stated there were two types of placements in the State of Michigan; the first type were those licensed under the Childcare Organization Act of 1973 and the other was detention facilities that were operated under a court.

LeRoy stated residential facilities must have a license through the State of Michigan so if there was a licensing violation, the Michigan Department of Health and Human Services (MDHHS) could come in and revoke the license. LeRoy further stated that there had been a pendulum swing in Michigan following the death of a youth that had been placed in a Kalamazoo, Michigan facility.

LeRoy stated the youth that had lost their life was Cornelius Frederick, and this tragedy occurred before the COVID-19 Pandemic and it was a wrongful death. LeRoy further stated that the MDHHS had scrutinized more placements and revoked licenses; and within the State of Michigan, the available beds had dwindled to nothing, specifically for secured placements.

LeRoy stated they were only aware of three placements within the State of Michigan, two of which were operated by the State of Michigan. LeRoy further stated they would love to place more kids locally, and currently the 30th Circuit Court Juvenile System had a contract with Peckham, for six beds for females within the City of Lansing, and that Highfields was the next closest location.

LeRoy stated that if a kid's needs fit and several professionals recommended the kid to be placed into Highfields, they would try to place them there, but there were some kids whose needs did not fit the services provided by Highfields. LeRoy further stated there was a need to look outside of Ingham County, and some placements on the list were secure placements, which the State of Michigan did not operate those types of facilities within the State, and the next closest facility of this type was in South Bend, Indiana.

LeRoy stated these were things that had been considered, and that best practice would have a facility within the community, but they either did not exist or existed in a limited fashion.

Commissioner Schafer asked if the parents got involved with the youths while they were healing.

LeRoy stated they had one specific worker for residential aftercare that is assigned to all kids in residential placements, who would provide aftercare immediately after a child was placed. LeRoy further stated that worker facilitates family connection and utilized multiple services for family meetings.

LeRoy provided an example of Boys Town including flying parents out on a quarterly basis within their contract, but that unfortunately due to distance, it was the best they could do. LeRoy further stated the parents were able to be physically present for the kids when they were placed in Highfields.

Commissioner Schafer stated it sounded like there was a strong need to take care of these kids within their own State and County, and that they understood what they were doing, but it was sad that a child had to be sent out of State.

LeRoy stated they were on a sub-committee for the bed crisis that started at 8:30 a.m. Friday, September 15, 2023, and they agreed that it was a crisis within the State of Michigan, that not only impacted Ingham County courts, but courts throughout the State.

Commissioner Pawar asked how close the facilities outside of the State of Michigan followed Michigan licensing requirements.

LeRoy stated they believed that placements outside of the State of Michigan were licensed within that state. LeRoy further stated that the State of Michigan had an interstate contact agreement with other states and those contacts went through the Interstate Contract office.

Commissioner Pawar asked if the standards were similar to the State of Michigan licensing requirements.

LeRoy stated confirmation and that they would not place kids where the Court staff had not personally attended, interviewed current placed kids and staff, performed reference checks, and checked licensing. LeRoy further stated that since their placement as the Deputy Court Administrator, they have not placed kids into facilities they had never seen.

LeRoy stated that there was one person who was used to identify placements. LeRoy further stated they did not place many kids in reference to the size of their population.

Commissioner Johnson left at 6:10 p.m.

LeRoy stated in 2013, they would have 15 to 16 kids in placements; whereas currently, there were 12 to 14 kids in placements.

Commissioner Schafer asked what the difference was.

LeRoy stated the difference was the services that were available, all of the community programs, and they tried to work with the kids and community as much as possible.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SCHAFFER, TO AMEND THE ATTACHMENT TO THE RESOLUTION AS FOLLOWS:

Ingham County Circuit Court – Juvenile Division
Residential Placements

PLACEMENT NAME	PER DIEM RATES
Abraxas Academy	Range from \$477.10 to \$499.97
Abraxas 1	Range from \$387.92 to \$473.78
Boys Town	Range from \$142.00 to \$592.00
Highfields	Not to exceed the state rate, current range is \$208.96 to \$336.95
Jackson Residential Treatment	\$225.00
Ottawa County Youth Facility	\$325.00
Rite of Passage – DePaul	\$374.64 \$532.11
Rite of Passage – Desert Lily Academy	Not to exceed \$400
Rite of Passage - Safe Passage	Not to exceed \$775.00
Rite of Passage – Meadowlark Academy	Not to exceed \$400
Sequel/Woodward	Range from \$170.00 to 230.00
Wedgwood Christian Services	State rate – currently 483.78

Commissioner Johnson returned 6:12 p.m.

THE MOTION TO AMEND THE ATTACHMENT TO THE RESOLUTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE AMENDED RESOLUTION CARRIED UNANIMOUSLY.

5. 55th District Court –
 - a. Reorganization of the 55th District Court (*Discussion*)

Honorable Donald Allen, 55th District Court Judge, provided an overview of the resolution included in the packet.

Commissioner Schafer stated the Court Clerk position was moving from \$84,653 to \$96,336 and the Chief Clerk position was moving from \$100,613 to \$109,817, the pay went from a difference of \$16,000 to \$13,000. Commissioner Schafer asked that, as they assumed the Chief Clerk had more responsibility, why not maintain the pay gap.

Judge Allen stated they were trying to pay people in a supervisor position more than those who were being supervised. Judge Allen further stated they were trying to keep the same distance between salaries.

Commissioner Schafer stated they had taken a tour and sat through the Mental Health Court, and they were extremely impressed by how the staff worked together and handled the Honorable Richard Hillman's, 55th District Court Judge, docket. Commissioner Schafer further stated everyone was welcoming, very professional, and did an amazing job.

Commissioner Johnson left at 6:16 p.m.

Judge Allen stated they appreciated the statement and they had a graduation of their Sobriety Court on September 13, 2023, and that they wanted the Commissioners to come to a graduation. Judge Allen further stated this was a signature program of the 55th District Court, which was one of the leading courts in the region.

Judge Allen stated that the Board of Commissioners fostered the growth of the small but mighty organization, which now had 890 graduates of the program, which was a huge number relevant to the size of Ingham County. Judge Allen further stated there were three District Courts within Ingham County, and it was not a major population center given the geographic region, but that when there were that many graduates, that meant there were about seven to 10 people graduating within each program.

Judge Allen stated that for the Court to have reached over 800 graduates was nothing short of amazing. Judge Allen further stated that while they had been with Ingham County for a long time, it was not the full time of the existence of the 55th District Court.

Johnson returned 6:18 p.m.

Judge Allen stated that a few Commissioners had seen and experienced the 55th District Court.

Commissioner Trubac stated they had toured the Court in 2018.

Commissioner Celentino stated they had been to the 55th District Court many times.

Discussion.

Judge Allen stated that the Commissioners were responsible for fostering the success of the program, and that they should know in detail what the Court does, and how it was accomplished. Judge Allen further stated that Commissioner Schafer had said it was phenomenal and the Sobriety

Court rivaled other Courts in professionalism, and that the Commissioners should review the Court.

Commissioner Celentino stated they had participated by going through the jury system, as a resident of the 55th District Court District, they had seen how efficient it was and that it does not become that way over night. Commissioner Celentino further stated they applauded Judge Allen, the other Judges, and staff for the implementation of efficiency, as it takes time to do.

Commissioner Celentino stated with the reorganization, they appreciated that Judge Allen and the 55th District Court staff had worked with Human Resources, collective bargaining units, and unions to identify changes within duties post-Pandemic. Commissioner Celentino further stated this was reflecting the fact that in order to be competitive post-Pandemic, they could not continue to accept the way things had been done, and needed to transition to a more realistic vision.

Commissioner Celentino stated that when the citizens of Ingham County paid their taxes, they expected that their tax dollars had been utilized wisely, and that it was a wisely used project for taxes. Commissioner Celentino further stated they would support the 55th District Court reorganization through the next Committee meeting.

Judge Allen stated their appreciation and that they would like to acknowledge the accuracy of Commissioner Celentino's comment. Judge Allen further stated they would like to recognize Thomas Boyd, former Ingham County 55th District Court Chief Judge, who was with the Court four years prior to Judge Allen, as they were instrumental in creating the culture they had.

Judge Allen stated that the culture exists not only at the judicial level, but permeates into everyone that worked in the courthouse. Judge Allen further stated they hoped it would all be going into the same direction, and that it does take time for people to see that this was the only way to do business.

Judge Allen stated the employees of Ingham County were stewards of public trust and money, and that people contributed their blood, sweat, and toil towards paying their taxes. Judge Allen further stated they, like many others, did not like paying taxes, but that it was necessary; and as a taxpayer, they wanted the most bang for their buck.

Judge Allen stated the 55th District Court was in the middle of a public satisfaction survey that had been ordered by the State Court Administrative Office (SCAO), which was now run by former Judge Boyd.

Commissioner Cahill stated they had gone to the Court and that it was amazing, and they thought it was terrific that those who had been through the Court went on to help others through it. Commissioner Cahill further asked how long the wait was for people to get into the Court.

Judge Allen stated they were only human and they were not able to work over capacity, as they were frequently over capacity, and that it had an effect on their physical and mental health. Judge Allen further stated they had to pace themselves as their personal wellness was at stake, and that it was not a good look if the Judge collapsed at their desk.

Judge Allen stated they had been placed on a committee by the Supreme Court of Michigan for wellness for judges and lawyers, as they had a background with working in other programs of that nature. Judge Allen further stated they wanted to do as much as humanly possible but people had to be realistic about what was possible, and that Commissioner Cahill was correct that there was a wait list, but that they were now in a position where they can make change for people while they are waiting to get in.

Judge Allen stated those with pre-trial orders could receive therapy and be monitored and supervised to make sure their behaviors had been reigned in. Judge Allen further stated that those with substance abuse issues might not be aware what is right from wrong, and potentially would not make the right decisions, unless they had been supervised, despite not being actively engaged in the program.

Commissioner Cahill stated their thanks that the people were still being monitored.

Judge Allen stated they added that service to the program upon the suggestion of a Probation Officer based on a top-down and bottom-up approach. Judge Allen further stated that they believed that getting a criminal charge could be a blessing in disguise, because it can force people to have a moment of clarity in their lives instead of spiraling out of control.

Judge Allen stated that they could not imagine trying to change behavior and limiting it to one environment only, but that it should permeate throughout the entirety of the contact with people. Judge Allen further stated that a person does not have to jump through the hoops to the program in order for them to receive the best practices.

Commissioner Lawrence asked if the Court Clerk and the Chief Clerk needed to be licensed attorneys.

Judge Allen stated no.

Commissioner Lawrence asked if any of the employees listed in the packet needed to be licensed attorneys.

Judge Allen stated no.

Commissioner Lawrence asked when the next graduation event would occur.

Judge Allen stated the next graduation would be Wednesday, November 22, 2023 and they encouraged the Commissioners to attend the graduation. Judge Allen further stated that due to the COVID-19 Pandemic, they had learned to do many things that were not traditional, and provided the example of the use of YouTube to view previously recorded graduations as well as an anecdote of reuniting a father who had been through and received aid from the 55th District Court and daughter who previously did not want to be involved in their fathers life.

Judge Allen stated they thought they had a great program and that the Commissioners had allowed the Court to present this program.

Commissioner Trubac stated they would also like to encourage their fellow Commissioners to take Judge Allen up on attending the Sobriety Court as it was an incredibly powerful experience to have. Commissioner Trubac further stated that most people had been touched or impacted by addiction in one way or another and had seen the way it could destroy lives, but that this Court was not only giving people their lives back, but giving loved ones their family and friends back.

Commissioner Trubac stated that viewing it online does not do it justice, but seeing it in person would be worth fitting it into their schedules at least once.

Judge Allen stated they would love for the Commissioners not only attend a graduation, but a session of the Court, so they could see why graduation was important, as viewing people at different stages within the program with various levels of engagement, could show far people had come on their journeys.

Commissioner Lawrence asked if Judge Allen could share dates and information of when it would be appropriate for the Commissioners to attend the Sobriety Court.

Judge Allen stated the Court was held every Wednesday at 10 a.m., with staffing starting at 9:15 a.m.; however, with the proper paperwork, you could join the staffing at the 9:15 a.m. time. Judge Allen further stated all of the trials were held on Zoom with the proper paperwork, but that as Commissioner Trubac had said, being in the courtroom had a different gravity.

Judge Allen thanked the Board of Commissioners for the ability to present on the reorganization and thanked Michael Dillon, 55th District Court Administrator, for being the wind beneath their wings to aid in the navigation continuing the Court. Judge Allen further stated the cost was not insignificant, but there was not a lot they could do about the cost.

Announcements

Commissioner Schafer stated this week they had sat in the Honorable James Jamo's, 30th Circuit Court Judge, Mental Health Court and 30th Circuit Court and it was wonderful, especially after the August 21, 2023 Board Leadership meeting presentation on the 30th Circuit Court backlog. Commissioner Schafer further stated sitting within the Court and talking through everything with the Judge, attorneys, Community Mental Health, and others, that everyone was truly working through the docket, and that the goal was to see people come out of the jail and move on with their lives.

Public Comment:

Annette Ellison, Ingham County Clinical Social Worker, stated they were excited to announce on Monday, September 18, 2023, they would be serving as the next Deputy Court Administrator for the Juvenile Division. Ellison further stated they had worked in Juvenile Justice for the last 25 years, 15 of those years with Ingham County.

Ellison stated they began as a clinical social worker, but felt there had been a greater call on their life to impact youth and families in general, and had experience in developing evidence-based programs. Ellison further stated they were super excited to take on the challenge and continue to work with the County.

Adjournment

The meeting was adjourned at 6:37 p.m.

**SEPTEMBER 28, 2023 LAW & COURTS AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. ***Prosecuting Attorney's Office – Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General, the Ingham County Prosecutor's Office, the Jackson County Prosecutor's Office, and Aware Inc.***

This resolution authorizes an MOU between the Department of the Attorney General, the Prosecutor's Office, Jackson County Prosecutor's Office, and Aware Inc., for the Department of the Attorney General to provide a Special Assistant Attorney General to assist with Assault Kit Initiative (SAKI) services in Ingham and Jackson Counties. All costs are reimbursed through the Dept. of the Attorney General.

See memo for details.

2. ***Circuit Court – Juvenile Division – Resolution to Convert Position #140057 (Child Care Fund Accountant) from .5 FTE to 1.0 FTE***

This resolution authorizes the conversion of the part-time Child Care Fund Accountant to a full-time position. The change in state reimbursement through the Juvenile Justice Reform legislation will increase reimbursement for in-home care programming from 50% to 75% resulting in a reduction of roughly \$1.7 million in transfers from the Juvenile Justice Millage and General Fund. This increase in reimbursement will also come with increased data reporting making the position change necessary. The increased reimbursement will more than offset the additional \$80,000 in salary and benefits in going from part-time to full-time.

See memo for details.

3. ***Homeland Security & Emergency Planning – Resolution to Authorize an Equipment Purchase Agreement with DeDrone to Renew and Expand the Region 1 Drone Detection System***

This resolution authorizes an agreement with DeDrone to renew and expand the Region 1 Drone Detection System. The drone detection system antennas are installed within Region 1 at the Ingham County Sheriff's Office Justice Complex and Michigan International Speedway, Lenawee County. The expanded antenna location includes Spartan Stadium at Michigan State University.

Funding for the \$94,000 project is provided through the FY2021 Homeland Security Grant Program.

See memo for details.

4. ***55th District Court – Resolution to Authorize the Reorganization of the 55th District Court***

This resolution authorizes the following reorganization of the 55th District Court:

<u>Position Title</u>	<u>Current Grade, Step 5</u>		<u>Proposed Grade, Step 5</u>	<u>Difference</u>	
Court Clerk	UAW – TOPS D:	\$84,653	UAW – TOPS: G:	\$96,336	\$11,712
Court Clerk	UAW – TOPS D:	\$84,653	UAW – TOPS: G:	\$96,336	\$11,712
Court Clerk	UAW – TOPS D:	\$84,653	UAW – TOPS: G:	\$96,336	\$11,712
Court Clerk	UAW – TOPS D:	\$84,653	UAW – TOPS: G:	\$96,336	\$11,712
Court Clerk	UAW – TOPS D:	\$84,653	UAW – TOPS: G:	\$96,336	\$11,712
Court Clerk	UAW – TOPS D:	\$84,653	UAW – TOPS: G:	\$96,336	\$11,712
Court Clerk	UAW – TOPS D:	\$84,653	UAW – TOPS: G:	\$96,336	\$11,712
Coll. Officer	UAW – TOPS E:	\$88,680	UAW – TOPS: H:	\$100,613	\$11,932
Court Officer	UAW – TOPS E:	\$88,680	UAW – TOPS: I:	\$105,081	\$16,401
Court Officer	UAW – TOPS E:	\$88,680	UAW – TOPS: I:	\$105,081	\$16,401
Chief Clerk	UAW – TOPS H:	\$100,613	UAW – TOPS: J:	\$109,817	\$9,204
Chief Clerk	UAW – TOPS H:	\$100,613	UAW – TOPS: J:	\$109,817	\$9,204
TOTAL					\$156,842

See memo for details.

Agenda Item 1

TO: Board of Commissioners, Law & Courts, and Finance Committees

FROM: Nicole Matusko, Chief Assistant Prosecuting Attorney

DATE: September 19, 2023

SUBJECT: Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General, the Ingham County Prosecutor's Office, and the Jackson County Prosecutor's Office, and AWARE Inc.
For the work session agendas of September 28, 2023 (Law & Courts) and October 4, 2023 (Finance)

BACKGROUND

Our office receives grant funding from Michigan Department of the Attorney General to assist with the investigation, prosecution, and notification of victims in cases arising out of the statewide Sexual Assault Kit Initiative (SAKI). ICPO utilizes one Special Assistant Attorney General and one designated Ingham County Sheriff's Office (ICSO) detective to investigate unsolved Ingham County cases. In 2020, additional funds were provided to expand the duties of our Ingham SAKI prosecutor to include unresolved cases originating from Jackson County. The SAKI prosecutor is authorized, by the Attorney General's Office, to prosecute cases in both counties. The Jackson County Prosecutor's Office (JCPO) provides office space and resources for the additional assistance. Further, the grant includes funds for both an Ingham County and Jackson County sexual assault advocate to provide victims with notification and services.

ALTERNATIVES

None at this time.

FINANCIAL IMPACT

There is no financial impact since the Department of the Attorney General will provide re-imbursement funding for all expenses charged under the MOU. The agreement requires Ingham County to process all billing from JCPO and AWARE Inc. The MOU also includes funding for an Ingham community-based sexual assault advocate.

The total amount of funding is \$468,316.80. The MOU is for services provided on or after October 1, 2023 through September 30, 2024.

OTHER CONSIDERATIONS

Regionalized prosecution, investigation, and victim advocacy, enhances the quality of these complex investigations. Currently, our SAKI team has multiple investigations on going in each county.

RECOMMENDATION

Based on the information provided, I respectfully request approval of the attached resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF THE ATTORNEY GENERAL, THE INGHAM COUNTY PROSECUTOR'S OFFICE, THE JACKSON COUNTY PROSECUTOR'S OFFICE, AND AWARE INC.

WHEREAS, the Department of the Attorney General provides funds for local prosecutors to assist with the investigation, prosecution, and victim notification of cases arising from the testing of previously untested sexual assault kits through the 2015 Sexual Assault Kit Initiative (SAKI); and

WHEREAS, the Attorney General would designate a Special Assistant Attorney General to review these investigations and determine the viability of prosecution of these untested sexual assault kits for both Ingham and Jackson Counties; and

WHEREAS, the Special Assistant Attorney General will be working out of the Ingham County Prosecutor's Office (ICPO) yet also have access and workspace in the Jackson County Prosecutor's Office (JCPO); and

WHEREAS, the Special Assistant Attorney General will be paid for duties performed in both Ingham and Jackson Counties, including but not limited to salary, equipment, training, mileage, and any other funds approved by the Department of the Attorney General with all expenses, excluding salary, to be processed by Ingham County but paid for by the Department of the Attorney General; and

WHEREAS, the total personnel cost, including advocates and all other miscellaneous costs, for both counties, is not to exceed \$468,316.80; and

WHEREAS, the Ingham County Prosecutor's Office is authorized to enter into a subcontract a with Ingham County-based advocacy organization, not to exceed \$33,758.40, for notification and advocacy services for sexual assault victims; and

WHEREAS, the Jackson County Prosecutor's Office will be entering into a subcontract with AWARE Inc., not to exceed \$33,758.40, for notification and advocacy services for sexual assault victims in Jackson County and AWARE Inc. will submit billing to be processed by Ingham County but paid by the Department of the Attorney General.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor's Office to enter into a memorandum of understanding, effective October 1, 2023 through September 30, 2024, with the Department of the Attorney General, the Jackson County Prosecutor's Office, and AWARE Inc., consistent with this resolution.

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

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

Agenda Item 2

TO: Law & Courts, County Services, and Finance Committees
FROM: Scott LeRoy, Circuit Court Administrator
DATE: September 19, 2023
SUBJECT: Memo and Resolution to Convert Position #140057 (Child Care Fund Accountant) from .5 FTE to 1.0 FTE
For the meeting agendas of Law and Courts Committee, September 28; County Services Committee, October 3; Finance Committee, October 4, 2023

BACKGROUND

The Juvenile Division has a \$15 million Child Care Fund Annual Plan and Budget. Of the \$15 million, the Juvenile Division receives over \$8.5 million in Child Care Fund reimbursement from the Department of Health and Human Services (DHHS). With the addition of Raise the Age legislation in 2021 and tie bar funding, the Juvenile Division was required to collect additional data which increased the role of the sole Child Care Fund Accountant position. As a result, the Juvenile Division requested funds, which were later approved by the Controller's Office and Board of Commissioners, to increase the hours of the Child Care Fund Accountant position from 20 hours to 28 hours per week. Now, with recent Juvenile Justice Reform legislation, the Juvenile Division will be receiving 75% reimbursement for in-home care programming, resulting in reduction of roughly \$1.7 million in transfer in from the Juvenile Justice Millage and General Fund. However, with the additional reimbursement, in order to be eligible, the Juvenile Division is required to report more data.

The Juvenile Division and Controller's Office have discussed shifting duties related to the Child Care Fund from Financial Services to the Juvenile Division in order to leverage the reimbursement from the DHHS. This will result in increased hours for the Child Care Fund Accountant position but reduce hours for Accountants in Financial Services.

Although on paper the difference between the Child Care Fund Accountant position as part-time to full-time is \$80,000, the net impact of moving the position full-time is much less when you consider the existing position is currently budgeted at 28 hours per week, the Child Care Fund reimbursement received for the position will be between 50% - 75%, and the reduction in non-reimbursed accounting duties for Financial Services.

ALTERNATIVES

Continue the position part-time but shift the new Child Care Fund reporting duties to Financial Services. The duties will not be reimbursed as they are not supervised by the Juvenile Division.

FINANCIAL IMPACT

The difference between the Child Care Fund Accountant position from part-time to full-time is \$80,654.00; however, the net impact of moving the position full-time is much less when you consider the existing position is currently budgeted at 28 hours per week, the Child Care Fund reimbursement received for the position and the reduction in non-reimbursed accounting duties for Financial Services. Additionally, due to the increased Child Care Fund reimbursement, no additional transfer in from the General Fund or Child Care Fund is being requested.

STRATEGIC PLANNING IMPACT

Supporting public safety and assuring fair and efficient judicial processing.

Provide appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Convert position #140057 (Child Care Fund Accountant) from .5 FTE to 1.0 FTE.

From: [Lisa Theis](#)
To: [Scott Leroy](#)
Cc: staylor@local459.org; [Debbie Jones](#)
Subject: Child Fund Accountant position
Date: Thursday, September 21, 2023 3:45:54 PM

Scott,

The OPEIU Local 459 supports moving the Child Care Fund Accountant position from half-time to full-time.

Please let me know if you need anything further-

Thank You-

Lisa Theis
Sr. Juvenile Court Officer
Office: 517.483.6306
Cell: 517.449-9520
Fax: 517.483.6158

Full Time		Step 1	Step 6
OPEIU Grade 6		51,943	77,129
715000	1000 FICA	3,974	5,900
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
716020	2820 PHP MED	19,003	19,003
718000	7114 MERS 1414	22,974	34,114
715050	8841 LIABILITYC	443	658
717100	8941 DISABIL 60	68	100
714000	8951 UNEMPLYMT	260	386
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	1,039	1,543
716040	8955 RET/HLTH/T	2,337	3,471
717000	8985 LIFE 40K	120	120
Total		106,817	147,080

Part Time		Step 1	Step 6
OPEIU Grade 6		25,972	38,565
715000	1000 FICA	1,987	2,950
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
718000	7114 MERS 1414	11,487	17,057
715050	8841 LIABILITYC	222	329
717100	8941 DISABIL 60	34	50
714000	8951 UNEMPLYMT	130	193
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	519	771
716040	8955 RET/HLTH/T	1,169	1,735
717000	8985 LIFE 40K	120	120
Total		46,295	66,426

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT POSITION #140057 (CHILD CARE FUND ACCOUNTANT)
FROM .5 FTE TO 1.0 FTE**

WHEREAS, the Juvenile Division wishes to increase a .5 FTE Child Care Fund Accountant Position (Position #140057) from .5 FTE to 1.0 FTE; and

WHEREAS, the existing Child Care Fund Accountant position is budget at 28 hours per week; and

WHEREAS, increasing the Child Care Fund Accountant position from .5 FTE to 1.0 FTE will allow the Juvenile Division to meet the increasing reporting requirements in order to receive additional Child Care Fund reimbursement from the Department of Health and Human Services Child Care Fund; and

WHEREAS, increasing the Child Care Fund Accountant position from .5 FTE to 1.0 FTE will allow the Financial Services Department to shift Child Care Fund related accounting duties to the Juvenile Division; and

WHEREAS, the Juvenile Division will be able to leverage reimbursement from the Child Care Fund to offset the cost of the position; and

WHEREAS, the financial impact of the change from .5 FTE to 1.0 FTE with benefits would be:

.5 FTE OPEIU Grade 6, Step 6	\$66,426
1.0 FTE OPEIU Grade 6, Step 6	<u>\$147,080</u>
Difference	\$80,654

WHEREAS, the net impact of moving the Child Care Fund Accountant position from .5 FTE to 1.0 FTE is much less when considering the Child Care Fund reimbursement received for the position and the reduction in non-reimbursed accounting duties for Financial Services; and

WHEREAS, no additional General Fund or Juvenile Justice Millage Funds are being requested to support the increase from .5 FTE to 1.0 FTE.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes increasing position #140057 Child Care Fund Accountant from .5 FTE to 1.0 FTE effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2023 Circuit Court Juvenile Division budget and the position allocation list.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary documents related to the grant, or a grant amendment, on behalf of the County after approval as to form by the County Attorney.

Agenda Item 3

TO: Board of Commissioners: Law & Courts Committee and Finance Committee

FROM: Sergeant Bob Boerkoel, Office of Emergency Management

DATE: September 11, 2023

SUBJECT: Resolution to authorize an Equipment Purchase Agreement with DeDrone to renew and expand the Region 1 Drone Detection system.

For the meeting agendas of *September 28, 2023* and *October 4, 2023*

BACKGROUND

This Resolution is for the approval to utilize Region 1 FY2021 Homeland Security Grant Program (HSGP) Funding to renew the existing drone detection systems from DeDrone (\$44,000) and expand the system infrastructure for improved coverage (\$50,000). Drone detection systems aide in increasing facility safety and security through the identification and detection of drones operating in or around the airspace of above these facilities. Drones pose a potential threat to the facilities and their occupants in the form of potential drone borne attacks, inappropriate surveillance and intelligence gathering, contraband deliveries, and errant crashes. The drone detection system antennas are installed within Region 1 at the Ingham County Sheriff's Office Justice Complex and Michigan International Speedway, Lenawee County. The expanded antenna location includes Spartan Stadium at Michigan State University.

ALTERNATIVES

The FY 2021 HSGP Grant requirements dictate a minimum expenditure of grant funds in designated National Priority Areas (NPA) identified as *Emerging Threats* and *Soft Targets*. The minimum expenditure required is \$40,522.00 in each NPA. The renewal of the existing drone detection system and expansion fulfills the required expenditures in both National Priority Areas. DeDrone is a sole source vendor of the software.

FINANCIAL IMPACT

The Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal using FY2021 HSGP grant funds. The FY2021 HSGP grant funds were previously accepted by the Board of Commissioners via Resolution 21-645.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as equipment purchased will be able to detect drones that may pose a threat to the security of its residents, Ingham County Justice Complex and Spartan Stadium; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County Emergency Management.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Ingham County Sheriff's Office to enter into a renewal and purchase agreement with DeDrone for the Drone Detection Systems.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH
DEDRONE TO RENEW AND EXPAND THE REGION 1 DRONE DETECTION SYSTEM**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management received pass through grant funds from the FY2021 Homeland Security Grant Program (HSGP) previously accepted by the Ingham County Board of Commissioners via Resolution #21-645; and

WHEREAS, the purpose of these grant funds is to purchase equipment and provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the FY21 HSGP Grant requires projects in National Priority Areas identified as Soft Targets and Emerging Threats with a minimum project expenditure of \$40,522 in both National Priority Areas; and

WHEREAS, DeDrone currently provides the Region 1 Drone Detection System and software for Ingham County; and

WHEREAS, the renewal and expansion of the DeDrone drone detection systems fulfill the requirements of the FY21 HSGP Soft Target and Emerging Threats National Priority Areas; and

WHEREAS, drone detection systems aide in achieving a safe and secure facility by mitigating drone borne attacks on the facilities, inappropriate surveillance and intelligence gathering, potential contraband deliveries, and errant crashes; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal; and

WHEREAS, DeDrone is a sole source vendor of the drone detection software; and

WHEREAS, the total expenditure for this proposal is \$94,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal and expansion of the existing drone detection systems in the amount of \$94,000 from DeDrone utilizing funding from the FY2021 Homeland Security Grant Program Funding.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents or purchase documents on behalf of the County after approval as to form by the County Attorney.

TO: Law & Courts Committee
County Services Committee
Finance Committee

FROM: Michael J. Dillon, Court Administrator

DATE: August 23, 2023

SUBJECT: Reorganization Plan – 55th District Court

NEED FOR THE REORGANIZATION PLAN

Change is necessary for organizations to succeed and grow. Sometimes, change occurs due to a transformational event, like navigating a pandemic or moving an organization into a new justice complex. Most often, change is adaptive, being minor incremental changes that organizations adopt to address operational needs that evolve over time. A good example of adaptive change is small changes in job duties and responsibilities. Over the past 15 years, we have adapted to numerous changes by implementing strategies to adjust to changes in the law, court rules, work culture, and operational needs. Cumulatively, the changes have significantly changed how our jobs look and how we perform them.

As a result of the adaptive changes we have made, our current job descriptions do not accurately reflect the duties and responsibilities being performed. Several of our job descriptions have not been updated in years:

Court Clerk - 1998
Court Officer – 2014
Court Enforcement Officer (Collection Officer) – 2014

Because of changes brought about by the pandemic, moving into a new, larger complex, and the adaptive changes over the years, we've worked with Ingham County's Human Resources Department (ICHRD) to update our job descriptions. Because of the significant changes in job duties and responsibilities and number of positions affected, ICHRD recommended that the court submit a request for reorganization.

REORGANIZATION PLAN

The plan affects UAW positions and calls for the following:

- Change the court clerk position from Grade Level D to Grade Level G.
- Change the court officer position from Grade Level E to Grade Level I.
- Change the name of the enforcement officer position to collection officer and the Grade Level from E to H.
- Change the chief clerk position from Grade Level H to Grade Level J.

FISCAL IMPACT

The cost of the reorganization plan is \$156,842. The cost increase results from the difference between the wages and fringes in UAW grade levels. Wages and fringes were calculated using the highest pay step for the affected positions. Ingham County's Budget Office provided the financial data.

CURRENT ORGANIZATION

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
137015	Court Clerk	UAW D-5	\$ 84,653
137016	Court Clerk	UAW D-5	\$ 84,653
137017	Court Clerk	UAW D-5	\$ 84,653
137019	Court Clerk	UAW D-5	\$ 84,653
137020	Court Clerk	UAW D-5	\$ 84,653
137022	Court Clerk	UAW D-5	\$ 84,653
137024	Court Clerk	UAW D-5	\$ 84,653
137025	Court Clerk	UAW D-5	\$ 84,653
			\$ 677,226
137033	Court Officer	UAW E-5	\$ 88,680
137035	Court Officer	UAW E-5	\$ 88,680
137030	Court Enforcement Officer	UAW E-5	\$ 88,680
			\$ 266,071
137006	Chief Clerk	UAW H-5	\$ 100,613
137008	Chief Clerk	UAW H-5	\$ 100,613
			\$ 201,225
		TOTAL	\$ 1,144,491

REORGANIZATION PLAN

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
137015	Court Clerk	UAW G-5	\$ 96,336
137016	Court Clerk	UAW G-5	\$ 96,336
137017	Court Clerk	UAW G-5	\$ 96,336
137019	Court Clerk	UAW G-5	\$ 96,336
137020	Court Clerk	UAW G-5	\$ 96,336
137022	Court Clerk	UAW G-5	\$ 96,336
137024	Court Clerk	UAW G-5	\$ 96,336
137025	Court Clerk	UAW G-5	\$ 96,336
			\$ 770,924
137033	Court Officer	UAW I-5	\$ 105,081
137035	Court Officer	UAW I-5	\$ 105,081
137030	Court Enforcement Officer	UAW H-5	\$ 100,613
			\$ 310,775
137006	Chief Clerk	UAW J-5	\$ 109,817
137008	Chief Clerk	UAW J-5	\$ 109,817
			\$ 219,634
		TOTAL	\$ 1,301,333
		REORGANIZATION COSTS	\$ 156,842

HUMAN RESOURCES ANALYSIS & SUPPORT OF REORGANIZATION

The Ingham County Human Resources Department conducted an analysis of the proposed reorganization. Attached is the August 17, 2023 memorandum, Support for Reorganization of the District Court Office.

UAW SUPPORT OF REORGANIZATION

On August 17, 2023, the UAW advised the ICHRD of their support of the reorganization.

REORGANIZATION REQUEST

Our employees have worked incredibly hard over the years, handling both transformational and adaptive changes professionally and with little complaint about wages. The reorganization request involves 13 employees who deserve to be paid adequately and commensurate with like jobs within the county.

The current job market lends support to our request to reorganize. We have struggled for the past several years trying to find candidates to fill open positions. When recruiting or interviewing qualified candidates, we often hear, "You don't pay enough." Hence, because of our pay structure, we are losing good employee candidates to other jobs.

In summary, our job descriptions have been updated to reflect the duties and responsibilities of the work being performed. The ICHRD has reviewed each position and point factored the positions. As a result of their review and analysis of the positions, the ICHRD has justly placed the positions on the Ingham County Wage Schedule for UAW TOPS employees. We respectfully request that the Ingham County Board of Commissioners adopt our reorganization plan so that our employees are paid what they deserve. Also, by increasing the wages for the affected positions, we are confident we can be competitive in the job market.

Agenda Item 4

DATE: August 17, 2023
TO: Michael Dillon, District Court Administrator
FROM: Joan Clous, Human Resources Generalist- Labor & Employee Specialist
SUBJECT: Support for reorganization of the District Court Office

Per your request, Human Resources has reviewed the information that was provided by the District Court to reorganize.

Chief District Court Clerk (137006 & 137008) UAW G (\$44,048.79 to \$52,531.56) will be reclassified a UAW J (\$52,169.43 - \$62,262.46).

District Court Clerk (137015,137016, 137017, 137019,137020,137022, 137024, & 137025) UAW D (\$36,992.45 to \$44,058.77) will be reclassified to a UAW G (\$44,048.79 to \$52,531.56).

Enforcement Officer – District Court (137030) UAW E (\$39,407.29 to \$46,971.90) will now be titled Collections Officer – District Court and placed at UAW H (\$46,618.32 to \$55,603.90).

Court Officer – District Court (137033 & 137035) UAW E (\$39,407.29 to \$46,971.90) will be reclassified to a UAW I (\$49,311.78 - \$58,836.68).

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. 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 887-4374.

From: Joan.Clous
To: Michael.Dillon
Subject: FW: District Court Reorg
Date: Thursday, August 17, 2023 1:21:27 PM
Attachments: [image004.png](#)
[image001.png](#)
[image005.png](#)

Please include in your packet to the board.

From: Teresa Carter <TCarter@ingham.org>
Sent: Thursday, August 17, 2023 8:50 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: District Court Reorg

My apologies yes Joan the UAW supports the Reorg as stated below for the District Court.

Thank you

Teresa Carter
Unit Chair
Local 2256

From: Joan Clous <JClous@ingham.org>
Sent: Thursday, August 17, 2023 8:06 AM
To: Teresa Carter <TCarter@ingham.org>
Subject: FW: District Court Reorg

Hi,

Are these reclasses go to move forward?

Thanks,
Joan

From: Joan Clous
Sent: Thursday, August 10, 2023 10:59 AM
To: Teresa Carter <TCarter@ingham.org>
Subject: District Court Reorg

Teresa,

The District Court is putting through a reorg of 4 positions (Attached JDs) the points for the positions are as follows

Court Officer UAW E

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
65	90	150	100	50	90	110	35	140	45	25
80	980	UAW I								

Enforcement Officer UAW E changing title to Collection Officer

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
45	65	130	100	50	90	90	85	85	45	25
80	890	UAW H								

Chief District Court Clerk UAW G

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
140	180	115	120	75	90	110	85	115	10	10
25	1075	UAW J								

District Court Clerk UAW D

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
140	135	100	100	50	70	70	60	85	10	10
25	855	UAW G								

Please review and let me know if the union is in support.

Thanks,
Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax

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"Success is a project that is always under construction." ~ Pat Summit

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

15. Serves as backup Court Recorder.
16. Participates in the interviewing and selection of new court clerks.
17. Counsels employees concerning work product.
18. Prepares summary analysis of employee work rule violations.

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 that the employee may be expected to perform.)

Employment Qualifications:

Education: An Associate's Degree in paralegal studies, legal studies, criminal justice, or a related field or advanced training such as that acquired in the first two or three years of college/university, technical school, or business school.

Experience: A minimum of three years' experience in a court setting, preferably as a court clerk or similar capacity.

Other Requirements:

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

(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.
2. 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.
3. 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, and 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 in person and over the phone.
- This position requires operating a PC/laptop and entering & retrieving information from a computer.
- This position requires the ability to handle varying and often high stress levels.

(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 J
September 2023***

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

15. Serves as backup Court Recorder.
16. Participates in the interviewing and selection of new court clerks.
17. Counsels employees concerning work product.
18. Prepares summary analysis of employee work rule violations.

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 that the employee may be expected to perform.)

Employment Qualifications:

Education: An Associate's Degree in paralegal studies, legal studies, criminal justice, or a related field or advanced training such as that acquired in the first two or three years of college/university, technical school, or business school.

Experience: A minimum of three years' experience in a court setting, preferably as a court clerk or similar capacity.

Other Requirements:

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

(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.
2. 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.
3. 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, and 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 in person and over the phone.
- This position requires operating a PC/laptop and entering & retrieving information from a computer.
- This position requires the ability to handle varying and often high stress levels.

(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 J
September 2023***

**INGHAM COUNTY
JOB DESCRIPTION**

COURT OFFICER, DISTRICT COURT

General Summary:

Under the supervision of the District Court Administrator, provides and maintains courtroom security. Performs administrative and clerical support as needed by the Court. Provides general assistance to Court participants on scheduling and procedural information.

Essential Functions:

1. Provides and maintains security in the courtroom as needed. Monitors activity in and around the courtroom to ensure appropriate behavior and a safe environment.
2. Inspect court premises and courtrooms before, during, and after proceedings to ensure it is free from contraband, hazards, or any weapon.
3. Accepts and takes into custody inmates from the county jail.
4. Transports inmates to and from the county jail. Transport inmates from holding cells to attorney/client interview rooms and the courtrooms. Maintains custody and security of prisoners in court. Escorts prisoners to other areas of the court as appropriate.
5. Takes into custody defendants remanded to the sheriff by order of the court.
6. Arrests and takes into custody individuals violating the law within the courthouse.
7. Arrests and takes into custody individuals who have a warrant for their arrest.
8. Arrests and takes into custody defendants who have committed probation violations.
9. Escorts and removes individuals from the courthouse who are creating a disturbance within the courthouse.
10. Conducts a physical search of individuals taken into custody or inmates returning to jail.
11. Provides security for witnesses/victims.
12. Takes charge of jurors during jury trials and provides for their security and needs.
13. Administers preliminary breath tests as directed by judges, the magistrate, or probation officers.
14. Maintains a log of all apprehension orders and bench warrants issued by the Court. Ensures they are entered into LEIN and are recalled as needed.
15. Provides related administrative and clerical support tasks for the Court.
16. Provides courier service as needed, including the delivery of deposits to the bank.
17. May perform special projects, such as researching & compiling statistics, researching new products & services, and preparing court reports.

18. Performs the duties of the Court Bailiff as needed and directed.

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 the tasks the employee may be expected to perform.)

Employment Qualifications:

Education: A high school diploma or its equivalent is required. Some college-level coursework in police administration, criminal justice, or related areas is preferred.

Experience: One year experience as a law enforcement officer or closely related capacity is required.

Other Requirements: Must be able to be deputized and to make arrests. Must have a valid Michigan Driver's License. May be required to carry and be trained in the use of Firearms, Electro muscular Disruption Devices (Taser), and Chemical Irritant spray.

(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:

- Sitting, walking, standing, bending over, and lifting/holding/carrying objects found in an office environment.
- Ability to lift, hold, and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to effectively communicate and interact with various types of people.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- Ability to perform tasks requiring physical endurance and agility under adverse conditions.

(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.)

Working Conditions:

- Work environment varies.
- Regular contact with people charged and/or convicted of criminal offenses.
- Traveling to or spending time tracking delinquent persons.
- Exposure to unusual elements such as smoke, unpleasant odors, loud noises, and extreme temperature increases.
- May encounter physical altercations in the course of providing security or making an arrest.

**INGHAM COUNTY
JOB DESCRIPTION**

DISTRICT COURT CLERK

General Summary:

Under the supervision of the District Court Administrator, performs a variety of District Court Clerk's Office functions related to the processing of District Court cases. Assists attorneys, parties, and others by providing counter assistance and responding to telephone inquiries. Opens District Court cases, enters case information into the case management system. Receipts costs, fines, and fees. Conducts court record image management. Issues subpoenas and writs. Opens and processes mail. Enter warrants and bond conditions into the Law Enforcement Information Network. Types a variety of court documents, Processes and maintains all legal documents according to the court rules and statutes.

Essential Functions:

1. Responds to inquiries at the counters, on the telephone, by email, or by facsimile, and other communication mediums. Provides information on court procedures, researches case activity for internal and external stakeholders, and directs people to the proper locations
2. Opens and closes criminal, civil, traffic, and probation cases before the District Court. Records party, attorney, and other case information. Creates, intakes, revises, destroys, transmits, and maintains records of District Court cases consisting of the case history (known as the register of actions) and case file operating electronic case management solutions, electronic document management solutions (including workflow), electronic filing solutions, and other systems. Record mediums include but are not limited to paper and electronic. Maintains legacy case histories and files
3. Programs costs, fines, and fees into case management system and receipts them by various payment methods, including but not limited to cash, check, money order, credit/debit card, and electronic funds transfer.
4. Assesses and determines the acceptability of new filings and the accessibility to and release of records in the custody of the District Court Clerk, including records of a highly confidential or sensitive nature.
5. Performs data entry, where accuracy is essential. Investigates and corrects errors, including researching issues, engages in problem solving, and communicates with internal and external stakeholders. Coordinates expedient processing of urgent matters such as jail commitments and protective bond conditions.
6. Conducts record searches and compiles and releases data from records in response to inquiries. Regularly reviews data inputs and reports of others to resolve discrepancies or errors and communicates with the appropriate agencies to correct records, including but not limited to validations of Law Enforcement Information Network data.
7. Processes incoming and outgoing changes of venues, case transfers, and removals to other courts. Prepares and sends court records or copies thereof to other courts utilizing various methods of transit, including operating an electronic record transfer system as deployed by other courts. Compares case history and docket entries with the pleadings and other filings to ensure a complete and accurate file.
8. Reviews and verifies the accuracy of District Court records, and transmits said records to the Circuit Court for appellate. Transmits records or copies thereof by means requested by the Circuit court, including operating electronic file management solutions. Schedules court proceedings and hearings and enters the outcome into the computer.

9. Prepares and issues conformed copies, true copies, certified copies, and attested copies of court records after careful review of original records. Prepares and issues copies of court records and other documents.
10. Assesses requests to place litigants into default. Enters defaults or rejects default requests as appropriate.
11. Assists with training new employees in all duties, including explaining procedures or providing guidance to employees in other divisions, offices, or judicial offices. Adapts trainings and creates/revises training documents/manuals to remain in alignment with changing laws, court rules, and policies
12. Performs a variety of related general office functions, including but not limited to typing, copying, scanning, faxing, filing, inventorying, indexing, sorting, taking and delivering messages, answering phones, and picking up and transporting materials. Processes incoming or outgoing mail and packages from/to postal service, State of Michigan interdepartmental mail, Ingham County courier, drop boxes, or other delivery services. Prepares mailings for transmission.
13. Creates orders, notices, proofs, and other necessary documents. Converts, edits, deletes, and creates images, such as electronic court records, using approved computer software, to align case history and case file with approved case record management practices
14. Sends notices, prepares bench warrants, and suspends driver licenses as authorized. Notifies agency issuing warrant after defendant appears.
15. Prepares and runs inquiries through the Law Enforcement Information Network (LEIN) for court hearings and probation appointments,
16. Enters and recalls warrants and protective bond conditions in LEIN
24. May perform court recording duties as required.
25. Assists and backs up other court staff.

Other Functions:

- Performs other duties as assigned
- Must adhere to confidentiality standards applicable to trial courts
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in their job description.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed, and multitask.
- Dependable and regular attendance is required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: Two years of coursework in paralegal studies, legal studies, criminal justice or a related field or advanced training such as that acquired in the first two or three years of college/university, technical school, or business school.

Experience: Two years of progressively more responsible or expansive experience in a court clerk, court, law firm, or related field is required.

Other Requirements:

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

(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 position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, and endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in sitting, standing, typing, and enduring repetitive movements of the wrists, hands, or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds 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 in person and over the phone.
- This position requires operating a PC/laptop and entering & retrieving information from a computer.
- This position requires the ability to handle varying and often high stress levels.

(This job requires the ability to perform the essential functions 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.)

Working Conditions:

- Works in office conditions.
- Regular contact with persons charged with and/or convicted of criminal offenses.
- Possible exposure to persons with various communicable diseases.

UAW G
September 2023

Introduced by the Law & Courts, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE REORGANIZATION OF
THE 55th DISTRICT COURT**

WHEREAS, the proposed reorganization affects eight Court Clerk positions, two Court Officer positions, two Chief Clerk positions, and the Court Enforcement Officer position with the 55th District Court; and

WHEREAS, all of the positions are within the UAW – Technical, Office, Paraprofessional and Service Employees Union (UAW – TOPS); and

WHEREAS, the job description for the Court Clerk position has not been updated since 1998; and

WHEREAS, the job descriptions for the Court Officer position and Court Enforcement Officer position have not been updated since 2014; and

WHEREAS, the duties and responsibilities associated with each position have changed, and the duties and responsibilities related to each position have increased and become more complex over time; and

WHEREAS, the Ingham County Human Resources Department and the UAW – TOPS Union both support this reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the 55th District Court with the following changes:

<u>Position Number</u>		<u>Position Title</u>	<u>Action</u>
137015	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137016	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137017	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137019	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137020	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137022	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137024	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137025	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137030	Court Enforcement Officer	Move from UAW -TOPS E to UAW – TOPS H Change position title to Collection Officer	
137033	Court Officer	Move from UAW -TOPS E to UAW – TOPS I	
137035	Court Officer	Move from UAW -TOPS E to UAW – TOPS I	
137006	Chief Clerk	Move from UAW -TOPS H to UAW – TOPS J	
137008	Chief Clerk	Move from UAW -TOPS H to UAW – TOPS J	

The financial impact associated with the proposed reorganization is as follows:

<u>Position Title</u>	2023		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Collection Officer	UAW – TOPS E: \$88,680	UAW – TOPS: H: \$100,613	\$11,932
Court Officer	UAW – TOPS E: \$88,680	UAW – TOPS: I: \$105,081	\$16,401
Court Officer	UAW – TOPS E: \$88,680	UAW – TOPS: I: \$105,081	\$16,401
Chief Clerk	UAW – TOPS H: \$100,613	UAW – TOPS: J: \$109,817	\$9,204
Chief Clerk	UAW – TOPS H: \$100,613	UAW – TOPS: J: \$109,817	<u>\$9,204</u>
TOTAL			\$156,842

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the budget and the position allocation list.

BE IT FURTHER RESOLVED, that the reorganization shall be effective on the day they were submitted to the Human Resources Department.