



Wexford County

BOARD OF COMMISSIONERS

Gary Taylor, Chair

NOTICE OF MEETING

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, September 15, 2021 beginning at 4:00 p.m. in the Commissioners’ Room of the Historic Courthouse in Cadillac, MI, 49601.

PUBLIC PARTICIPATION

The meeting can be attended in person or by any one of the following three ways:

- **By Telephone:** Dial toll free 1-646-876-9923, enter Webinar ID 749 610 4141#
- **By Computer:** Go to the Zoom Web Site (zoom.us). Click on “Join a Meeting.” Join using Meeting ID 749 610 4141.
- **By Smartphone:** Install the Zoom application prior to the call. Launch the Zoom app at the time of the call and join using Meeting ID 749 610 4141.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. ADDITIONS / DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION
- G. PRESENTATIONS AND REPORTS
- H. PUBLIC COMMENTS

The Board welcomes all public input.

I. CONSENT AGENDA

The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission may ask that any item on the consent agenda be removed therefrom and placed elsewhere for full discussion. Such requests will be automatically respected.

If any item is not removed from the consent agenda, the action noted on the agenda is approved by motion of the Commission to adopt the consent agenda.

- 1. Approval of the September 1, 2021, Regular Meeting Minutes 1

J. AGENDA ITEMS

- 1. DHHS Agreement with Friend of the Court (*Finance 9/9/21*) 6
- 2. Probate Court Financial Officer Level Increase (*Finance 9/9/21*) 22
- 3. Budget Amendment(s)

K. ADMINISTRATOR'S REPORT 44
L. CORRESPONDENCE
M. PUBLIC COMMENTS
N. LIAISON REPORTS
O. BOARD COMMENTS
P. CHAIR COMMENTS
Q. ADJOURN

WEXFORD COUNTY BOARD OF COMMISSIONERS

Regular Meeting * Wednesday, September 1, 2021

Meeting called to order at 4:00 p.m. by Chairman Taylor

Roll Call: Present- Commissioners Joseph Hurlburt, Mike Musta, Ben Townsend, Mike Bengelink, Michael Bush, Julie Theobald, Gary Taylor, Judy Nichols, and Brian Potter.

Absent- None

Pledge of Allegiance.

Additions/Deletions to the Agenda

Add: J.7. Policy C-9.0 Collective Bargaining, J.8. MERS Attendee,
J.9. Parttime Position Administration Office discussion

Approval of the Agenda

MOTION by Comm Musta, seconded by Comm Bush to approve the agenda.

All in Favor.

Employee Recognition- Katherine Gorumurthy-Probate Court

Presentation and Reports- *None.*

Public Comment-

Dan O'Riley 615 16th Street, Haring Twp, Wexford County. When he moved in it was a paved road and 8 years ago he complained about the condition of the road. Spoke with Road Commissioner Harold Falan, and Karl Hanson who agreed the road was bad. Mr. O'Riley then spoke with Bob Scarbrough who said Building Dept. has nothing to do with it. Then he spoke with the head of the Road Commission, Al Cooper who said if the road was to be fixed each homeowner would have to pay about \$4000. Residents weren't interested so the road became a gravel road. Dan spoke with Road Commission 3 weeks ago and was told that the only person who could help him would be Karl Hanson who was on vacation-Dan then contacted Joe Hurlburt who said he would contact Mr. Hanson-Mr. O'Riley did not get a call back from Mr. Hanson. Finally spoke with Mr. Hanson and was told the roads that the commission has been paving have been paid for with a grant. Mr. O'Riley wants to know why his road isn't getting done with this grant money.

Shellon North appeared to talk about friend Geo (George) Timmons who took his own life in 2018. Ms. North wanted the Board to know that the need for mental health services in our community is a great one. Wants to see support before, during and after for the families. Wants to see more support for those contemplating suicide.

Chad Edwards-has been dealing with the Planning Commission. He is hoping that the Board of Commissioners can investigate issues with the Commission. Permit prices are all over the place, zoning ordinances don't exist, nothing is clear or specific. Mr. Edwards is also frustrated that ordinances were passed during covid. Also brought up that he was told that the county pays \$40,000 more than they would to have the Commissioners do the same job. Wants the members to be held accountable.

Consent Agenda

1. Approval of the August 18, 2021 Regular Meeting Minutes

MOTION by Comm Musta, seconded by Comm Potter to approve the Consent Agenda.

All in favor.

Agenda Items

1. Resolution 21-25 Supporting the Community Mental Health Authority

MOTION by Comm Bengelink, seconded by Comm Nichols to approve Resolution 21-25, A Resolution of the Wexford County Board of Commissioners Supporting the Community Mental Health Authority and Opposing Current State Legislation to change the CMHA.

A commissioner asked the commissioner who is the liaison for Community Mental Health-if at the next meeting he could bring up the concerns about suicide prevention. That commissioner commented that yes, he could and mentioned that there is an 1-800 number that is staffed 24/7 to help people contemplating suicide.

Roll Call: Motion passed 9-0.

2. Flu Shots

MOTION by Comm Hurlburt, seconded by Comm Bush to approve Cadillac Family Physicians to provide on-site flu immunizations for Wexford County and the County to pay the full \$35.00 for any Wexford County employee or official whose cost is not covered by insurance.

Roll Call: Motion passed 9-0.

3. DHHS Revenue Agreement

MOTION by Comm Bengelink, seconded by Comm Potter to approve to approve the DHHS Revenue Agreement: REV22-99029 and authorize the Chairman to sign the agreement.

Roll Call: Motion approved 9-0.

4. Pitney Bowes Mail Machine Leases

MOTION by Comm Nichols, seconded by Comm Theobald to approve both the Lake Street and Courthouse mail machines leases for 60 months and authorize the Chairman to sign the leases.

Roll Call: Motion passed 9-0.

5. Travel and Conference Line Items for 2022 Budget

MOTION by Comm Bengelink, seconded by Comm Potter to approve that any transfer of funds from General Ledger line items ending in 860.00, Travel & Conference, either in or out, will not be allowed in 2022 without board approval.

A Comm questioned how this came about. It was explained by another Comm that the travel and conference budget for last year was about \$80,000, so far through July the county has used \$10,000. He continued that at the end of the year department heads take the left-over money and spend it on other things and that this motion will eliminate that happening without Board approval. The initial Comm asked if this motion had come through the Administration Office and the second Comm indicated this had come through finance.

Roll Call: Motion passed 8-1 with Comm Theobald voting against.

6. **Budget Amendments**-none

7. Revision to Policy C-9.0 Collective Bargaining

MOTION by Comm Hurlburt, seconded by Comm Theobald to update Policy C-9.0 Collective Bargaining to include the Human Resources Director as part of the Negotiations Team.

Roll Call: Motion passed 9-0.

8. MERS Attendee

MOTION by Comm Bengelink, seconded by Comm Potter to authorize the Human Resources Director as the Officer Delegate to attend the annual MERS Conference in Grand Rapids.

A Comm questioned whether the Administrator goes to that conference. Administrator Koch spoke up that she does not want to attend, she has attended one in the past and that was enough for her.

Roll Call: Motion passed 9-0.

9. Part Time Position Administrators Office

A Comm spoke up and said she is skeptical that an office with two full time office staff is being reduced to one and a half positions. She indicated that she feels the office will not be as efficient and would really like to see that stay two full time positions.

Another Comm spoke up and said that the possibility of the part time position becoming full time is still on the table and can be revisited. Another Comm said that the workload of the employee that was promoted went with her to her new position so in reality we went from two positions to two and a half positions.

It was agreed that the position will be revisited after the first of the year.

Administrator's Report-

Administrator Koch gave an update on union contract status.

The Administrator also mentioned that case law books are now electronic, and the Circuit Court had asked about getting rid of paper copies. The Comm indicated that that is the Judges call and they can dispose of them as they see fit.

Lake street parking lot project is coming a long, we are waiting for the engineer to complete the bidding documents and the hope is still to complete the project this year. Jail engineering report-onsite investigation is complete, expect to have the report back soon.

A Comm mentioned that the Road Commission information on the county website is not updated and needs to be updated with current information. Admin Koch indicated she would take care of it.

Correspondence- none

Public Comments- County Clerk Nyman indicated that the Apportionment Committee is starting the 2021 Apportionment for Commissioner Districts tomorrow at 9:00 am in the Circuit Court courtroom. We are waiting on certified census information but hope to have that soon.

Liaison Reports-

Comm Townsend mentioned Fly and Drive was a huge success, roughly 1850 people came, lots of different food trucks, live entertainment and classic cars.

Comm Bush had a CAMA meeting-they will see what places they can visit depending on what happens with the state and the delta variant. More information to come.

Comm Nichols attended an MSUE meeting, Roger Bandeen was the speaker-great meeting. Attended DHD # 10 meeting, had 18 visitors there and it was a long meeting but a good meeting.

Comm Hurlburt attended a Road Commission meeting, they have a lot of projects going on and are very busy but doing a great job. EMS-every position in Cadillac is filled and 5 people have been recently hired and will be going to Manton.

Board Comments-

Comm Bengelink added information about MMR and the recent hirings. Gave a quote from Chinese dictator Mao Zedong.

Comm Theobald has heard positive feedback about the Fly and Drive. She mentioned that motorcycle people would like to be included. She is looking forward to getting the phone number for the suicide prevention. It concerns her that we are paying more for the panning commission and things are not consistent and would like to take a look at that.

Comm Nichols also attended Fly and Drive and mentioned it was so much fun. She thanked Ms. North for coming and Mr. Edwards as well.

Comm Potter thanked Comm Hurlburt for his help with getting a road repair completed.

Comm Musta commented that the budget calendar is on track and thanked Department Heads for their help on that.

Chairman's Comments-

Comm Taylor thanked everyone for coming.

Adjourn

MOTION by Comm Theobald, seconded by Comm Potter to adjourn at 4:37 p.m.

All in favor.

Gary Taylor, Chairperson

Melanie Danforth, Chief Deputy Clerk

AGREEMENT NUMBER: CSFOC17-83001-A22

AMENDMENT NUMBER: 1

J.2.

Between

THE STATE OF MICHIGAN

DEPARTMENT OF HEALTH & HUMAN SERVICES

And

CONTRACTOR	County Of Wexford
CONTRACTOR ADDRESS	401 North Lake Street, Cadillac, Mi 49601 1861
CONTRACTOR EMAIL	kulpar@michigan.gov

CONTRACT ADMINISTRATOR	EMAIL
Maureen Spoelman	spoelmanm@michigan.gov

AGREEMENT SUMMARY			
SERVICE DESCRIPTION	Child Support Friend of the Court		
GEOGRAPHIC AREA	Missaukee and Wexford		
INITIAL EFFECTIVE DATE	10/01/2016	CURRENT EXPIRATION DATE	09/30/2021
CURRENT AGREEMENT VALUE	\$3,229,012.09		
CONTRACT TYPE	Actual Cost		

AMENDMENT DESCRIPTION			
EXTEND EXPIRATION DATE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	NEW EXPIRATION DATE	09/30/2023
AMENDMENT AMOUNT	\$1,439,369.36	<input checked="" type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE	
ESTIMATED REVISED AGGREGATE AGREEMENT VALUE	\$4,668,381.45		
NATURE OF CHANGE	The purpose of the amendment is to add funding to the original agreement for \$2,029,217.00, modify the budget, extend the agreement end date from September 30, 2021 to September 30, 2023 and modify the agreement language.		

The undersigned have the lawful authority to bind the Contractor and DHHS to the terms set forth in this Agreement.

FOR THE CONTRACTOR (CSFOC,CSPA and CSCOM Agreements):

FOR THE STATE:

County Of Wexford

DEPARTMENT OF HEALTH & HUMAN SERVICES

Signature of Chairperson, County Board of Commissioners

Signature of Director or Authorized Designee

Date

Date

FOR THE CONTRACTOR (CSFOC and CSCOM Agreements Only):

FOR THE CONTRACTOR (CSPA and CSCOM Agreements Only):

Signature of Chief Circuit Judge

Signature of County of Prosecuting Attorney

Date

Date

Agreement Number : CSFOC17-83001-
A22

Amendment Number : 1

Year 1	10/01/2016	through	09/30/2017	\$589,569.62
Year 2	10/01/2017	through	09/30/2018	\$616,317.37
Year 3	10/01/2018	through	09/30/2019	\$644,400.10
Year 4	10/01/2019	through	09/30/2020	\$673,881.45
Year 5	10/01/2020	through	09/30/2021	\$704,843.55
Year 6	10/01/2021	through	09/30/2022	\$719,684.68
Year 7	10/01/2022	through	09/30/2023	\$719,684.68
Total Contract Amount :				\$4,668,381.45

Check all contract years affected by this amendment: Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 Year 7

**STATE OF MICHIGAN
DEPARTMENT OF HEALTH & HUMAN SERVICES**

WHEREAS, the Department of Health & Human Services of the state of Michigan (hereinafter referred to as "DHHS") entered into a contractual Agreement effective October 1, 2016, with County Of Wexford and the 28 Circuit Court (hereinafter referred to as "Contractor"), having a mailing address of 401 North Lake Street, Cadillac, Mi 49601 1861 , for the provision of certain services as set forth therein; and,

WHEREAS, it is mutually desirable to DHHS and to the Contractor to amend the aforesaid Agreement.

THEREFORE, in consideration of the promises and mutual covenants hereinabove and hereinafter contained, the parties hereto agree to the following amendment of said Agreement. This amendment shall be attached to the Agreement, said Agreement being hereby reaffirmed and made a part hereof.

Article I

This amendment shall be effective on the date of DHHS signature or October 1, 2016, whichever is later.

Article II

The maximum "Net Budget" and the "GF/GP" dollar amounts of the Agreement shall be increased by \$2,029,217.20 from \$4,478,003.17 to \$6,507,220.37 and increased by \$100,086.00 from \$273,530.00 to \$373,616.00, respectively, for the period 10/01/2016, through 09/30/2023.

From the total "Net Budget" and GF/GP amounts, the maximum amount the Contractor may expend during the following periods is:

Agreement Period	Net Budget Amount	GF/GP Amount	Total Amount
October 1, 2016, through September 30, 2017	\$810,399.43	\$54,706.00	\$865,105.43
October 1, 2017, through September 30, 2018	\$850,926.32	\$54,706.00	\$905,632.32
October 1, 2018, through September 30, 2019	\$893,475.91	\$54,706.00	\$948,181.91
October 1, 2019, through September 30, 2020	\$938,144.62	\$54,706.00	\$992,850.62
October 1, 2020, through September 30, 2021	\$985,056.89	\$54,706.00	\$1,039,762.89
October 1, 2021, through September 30, 2022	\$1,014,608.60	\$50,043.00	\$1,064,651.60

October 1, 2022, through September 30, 2023	\$1,014,608.60	\$50,043.00	\$1,064,651.60
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The maximum "Total Contract" dollar amount of the Agreement shall be increased by \$1,439,369.36 from \$3,229,012.09 to \$4,668,381.45 for the period 10/01/2016, through 09/30/2023.

From the total "Total Contract" amount, the maximum amount the Contractor may expend during the following periods is:

Agreement Period	Total Contract Amount
October 1, 2016, through September 30, 2017	\$589,569.62
October 1, 2017, through September 30, 2018	\$616,317.37
October 1, 2018, through September 30, 2019	\$644,400.10
October 1, 2019, through September 30, 2020	\$673,881.45
October 1, 2020, through September 30, 2021	\$704,843.55
October 1, 2021, through September 30, 2022	\$719,684.68
October 1, 2022, through September 30, 2023	\$719,684.68

Payment shall be made in accordance with the attached budget.

4. STANDARD TERMS

4.33 Data Privacy and Information Security

a. Undertaking by Grantee

7) Comply with the requirements of the IRS Publication 1075 (<https://www.irs.gov/pub/irs-pdf/p1075.pdf>). As part of this requirement the Grantee agrees with the following:

In performance of this Agreement, the Grantee agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

a) All work will be performed under the supervision of the Grantee or the Grantee's responsible employees.

b) The Grantee and the Grantee's employees with access to or who use FTI must meet the background check requirements defined in IRS Publication 1075.

c) Any Federal tax returns or return information (hereafter referred to as returns or return information) made available shall be used only for the purpose of carrying out the provisions of this Agreement. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this Agreement. Inspection by or disclosure to anyone other than an officer or employee of the Grantee is prohibited.

d) All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output and products will be given the same level of protection as required for the source material.

e) No work involving returns and return information furnished under this Agreement will be subcontracted without prior written approval of the IRS.

f) The Grantee will maintain a list of employees authorized access. Such list will be provided to the MDHHS and, upon request, to the IRS reviewing office.

g) MDHHS will have the right to void the Agreement if the Grantee fails to provide the safeguards described above.

h) Criminal/Civil Sanctions

(1) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized future disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRCs 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

(2) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this Agreement. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this Agreement. Inspection by or disclosure to anyone without an official need-to-know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee [United States for Federal employees] in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRCs

7213A and 7431 and set forth at 26 CFR 301.6103(n)-1.

(3) Additionally, it is incumbent upon the Grantee to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to Grantees by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a Grantee, who by virtue of his/her employment or official position, has possession of or access to MDHHS records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or MDHHS not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(4) Granting a Grantee access to FTI must be preceded by certifying that each individual understands the MDHHS's security policy and procedures for safeguarding IRS information. Grantees must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the MDHHS's files for review. As part of the certification and at least annually afterwards, Grantees must be advised of the provisions of IRCs 7431, 7213, and 7213A. The training provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. For both the initial certification and the annual certification, the Grantee must sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

i) Inspection

(1) The IRS and the MDHHS, with 24 hour notice, shall have the right to send its inspectors into the offices and plants of the Grantee to inspect facilities and operations performing any work with FTI under this Agreement for compliance with requirements defined in IRS Publication 1075. The IRS' right of inspection shall include the use of manual and/or automated scanning tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI. On the basis of such inspection, corrective actions may be required in cases where the Grantee is found to be noncompliant with Agreement safeguards.

Appendix A: Child Support Service Types

Combined Agreements: Enforcement Services & Establishment Services

As described in Section 2.5, the Grantee shall comply with the following Performance Standard:

The Training performance standard will be effective as of, October 1, 2021.

As described in Section 3.2, the Grantee shall comply with the following Performance Evaluation and Monitoring:

The performance standard is considered to be met as follows:

8. Training

- 80% of IV- D staff (this does not include county IT staff who have no other IV-D duties) take one (1) hour of customer service training each fiscal year.
- 80% of IV-D staff (this does not include county IT staff who have no other IV-D duties) take four (4) hours of IV-D training each fiscal year.

Friend of the Court: Enforcement Services

As described in Section 2.5, the Grantee shall comply with the following Performance Standard:

The Training performance standard will be effective as of, October 1, 2021.

As described in Section 3.2, the Grantee shall comply with the following Performance Evaluation and Monitoring:

The performance standard is considered to be met as follows:

5. Training

- 80% of IV- D staff (this does not include county IT staff who have no other IV-D duties) take one (1) hour of customer service training each fiscal year.
- 80% of IV-D staff (this does not include county IT staff who have no other IV-D duties) take four (4) hours of IV-D training each fiscal year.

Prosecuting Attorney: Establishment Services

As described in Section 2.5, the Grantee shall comply with the following Performance Standard:

The Training performance standard will be effective as of, October 1, 2021.

As described in Section 3.2, the Grantee shall comply with the following Performance Evaluation and Monitoring:

The performance standard is considered to be met as follows:

6. Training

- 80% of IV- D staff (this does not include county IT staff who have no other IV-D duties) take one (1) hour of customer service training each fiscal year.
- 80% of IV-D staff (this does not include county IT staff who have no other IV-D duties) take four (4) hours of IV-D training each fiscal year.

Budget Summary - 2018

A. CONTRACT DESCRIPTION

COUNTY : Missaukee and Wexford CONTRACT NO : CSFOC17-83001
 PROVIDER : _____ FOC _____ PA _____ COM _____
 FISCAL YEAR : 2018 AMENDMENT _____ LINE ITEM TRANSFER _____

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2018 IV-D Budget	Adjustment To 2018 IV-D Budget	Revised 2018 IV-D Budget	Provider's Total Eligible Budget
SECTION B				
1. FTE Positions	11.66	0.00	11.66	12.00
2. % of Total FTE	97.17	0.00	97.17	100.00
3. Caseload % (FOC, COM)	97.49	0.00	97.49	100.00
Budget Categories	Current 2018 IV-D Budget	Adjustment To 2018 IV-D Budget	Revised 2018 IV-D Budget	Provider's Total Eligible Budget
SECTION C				
1. Personnel	682,770.24	0.00	682,770.24	724,568.31
2. Data Processing	1,457.55	0.00	1,457.55	1,500.00
3. Other Direct	81,331.29	0.00	81,331.29	83,700.00
4. Central Services	85,367.24	0.00	85,367.24	87,853.50
5. Paternity Testing	0.00	0.00	0.00	0.00
6. TOTAL EXPENDITURES	850,926.32	0.00	850,926.32	897,621.81
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
10. SUB TOTAL	850,926.32	0.00	850,926.32	897,621.81
11. Federal Incentives	0.00	0.00	0.00	0.00
12. NET BUDGET	850,926.32	0.00	850,926.32	897,621.81
13. County Share @ 34.00%	289,314.95	0.00	289,314.95	0.00
14. State Share (IV-D) @ 66.00%	561,611.37	0.00	561,611.37	0.00
15. STATE GF/GP AMOUNT	54,706.00	0.00	54,706.00	0.00
TOTAL CONTRACT AMOUNT	616,317.37	0.00	616,317.37	0.00

Budget Summary - 2019

A. CONTRACT DESCRIPTION

COUNTY : Missaukee and Wexford CONTRACT NO : CSFOC17-83001
 PROVIDER : _____ FOC _____ PA _____ COM _____
 FISCAL YEAR : 2019 AMENDMENT _____ LINE ITEM TRANSFER _____

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2019 IV-D Budget	Adjustment To 2019 IV-D Budget	Revised 2019 IV-D Budget	Provider's Total Eligible Budget
SECTION B				
1. FTE Positions	11.79	0.00	11.79	12.00
2. % of Total FTE	98.25	0.00	98.25	100.00
3. Caseload % (FOC, COM)	97.49	0.00	97.49	100.00
Budget Categories	Current 2019 IV-D Budget	Adjustment To 2019 IV-D Budget	Revised 2019 IV-D Budget	Provider's Total Eligible Budget
SECTION C				
1. Personnel	742,990.81	0.00	742,990.81	771,437.93
2. Data Processing	3,438.75	0.00	3,438.75	3,500.00
3. Other Direct	70,445.25	0.00	70,445.25	71,700.00
4. Central Services	76,601.10	0.00	76,601.10	77,965.50
5. Paternity Testing	0.00	0.00	0.00	0.00
6. TOTAL EXPENDITURES	893,475.91	0.00	893,475.91	924,603.43
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
10. SUB TOTAL	893,475.91	0.00	893,475.91	924,603.43
11. Federal Incentives	0.00	0.00	0.00	0.00
12. NET BUDGET	893,475.91	0.00	893,475.91	924,603.43
13. County Share @ 34.00%	303,781.81	0.00	303,781.81	0.00
14. State Share (IV-D) @ 66.00%	589,694.10	0.00	589,694.10	0.00
15. STATE GF/GP AMOUNT	54,706.00	0.00	54,706.00	0.00
TOTAL CONTRACT AMOUNT	644,400.10	0.00	644,400.10	0.00

Budget Summary - 2020

A. CONTRACT DESCRIPTION

COUNTY : Missaukee and Wexford CONTRACT NO : CSFOC17-83001
 PROVIDER : _____ FOC _____ PA _____ COM _____
 FISCAL YEAR : 2020 AMENDMENT _____ LINE ITEM TRANSFER _____

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2020 IV-D Budget	Adjustment To 2020 IV-D Budget	Revised 2020 IV-D Budget	Provider's Total Eligible Budget
SECTION B				
1. FTE Positions	11.90	0.00	11.90	12.00
2. % of Total FTE	99.17	0.00	99.17	100.00
3. Caseload % (FOC, COM)	97.49	0.00	97.49	100.00
Budget Categories	Current 2020 IV-D Budget	Adjustment To 2020 IV-D Budget	Revised 2020 IV-D Budget	Provider's Total Eligible Budget
SECTION C				
1. Personnel	786,789.64	0.00	786,789.64	803,746.91
2. Data Processing	3,470.95	0.00	3,470.95	3,500.00
3. Other Direct	72,949.45	0.00	72,949.45	73,560.00
4. Central Services	74,934.58	0.00	74,934.58	75,561.75
5. Paternity Testing	0.00	0.00	0.00	0.00
6. TOTAL EXPENDITURES	938,144.62	0.00	938,144.62	956,368.66
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
10. SUB TOTAL	938,144.62	0.00	938,144.62	956,368.66
11. Federal Incentives	0.00	0.00	0.00	0.00
12. NET BUDGET	938,144.62	0.00	938,144.62	956,368.66
13. County Share @ 34.00%	318,969.17	0.00	318,969.17	0.00
14. State Share (IV-D) @ 66.00%	619,175.45	0.00	619,175.45	0.00
15. STATE GF/GP AMOUNT	54,706.00	0.00	54,706.00	0.00
TOTAL CONTRACT AMOUNT	673,881.45	0.00	673,881.45	0.00

Budget Summary - 2021

A. CONTRACT DESCRIPTION

COUNTY : Missaukee and Wexford CONTRACT NO : CSFOC17-83001-A22
 PROVIDER : _____ FOC _____ PA _____ COM _____
 FISCAL YEAR : 2021 AMENDMENT _____ LINE ITEM TRANSFER _____

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2021 IV-D Budget	Adjustment To 2021 IV-D Budget	Revised 2021 IV-D Budget	Provider's Total Eligible Budget
SECTION B				
1. FTE Positions	11.98	0.00	11.98	12.00
2. % of Total FTE	99.83	0.00	99.83	100.00
3. Caseload % (FOC, COM)	97.49	0.00	97.49	100.00
Budget Categories	Current 2021 IV-D Budget	Adjustment To 2021 IV-D Budget	Revised 2021 IV-D Budget	Provider's Total Eligible Budget
SECTION C				
1. Personnel	825,427.97	0.00	825,427.97	833,856.91
2. Data Processing	3,494.05	0.00	3,494.05	3,500.00
3. Other Direct	76,929.00	0.00	76,929.00	77,060.00
4. Central Services	79,205.87	0.00	79,205.87	79,340.75
5. Paternity Testing	0.00	0.00	0.00	0.00
6. TOTAL EXPENDITURES	985,056.89	0.00	985,056.89	993,757.66
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
10. SUB TOTAL	985,056.89	0.00	985,056.89	993,757.66
11. Federal Incentives	0.00	0.00	0.00	0.00
12. NET BUDGET	985,056.89	0.00	985,056.89	993,757.66
13. County Share @ 34.00%	334,919.34	0.00	334,919.34	0.00
14. State Share (IV-D) @ 66.00%	650,137.55	0.00	650,137.55	0.00
15. STATE GF/GP AMOUNT	54,706.00	0.00	54,706.00	0.00
TOTAL CONTRACT AMOUNT	704,843.55	0.00	704,843.55	0.00

Budget Summary - 2022

A. CONTRACT DESCRIPTION

COUNTY : Missaukee and Wexford CONTRACT NO : CSFOC17-83001
 PROVIDER : _____ FOC _____ PA _____ COM _____
 FISCAL YEAR : 2022 AMENDMENT _____ LINE ITEM TRANSFER _____

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2022 IV-D Budget	Adjustment To 2022 IV-D Budget	Revised 2022 IV-D Budget	Provider's Total Eligible Budget
SECTION B				
1. FTE Positions	0.00	0.00	10.57	11.00
2. % of Total FTE	0.00	0.00	96.09	100.00
3. Caseload % (FOC, COM)	0.00	0.00	97.49	100.00
Budget Categories	Current 2022 IV-D Budget	Adjustment To 2022 IV-D Budget	Revised 2022 IV-D Budget	Provider's Total Eligible Budget
SECTION C				
1. Personnel	0.00	870,035.07	870,035.07	928,775.27
2. Data Processing	0.00	3,363.15	3,363.15	3,500.00
3. Other Direct	0.00	74,046.95	74,046.95	77,060.00
4. Central Services	0.00	67,163.43	67,163.43	69,896.38
5. Paternity Testing	0.00	0.00	0.00	0.00
6. TOTAL EXPENDITURES	0.00	1,014,608.60	1,014,608.60	1,079,231.65
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
10. SUB TOTAL	0.00	1,014,608.60	1,014,608.60	1,079,231.65
11. Federal Incentives	0.00	0.00	0.00	0.00
12. NET BUDGET	0.00	1,014,608.60	1,014,608.60	1,079,231.65
13. County Share @ 34.00%	0.00	344,966.92	344,966.92	0.00
14. State Share (IV-D) @ 66.00%	0.00	669,641.68	669,641.68	0.00
15. STATE GF/GP AMOUNT	0.00	50,043.00	50,043.00	0.00
TOTAL CONTRACT AMOUNT	0.00	719,684.68	719,684.68	0.00

Budget Summary - 2023

A. CONTRACT DESCRIPTION

COUNTY : Missaukee and Wexford CONTRACT NO : CSFOC17-83001
 PROVIDER : _____ FOC _____ PA _____ COM _____
 FISCAL YEAR : 2023 AMENDMENT _____ LINE ITEM TRANSFER _____

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2023 IV-D Budget	Adjustment To 2023 IV-D Budget	Revised 2023 IV-D Budget	Provider's Total Eligible Budget
SECTION B				
1. FTE Positions	0.00	0.00	10.57	11.00
2. % of Total FTE	0.00	0.00	96.09	100.00
3. Caseload % (FOC, COM)	0.00	0.00	97.49	100.00
Budget Categories	Current 2023 IV-D Budget	Adjustment To 2023 IV-D Budget	Revised 2023 IV-D Budget	Provider's Total Eligible Budget
SECTION C				
1. Personnel	0.00	870,035.07	870,035.07	928,775.27
2. Data Processing	0.00	3,363.15	3,363.15	3,500.00
3. Other Direct	0.00	74,046.95	74,046.95	77,060.00
4. Central Services	0.00	67,163.43	67,163.43	69,896.38
5. Paternity Testing	0.00	0.00	0.00	0.00
6. TOTAL EXPENDITURES	0.00	1,014,608.60	1,014,608.60	1,079,231.65
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
10. SUB TOTAL	0.00	1,014,608.60	1,014,608.60	1,079,231.65
11. Federal Incentives	0.00	0.00	0.00	0.00
12. NET BUDGET	0.00	1,014,608.60	1,014,608.60	1,079,231.65
13. County Share @ 34.00%	0.00	344,966.92	344,966.92	0.00
14. State Share (IV-D) @ 66.00%	0.00	669,641.68	669,641.68	0.00
15. STATE GF/GP AMOUNT	0.00	50,043.00	50,043.00	0.00
TOTAL CONTRACT AMOUNT	0.00	719,684.68	719,684.68	0.00

Budget Abstract Summary

Description	2017	2018	2019	2020	2021	2022	2023	Total
SECTION B								
1. FTE Positions	11.53	11.66	11.79	11.90	11.98	10.57	10.57	80.00
2. % of Total FTE	96.08	97.17	98.25	99.17	99.83	96.09	96.09	682.68
3. Caseload % (FOC, COM)	97.49	97.49	97.49	97.49	97.49	97.49	97.49	682.43
SECTION C								
1. Personnel	677,357.70	682,770.24	742,990.81	786,789.64	825,427.97	870,035.07	870,035.07	5,455,406.50
2. Data Processing	3,362.80	1,457.55	3,438.75	3,470.95	3,494.05	3,363.15	3,363.15	21,950.40
3. Other Direct	64,085.36	81,331.29	70,445.25	72,949.45	76,929.00	74,046.95	74,046.95	513,834.25
4. Central Services	65,593.57	85,367.24	76,601.10	74,934.58	79,205.87	67,163.43	67,163.43	516,029.22
5. Paternity Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6. TOTAL EXPENDITURES	810,399.43	850,926.32	893,475.91	938,144.62	985,056.89	1,014,608.60	1,014,608.60	6,507,220.37
7. Service Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10. SUB TOTAL	810,399.43	850,926.32	893,475.91	938,144.62	985,056.89	1,014,608.60	1,014,608.60	6,507,220.37
11. Federal Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12. NET BUDGET	810,399.43	850,926.32	893,475.91	938,144.62	985,056.89	1,014,608.60	1,014,608.60	6,507,220.37
13. County Share @ 34.00%	275,535.81	289,314.95	303,781.81	318,969.17	334,919.34	344,966.92	344,966.92	2,212,454.92
14. State Share (IV-D) @ 66.00%	534,863.62	561,611.37	589,694.10	619,175.45	650,137.55	669,641.68	669,641.68	4,294,765.45
15. STATE GF/GP AMOUNT	54,706.00	54,706.00	54,706.00	54,706.00	54,706.00	50,043.00	50,043.00	373,616.00
TOTAL CONTRACT AMOUNT	589,569.62	616,317.37	644,400.10	673,881.45	704,843.55	719,684.68	719,684.68	4,668,381.45

**MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
SCHEDULE OF FINANCIAL ASSISTANCE**

County Of Wexford

Source of Funds	Federal / State	Catalog of Federal Domestic Assistance (CFDA)		Federal Award		Federal Award Identification No.	Award Date	Grant Phase	Amount
		Number	Title	Award Number	Title				
Federal	Department of Health and Human Services	93.563	Child Support Enforcement	90330 (20)	Title IV-D Cooperative Reimbursement	2001MICSES	10/01/2019		4,294,765.45
State									373,616.00
			Total Allocation						4,668,381.45

The federal funding provided by the Department is \$4,294,765.45.



STATE OF MICHIGAN

PROBATE COURT

J.2.

Hon. Edward D. Van Alst
PROBATE JUDGE

WEXFORD COUNTY

437 EAST DIVISION STREET
CADILLAC, MICHIGAN 49601

PHONE: 231-779-9510
FAX: 231-779-9485

Brenda K. Stoll
PROBATE COURT ADMINISTRATOR

Valerie Slater
DEPUTY CLERK

To: Human Resources Committee

From: Hon. Edward D. Van Alst

Date: August 23, 2021

RE: Position Description Review

I am requesting that the Probate Court Bookkeeper position be reclassified from Bookkeeper to Financial Officer and Bookkeeper – Family Division 28th Circuit and Probate Court. The Position Description Review Form, proposed job description, and Compensation Level worksheet are attached as Exhibit 1. I am also requesting that this position be changed from a Level 4 position to a Level 5.

In 1993 there was one job description for the Probate Court Bookkeeper, District Court Bookkeeper and Friend of the Court Bookkeeper (Exhibit 2). It is my understanding that at the time, all three positions were categorized as Level 4. Since that time, the District Court Bookkeeper Level was changed to a Level 5. Recently, Judge Audrey Van Alst has requested a revision to the job description for this position (Exhibit 3).

Additionally, the Friend of the Court Bookkeeper position was changed to the Senior Account/Auditor Specialist and the position was changed from Level 4 to Level 5 on or about May 19, 2020. (Exhibit 4).

Over time the complexity and responsibilities for these positions have changed justifying the change from Level 4 to Level 5. This is also true and way past due for the Probate Court Bookkeeper. As you can see from the job descriptions, the Probate Bookkeeper Responsibilities and Essential Duties and Functions encompass virtually all of the District Court Deputy Clerk /Bookkeeper Responsibilities and Essential Duties and Functions. The Probate Court Bookkeeper has significant additional responsibilities and duties including: 1) managing collection of fines, costs, restitution, court ordered support, and out-of-home placement costs by processing tax intercepts, filing and appearing in court on motions to show cause and bench warrant arraignments, and negotiating payment plans; 2) preparing and tracking the Child Care Fund and submitting all necessary reports to the state; 3) managing the Child and Parent Legal Representation grant (\$35,770) to provide funding to compensate Family Division contract

attorneys for their service and training; and (4) managing the Raise the Age grant (\$84,336) to obtain reimbursement for expenses incurred by treating 17 year-olds as minors rather than adults.

As you can see from the current job description (1993) and the proposed job description, the knowledge, skills, and complexity of the position has changed considerably over time. I am requesting that the new job description be approved and that the position be reclassified from Level 4 to Level 5 immediately.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "E. D. Van Alst". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Hon. Edward D. Van Alst

EXHIBIT

1

Attachment (1) - Wexford County Position Description Review Form

Date: 8/20/2021

To: Chairman, Human Resources and Safety Committee

Approved by:

(1) [Signature], Supervisor's Title: Probate Judge
(Signature)

(2) _____, Union Representative
(Signature if applicable)

(3) _____, County Administrator
(Signature)

It is requested that the following position be reviewed/reclassified:

- 1. Position title: Probate Court Bookkeeper
- 2. Employee's name: Theresa Ladd
- 3. Employee's hire date: 9/26/2011
- 4. Employee's current wage/salary level: L4

Statement of budget impact:

- 1. Check one of the following as applicable:
 - a. Cost for the change in position can be covered by the department's budget. will be included in 2022 budget.
 - b. Cost for the change in position requires a Board approved budget amendment. Not in 2021 budget
- 2. If 1.b. above was checked, you must complete the following:
Increase to line item _____ by \$ _____ for Fiscal Year _____.

Required enclosures:

- (1) Copy of current position description (PD)
- (2) Copy of proposed new position description (PD)
- (3) Originator's justification statement. Please cite specific reasons why the position in question should be reviewed and/or reclassified. Additional pages may be attached.
See attached.

WEXFORD COUNTY POSITION DESCRIPTION

Position: Court Financial Officer and Bookkeeper –
Family Division of 28th Circuit and Probate Court

Adopted:

Summary: Perform bookkeeping, accounting, and complex clerical work, professionally interact with the public and pursue collection of court ordered assessments.

Supervision Received: Judge, Probate Administrator, Juvenile Administrator, and Juvenile Officer.

Supervision Exercised: None.

Responsibilities, Essential Duties and Functions: An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform and assigned duties may change periodically.

1. Greet visitors in a professional manner both in person and on the phone by helping them directly, connecting to the proper person in the office, or directing them to another appropriate County office.
2. Accurately receipt in payments, making sure applied to correct party and most pertinent assessment.
3. Monitor collection of fines and costs assessed in cases by sending statements, scheduling show cause hearings when appropriate and appearing in court to testify for the show cause hearings. Running reports periodically to assure active collection happening for all assessments entered.
4. Collect and analyze information from debtors to determine fair payment plan and present information and Order to the Judge when needed.
5. Enter Financial Orders on JIS for restitution, direct payment child support, and guardianship child support and pursue and monitor collection of them.
6. Prepare State Tax Intercepts to aid in collection when other methods have failed.
7. Review detention bills for accuracy and prepare voucher to pay once approved by Juvenile Officer or Deputy Juvenile Officer. Prepare Cost of Care billing for parents to reimburse the costs along with an Order for Reimbursement. Accurately enter the cost for each parent on the JIS system.
8. Prepare orders for the Judge's signature following hearings or other financial matters and record them on JIS system.
9. Assure account balances are accurate when the case is closed and type final costs for all parties on the court termination order along with payment terms.
10. Accurately enter adjustments or credits when necessary with approval from the Judge or Juvenile Administrator or Probate Administrator.
11. Prepare failure to appear bench warrants. Receipt in bonds paid. Schedule arraignment hearings if the person is in jail and unable to post bond and testify at the hearing.

12. Balance payments taken in with computer generated receipts report and prepare deposit.
13. Run computer generated month-end reports and prepare vouchers for payments to the State for moneys collected.
14. Review invoices received for accuracy and obtain authorization to pay from the person whom responsibility for the bill falls under. Prepare a voucher or code the invoice with the correct line item number for payment.
15. Prepare vouchers at least monthly to pay restitution to victims and direct payment child support and guardianship child support to caregivers and guardians of children. Run report on JIS and balance to receipts to assure accuracy in paying.
16. Review revenue and expenses monthly on Treasurer's Office general ledger reports to monitor percentages to date by line item. Request budget adjustments if necessary.
17. Reconcile "pass through" accounts to Treasurer's report on a monthly basis to assure transmittal payments to State, restitution, direct payment child support, and guardianship child support were collected and paid out at the same amount.
18. Reconcile bonds collected on a monthly basis to Treasurer's report to assure they were applied to the account, returned to the bond poster, or are still being held because only part of the bond had been paid or a hearing addressing the bond has not been held yet.
19. Prepare the Annual Child Care Fund Budget with the assistance of the Juvenile Officer, Judge, and contracted service providers. Enter the budget and all required attachment documents on the State MiSACWIS system. Coordinate the approval of the Judge, DHHS Director, County Finance Committee and Board of Commissioners. Prepare explanation if any changes were made to budget as compared to prior year to present to County. Work with the Child Care Fund Unit on any adjustments to service provider descriptions or forms to meet federal regulations for final approval by the State.
20. Prepare and enter monthly 207 reports on MiSACWIS system of the child care fund revenue and expenses incurred during each month for reimbursement to the County. Monitor that the County receives all monthly reimbursements.
21. Print and review Monthly Offset Statements on MiSACWIS and prepare voucher if the County owes the State. Record monthly offset figures on a spreadsheet to assure both the County has paid all due to the State and the State has paid all due to the County.
22. Collect reports monthly from attorneys to submit a spreadsheet and report on e-grams to secure funding under the Child Parent Legal Representation (CPLR) Grant that is up to \$35,770.00 for the 2022 fiscal year. Maintain a spreadsheet to monitor that all payments are received by the County. Also maintain a spreadsheet of total attorney hours, CPLR grant hours and rates, and percentages to assist the Judge in preparing the next fiscal year grant request.
23. Report Raise the Age expenses monthly on e-grams for reimbursement of expenses not covered under the Child Care Fund. The grant amount for fiscal year 2022 is a maximum of \$84,336.00. Maintain a spreadsheet and monitor that all payments are received by the County.
24. Run Outstanding Receivables Report due to SCAO (State Court Administrative Office) by July 15 each year. Review report and make any necessary corrections.

Essential Qualifications for Employment:

1. Must be proficient with Microsoft Word, Excel, and Outlook.
2. Proficient use of calculator, computer, typewriter, copier, and other office equipment.
3. Ability to exercise good judgment.
4. Ability to prioritize tasks and perform duties in an efficient manner.
5. Strong organizational skills.
6. Possess a high degree of professionalism in working with public and other employees.
7. Maintain high degree of confidentiality.
8. Ability to analyze and prepare complex financial records and reports.
9. Perform mathematical computations quickly and accurately.
10. Knowledge of bookkeeping and accounting principles and procedures.
11. Minimum of two years of experience in bookkeeping and financial record keeping.



Position: **Financial Officer and Bookkeeper - Family Division 28th Circuit and Probate Court**

Date: **August 23, 2021**

Category	
1) Education	48
2) Work Experience	60
3) Freedom of Action	80
4) Complexity/Problem Solving	60
5) Accountability/Error Potential	80
6) Contacts	80
7) Responsibility for Others	26
8) Number of Personnel Supervised	12
9) Environmental Factors	32
10) Technical Knowledge	80
Total	558
Compensation Level	L5

Review Level: **Probate Court Judge**

Approved? Y/N

Y

Signature

EXHIBIT

2

BOOKKEEPER

SUMMARY

To perform difficult and responsible accounting, bookkeeping and complex clerical work involving ledgers, journals and other records and reports; to perform other work as required.

Work is performed under the supervision of a Judge or Department Head.

SUPERVISION EXERCISED

Supervision may be exercised over clerical personnel as required.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples ~ ~ include all of the duties which the employee may be expected to perform.)

1. From counter service or record documentation, will post entries of monies as received or statistical data pertaining to monetary transactions to appropriate accounts.
2. Will make manual transactions or use computer but in either capacity will assure conformity to reporting standards to assure accuracy.
3. Will summarize various accounts to assure proper balance and in turn, prepare summary status account reports.
4. May participate in counter service, collecting/receipting individual transactions, will prepare billings, prepare tax rolls, and notices, issue payments or initiate corrective actions in delinquent/outstanding bills. In all cases emphasis is on accuracy and detail.
5. Continuously upgrades system records, making address changes, posting service cards, charging cards, entering parcel codes.
6. May make calculations to determine appropriate charges, determine equalized factors by class,

determine appropriate insurance billings, process departmental payroll and prepare invoices, computes losses/additions or compares annual sales ratio data.

7. May prepare deposit summaries and ready funds for deposit. Prepares checks using check signer and arranges for mailing.

BOOKKEEPER (Cont'd)

8. Receives procedural training and updates information on systems particularly where computers are in use.
9. Will use typewriter, calculator, copy machine, books of record on continuing basis and depending upon department assignment may use computer terminal or small bookkeeping automated unit.
10. Will assist in completing a variety of departmental tasks as staffing needs require.
11. When assigned to the Probate Court; has primary responsibility for collection of "child support" and child care fund reimbursements in the amount of \$10,000 to \$12,000 each year, under supervision of Juvenile Register. When assigned to the District Court; has primary responsibility for collection of Bond, Restitution and Civil Garnishment and dispersing of same in the amount of \$345,000.00 each year. When assigned to the Friend of the Court; has primary responsibility for collection, disbursing child support in the amount of over \$3,000,000.00 per year, cash, checks, money orders and checks from the State and Federal income tax.
12. May act as a Court Recorder.
13. Perform related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES.

SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Considerable knowledge of complex bookkeeping and accounting principles, practices and procedures.

Ability to prepare complex financial and other records and reports.

Ability to perform mathematical computations quickly and accurately.

Ability to perform data entry procedures and produce computer reports.

Considerable **knowledge** of departmental rules, regulations and activities.

Ability to work effectively with County officials, department heads, employees and the general public.

Ability to work effectively with numbers to complete duties 1 through 9 and 11.

Ability to see well to complete duties 1 through 11.

Ability to hear well to complete duties 4 and 10.

High school graduation or its equivalent, supplemented by technical training in bookkeeping, accounting work and computer data entry.

BOOKKEEPER (Cont'd)

Two years experience in the performance of bookkeeping and financial record keeping work with responsibility for the exercise of initiative and good judgment required.

Wexford County, MI-3
January, 1993

EXHIBIT

3

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

COMMITTEE: HR/Public Safety Committee
FROM: Administration
FOR MEETING DATE: August 24, 2021
SUBJECT: District Court Position Description Updates

SUMMARY OF ITEM TO BE PRESENTED:

Presented for consideration are the following position descriptions:

- a. Deputy Clerk - Updated
- b. Deputy Clerk Bookkeeper - Updated
- c. Chief Deputy Clerk - New Position Description
- d. Probation Compliance Clerk - Updated
- e. Probation Officer - Updated
- f. Court Administrator - Updated

Most had not been updated since 1993. It was discovered that a position description for the District Chief Deputy Clerk had never existed. Following are the updated/new positions descriptions along with the originals.

RECOMMENDATION:

Approval of the updated/new positions descriptions for the District Court positions.



WEXFORD COUNTY POSITION DESCRIPTION

Position: District Court Deputy Clerk/Bookkeeper

Adopted: January 1993

- A. **Summary.** Individuals assigned to this position are expected to perform bookkeeping, accounting and complex clerical work involving ledgers, journals and other records and reports and other work as required.
- B. **Supervision Received.** Work is performed under the general supervision of a Judge or Department Head..
- C. **Supervision Exercised.** May be exercised over clerical personnel as required..
- D. **Responsibilities and Essential Duties and Functions.** An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.
1. From counter service or record documentation, will post entries of monies as received or statistical data pertaining to monetary transactions to appropriate accounts.
 2. Will make manual transactions or use computer but in either capacity will assure conformity to reporting standards to assure accuracy.
 3. Will summarize various accounts to assure proper balance and in turn, prepare summary status account reports.
 4. May participate in counter service, collecting/receipting individual transactions, will prepare billings, prepare tax rolls, and notices, issue payments or initiate corrective actions in delinquent/outstanding bills. In all cases emphasis is on accuracy and detail.
 5. Continuously upgrades system records, making address changes, posting service cards, charging cards, entering parcel codes.
 6. May make calculations to determine appropriate charges, determine equalized factors by class, determine appropriate insurance billings, process departmental payroll and prepare invoices, computes losses/additions or compares annual sales ratio data.
 7. May prepare deposit summaries and ready funds for deposit. Prepares checks using check signer and arranges for mailing.
 8. Receives procedural training and updates information on systems particularly where computers are in use.
 9. Will use typewriter, calculator, copy machine, books of record on continuing basis and depending upon department assignment may use computer terminal or small bookkeeping automated unit.
 10. Will assist in completing a variety of departmental tasks as staffing needs require.

11. When assigned to the Probate Court; has primary responsibility for collection of child support and child care fund reimbursements in the amount of \$10,000 to \$12,000 each year, under supervision of Juvenile Register. When assigned to the District Court; has primary responsibility for collection of Bond, Restitution and Civil Garnishment and dispersing of same in the amount of \$345,000.00 each year. When assigned to the Friend of the Court; has primary responsibility for collection, disbursing child support in the amount of over \$3,000,000.00 per year, cash, checks, money orders and checks from the State and Federal income tax.
12. May act as a Court Recorder.
13. Perform related work as required.

E. **Essential Functions, Qualifications and KSAs for Employment.** All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Considerable knowledge of bookkeeping and accounting principles practices and procedures.
2. Ability to prepare complex financial and other records and reports.
3. Ability to perform mathematical computations quickly and accurately.
4. Ability to perform data entry procedures and produce computer reports.
5. Considerable knowledge of departmental rules, regulations and activities.
6. Ability to work effectively with County officials, department heads, employees, and the general public.
7. Ability to work effectively with numbers to complete duties 1 through 9 and 11.
8. Ability to see well to complete duties 1 through 11.
9. Ability to hear well to complete duties 4 and 10.
10. High School graduation or its equivalent, supplemented by technical training in bookkeeping, accounting work and computer data entry.
11. Two years experience in the performance of bookkeeping and financial record keeping work with responsibility for the exercise of initiative and good judgement required.

EXHIBIT

4

WILLIAM M. FAGERMAN
CHIEF CIRCUIT JUDGE

MELISSA J. RANSOM
PRESIDING JUDGE OF THE FAMILY DIVISION
OF THE MISSAUKEE COUNTY CIRCUIT COURT

EDWARD D. VAN ALST
PRESIDING JUDGE OF THE FAMILY DIVISION
OF THE WEXFORD COUNTY CIRCUIT COURT

28TH JUDICIAL CIRCUIT OF MICHIGAN

OFFICE OF THE FRIEND OF THE COURT

COUNTIES OF MISSAUKEE AND WEXFORD

SALLY J. RANDALL
FRIEND OF THE COURT

MAILING ADDRESS:
401 N. Lake St.
CADILLAC MI 49601

OFFICES AT:
401 N LAKE STREET
CADILLAC MI 49601
(231) 779-9494
FAX (231) 779-9494

To: Wexford County Board of Commissioners

From: Sally Randall, Friend of the Court

Date: May 19, 2020

Re: Request for Accurate Position Descriptions and Level Increases
For the Friend of the Court IV-D Staff

CURRENT STAFFING AND REQUESTED CHANGE

Support Investigator – L4	Senior Support Enforcement Analyst – L6
Enforcement Support – L4	Intergovernmental-Case Manager – L5
Enforcement Support – L4	Account Rev/Mod Specialist - L5
Bookkeeper L-4	Senior Account/Auditor Specialist - L5
Enforcement Account Clerk – L3	Locate Specialist/Support Staff - L4
Enforcement Clerk – L3	SMILE Coordinator/Support Staff – L4
Enforcement Clerk - L3	Order Entry/Transfer/Sup Staff L-4
Department Aide – L2	Eliminate Position

The request for Accurate Position Descriptions and Level Increases is being made to bring the Friend of the Court Office up to the standards and levels that they have been operating at for several years.

Since, at least, 2014 the Friend of the Court Office has refined, fine-tuned, cross-trained, and individualized each position and the duties required to effectively serve the family court community it assists.

It is my request that we more accurately describe the duties of the Friend of the Court staff commensurate with their current responsibilities and level of knowledge/education necessary to perform those responsibilities. I also believe that by maintaining the knowledge/education level of this staff we could effectively eliminate the Level 2 position and permanently distribute those responsibilities among the remaining IV-D staff.

Because of the change in responsibilities for the staff, it is requested that their individual Levels be increased to those listed above reflecting their current duties and incorporating additional responsibilities once the Level 2 position is eliminated.



Wexford County Position Description
Position: Senior Account-Auditor Specialist
Adopted: _____, 2020

Summary: An individual assigned to this position is expected to professionally interact with the public; meet with clients in jail; collect information from clients; assist with enforcement duties; enter data and prepare financial and other records and reports; perform responsible accounting, bookkeeping and complex clerical work; prepare financial and other reports; perform related work as required.

Supervision Received: Work is performed under the general supervision of the Friend of the Court.

Supervision Exercised: None.

Responsibilities, Essential duties and Functions: An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. Responsible for organizing, processing, and coordinating information regarding cases.
2. Secures financial, income, and employment information; analyzes collectability.
3. Meets with clients in jail and assesses ability to pay.
4. Recognizes need and refers individuals for services.
5. Meets the State of Michigan's directions regarding collection, redirection, and enforcement.
6. Reviews account information for refund-referral to review-referral for show cause.
7. Reviews file information and assesses felony referrals.
8. Greets clients and members of the public in a professional manner.
9. Uses knowledge of modern office methods, practices, and techniques on a daily basis.
10. Works effectively with the public, clients, court staff, and all employees.
11. Responsible for possessing knowledge of the Circuit Court/Family Court process.
12. Responsible for understanding the duties and responsibilities of the Friend of the Court enforcement positions.
13. Answers phones in a professional manner and obtains information necessary to answer questions or to communicate the question to supervisor.

Essential Functions, Qualifications, and KSA's for Employment: All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Ability to pass a background and security check.
2. Must possess a high degree of professionalism.
3. Must have the ability to work effectively with employees and the public.
4. Ability to type accurately and speedily.
5. Must be proficient with the Microsoft Word, Excel, and Outlook.
6. Must be proficient with or have the ability to quickly gain proficiency with the State of Michigan's IV-D software.
7. Must have the ability to maintain confidential client information.
8. Educational requirement; high school graduation or equivalent is required.
9. Graduation from an accredited community college or associate's degree in business administration, administrative assistant, legal assistant or related field.*

*Note: Two (2) years of related job experience may be substituted for each one (1) year of required education.



Position: **Senior Account-Auditor Specialist**
Date: **May 18, 2020**

Category	
1) Education	48
2) Work Experience	60
3) Freedom of Action	80
4) Complexity/Problem Solving	60
5) Accountability/Error Potential	80
6) Contacts	80
7) Responsibility for Others	26
8) Number of Personnel Supervised	12
9) Environmental Factors	32
10) Technical Knowledge	80
Total	558
Compensation Level	L5

Review Level: **Department Head**
Approved? Y/N **Y**
Review Level: **County Administrator**
Approved? Y/N **Y**

Signature 

**Administrator's Report to the BOC****For the meeting of September 15, 2021****Completed Projects/Tasks**

FOIA Requests: The Administration Office received 7 new Freedom of Information requests between August 28 and September 10.

Human Resources Director: Jami Bigger, formerly the Executive Assistant/HR Coordinator in the Administration Office, started as the County's first ever full-time HR Director on August 30. She has hit the ground running and is already proving to be an asset to the County in her new role.

Current Projects/Tasks

2022 Budget: The Finance Committee considered specific budget requests from four department heads at their September 9 meeting and provided direction to Administration regarding those requests. Administration will provide a revised budget to the Finance Committee for the next meeting (September 22). At that meeting, following the Board-approved budget calendar, the Committee will review the revised budget, reach a consensus regarding any additional revisions, and recommend the budget for consideration by the full Board. Again, per the budget calendar, the budget will be presented to the Board on October 6, with the public hearing notice published on Oct. 9, and the statutory public hearing and subsequent board consideration on Oct. 20.

Annual MMRMA Questionnaire / Data Collection for MGT Consulting Group: These annual tasks, which require information from multiple departments, are currently underway. Wexford County hires MGT to prepare our cost allocation plan, which is a requirement for obtaining reimbursement funds from the State of Michigan. MMRMA carries the County's liability and property insurance.

ARPA (American Rescue Plan Act): The Board has until December 31, 2024 to obligate the funds and until the end of 2026 to expend the funds. US Treasury's Final Rules have, at the time of this writing, not yet been released. As soon as the Final Rules are published, they will be forwarded to the Board. It is hoped that the Final Rules will provide clarification for at least some of the many questions.

Hiring of a part-time Administrative Assistant: Of the three applicants for the position, by the end of the posting period, one had already taken a job elsewhere. The remaining two will be interviewed.

Additional Notes/Meetings

Michigan Association of County Administrative Officers (MACAO) Conference: Though the 2021 conference was a smaller version than the norm, there were a number of excellent discussions including ARPA funds, the required 2022 implementation of GASB 87 which deals with classification of leases, legislative updates, and the current difficulty of attracting and retaining employees.

Some interesting points from the workforce discussion, led by Jaymes Vettrano of GovHR USA, were that, in general, Gen Xers did not go into government. Also, since 2016, millennials have been the largest generation in the labor force. Millennials have more college education than any other generation, but Mr. Vettrano cited surveys noting that only 26% want to go into management, and only 1/3 of them want to be intellectually challenged. What does that mean for us? That we should focus on our big advantage; that the County's jobs are dedicated to serving the public, to serving a greater good.

Current Career Opportunities at Wexford County:

[Assistant Prosecuting Attorney](#) - position open until filled

[Assistant Public Defender](#) - position open until filled

[Corrections Officer](#) - positions open until filled

Respectfully,

Janet Koch, County Administrator