



Wexford County

**BOARD OF COMMISSIONERS**

Gary Taylor, Chair

**NOTICE OF MEETING**

The Wexford County Board of Commissioners will hold a regular meeting on  
Wednesday, April 20, 2022, beginning at 4:00 p.m. in the  
Commissioners Room of the Historic Courthouse in Cadillac, Michigan

**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:** At the Zoom website (zoom.us) click on “Join a Meeting” using 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 ALLIEGIANCE
- D. ADDITIONS/DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION
  - 1. Resolution 22-10 Recognizing Alan Lucas for his Dedicated Service ..... 1
- G. PRESENTATION 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 April 6, 2022 Regular Meeting Minutes ..... 3
- J. AGENDA ITEMS
  - 1. Pescador – Financial Assurance Mechanism Update (Executive 04/12/2022) ..... 8
  - 2. Amended Interagency Agreement (Executive 04/12/2022) ..... 9
  - 3. Materials Management Grant (Executive 04/12/2022)..... 17
  - 4. Security Personnel (Executive 04/12/2022)..... 19
  - 5. Administration Executive Assistant Position (Finance 04/14/2022) ..... 21
  - 6. MIDC Grant Application for Fiscal Year 2023 ..... 22
- K. ADMINISTRATOR’S REPORT
- L. CORRESPONDENCE

*In compliance with the Americans with Disabilities Act, persons with physical limitations that may tend to restrict access to or participation in this meeting should contact the County Administrator’s office (231-779-9453) at least twelve (12) hours prior to the scheduled start of the meeting.*

- M. PUBLIC COMMENT
- N. LIAISON REPORT
- O. BOARD COMMENTS
- P. CHAIR COMMENTS
- Q. ADJORN

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the twentieth day of April 2022, at 4:00 p.m.

PRESENT:

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ABSENT:

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The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**RESOLUTION NO. 22-10  
EXTENDING APPRECIATION FOR  
DEPUTY ALAN LUCAS' DEDICATED SERVICE**

**WHEREAS**, the Wexford County Board of Commissioners would like to personally thank Alan Lucas for his commitment to Wexford County for over the past twenty-four years. Alan worked with dedication and pride to meet the needs of Wexford County; and

**WHEREAS**, Alan began his career with Wexford County on June 4, 1997 as a Seasonal Marine Patrol Officer serving Wexford County Sheriff's Office; and

**WHEREAS**, Alan graduated from West Shore Community College Police Academy on July 28, 1997; and

**WHEREAS**, Alan was hired as a full-time Deputy for the Wexford County Sheriff's Office, on January 7, 1998.

**WHEREAS**, on September 03, 1998 Alan received the Wexford County Sheriff's Commendation Award; and

**WHEREAS**, on September 27, 2017 Alan received the Wexford County Sheriff's Office Meritorious Service Award; and

**WHEREAS**, in the Spring of 2018 received the Michigan Sheriff's Association Award, due to his efforts and fellow deputies in taking into custody and individual that was a harm to the community; and

**WHEREAS**, In addition to his duties serving Wexford County Alan also served as a Secondary Road Patrol Deputy.

**NOW, THEREFORE BE IT RESOLVED** that the Wexford County Board of Commissioners wishes you the best in your future endeavors and once again thanks you for your efforts for

over the past twenty-four years while you served Wexford County as a very dedicated and appreciated employee.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Gary Taylor, Chairman, Wexford County Board of Commissioners

\_\_\_\_\_  
Alaina Nyman, Clerk

STATE OF MICHIGAN     )  
  ) ss  
COUNTY OF WEXFORD    )

I hereby certify that the forgoing is a true and complete copy of the Resolution 22-10 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on April 20, 2022, and I further certify that public notice of such meeting was given as provided by law.

\_\_\_\_\_  
Alaina Nyman, Clerk

**WEXFORD COUNTY BOARD OF COMMISSIONERS**

Regular Meeting \* Wednesday, April 6, 2022

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

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

\*Commissioner Nichols appeared via zoom pursuant to the Attorney General's opinion regarding ADA

Absent- *None*.

Pledge of Allegiance.

**Additions/Deletions to the Agenda-**

**Add- J9- MAC Conference Discussion**

**Add- J10 Equalization Report 4023, 4024, & 4037**

**Remove-I3-Appointment to the Airport Authority-Raymond Hill**

**Approval of the Agenda**

**MOTION by Comm Theobald, seconded by Comm Bush to approve the agenda as amended.**

**All in Favor.**

**Employee Recognition-** *None*.

**Presentation and Reports-***None*.

**Public Comment-**

Kelly Smith, 101<sup>st</sup> District State Representative candidate, came before the Board to introduce himself. He is the former director of the Newaygo County Road Commission. He had originally filed in the old district and began to visit those local townships. Since the districts have been changed, he has now started to make his way to the northern townships.

**Consent Agenda**

1. Approval of the March 16, 2022 Regular Meeting Minutes
  2. Appointment to the Pine River Natural River Zoning Review Board-Dave Foley
- MOTION by Comm Theobald, seconded by Comm Bush to approve the Consent Agenda, as amended.**

**All in favor.**

**Agenda Items**

1. H&S Companies General Ledger Assistance Agreement  
**MOTION** by Comm Bengelink, seconded by Comm Musta to approve the agreement with H&S Companies for general ledger assistance and authorize the Chairman to sign the acknowledgment, as presented.

**Roll Call: Motion passed 9-0.**

2. City of Cadillac Assessing Contract  
**MOTION** by Comm Musta, seconded by Comm Theobald to approve the City of Cadillac Assessing Contract as presented and authorize the Chairman and Equalization Director to sign the agreement of behalf of the County.

**Roll Call: Motion passed unanimously.**

3. Slagle Township Assessing Contract  
**MOTION** by Comm Musta, seconded by Comm Bengelink to approve the Slagle Township Assessing Contract as presented and authorize the Chairman and Equalization Director to sign the agreement of behalf of the County.

**Roll Call: Motion approved unanimously.**

4. City of Manton Assessing Contract  
**MOTION** by Comm Musta, seconded by Comm Bush to approve the City of Manton Assessing Contract as presented and authorize the Chairman and Equalization Director to sign the agreement of behalf of the County.

**Roll Call: Motion passed 9-0.**

5. Budget Amendment  
**MOTION** by Comm Theobald, seconded by Comm Bush to approve the Budget Amendment dated April 6, 2022.

4/6/2022

Wexford County Board of Commissioners				
Amendments to the 2022 Budget				
Adj #	Acct	Acct Description	Revenue	Expense
2022-04-01	101-101-699.00	Appropriated Fund	\$5,000.00	
	295-000-692.02	Memorial Wall		(\$5,000.00)

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<b>Wexford County Board of Commissioners</b>				
<b>Amendments to the 2022 Budget</b>				
<b>Adj #</b>	<b>Acct</b>	<b>Acct Description</b>	<b>Revenue</b>	<b>Expense</b>
2022-04-02	<b>261-000-699.01</b>	Appropriated Fund Balance	\$75,335.00	
	<b>261-000-720.00</b>	Retirement		<b>(\$75,335.00)</b>
Line item adjustment to previous approved grievance settlement, per Financial counsel.				

**Roll Call: Motion passed 9-0.**

- 6. Revision to Policy B-12.4 Paid Absence from the Workplace  
**MOTION by Comm Bengelink, seconded by Comm Bush to approve the revision to Policy B-12.4 Paid Absence from the Workplace.**

**Roll Call: Motion passed 9-0.**

- 7. D-9.1 Wrecker Policy  
**MOTION by Comm Bengelink, seconded by Comm Musta to approve Wrecker Policy D-9.1, as presented.**

One Commissioner commented that this is not a requirement, but that it was put together for fairness and safety. The Commissioner also noted that it might be hard for some companies to fulfill the requirements, but it is for safety.

Another Commissioner questioned if there was any wiggle room to certain requirements like the response time. Duane Alworden, 911 Director, explained that the officers on scene are not going to wait, so there isn't wiggle room. He also noted that they are one of the last few dispatch centers that contact wreckers for the officers.

Another Commissioner stated that this had been discussed at the 911 Board, and this policy had initially been requested a while ago. It was requested because of issues arising.

**Roll Call: Motion passed unanimously.**

8. F-1.0 Unmanned Aerial Systems Policy

**MOTION by Comm Bengelink, seconded by Comm Theobald to approve Unmanned Aerial Systems Policy F-1.0, as presented.**

**Roll Call: Motion passed 9-0.**

9. MAC Conference Discussion

Commissioners Potter, Taylor, and Theobald attended the MAC Conference where over 300 commissioners from 53 counties attended. They received multiple updates, including an update on the governor's budget, Open Meetings Act policies, and veteran's property tax exemption.

They also received an update on a proposal to move all trial court employees to State employees. Currently there is a deadline of October 1, 2022, but it is believed that will be pushed out.

There was also focus on self care and taking care of yourself.

One Commissioner asked about an award that was received, and it was noted that Commissioners Taylor and Potter received an award for continuing education.

10. Equalization Report 4023, 4024, & 4037

**MOTION by Comm Theobald, seconded by Comm Bengelink to approve the 4024 report and 4037 report and authorize the Chairman and the Clerk to sign on behalf of the County.**

**Roll Call: Motion passed 9-0.**

**Administrator's Report-**

Joe Porterfield explained that they have been busy with the audit. He also informed the Board of a City of Cadillac public hearing on April 18<sup>th</sup> for an obsolete property exemption.

**Correspondence-** *None.*

**Public Comments-** *None.*

**Liaison Reports-**



Comm Theobald attended the MAC Conference. She had also sent out reports from DHHS. They requested a place in the courthouse to post their open job positions also.

Comm Nichols attended a District 10 Health Department meeting. There is an upcoming special meeting about PFAs. She had been in touch with one resident about concerns in Haring Township.

Comm Townsend attended a tour of the libraries and explained there were two more scheduled for the week.

**Board Comments-**

Comm Theobald explained that she had been approached at MAC by other county commissioners to see if she had been attending meetings. This was because they had been contacted by another one of our commissioners. She said to contact her directly if there are questions about where she is. She was embarrassed by this behavior.

Comm Nichols thanked Kristi for getting her answers regarding donations.

Comm Potter seconded Julie. He did not hear that information directly, but secondhand. He also informed everyone that Little Caesars has a love kitchen and will be giving free meals out at the New Hope Shelter on April 12<sup>th</sup> from 4pm to 6 pm.

Comm Townsend talked in depth with five different commissioners about different things. He appreciates the communication and the different opinions.

Comm Bengelink commented about everyone making decisions. Some being good. Some being bad. He questioned if everyone was comfortable with the length of the meeting.

**Chairman's Comments-**

Comm Taylor thanked everyone for attending.

**Adjourn**

**MOTION by Comm Theobald seconded by Comm Potter to adjourn at 4:30 p.m.**

**All in favor.**

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Gary Taylor, Chairperson

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Alaina Nyman, County Clerk

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**TO:** Board of Commissioners  
**FROM:** Administration  
**FOR MEETING DATE:** April 20, 2022  
**SUBJECT:** Pescador – Financial Assurance Mechanism Update

SUMMARY OF ITEM TO BE PRESENTED:

Mr. Staub, Project Manager for Pescador informed the Executive Committee on April 12, 2022 that he is working to update the Financial Assurance Mechanism, which is done every five years. There is a meeting on April 19, 2022, at the Courthouse with DEQ-EGLE and the Co-Interim Administrators to discuss decreasing the liability. A further summary of the meeting will be distributed at or before the April 20, 2022, Board of Commissioners’ meeting.

RECOMMENDATION:

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**TO:** Board of Commissioners  
**FROM:** Executive Committee  
**FOR MEETING DATE:** April 20, 2022  
**SUBJECT:** Interagency Agreement for Provision of Mental Health Services

SUMMARY OF ITEM TO BE PRESENTED:

An amended Interagency Agreement with Northern Lakes Community Mental Health and various Wexford and Missaukee County agencies is attached for re-consideration. On March 16, 2022, the Board of Commissioners approved the Chair to sign the agreement on behalf of the County. However, it was brought to the attention of the Interim Co-Administrators that the prosecutor and chief public defender had concerns with the agreement. There was a work group formed with the director of Northern Lakes Community Mental Health to address those concerns. The agreement has an amended timeframe of six months from the previous three-year agreement, in which time the workgroup will come together to address any concerns. The six months will begin on April 20, 2022 through October 31, 2022.

This agreement will serve individuals with serious mental illness who are considered at risk for 1 or more of the following:

- a. Entering the criminal justice system
- b. Not receiving needed mental health treatment services during incarceration
- c. Committed to the jurisdiction of the department of corrections

RECOMMENDATION:

The Executive Committee forwards the recommendation to the full board to approve the amended Interagency Agreement.

**Wexford and Missaukee County Interagency Agreement  
Jail Diversion Program**

**Between**

**Northern Lakes Community Mental Health Authority  
Wexford and Missaukee County Sheriff  
Wexford and Missaukee County Prosecuting Attorney  
28<sup>th</sup> Wexford and Missaukee County Judicial Circuit Courts  
84<sup>th</sup> Wexford and Missaukee County Judicial District Courts  
And the Wexford and Missaukee County Commissions**

**I. The Purpose of this Interagency Agreement (agreement).**

1. The parties agree (pursuant to Act. No 28, Public Acts of 2014, Enrolled Senate Bill No. 558) to collaborate, coordinate, and facilitate activities and services to best serve individuals with serious mental illness who are considered at risk for 1 or more of the following:
  - (a) Entering the criminal justice system.
  - (b) Not receiving needed mental health treatment services during a period of incarceration in a county jail.
  - (c) Not receiving needed mental health treatment services upon release or discharge from incarceration in a county jail.
  - (d) Being committed to the jurisdiction of the department of corrections.
  
2. Health letter dated October 26, 2010 and with the Subject line: Use of General Fund Dollars for Services to Inmates of County Jails. The parties agree to coordinate efforts to seek a statewide solution that would allow for continued use of General Fund dollars to support the following services within the Wexford-Missaukee County Jail:
  - (a) Crisis intervention services and preadmission screenings (this would be in addition to jail diversion and community-based emergency services in partnership with law enforcement).
  - (b) Clinical services and psychiatric mental health services to registered consumers consistent with the Individual Plan of Service or as amended, who are currently an inmate or who become jail inmates.
  - (c) Collaboration, coordination, and facilitation of activities and discussions to determine the needed services that best serve individuals with mental health needs incarcerated in the Wexford-Missaukee County Jail. These discussions will include discovery of present services, discovery and enumeration of critical mental health services and other needed services such as on-site psychiatric care, dispensing of medication, pharmaceutical reviews, and any

other activities that the below listed liaisons deem necessary to determine how best to provide mental health services in the jail.

## **II. Provisions**

Whereas, the Michigan Mental Health Code requires that each county shall have a written interagency agreement in place for a collaborative program to provide mental health treatment and assistance, if permitted by law and considered appropriate, to persons with serious mental illness who are, or may become, incarcerated in a county jail (MCL 330.1207a).

Whereas, the Parties seek to have a written interagency agreement for a collaborative program that provides the most appropriate treatment options and risk management for persons with serious mental illness and co-occurring mental illness and/or substance use disorders, and who are at risk of the following:

- (a) Entering into the criminal justice system.
- (b) Not receiving needed mental health treatment services during a period of incarceration in the Wexford-Missaukee County Jail.
- (c) Not receiving needed mental health services upon release or discharge from incarceration in the county jail.
- (d) Being committed to the jurisdiction of the State of Michigan.

## **III. Agreements**

This agreement shall, at a minimum, cover all of the following areas:

- (a) Guidelines for program eligibility - Each party will follow applicable laws, regulations, and their internal policies respectively. Northern Lakes Community Mental Health Authority (NLCMHA) will complete an assessment, including the administering of The Level of Care Utilization System to determine if an individual meets the medical necessity criteria for ongoing mental health services to address serious mental illness.
- (b) Interagency communication and coordination – Law Enforcement, court staff, and jail staff will make a referral to NLCMHA if it reasonably appears that an individual entering into, involved in, or leaving the criminal justice may be experiencing a serious mental illness. All parties agree that coordination and communication can occur through direct communication (in person or via phone) and indirect communication (fax, message, or written documentation).
- (c) Day-To-Day Program Administration – Each party to this agreement will be responsible for internal day-to-day administration and recordkeeping related to their involvement in the program.
- (d) Involvement of service consumers, family members, and other stakeholders – All parties recognize the importance of involving family and other stakeholders whenever

possible. NLCMHA agrees to include all natural supports in treatment as the participants chooses or court orders.

- (e) How program shall work with local courts – When the court is informed that a person under court jurisdiction in a criminal proceeding is in need of mental health services, the person will be referred to NLCMHA for evaluation. A referred individual may voluntarily agree to services or be court ordered to receive services when appropriate and as needed.
- (f) How the program shall address potential participants before and after criminal charges have been filed – All Parties shall make referrals as set forth in Section III (b) above. NLCMHA shall determine eligibility based on medical necessity and, when appropriate, will provide services (including outreach) that involve the participant and natural supports in the course of treatment.
- (g) Resource sharing between Parties to the Interagency Agreement – The Parties to this agreement shall share resources, including expertise, information, and data gathered by the various program administrators.
- (h) Screening and assessment procedures – All Parties will utilize their practice and procedures for screening and assessing an individual who meets criteria noted in Section I.1. Above.
- (i) Guidelines for case management – All Parties shall follow their established case management procedures.
- (j) How the program will work with county jails – See subsection I.2. Above. Additionally, all Parties agree to continue to work collaboratively with the county jail.
- (k) Criteria for completing the program – Criteria for program completion will be specified in the court order and/or NLCMHA Individual Plan of Service.
- (l) Mental Health Treatment services – The Parties will make every effort to assure that a complete array of medically necessary mental health and co-occurring substance use disorder services will be provided to those who meet eligibility criteria.
- (m) Procedures for first response to potential cases, including response to crises – Consistent with current laws, regulations, and practice NLCMHA will provide crisis interventions and preadmission screening assessments.
- (n) How administrators of the program will report the program’s actions and outcomes to the public – Each Party will share information and data consistent with their current practice, respectively.

#### **IV. Notice and Communications**

1. Contact information for all Parties is as follows:

**a. County Administrator**

Missaukee County  
Elizabeth Vogel  
111 South Canal Street  
P.O. Box 800  
Lake City, MI 49633  
(231) 839-4967

Wexford County  
Jami Bigger & Clifford Porterfield  
Interim Co-Administrators  
437 E. Division Street  
Cadillac, MI 49601  
(231) 779-9453

**b. 84<sup>th</sup> District Court**

Missaukee County  
Honorable Melissa Ransom  
111 South Canal  
P.O. Box 800  
Lake City, MI 49651  
(231) 839-4967

Wexford County  
Honorable Audry Van Alst  
437 E. Division  
Cadillac, MI 49601  
(231) 779-9515

**c. 28<sup>th</sup> Judicial Circuit Court**

Honorable Jason J. Elmore  
Missaukee County Address:  
111 South Canal  
P.O. Box 800  
Lake City, MI 49651  
(231) 839-4967

Wexford County Address:  
437 E. Division Street  
Cadillac, MI 49601  
(231) 779-9490

**d. Prosecuting Attorney**

Missaukee County  
David DenHouten

129 Main Street  
P.O. Box 348  
Lake City, MI 49651  
(231) 839-3111

Wexford County  
Corey J. Wiggins  
437 E. Division Street  
Cadillac, MI 49601  
(231) 779-9505

**e. County Sheriff Department**

Missaukee County  
Will Yancer  
110 Pine Street  
Lake City, MI 49651  
(231) 839-4338

Wexford County  
Trent Taylor  
820 Carmel Street  
Cadillac, MI 49601  
(231) 779-9211

**f. County Jail Administrator**

Missaukee County  
Jesse Harwood  
110 E. Pine Street  
Lake City, MI 49651  
(231) 839-4338

Wexford County  
Mike McDaniel  
820 Carmel Street  
Cadillac, MI 49601  
(231) 779-9211

**g. Wexford County Board of Commissioners**

Chairperson, Wexford County Board of Commissioners  
437 E. Division Street  
Cadillac, MI 49601  
(231) 779-9453

**h. Missaukee County Board Commissioners**

Chairperson, Missaukee County Board Commissioners



Court House  
111 S. Canal Street  
Lake City, MI 49651

2. This agreement constitutes the entire agreement of the Parties with respect to the interagency agreement required by MCL 330.12074a. This agreement does not supersede or terminate Memoranda of Understanding (MOU) or other agreements existing between the Parties already in existence that may further expound on the various programs provided in this agreement. The Parties may enter into other MOUs or agreements for existing or other programs.
3. The persons signing this agreement, on behalf of the parties, hereto certify, by said signatures, that they are duly authorized to sign this agreement.
4. This agreement shall be effective beginning April 20, 2022 and ending October 31, 2022. Renewal terms shall be for a period of three years unless otherwise agreed by all parties.
5. **In Witness Whereof**, the authorized Parties hereto have fully executed this agreement.

\_\_\_\_\_  
Joanie Blamer, CEO  
Northern Lakes Community Mental Health Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Will Yancer  
Missaukee County Sheriff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trent Taylor  
Wexford County Sheriff

\_\_\_\_\_  
Date

\_\_\_\_\_  
David DenHouten  
Missaukee County Prosecuting Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corey J. Wiggins  
Wexford County Prosecuting Attorney

\_\_\_\_\_  
Date

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Honorable Jason J. Elmore  
Missaukee and Wexford County 28<sup>th</sup> Judicial Circuit Court

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Date

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Honorable Melissa Ransom  
Missaukee County 84<sup>th</sup> District Court

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Date

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Honorable Audrey Van Alst  
Wexford County 84<sup>th</sup> District Court

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Date

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Chairperson  
Missaukee County Board of Commissioners

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Date

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Chairperson  
Wexford County Board of Commissioners

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Date

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Jesse Harwood  
Missaukee County Jail Administrator

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Date

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Mike McDaniel  
Wexford County Jail Administrator

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Date

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Elizabeth Vogel  
Missaukee County Administrator

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Date

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Jami Bigger  
Wexford County Interim Co-Administrator

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Date

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Clifford Porterfield  
Wexford County Interim Co-Administrator

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Date

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**TO:** Board of Commissioners  
**FROM:** Executive Committee  
**FOR MEETING DATE:** April 20, 2022  
**SUBJECT:** Materials Management Grant

SUMMARY OF ITEM TO BE PRESENTED:

This regional collaborative opportunity will fund and find the feasibility of a possible Regional Materials Management Plan, options for the individual Counties to take for updating their plans, identifying materials management challenges and opportunities within the region; among the other deliverables mentioned in the Materials Management County Engagement Grant. While there will be some need for staff time, there is no financial commitment from the counties.

RECOMMENDATION:

Executive Committee forwards the recommendation to the full board to approve Administration to sign a letter designating Northwest Michigan Council of Governments (dba Networks Northwest) as the designated planning agency for the Materials Management Grant.



COUNTY OF WEXFORD

COURTHOUSE  
437 EAST DIVISION  
CADILLAC, MICHIGAN 49601

COUNTY ADMINISTRATION

231-779-9453  
231-779-9745 FAX

To whom it may concern,

Please accept this letter as the designation of Northwest Michigan Council of Government (dba Networks Northwest) as the Designated Planning Agency for the Michigan Department of Environment, Great Lakes, and Environment’s Materials Management County Engagement Grant for Northwest Lower Michigan.

This regional collaborative opportunity will fund and find the feasibility of a possible Regional Materials Management Plan, options for the individual Counties to take for updating their plans, and identifying materials management challenges and opportunities within the region; among the other deliverables mentioned in the Materials Management County Engagement Grant. While there will be some need for staff time, there is no financial commitment from the counties.

Please let me know if you have any questions.

X

Clifford (Joe) Porterfield  
Interim Co-Administrator  
Wexford County

X

Jami Bigger  
Interim Co-Administrator  
Wexford County

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**TO:** Board of Commissioners  
**FROM:** Executive Committee  
**FOR MEETING DATE:** April 20, 2022  
**SUBJECT:** Security Officer Personnel

SUMMARY OF ITEM TO BE PRESENTED:

The Administration office was informed that VSS Security, who is contracted by the county for security personnel, will be no longer be servicing Michigan and terminating services provided to the County. This will take effect on April 30, 2022.

RECOMMENDATION:

Executive Committee forwards a recommendation to the full board to approve a position description of part-time security officers with a pay wage of \$14/hour, that will be under the supervision of the Administration office, with a posting date to start after the Board meeting and run for five days.



**Wexford County Position Description**  
**Position: Security Officer - Support Staff**  
**Adopted: April 20, 2022**

**Summary:** An individual assigned to this position will provide the Courthouse and Lake Street offices security. Responsible for screening individuals entering the Courthouse or Lake Street, responding quickly to alarm points to any breaches of security, intervening in potentially problematic situations in order to diffuse possible violence. Provides security and guidance during any lockdown or weather-related event in the Courthouse or Lake Street offices. Monitor security measures.

**Supervision Received:** Work is performed under the general supervision of the County Administrator.

**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. Secure the Courthouse and Lake Street offices.
2. Conduct security inspections of citizens and employees who enter, or are on, court property.
3. Screen all citizens entering the buildings for weapons or contraband.
4. Operate screening equipment at the building's entry points including metal detectors and visual inspections of packages, brief cases, bags, and other items.
5. Patrol the grounds of the Courthouse and Lake Street offices for any suspicious activity.
6. Monitor all cameras for any suspicious activity.
7. Respond to any security issues.

**Qualifications 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. Educational Requirement: High School graduate or G.E.D
2. Ability to pass a background and security check as well as a physical and drug screening.
3. Must have the ability to work and communicate effectively with employees and the public.
4. Must be able to see well, hear well, and speak clearly.
5. Must possess a valid Michigan Motor Vehicle Operators License.
6. Ability to travel between the two locations.

*(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.)*

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**TO:** Board of Commissioners  
**FROM:** Finance and Appropriations Committee  
**FOR MEETING DATE:** April 20, 2022  
**SUBJECT:** Administrative Executive Assistant Position

SUMMARY OF ITEM TO BE PRESENTED:

Due to the recent restructuring of the Administration Office (with the creation of the Human Resources Office), the workload has decreased. Therefore, it has been realized that the part-time Executive Assistant position is no longer need. It is best for the County’s financial interest to eliminate the part-time Executive Assistant position in the Administration Office from the budget and employee roster.

RECOMMENDATION:

The Finance and Appropriations Committee forwards a recommendation to the full board to eliminate the position in the Administration Office from the budget and employee roster effective April 30, 2022.

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**TO:** Board of Commissioners  
**FROM:** Administration  
**FOR MEETING DATE:** April 20, 2022  
**SUBJECT:** MIDC Grant Application for Fiscal Year 2023

SUMMARY OF ITEM TO BE PRESENTED:

The proposed MIDC grant application for FY23, total local share is \$148,042.20 for FY23. The local share refers to “an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent. Beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less.” The local share is locked in regardless of the state’s share of the program.

RECOMMENDATION:

Administration forwards a recommendation for approve the MIDC Grant Application for Fiscal Year 2023.



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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**TO:** Board of Commissioners  
**FROM:** Administration  
**FOR MEETING DATE:** April 20, 2022  
**SUBJECT:** MIDC Grant Application for Fiscal Year 2023

SUMMARY OF ITEM TO BE PRESENTED:

The proposed MIDC grant application for FY23 is as follows. The total local share is \$148,042.20 for FY23. The local share refers to “an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent. Beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less.” The local share is locked in regardless of the state’s share of the program.

RECOMMENDATION:

Administration recommends the full board approve the MIDC Grant Application for Fiscal Year 2023.

**1. Applicant Information**

- a. Applicant Name Wexford County
- b. Organizational Unit Wexford/Missaukee Counties
- c. Address 437 E. Division Street
- d. Address 2
- e. City Cadillac State MI Zip 49601
- f. Federal ID Number 23-1779945 Reference No. Unique Entity Id.
- g. Agency's fiscal year (beginning month and day) January-01
- h. Agency Type
  - City
  - Township
  - County
  - Village

**2. Project Information**

- a. Project Name Compliance Plan and Cost Analysis Renewal - FY 2023
- b. Is implementing agency same as Applicant  Yes  No
- c. Implementing Agency Name
- d. Project Start Date Oct-01-2022 End Date Sep-30-2023
- e. Amount of Funds Requested \$1,112,446.00 Project Cost \$1,260,498.20
- f. Agency Local Share: 148,052.20

**3. Contacts**

a. Financial Officer

Name Jami Bigger  
Title County Administrator  
Mailing Address 437 E. Division Street  
City Cadillac State MI Zip 49601  
Telephone (231) 779-9453 Fax  
E-mail Address Jami Bigger

b. Project Director / Primary Contact

Name Robert Champion  
Title Chief Public Defender  
Mailing Address 419 N. Lake Street  
City Cadillac State MI Zip 49601  
Telephone (231) 444-0480 Fax (231) 444-6518  
E-mail Address rchampion@wexfordcounty.org

c. Authorized Signatory

Name Gary Taylor  
Title Chair, Board of County Commissioners  
Mailing Address 437 E. Division  
City Cadillac State MI Zip 49601  
Telephone (231) 779-9453 Fax  
E-mail Address rchampion@wexfordcounty.org

d. Authorized Official

Name STEPHANY ANDERSON  
Title Office Manager  
Mailing Address 419 N. Lake St.  
City Cadillac State MI Zip 49601  
Telephone (231) 444-0480 Fax  
E-mail Address SANDERSON@WEXFORDCOUNTY.ORG

**Submitter Information**

Funding Unit/System Name: Wexford/Missaukee Counties

- I hereby certify that I am authorized to submit the application and the information and representations contained in the application is true and correct.

**Submitted By (include name, title, email address and phone number):**

Name: Robert Champion  
Title: Chief Public Defender  
Email Address: rchampion@wexfordcounty.org  
Phone Number: (231) 444-0480  
Date: 04/14/2022  
Signature: Robert Champion

**Delivery System Model**

1. What type of indigent defense delivery system do you have currently? (indicate all that apply):

- Public Defender Office (county employees)  
 Public Defender Office (non-profit/vendor model)  
 Managed Assigned Counsel System (Name of MAC Attorney Manager and P#:)  
 Contract Defender System  
 Regionalized system or coordination with other trial court funding units

If you are unsure about your type of indigent defense delivery system, more information can be found in MIDC's report entitled Delivery System Reform Models (2016), posted here: <https://michiganidc.gov/resources>. Questions can also be directed to your MIDC Regional Manager.

2. Are you proposing to change your type of indigent defense delivery system for next year? Please respond Yes or No.  Yes  No
3. If you are changing your indigent defense delivery system, what model do you plan to use next year?

**Standard 1 (Page 1)**

The additional funding request is for both roster and conflict attorney with fewer than two years of experience. They shall attend at least one multi-day trial skills course/trial college, on client centered skills training and at least one evidence skills course within the first year of employment and/or becoming a roster attorney for conflicts.

**Training of Attorneys**

- |    |  |   |
|----|--|---|
| 4. | Number of attorneys who accept adult criminal defense assignments as of October 1, 2022                  | 9 |
| 5. | Number of attorneys with less than 2 years of Michigan criminal defense experience as of October 1, 2022 | 1 |

**In the cost analysis**, please include a list of names and P#s of all the attorneys who accept adult criminal defense case assignments in your system, including conflict counsel and counsel for youths charged as adults.

6. What is your plan for training attorneys with less than 2 years of Michigan criminal defense experience?

The additional funding request is for both roster and conflict attorney with fewer than two years of experience. They shall attend at least one multi-day trial skills course/trial college, on client centered skills training and at least one evidence skills course within the first year of employment and/or becoming a roster attorney for conflicts.

**Standard 1 (Page 2)**

All attorneys are provided updated information on possible training and are required to complete at least the minimum continuing education credits based on the experience level. On completion of a CLE course, the attorney must submit the required CLE form to the office manager. The status of each attorney CLE is reviewed monthly to assure compliance. Training and continuing education is reviewed on the attorney's annual performance evaluation.

Conflict attorneys are required to submit any completed trainings to the conflict manager who in turn submits a quarterly report to our office manager to ensure compliance.

7. Please describe your system's training plan, including how compliance will be tracked for reporting requirements:

All attorneys are provided updated information on possible training and are required to complete at least the minimum continuing education credits based on the experience level. On completion of a CLE course, the attorney must submit the required CLE form to the office manager. The status of each attorney CLE is reviewed monthly to assure compliance. Training and continuing education is reviewed on the attorney's annual performance evaluation.

Conflict attorneys are required to submit any completed trainings to the conflict manager who in turn submits a quarterly report to our office manager to ensure compliance.

**Standard 1 (Page 3)**

1. With the monthly, and yearly review of the each attorney required training, failure to complete the CLE will result in immediate discipline with possible suspension of duties until CLE are completed.

2. Conflict attorneys are reviewed on a quarterly basis to ensure compliance. If a conflict attorney has failed to complete the required CLEs, they will be suspended from receiving any new cases until completion of their CLEs.

8. If an attorney does not complete the required training, how will the system address the noncompliance?

1. With the monthly, and yearly review of the each attorney required training, failure to complete the CLE will result in immediate discipline with possible suspension of duties until CLE are completed.

2. Conflict attorneys are reviewed on a quarterly basis to ensure compliance. If a conflict attorney has failed to complete the required CLEs, they will be suspended from receiving any new cases until completion of their CLEs.

9. Any changes in your funding needs from the prior year for Standard 1? Please respond Yes or No.  Yes  No

**If yes, please describe in the cost analysis.**

## Standard 2 (Page 1)

Cases will be appointed on the day of arraignments, jail arraignments and screening for referrals are conducted at the jail and staffed by up to two our attorneys or one attorney and the client navigator or investigator. Along with arraignment interview sheets, we will assist clients in completing and signing the any required forms. The appointment screening documents are to be provided to our staff for processing and forwarding to the Court.

Walk-in arraignments are in person, the duty will be staffed by up to two attorneys, and the appointment decision made at the time of the interview. The appointment documents are to be placed in the court file with the rights form and a copy proved to our office support staff.

We are notified the same day by email by the court of all clients referred to our office for indigent representation, status of the bond and the next court date. Then if possible, on the same day, the case is reviewed and assigned to the appropriate staff attorney or referred immediately to the conflict manager for roster assignment. Notification is by email or alerts from the Defender Data case management software.

### Initial Client Interviews

10. The MIDC Standards now require the selection and assignments of attorneys to be done independently from the judiciary. How and when are defense attorneys notified of new assignments?

Cases will be appointed on the day of arraignments, jail arraignments and screening for referrals are conducted at the jail and staffed by up to two our attorneys or one attorney and the client navigator or investigator. Along with arraignment interview sheets, we will assist clients in completing and signing the any required forms. The appointment screening documents are to be provided to our staff for processing and forwarding to the Court.

Walk-in arraignments are in person, the duty will be staffed by up to two attorneys, and the appointment decision made at the time of the interview. The appointment documents are to be placed in the court file with the rights form and a copy proved to our office support staff.

We are notified the same day by email by the court of all clients referred to our office for indigent representation, status of the bond and the next court date. Then if possible, on the same day, the case is reviewed and assigned to the appropriate staff attorney or referred immediately to the conflict manager for roster assignment. Notification is by email or alerts from the Defender Data case management software.

## Standard 2 (Page 2)

Daily Standard 2 compliance is monitored by both the Office of Public Defender and Conflict Administrator with the use of internal data management systems. At the time of the initial case review and assignment, the in-custody client's case file is flagged internally on the data management software Defender Data, a standard 2 compliance form is automatically produced and forwarded by email to the newly assigned attorney. The compliance form must be completed, signed, returned, and entered in the offices case management program Defender Data. All flagged in-custody cases allow for timely review and reporting standard 2 compliance. Our office receives a weekly speedy trial report that lists the days of incarceration for each in custody client awaiting adjudication and a daily in-custody report of all clients from both counties corrections departments.

Upon receiving a new referral for a public defender, our office staff immediately inputs the client's information into our Defender Data base (our internal system). The Defender Data base checks for multiple conflicts, which include but is not limited to, any co-defendant, potential witnesses, and any victims. If it is determined a conflict exists within our office, the case is then transferred to the conflict manager, who again, checks for any potential conflicts for their assigned conflict attorneys. The conflict manager then sends a quarterly report to our office manager who compares the date of assignment to the date of the interview for in custody clients to ensure that the conflict attorney is in compliance with the three days in custody interview. Billing statements from the assigned attorneys are reviewed monthly to ensure compliance.

11. How are you verifying that in-custody attorney client interviews occur within three business days?

Daily Standard 2 compliance is monitored by both the Office of Public Defender and Conflict Administrator with the use of internal data management systems. At the time of the initial case review and assignment, the in-custody client's case file is flagged internally on the data management software Defender Data, a standard 2 compliance form is automatically produced and forwarded by email to the newly assigned attorney. The compliance form must be completed, signed, returned, and entered in the offices case management program Defender Data. All flagged in-custody cases allow for timely review and reporting standard 2 compliance. Our office receives a weekly speedy trial report that lists the days of incarceration for each in custody client awaiting adjudication and a daily in-custody report of all clients from both counties corrections departments.

Upon receiving a new referral for a public defender, our office staff immediately inputs the client's information into our Defender Data base (our internal system). The Defender Data base checks for multiple conflicts, which include but is not limited to, any co-defendant, potential witnesses, and any victims. If it is determined a conflict exists within our office, the case is then transferred to the conflict manager, who again, checks for any potential conflicts for their assigned conflict attorneys. The conflict manager then sends a quarterly report to our office manager who compares the date of assignment to the date of the interview for in custody clients to ensure that the conflict attorney is in compliance with the three days in custody interview. Billing statements from the assigned attorneys are reviewed monthly to ensure compliance.

### **Standard 2 (Page 3)**

All client communications and contacts are noted and tracked by the Chief Public Defender and Conflict Administrator with internal systems. Public Defenders office utilizes the case management software Defender Data. The procedures for out of custody clients require all clients are called and a letter of introduction is sent to the client on the day of the case assignment. In addition, at the time of arraignment, clients are given an information sheet from public defender's office which outlines contact information, court timelines and court procedures. The assigned attorneys are required to follow up to assure an in-person conference is scheduled and occurs prior to all scheduled court appearances. All communications, conferences are noted and tracked in the Defender Data programs.

The conflict manager produces a quarterly report which tracks the client's name, date of assignment (which is the date the introductory communication is sent), date of initial interview, and the attorney that has been appointed. This quarterly report and billing invoices are submitted to our office to track compliance of standards. The conflict manager submits their billing invoices to the county administrator for payment.

12. How are you verifying attorneys' introductory communications with out-of-custody clients?

All client communications and contacts are noted and tracked by the Chief Public Defender and Conflict Administrator with internal systems. Public Defenders office utilizes the case management software Defender Data. The procedures for out of custody clients require all clients are called and a letter of introduction is sent to the client on the day of the case assignment. In addition, at the time of arraignment, clients are given an information sheet from public defender's office which outlines contact information, court timelines and court procedures. The assigned attorneys are required to follow up to assure an in-person conference is scheduled and occurs prior to all scheduled court appearances. All communications, conferences are noted and tracked in the Defender Data programs.

The conflict manager produces a quarterly report which tracks the client's name, date of assignment



(which is the date the introductory communication is sent), date of initial interview, and the attorney that has been appointed. This quarterly report and billing invoices are submitted to our office to track compliance of standards. The conflict manager submits their billing invoices to the county administrator for payment.

**Standard 2 (Page 4)**

Interview compensation is the same for in-custody and out of custody clients.

Staff attorneys are paid per their salary, conflict attorneys are paid per hourly scale based on the case. The rates are \$100 hour for misdemeanors, \$110 per hour for low severity felonies, \$120 per hour for high severity felonies.

13. How are you compensating attorneys for conducting initial interviews? Please include whether you intend to compensate attorneys differently for in-custody and out-of-custody interviews.

Interview compensation is the same for in-custody and out of custody clients. Staff attorneys are paid per their salary, conflict attorneys are paid per hourly scale based on the case. The rates are \$100 hour for misdemeanors, \$110 per hour for low severity felonies, \$120 per hour for high severity felonies.

14. Any changes in your funding needs from the prior year for Initial Interviews? Please  Yes  No  
respond Yes or No.

**If yes, please describe in the cost analysis.**

**Standard 2 (Page 5)**

For jail visits, the rooms in both Wexford and Missaukee counties provide a seat for the client and counsel. Wexford County jail currently has four confidential rooms available and Missaukee County has one. They are separated by a plexi-glass divider. Documents can be exchanged via jail staff when needed. Both jails also have ZOOM capabilities for video conferences with attorneys in a private, confidential setting. Also, our office has recently implemented a toll free line through Securus, allowing for clients to have full access to our office staff and attorneys. Even if a client is being housed in another county jail, this service is provided to them as well. These phone lines are private, secure and not recorded. For clients who are incarcerated and are appearing in person for their hearing, the Wexford County District Court has 2 meeting rooms that are separated by glass. The attorney simply knocks on the jail holding cell door and the corrections officer will bring down the client that the attorney is requesting to meet with. The Wexford Circuit Court has 2 rooms available for those who are in custody. Again, Missaukee County only has one meeting room for clients who are incarcerated. planning to attend hearings in person at the courthouse.

**Confidential Meeting Spaces**

15. How many confidential meeting spaces are in the jail?

5

16. What is the TOTAL amount of confidential meeting spaces in the courthouse? 6
17. How many confidential meeting spaces in the courthouse are for in-custody clients? 5

Please describe these spaces.

For jail visits, the rooms in both Wexford and Missaukee counties provide a seat for the client and counsel. Wexford County jail currently has four confidential rooms available and Missaukee County has one. They are separated by a plexi-glass divider. Documents can be exchanged via jail staff when needed. Both jails also have ZOOM capabilities for video conferences with attorneys in a private, confidential setting. Also, our office has recently implemented a toll free line through Securus, allowing for clients to have full access to our office staff and attorneys. Even if a client is being housed in another county jail, this service is provided to them as well. These phone lines are private, secure and not recorded.

For clients who are incarcerated and are appearing in person for their hearing, the Wexford County District Court has 2 meeting rooms that are separated by glass. The attorney simply knocks on the jail holding cell door and the corrections officer will bring down the client that the attorney is requesting to meet with. The Wexford Circuit Court has 2 rooms available for those who are in custody. Again, Missaukee County only has one meeting room for clients who are incarcerated. planning to attend hearings in person at the courthouse.

### Standard 2 (Page 6)

Wexford County District Court has 3 private, secluded meeting rooms for attorneys to meet with clients. Their Circuit Court has two private attorney room. The rooms consist of a table and chairs.

Missaukee County is a much smaller courthouse and they only currently have two attorney/client meeting rooms for both District and Circuit Court. Due to the lack of courtrooms in this county, District and Circuit Court proceedings are conducted in the same courtroom.

The Judges will allow the attorneys to enter into a "break out" room while in a ZOOM meeting in order for the attorney to consult with their client in a private, confidential setting.

18. How many confidential meeting spaces in the courthouse are for out-of-custody clients? 6

Please describe these spaces.

Wexford County District Court has 3 private, secluded meeting rooms for attorneys to meet with clients. Their Circuit Court has two private attorney room. The rooms consist of a table and chairs.

Missaukee County is a much smaller courthouse and they only currently have two attorney/client meeting rooms for both District and Circuit Court. Due to the lack of courtrooms in this county, District and Circuit Court proceedings are conducted in the same courtroom.

The Judges will allow the attorneys to enter into a "break out" room while in a ZOOM meeting in order for the attorney to consult with their client in a private, confidential setting.

**Standard 2 (Page 7)**

19. Any changes from the prior year's compliance plan for your confidential meeting spaces? Please respond Yes or No.  Yes  No

If Yes, please describe the proposed changes.

20. Any changes from the prior year's funding needs for confidential meeting spaces? Please respond Yes or No.  Yes  No

**If yes, please describe in the cost analysis.**

**Standard 3 (Page 1)**

The individual assigned attorney will make a written requests to the Chief Public Defender or Conflict Administrator. The request is reviewed internally for approval. Defendants who have retained counsel, or who are representing themselves can request to be screened for indigency in order to qualify for expert and investigator funding. These requests are to be made in writing to the Chief Public Defender by submitting written responses and or documentation as provided by the Request for Appointment of Counsel form.

Appeals

An initial decision denying a request for counsel may be appealed in writing to the supervisory team of the Public Defender office and should include any additional supplementary financial information that the individual wishes to be considered.

A subsequent denial of a request for counsel, or a denial of a request for expert or investigative assistance by a proper person or client with retained counsel, may be appealed to Conflict Administrator and requires notification of the MIDC regional manager by the Chief Public Defender.

For cases designated as conflict-of-interest cases, the direct appeal from the initial denial is to Wexford County Administrator.

A denial by the County Administrator on any appointment-related determinations may be appealed to the judiciary by making an oral or written motion to be considered by the judge assigned to the case in question and requires notification of the MIDC regional manager by the Chief Public Defender.

**Experts and Investigators**

21. The MIDC Standards now require approval of expert and investigative assistance to be independent from the judiciary. Describe the process of how attorneys request expert witness assistance for their indigent clients:

The individual assigned attorney will make a written requests to the Chief Public Defender or Conflict Administrator. The request is reviewed internally for approval. Defendants who have retained counsel, or who are representing themselves can request to be screened for indigency in order to qualify for expert and investigator funding. These requests are to be made in writing to the Chief Public Defender by submitting written responses and or documentation as provided by the Request for Appointment of Counsel form.

Appeals

An initial decision denying a request for counsel may be appealed in writing to the supervisory team of the Public Defender office and should include any additional supplementary financial information that the individual wishes to be considered.

A subsequent denial of a request for counsel, or a denial of a request for expert or investigative assistance by a proper person or client with retained counsel, may be appealed to Conflict Administrator and requires notification of the MIDC regional manager by the Chief Public Defender.

For cases designated as conflict-of-interest cases, the direct appeal from the initial denial

is to Wexford County Administrator.

A denial by the County Administrator on any appointment-related determinations may be appealed to the judiciary by making an oral or written motion to be considered by the judge assigned to the case in question and requires notification of the MIDC regional manager by the Chief Public Defender.

### Standard 3 (Page 2)

22. Any change from the prior year's process to request expert witness assistance?  Yes  No  
Please respond Yes or No.

If yes, please explain the change:

### Standard 3 (Page 3)

Each attorney will make written for an investigator to the Chief Public Defender or Conflict Administrator. The request is reviewed internally for approval. Due to the limited availability of contract/private investigators, a full time staff investigator is being budgeted into the grant request.

#### **Appeals**

On investigative assistance by a proper person or client with retained counsel, may be appealed to Conflict Administrator and requires notification of the MIDC regional manager by the Chief Public Defender.

For cases designated as conflict-of-interest cases, the direct appeal from the initial denial is to Wexford County Administrator.

A denial by the County Administrator on any appointment-related determinations may be appealed to the judiciary by making an oral or written motion to be considered by the judge assigned to the case in question and requires notification of the MIDC regional manager by the Chief Public Defender.

23. Describe the process of how attorneys request investigative assistance:

Each attorney will make written for an investigator to the Chief Public Defender or Conflict Administrator. The request is reviewed internally for approval. Due to the limited availability of contract/private investigators, a full time staff investigator is being budgeted into the grant request.

#### **Appeals**

On investigative assistance by a proper person or client with retained counsel, may be appealed to Conflict Administrator and requires notification of the MIDC regional manager by the Chief Public Defender.

For cases designated as conflict-of-interest cases, the direct appeal from the initial denial is to Wexford County Administrator.

A denial by the County Administrator on any appointment-related determinations may be

appealed to the judiciary by making an oral or written motion to be considered by the judge assigned to the case in question and requires notification of the MIDC regional manager by the Chief Public Defender.

#### Standard 3 (Page 4)

For the FY 2023, a full-time staff investigator is being requested in the grant application. In FY 2022, the sole local contract private investigator was not available for part of the year resulting in delay in case proceedings. A full-time staff investigator would be available to both staff, indigent proper and conflict attorneys, along with the assistances of the one available local private investigator. The written request process and appeals would be the same as prior years.

24. Any change from the prior year's process to request investigative assistance?  Yes  No  
Please respond Yes or No.

If yes, please explain the change:

For the FY 2023, a full-time staff investigator is being requested in the grant application. In FY 2022, the sole local contract private investigator was not available for part of the year resulting in delay in case proceedings. A full-time staff investigator would be available to both staff, indigent proper and conflict attorneys, along with the assistances of the one available local private investigator. The written request process and appeals would be the same as prior years.

#### Standard 3 (Page 5)

All requests either denied or approved are tracked with the internal case management system Defender Date, file notation and billing.

25. How are attorney requests (whether approved or denied) for experts and investigators tracked by the system?  
Please include approved and denied requests.

All requests either denied or approved are tracked with the internal case management system Defender Date, file notation and billing.

26. Any change from the prior year's funding needs for Standard 3? Please respond  Yes  No  
Yes or No.

**If yes, please describe in the cost analysis.**

**Standard 4 (Page 1)**

Each morning, the Circuit and District Courts, along with the Sheriff department notifies our office of all in-custody individuals awaiting arraignment on recent charges, bench warrants, bond, and probation violations. A member of our office then meets with the incarcerated person prior to their arraignment. The attorney explains the charges and potential punishment. Also, the attorney gathers limited background information, financial information including employment history, community connections, prior criminal history, any other current charges, if they are probation/parole anywhere, to be able to present this information to the Judge for bond purposes. The attorney will then appear at the hearing unless private counsel represents them and is available. We will have notified the court if the person qualifies and is requesting a referral to the public defenders' office for representation.

If the client is not in-custody, a member of our office will meet with the individual prior to the arraignment at the courthouse, determination eligibility for indigency for gathering the above stated background information to present to the Judge for bond purposes and referral to our office for appointment. The attorney appears on the behalf of the client if a private attorney does not represent them.

**Counsel at First Appearance and Other Critical Stages**

27. The MIDC Standards now require the selection and assignments of attorneys to be done independently from the judiciary. How are you providing counsel at first appearance and all arraignments? Please provide detail for circuit and district court coverage.

Each morning, the Circuit and District Courts, along with the Sheriff department notifies our office of all in-custody individuals awaiting arraignment on recent charges, bench warrants, bond, and probation violations. A member of our office then meets with the incarcerated person prior to their arraignment. The attorney explains the charges and potential punishment. Also, the attorney gathers limited background information, financial information including employment history, community connections, prior criminal history, any other current charges, if they are probation/parole anywhere, to be able to present this information to the Judge for bond purposes. The attorney will then appear at the hearing unless private counsel represents them and is available. We will have notified the court if the person qualifies and is

requesting a referral to the public defenders' office for representation.

If the client is not in-custody, a member of our office will meet with the individual prior to the arraignment at the courthouse, determination eligibility for indigency for gathering the above stated background information to present to the Judge for bond purposes and referral to our office for appointment. The attorney appears on the behalf of the client if a private attorney does not represent them.

**Standard 4 (Page 2)**

Once a client is referred for appointed to a case, we appear at all future court appearances. On felony Probation Violation arraignment, if our office has not been notified and an attorney has not met with the individual, the court will notify our office and we then appear for a re-arraignment to assure counsel is present for all critical stages. In addition, our office receives a daily jail roster and court schedule which is reviewed by staff to assure our office has received proper notice and that assigned staff attorneys appear for all court proceedings.

28. How are you providing counsel at all other critical stages? Please provide details:

Once a client is referred for appointed to a case, we appear at all future court appearances. On felony Probation Violation arraignment, if our office has not been notified and an attorney has not met with the individual, the court will notify our office and we then appear for a re-arraignment to assure counsel is present for all critical stages. In addition, our office receives a daily jail roster and court schedule which is reviewed by staff to assure our office has received proper notice and that assigned staff attorneys appear for all court proceedings.

**Standard 4 (Page 3)**

Staff attorneys are paid per their salary, conflict attorneys are paid per scale based on the case. Those rates are \$100 hour for misdemeanors, \$110 per hour for low severity felonies, \$120 per hour for high severity felonies.

29. How are you compensating attorneys for Standard 4? Please provide detail for compensating counsel at first appearance and compensating counsel at all other critical stages.

Staff attorneys are paid per their salary, conflict attorneys are paid per scale based on the case. Those rates are \$100 hour for misdemeanors, \$110 per hour for low severity felonies, \$120 per hour for high severity felonies.

**Standard 4 (Page 4)**

30. Do you have a prison in your County?  Yes  No

If Yes, how is counsel provided to people charged with crimes while incarcerated in the prison?

Do you seek reimbursement for the cost of counsel from the Michigan Department of Corrections?  Yes  No



**Standard 4 (Page 5)**

The court will only accept a plea by mail or at the district court counter when there is not the possibility of jail or probation. The court has an information sheet from our office available to all individuals. The sheet has both instructions for the person on how to contact our office to speak with an attorney and advising the person of their right to representation.

31. Are there or will there be any misdemeanor cases where your court accepts pleas without the defendant appearing before a magistrate or a judge? For example, pleas by mail, over the counter pleas, pleas online, etc. Please answer Yes or No.  Yes  No

32. Describe how counsel is offered to a defendant making a plea who does not appear before a magistrate or judge:

The court will only accept a plea by mail or at the district court counter when there is not the possibility of jail or probation. The court has an information sheet from our office available to all individuals. The sheet has both instructions for the person on how to contact our office to speak with an attorney and advising the person of their right to representation.

**Standard 4 (Page 6)**

33. Any change from the prior year's attorney compensation for Standard 4? Please respond Yes or No.  Yes  No

**If yes, please describe in the cost analysis.**

34. Any change from the prior year's funding needs for Standard 4? Please respond Yes or No.  Yes  No

**If yes, please describe in the cost analysis.**

**Standard 5 (Page 1)**

Our selection process is guided by what outlined in proposed Standard 7.

Case assignment involves reviewing the case location or county (Missaukee or Wexford), type of case, the attorney's current case load and then determined by the eligibility of the attorney's ability, training, and experience. To be assigned the attorney but meet the following case-type qualifications:

**Misdemeanor Cases**, satisfaction of all Basic Requirements; *and* serve as co-counsel or second chair in a prior trial (misdemeanor, felony, bench, or jury) *or* equivalent experience and ability to demonstrate similar skills.

**Low-severity Felony Cases**, satisfaction of all Basic Requirements; *and* Has practiced criminal law for one full year (either as a prosecutor, public defender, or in private criminal defense practice) *and* has been trial counsel alone or with other trial counsel and handled a significant portion of the trial in two criminal cases that have reached a verdict, one of which having been submitted to a jury; *or* has equivalent experience and ability to demonstrate similar skills.

**High-severity Felony Cases**, satisfaction of all Basic Requirements; *and* has practiced criminal law for two full years (either as a prosecutor, public defender, or in private criminal defense practice); *and* has been trial counsel alone or with other trial counsel and handled a significant portion of the trial in four criminal cases that have been submitted to a jury; *or* has a significant record of consistently high quality criminal trial court representation and the ability to handle a high-severity felony case.

**Life Offense Cases** satisfaction of all Basic Requirements; *and* has practiced criminal law for five full years (either as a prosecutor, public defender, or in private criminal defense practice); *and* has prior experience as lead counsel in no fewer than seven felony jury trials that have been submitted to a jury; *or* has a significant record of consistently high quality criminal trial court representation and the ability to handle a life offense case.

**Review**, newly hired attorneys' evaluations are conducted at 3-, 6- and 12-months intervals with input from by peers in the criminal defense community including judges, prosecutors, and clients. After one-year, formal evaluations are conducted annually and informal evaluation occurring though out the year.

To advance experience and mentoring, staff attorneys are assigned as teams to cases, with a less experienced attorney being paired with a seasoned attorney.

The MIDC Standards now require independence from the court including the selection and assignment of attorneys, attorney compensation and approval of requests for expert and investigative assistance.

35. How will attorneys be selected to provide adult indigent criminal defense services in your indigent defense system? Please describe any eligibility requirements needed by the attorneys as well as the selection process:

Our selection process is guided by what outlined in proposed Standard 7.

Case assignment involves reviewing the case location or county (Missaukee or Wexford), type of case, the attorney's current case load and then determined by the eligibility of the attorney's ability, training, and experience. To be assigned the attorney but meet the following case-type qualifications:

**Misdemeanor Cases**, satisfaction of all Basic Requirements; *and* serve as co-counsel or second chair in a prior trial (misdemeanor, felony, bench, or jury) *or* equivalent experience and ability to demonstrate similar skills.

**Low-severity Felony Cases**, satisfaction of all Basic Requirements; *and* Has practiced criminal law for one full year (either as a prosecutor, public defender, or in private criminal defense practice) *and* has been trial counsel alone or with other trial counsel and handled a significant portion of the trial in two criminal cases that have reached a verdict, one of which having been submitted to a jury; *or* has equivalent experience and ability to demonstrate similar skills.

**High-severity Felony Cases**, satisfaction of all Basic Requirements; *and* has practiced criminal law for two full years (either as a prosecutor, public defender, or in private criminal defense practice);

*and has* been trial counsel alone or with other trial counsel and handled a significant portion of the trial in four criminal cases that have been submitted to a jury; or has a significant record of consistently high quality criminal trial court representation and the ability to handle a high-severity felony case.

**Life Offense Cases** satisfaction of all Basic Requirements; *and has* practiced criminal law for five full years (either as a prosecutor, public defender, or in private criminal defense practice); *and has* prior experience as lead counsel in no fewer than seven felony jury trials that have been submitted to a jury; or has a significant record of consistently high quality criminal trial court representation and the ability to handle a life offense case.

**Review**, newly hired attorneys' evaluations are conducted at 3-, 6- and 12-months intervals with input from by peers in the criminal defense community including judges, prosecutors, and clients. After one-year, formal evaluations are conducted annually and informal evaluation occurring though out the year.

To advance experience and mentoring, staff attorneys are assigned as teams to cases, with a less experienced attorney being paired with a seasoned attorney.

**Standard 5 (Page 2)**

36. Will the selection process be facilitated by a committee of stakeholders?  Yes  No

If so, please list the titles of participating officials, agencies, or departments as appropriate.

**Standard 5 (Page 3)**

37. Who will approve an attorney's eligibility to receive assigned cases? Chief Public Defender and the Conflict Administrator

38. Who will assign work to the attorneys in the indigent defense system? Please include the person's name, title, employer and/or supervisor.

Person's Name: Robert Champion / Steve King

Title: Chief Public Defender / Conflict Administrator

Employer and/or Supervisor: Wexford County

39. Who will review and approve attorney billing? Wexford County Administrator

40. Who will approve requests for expert and investigative assistance? Chief Public Defender/Conflict Administrator

41. Who will review and approve expert and investigative billing? Chief Public Defender/Conflict Administrator

**Standard 5 (Page 4)**

For staff attorney assignment may be appealed to Conflict Administrator but requires notification of the MIDC regional manager by the Chief Public Defender.

For cases designated as conflict-of-interest cases, the direct appeal from the initial denial is to Wexford County Administrator.

42. What is your appeal process to resolve any potential conflicts between the assigned attorney and the person(s) assigning casework?

For staff attorney assignment may be appealed to Conflict Administrator but requires notification of the MIDC regional manager by the Chief Public Defender.

For cases designated as conflict-of-interest cases, the direct appeal from the initial denial is to Wexford County Administrator.

#### **Standard 5 (Page 5)**

For cases designated as conflict-of-interest cases, the direct appeal from the initial denial is to Wexford County Administrator.

A denial by the County Administrator on any appointment-related determinations may be appealed to the judiciary by written motion to be considered by the judge assigned to the case in question and requires notification of the MIDC regional manager by the Chief Public Defender.

43. What is your appeal process to resolve any potential conflicts between the assigned attorney and the person(s) or reviewing/approving billing?

For cases designated as conflict-of-interest cases, the direct appeal from the initial denial is to Wexford County Administrator.

A denial by the County Administrator on any appointment-related determinations may be appealed to the judiciary by written motion to be considered by the judge assigned to the case in question and requires notification of the MIDC regional manager by the Chief Public Defender.

#### **Standard 5 (Page 6)**

An initial decision denying a request for expert or investigator may be appealed in writing to the supervisory team of the Public Defender office and should include any additional supplementary information that the individual wishes to be considered.

A subsequent denial of a request for expert or investigative assistance by a proper person or client with retained counsel, may be appealed to Conflict Administrator and requires notification of the MIDC regional manager by the Chief Public Defender.

For cases designated as conflict-of-interest cases, the direct appeal from the initial denial is to Wexford County Administrator.

A denial by the County Administrator on any appointment-related determinations may be appealed to the judiciary by making written motion to be considered by the judge assigned to the case in question and requires notification of the MIDC regional manager by the Chief Public Defender.

44. What is your appeal process to resolve denied or partially denied requests for expert or investigative assistance?

An initial decision denying a request for expert or investigator may be appealed in writing to the supervisory team of the Public Defender office and should include any additional

supplementary information that the individual wishes to be considered.

A subsequent denial of a request for expert or investigative assistance by a proper person or client with retained counsel, may be appealed to Conflict Administrator and requires notification of the MIDC regional manager by the Chief Public Defender.

For cases designated as conflict-of-interest cases, the direct appeal from the initial denial is to Wexford County Administrator.

A denial by the County Administrator on any appointment-related determinations may be appealed to the judiciary by making written motion to be considered by the judge assigned to the case in question and requires notification of the MIDC regional manager by the Chief Public Defender.

**Indigency (Page 1)**

Jail arraignments will be staffed by up to two attorneys or one attorney and the client navigator or investigator. Along with arraignment interview sheets, we will assist clients in completing and signing the forms. I am requesting from MIDC an additional staff position and an investigator to aid in the increased workload for the appointment process (among several reasons). My vision for this assignment is that our team goes early to the jail and works together to quickly conduct the interviews and complete the forms. It is important that we attempt to verify with people who are not necessarily on the “needs to be arraigned list” whether or not they’ve completed a Request for Counsel if they are awaiting arraignment. The appointment documents are to be provided to Stephanie or Sierra depending on availability, for processing and forwarding to the Court.

For walk-in arraignments, whether by zoom or in person, these documents will be reviewed by the attorney(s) staffing that duty.

If walk-in arraignments are in person, the duty will be staffed by up to two attorneys, and the appointment decision made at the time of the interview. The appointment documents are to be placed in the court file with the rights form.

If the walk-ins are remote, the attorney(s) assigned to this duty will make the appointment decision during preparation for the hearing, and ensure the documents are provided to the Court.

Each of our staff attorneys, and our Office Administrator (Stephany) are authorized pursuant to this policy to review the Requests and appoint/deny counsel and make a determination as to any contribution or reimbursement of attorney costs. As a general rule, I want to err on the side of liberally granting counsel.

A significant change: there should be no absolute pressure to have the appointment decision in the Court file by arraignment. We will continue to staff and appear for all arraignments; however, the appointment decision is, pursuant to Standard 5, independent of judicial involvement. If a prospective client has not successfully completed their Request, or if it hasn’t made it to the file by the arraignment, this is of no consequence. The prospective client must ensure that we receive the completed request between the arraignment and initial court date to ensure that we appoint counsel. These appointment obligations that come up outside of the normal docket will be reviewed by office staff.

If a prospective client decides on the day of court that they wish to request counsel, they are to complete the form. If available, a staff attorney may review and process the appointment. If not, the Request is to be forwarded to the office staff to review and appoint counsel. We will assign the case in the normal course of business.

The Indigency Standard is to be “liberally construed to favor the appointment of counsel.” An individual is “indigent” if they have an inability to obtain competent representation on their own without “substantial financial hardship” for themselves or their dependents. An individual is “partially indigent” if they have an “inability to afford the complete cost of legal representation but an ability to contribute a *monetary amount* toward” their representation.

45. Will judges and/or court staff conduct all indigency screening in every proceeding?  Yes  No  
Please answer Yes or No

If no, who will screen for indigency? Staff from the Wexford Missaukee Public Defenders Office

Is this screener the Appointing Authority?  Yes  No

If the screener is not the Appointing Authority, does the Appointing Authority oversee the screening process?  Yes  No

Briefly describe your process for screening for indigency.

Jail arraignments will be staffed by up to two attorneys or one attorney and the client navigator or investigator. Along with arraignment interview sheets, we will assist clients in completing and signing the forms. I am requesting from MIDC an additional staff position and an investigator to aid in the increased workload for the appointment process (among several reasons). My vision for this assignment is that our team goes early to the jail and works together to quickly conduct the interviews and complete the forms. It is important that we attempt to verify with people who are not necessarily on the "needs to be arraigned list" whether or not they've completed a Request for Counsel if they are awaiting arraignment. The appointment documents are to be provided to Stephanie or Sierra depending on availability, for processing and forwarding to the Court.

For walk-in arraignments, whether by zoom or in person, these documents will be reviewed by the attorney(s) staffing that duty.

If walk-in arraignments are in person, the duty will be staffed by up to two attorneys, and the appointment decision made at the time of the interview. The appointment documents are to be placed in the court file with the rights form.

If the walk-ins are remote, the attorney(s) assigned to this duty will make the appointment decision during preparation for the hearing, and ensure the documents are provided to the Court.

Each of our staff attorneys, and our Office Administrator (Stephany) are authorized pursuant to this policy to review the Requests and appoint/deny counsel and make a determination as to any contribution or reimbursement of attorney costs. As a general rule, I want to err on the side of liberally granting counsel.

A significant change: there should be no absolute pressure to have the appointment decision in the Court file by arraignment. We will continue to staff and appear for all arraignments; however, the appointment decision is, pursuant to Standard 5, independent of judicial involvement. If a prospective client has not successfully completed their Request, or if it hasn't made it to the file by the arraignment, this is of no consequence. The prospective client must ensure that we receive the completed request between the arraignment and initial court date to ensure that we appoint counsel. These appointment obligations that come up outside of the normal docket will be reviewed by office staff.

If a prospective client decides on the day of court that they wish to request counsel, they are to complete the form. If available, a staff attorney may review and process the appointment. If not, the Request is to be forwarded to the office staff to review and appoint counsel. We will assign the case in the normal course of business.

The Indigency Standard is to be "liberally construed to favor the appointment of counsel."

An individual is “indigent” if they have an inability to obtain competent representation on their own without “substantial financial hardship” for themselves or their dependents. An individual is “partially indigent” if they have an “inability to afford the complete cost of legal representation but an ability to contribute a *monetary amount* toward” their representation.

### **Indigency (Page 2)**

An initial decision denying a request for counsel may be appealed in writing to the supervisory team of the Public Defender office and should include any additional supplementary financial information that the individual wishes to be considered.

A subsequent denial of a request for counsel, by a proper person or client with retained counsel, may be appealed to Conflict Administrator and requires notification of the MIDC regional manager by the Chief Public Defender.

A subsequent denial of a request for counsel, by may be appealed to Wexford County Administrator and requires notification of the MIDC regional manager by the Chief Public Defender.

A denial by the County Administrator on any appointment-related determinations may be appealed to the judiciary by making a written motion to be considered by the judge assigned to the case in question and requires notification of the MIDC regional manager by the Chief Public Defender.

What is the process for appealing a determination that a person does not qualify for appointed counsel?

An initial decision denying a request for counsel may be appealed in writing to the supervisory team of the Public Defender office and should include any additional supplementary financial information that the individual wishes to be considered.

A subsequent denial of a request for counsel, by a proper person or client with retained counsel, may be appealed to Conflict Administrator and requires notification of the MIDC regional manager by the Chief Public Defender.

A subsequent denial of a request for counsel, by may be appealed to Wexford County Administrator and requires notification of the MIDC regional manager by the Chief Public Defender.

A denial by the County Administrator on any appointment-related determinations may be appealed to the judiciary by making a written motion to be considered by the judge assigned to the case in question and requires notification of the MIDC regional manager by the Chief Public Defender.

### **Indigency (Page 3)**

Subsequent to the appointment decision, our office will be making the decision on what amount of money, if any, should be reimbursed to the system by the client for the cost of our services.

If a client is “fully indigent,” they are to contribute ZERO to the cost of their attorney. An individual is “fully indigent” if they have an inability to obtain competent representation on their own without “substantial financial hardship” for themselves or their dependents, which is a subjective standard



that we are to apply.

For a client that you believe is not fully indigent, you as the reviewing attorney can elect one of three options: 1) defer on the question to supervisory staff, 2) set a reimbursement figure to be paid at the conclusion of the case, and 3) select a contribution amount to be paid on an ongoing periodic basis during the pendency of the case. An individual is “partially indigent” if they have an “inability to afford the *complete cost* of legal representation but an ability to contribute a monetary amount toward” their representation.

Reimbursement should only be selected if the client has a meaningful ability to pay it. I am asking that you generally elect “defer” on this decision. The leadership of team will review the financial information, the number of hours spent on the case as against our case severity panel rates of pay and determine if any amount of reimbursement is appropriate under the circumstances.

For someone that you believe has an honest ability to pay a portion of the attorney fee, considering their monthly take home pay and true living expenses, defer to supervisory staff.

If a case is dismissed or a client is found not guilty, they will not be required to reimburse anything toward the cost of their attorney.

By the time of sentencing, each court file should have a Request for Appointment of Counsel that has been completed as to a contribution/reimbursement decision. Any applicable figure would be ordered by the Court.

- 46. Are you designating an Appointing Authority to conduct indigency screening for purposes of MCR 6.005(B)?  Yes  No
- Will you seek contribution from partially indigent defendants?  Yes  No
- 47. In cases where contribution is appropriate, who is going to make request with the court for contribution? Wexford Missaukee Public Defenders
- 48. In cases where contribution is appropriate, what is your process for determining the amount that a person should contribute during the pendency of the case to their defense?

Subsequent to the appointment decision, our office will be making the decision on what amount of money, if any, should be reimbursed to the system by the client for the cost of our services.

If a client is “fully indigent,” they are to contribute ZERO to the cost of their attorney. An individual is “fully indigent” if they have an inability to obtain competent representation on their own without “substantial financial hardship” for themselves or their dependents, which is a subjective standard that we are to apply.

For a client that you believe is not fully indigent, you as the reviewing attorney can elect one of three options: 1) defer on the question to supervisory staff, 2) set a reimbursement figure to be paid at the conclusion of the case, and 3) select a contribution amount to be paid on an ongoing periodic basis during the pendency of the case. An individual is “partially indigent” if they have an “inability to afford the *complete cost* of legal representation but an ability to contribute a monetary amount toward” their representation.

Reimbursement should only be selected if the client has a meaningful ability to pay it. I am

asking that you generally elect “defer” on this decision. The leadership of team will review the financial information, the number of hours spent on the case as against our case severity panel rates of pay and determine if any amount of reimbursement is appropriate under the circumstances.

For someone that you believe has an honest ability to pay a portion of the attorney fee, considering their monthly take home pay and true living expenses, defer to supervisory staff.

If a case is dismissed or a client is found not guilty, they will not be required to reimburse anything toward the cost of their attorney.

By the time of sentencing, each court file should have a Request for Appointment of Counsel that has been completed as to a contribution/reimbursement decision. Any applicable figure would be ordered by the Court.

**Indigency (Page 4)**

Before the final court **appearance**, a request for to a contribution/reimbursement will be filed for that figure amount to be ordered by the Court.

49. What is your process for obtaining contribution?

Before the final court **appearance**, a request for to a contribution/reimbursement will be filed

for that figure amount to be ordered by the Court.

**Indigency (Page 5)**

An initial decision for contribution is to be appealed in writing to the supervisory team of the Public Defender office and should include any additional supplementary financial information that the individual wishes to be considered.

A subsequent denial may be appealed to Conflict Administrator and requires notification of the MIDC regional manager by the Chief Public Defender.

A subsequent denial may be appealed to Wexford County Administrator and requires notification of the MIDC regional manager by the Chief Public Defender.

For cases designated as conflict-of-interest cases, the direct appeal from the initial denial is to Wexford County Administrator.

A denial by the County Administrator on any appointment-related determinations may be appealed to the judiciary by making an oral or written motion to be considered by the judge assigned to the case in question and requires notification of the MIDC regional manager by the Chief Public Defender.

50. What is the process for challenging a request for contribution?

An initial decision for contribution is to be appealed in writing to the supervisory team of the

Public Defender office and should include any additional supplementary financial information that the individual wishes to be considered.

A subsequent denial may be appealed to Conflict Administrator and requires notification of the MIDC regional manager by the Chief Public Defender.

A subsequent denial may be appealed to Wexford County Administrator and requires notification of the MIDC regional manager by the Chief Public Defender.

For cases designated as conflict-of-interest cases, the direct appeal from the initial denial is to Wexford County Administrator.

A denial by the County Administrator on any appointment-related determinations may be appealed to the judiciary by making an oral or written motion to be considered by the judge assigned to the case in question and requires notification of the MIDC regional manager by the Chief Public Defender.

**Personnel**

**In the cost analysis**, please provide detail about all personnel employed by the funding unit. This should include DIRECT SERVICE PROVIDERS (Public Defender Chief, Deputy Chief, Assistant Defenders, and staff of the defender office employed by the system) as well as ANCILLARY STAFF (court clerks, sheriff employees, etc.)

**Ancillary Staff**

51. In limited circumstances, the MIDC can fund some other system staffing needs if required to implement one of the MIDC standards. These requests are evaluated each year.

52. Do you have any ancillary staff? Please answer Yes or No.  Yes  No

If yes, what standard(s) or reporting needs do they meet? We employ a correction officer to comply with Standard 2 and Standard 4, They verify all new arrest, daily court transportation roster, verify speedy trial clients, notify attorney of weekend in-custody client issues, assist with client assess for office social worker, escorting in-custody clients to and from appointments, and assures access to clients.

If yes, how are you tracking time for ancillary staff? Timesheets and billings records.

53. For existing ancillary staff, are there any personnel positions/hours eliminated, reduced or increased from the prior year? Please answer Yes or No.  Yes  No

**If yes, please explain in the cost analysis.**

54. Are any additional ancillary staff positions or hours requested from the prior year? Please answer Yes or No.  Yes  No

**If yes, please explain in the cost analysis.**

**Reimbursement Costs for Creating Plan**

An indigent criminal defense system may submit to the MIDC an estimate of the cost of developing a plan and cost analysis for implementing the plan under MCL 780.993(2). Please attach documentation of planning time for FY22, if seeking reimbursement under this provision.

Are you requesting reimbursement of planning costs?  Yes  No

If yes, do you have receipts showing that non-funding unit employees have been paid?  Yes  No

What is the amount you are seeking in reimbursement? 8,000.00

**Reminders**

- You must also complete a cost analysis.
- In order to complete your application, you must update or confirm the list of the attorneys providing services with P numbers.
- If applicable, you must submit documentation supporting your request under MCL 780.993(2) for reimbursement for the cost of compliance planning.

**List of the attorneys providing services**

**Attorneys Accepting Assignments**

<b>Name of Attorney</b>	<b>Bar Number</b>	<b>Title</b>	<b>Type of Office</b>	<b>Years Practicing Criminal Defense in Michigan</b>
Barnett, William	39633		Private Attorneys	36.0
Carrier, Erin	71628		Private Attorneys	14.0
Champion, Robert	52726	Chief Public Defender	Public Defender	27.0
Cherry, Patrick	80130		Private Attorneys	7.0
Harrison, Geoffrey	48903	Staff Attorney	Public Defender	29.0
Hayes, Michael	75419		Private Attorneys	11.0
Hickman, Ross	31273		Private Attorneys	42.0
Hoffman, Brian	60149		Private Attorneys	23.0
Horowitz, Michael	81489		Private Attorneys	5.0
Karnes, Nathanael	79294		Private Attorneys	7.0
Klaus, Nicholas	81076		Private Attorneys	6.0
Riddell, Sean	81302		Private Attorneys	6.0
Ringstrom, Robert	71258		Private Attorneys	15.0
Haertel, Robert	79611	Staff Attorney	Public Defender	7.0

**Instructions for Completion of the Fiscal Year 2023 Cost Analysis**

Please complete all sections of the spreadsheet and narrative relevant to your request for grant funds. The cost analysis request is for the total adult criminal indigent defense system cost funded by the state grant, local share, and other funding sources. As noted in the narrative for each budget category, please highlight or make note of a new or changed budget request for FY23. Justification of expenses should include a clear statement as to how the position, contract, or item is a direct expense of the local indigent defense system. The request must include calculations for rates, hours and pricing of requested items. Please refer to the MIDC's GRANT MANUAL for guidance as to allowable costs. Click on 'Show Documents' to view the Grant Manual.

Does or will your system use a vendor/nonprofit model public defender office to provide indigent defense services?  Yes  No

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2023  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2023

4/14/2022

	Line Item	Qty	Rate	Units	UOM	Total	State Grant
<b>DIRECT EXPENSES</b>							
<b>Program Expenses</b>							
<b>1</b>	<b>Personnel</b>						
	Chief Public Defender Notes : Chief Public Defender manages grant, office , MIDC standards, and handle all level of criminal cases.  Our office is anticipating a yearly pay increase that the county gives to all employees. We will not have an exact amount of the pay increase until the Board approves this in October. We are incorporating this pay increase into our budget so that the funds are available when the increase is approved.	1.0000	46.620	1950.000	HRS	90,909.00	90,909.00
	Deputy Public Defender Notes : Chief Assistant Public Defender to assume some responsibility when Public Defender is not available. Handles all level of criminal cases.	1.0000	35.750	1950.000	HRS	69,712.50	69,712.50
	Asst. Public Defender Notes : Mid Level assistant public defender, handles all levels of criminal cases.	1.0000	30.350	1950.000	HRS	59,182.50	59,182.50
	Asst. Public Defender Notes : Entry level asst public defender.	1.0000	30.350	1950.000	HRS	59,182.50	59,182.50
	Admin Assistant Notes : Receptionist, file setup, data entry and scheduling.	1.0000	18.960	1950.000	HRS	36,972.00	36,972.00

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2023  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2023

4/14/2022

Line Item	Qty	Rate	Units	UOM	Total	State Grant
Office Manager Notes : Office Manager, handles file setup, court scheduling, billing review. Manages non attorney functions.	1.0000	26.190	1950.000	HRS	51,070.50	51,070.50
Social Worker-full time Master level Notes : full time social worker to the Office of Public Defender. The counties of Wexford and Missaukee are experiencing a dynamic increase in substance abuse cases. The goal of adding a social worker is to reduce incarceration rates and decrease recidivism through the increase use of treatment and educational programs, increase the collaboration between criminal justice stakeholders and social service providers and increase our ability to advocate for clients at time of sentencing	1.0000	28.520	1950.000	HRS	55,614.00	55,614.00
Corrections Staff Notes : correction officer who assist with arraignment, escorting clients to and from appointments and court proceedings.	1.0000	21.970	2080.000	HRS	45,697.60	45,697.60
Investigator Notes : Currently the Public Defender's office only has one local investigator available, and that investigator is only available part of the year (9 months or less) which has resulted in delays. Aa full-time investigator would do the following: <ul style="list-style-type: none"> <li>• Investigates financial eligibility of applicants for Public Defender assistance.</li> <li>• Locates and interviews witnesses.</li> </ul>	1.0000	28.960	1950.000	HRS	56,472.00	56,472.00



Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2023  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2023

4/14/2022

	Line Item	Qty	Rate	Units	UOM	Total	State Grant
	<ul style="list-style-type: none"> <li>• Assembles physical and documentary evidence.</li> <li>• Inspects the scene of the alleged crime in order to locate, identify, assemble, preserve, evaluate, and record evidence.</li> <li>• Interviews clients who represented by the Office of the Public Defender for detailed information relative to requested investigation.</li> <li>• Acts as liaison with and secures cooperation of Federal, State, and local agencies and other sources of corroborative evidence and testimony.</li> <li>• Subpoenas witnesses and physical evidence.</li> <li>• Develops sources of information.</li> <li>• Assists the Public Defender's office in the preparation of cases for defense.</li> <li>• Appears in court to testify as witness.</li> </ul>						
	Admin Assistant Notes : Our office is need of an additional support person to handle phone calls, filing and filing set-up, scheduling and record reviews. We cover two counties, and our office currently has two support staff. In FY21, the public defender's office opened 1211 new files with 453 being felon level cases. Between 3/1/2022 and 4/14/22 our support staff handled 9,186 incoming calls. We will be adding duties to support staff in the implementation of screening defendants under Standard 5.	1.0000	20.070	1950.000	HRS	39,136.50	39,136.50
<b>Total for Personnel</b>						563,949.10	563,949.10
<b>2</b>	<b>Fringe Benefits</b>						

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2023  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2023

4/14/2022

	Line Item	Qty	Rate	Units	UOM	Total	State Grant
	Employer FICA	0.0000	7.650	462287.800		35,365.02	35,365.02
	Retirement Notes : 7.41 percent/est DB rate for County.	0.0000	9.600	462287.800		44,379.63	44,379.63
	Consolidated Fringes Notes : a projected consolidated insurance with a project 7 percent increase	0.0000	35.120	462287.800		162,355.48	162,355.48
	Workmens Compensation	0.0000	0.599	462287.800		2,769.10	2,769.10
	Life Insurance	0.0000	0.082	462287.800		379.08	379.08
	sick and accident coverage Notes : Sick and Accident.	0.0000	1.252	462287.800		5,787.84	5,787.84
<b>Total for Fringe Benefits</b>						251,036.15	251,036.15
<b>Total Program Expenses</b>						814,985.25	814,985.25
<b>Contractual</b>							
<b>1</b>	<b>Contracts for Attorneys</b>						
	Managed Assigned Counsel Administration Notes : Manages and assigns conflict attorneys and assure compliance of MIDC standards.  We are asking for a slight increase for the conflict manager due to the increasing felony cases that are arising as well as the back log of upcoming jury trials that have been on hold since the COVID shut downs.	1.0000	110.000	420.000	HRS	46,200.00	46,200.00
	Conflict Case Defense	1.0000	100.000	700.000	HRS	70,000.00	70,000.00

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2023  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2023

4/14/2022

Line Item	Qty	Rate	Units	UOM	Total	State Grant
Notes : Conflict attorney rate for Misdemeanors.						
Conflict Case Defense Notes : Conflict hourly rate for low level felonies	1.0000	110.000	1000.000	HRS	110,000.00	110,000.00
Conflict Case Defense Notes : conflict hourly rate for high level .  We are asking for an increase in funding for high level felonies due to the substance issues we are facing in both counties. There is a rise in felony cases. Not only are clients being charged with drug offenses, but other high felonies that are common with known substance abuse issues. Some examples are Larceny in a Building, Larceny of a Person, Felon in Possession of a Firearm, etc. Also, we are currently having multiple jury trials due to the COVID shut downs and a back log for jury trials.	1.0000	120.000	600.000	HRS	72,000.00	72,000.00
<b>Total for Contracts for Attorneys</b>					298,200.00	298,200.00
<b>2 Contracts for Experts and Investigators</b>						
Experts Notes : Expert witness Allocation amount f for Staff attorney	1.0000	1.000	20000.000	FS	20,000.00	20,000.00
Investigators Notes : Investigator cost allocation for staff attorney	1.0000	65.000	40.000	HRS	2,600.00	2,600.00
Experts Notes : Expert witness allocation for MAC conflict attorneys.	1.0000	1.000	10000.000	FS	10,000.00	10,000.00
Investigators	1.0000	65.000	40.000	HRS	2,600.00	2,600.00

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	Line Item	Qty	Rate	Units	UOM	Total	State Grant
	Notes : Investigator allocation for MAC conflict attorneys.						
<b>Total for Contracts for Experts and Investigators</b>						35,200.00	35,200.00
<b>3</b>	<b>Contracts for Construction</b>						
<b>4</b>	<b>Contracts Other</b>						
	Building Lease. Notes : Bulding lease for office.	1.0000	2300.000	12.000	MTH	27,600.00	27,600.00
	Copier/printer/fax Notes : Monthly lease payment for copier/fax/printer.	1.0000	177.810	12.000	MTH	2,133.72	2,133.72
	Summer Intern Notes : We are requesting a small amount of money to help fund a summer intern who will help with case overflow and to help support the attorneys here in our office.	1.0000	15.000	640.000	HRS	9,600.00	9,600.00
<b>Total for Contracts Other</b>						39,333.72	39,333.72
<b>Total Contractual</b>						372,733.72	372,733.72
<b>Other Expenses</b>							
<b>1</b>	<b>Equipment</b>						
	Laptops/computers Notes : The purchase of 3 laptops:  1 laptop for proposed social worker. 1 laptop for video conference room 1 laptop for replacement of failing laptop/replacement schedule.  *Our county policy states that new computers/laptops may be purchased every 3-5 years, however when the Public Defenders Office was first opened, a break-in occurred and the laptops were stolen. This in turn, caused the Chief Defender at the time to have to purchase new ones at a fast,	2.0000	1600.000	0.000	VAR	3,200.00	3,200.00

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	<p>quick rate. The laptops are of low quality and we are experiencing multiple issues due to this. Especially with the closures of Courts from COVID, our office quickly realized that our current laptops were not sufficient for online appearances. The computers are lagging and creating an issue when trying to conduct virtual hearings, causing a delay in the court process.</p> <p>Attachment :  <a href="#">ZZZ_1_Purchasing Contracts.pdf</a></p>						
	<p>cell phone stipend for 6 users</p> <p>Notes : cell phone stipend for on call and court appearance.</p>	12.0000	210.000	0.000	MTH	2,520.00	2,520.00
<b>Total for Equipment</b>						5,720.00	5,720.00
<b>2</b>	<b>Training/Travel</b>						
	<p>Mileage-Mileage to Missaukee County</p> <p>Notes : Staff attorneys to travel to Missaukee Co. for jail visits and court. Our attorneys travel 28 miles one way to Missaukee County for court hearings and appointments with clients.</p> <p>Attachment :  <a href="#">MIL_1_Official Travel and Business E.PDF</a></p>	1.0000	0.575	10816.000	MIL	6,219.20	6,219.20
	<p>Training-CDAM training for staff attorneys</p> <p>Notes : CDAM training for staff attorneys</p>	1.0000	360.000	4.000	FTE	1,440.00	1,440.00
	<p>Training-Skills training for full time new attorn</p> <p>Notes : Skills training for staff attorney less than 2 years</p>	1.0000	1000.000	1.000	FTE	1,000.00	1,000.00
	<p>SADO Membership</p> <p>Notes : In prior years, our office has only paid for our staff attorneys membership fees. Conflict attorneys typically have contracts with other counties or are in private practice so we have not covered this expense. We do receive verification however, that their membership is current.</p>	1.0000	75.000	8.000	MIDC	600.00	600.00

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NAPD Membership Notes : In prior years, our office has only paid for our staff attorneys membership fees. Conflict attorneys typically have contracts with other counties or are in private practice so we have not covered this expense. We do receive verification however, that their membership is current.	1.0000	40.000	8.000	MIDC	320.00	320.00
Lodging-staff attorneys per county policy	10.0000	140.000	1.000	FTE	1,400.00	1,400.00
Mileage-mileage for conferences staff attorneys	1.0000	0.575	1739.130	FTE	1,000.00	1,000.00
Training-CDAM training for 8 roster attorneys Notes : CDAM training for 8 roster attorneys	1.0000	360.000	8.000	FS	2,880.00	2,880.00
Training-Skills training for 1 roster attorney	1.0000	1000.000	1.000	FS	1,000.00	1,000.00
Lodging-SOM rates for conflict attorneys-confere Notes : SOM rates for conflict attorneys-conference travel	1.0000	85.000	12.000	NGT	1,020.00	1,020.00
Mileage-SOM rates for roster attorneys-conferenc Notes : SOM rates for roster attorneys-conferences.	1.0000	0.360	591.300	MIL	212.87	212.87
<b>Total for Training/Travel</b>					17,092.07	17,092.07
<b>3 Supplies/Services</b>						
Postage Notes : increase in postage rates.	1.0000	3000.000	0.000	VAR	3,000.00	3,000.00
Office Supplies Notes : General office supplies	1.0000	3500.000	0.000	VAR	3,500.00	3,500.00
Defender Data \$25/month/user Notes : Defender Data \$25/month/user	12.0000	225.000	0.000	MTH	2,700.00	2,700.00

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Line Item	Qty	Rate	Units	UOM	Total	State Grant
State Bar License renewal Notes : State Bar License renewal for 4 attorneys	4.0000	315.000	0.000	FTE	1,260.00	1,260.00
Westlaw membership Notes : Westlaw access	12.0000	820.000	0.000	MTH	9,840.00	9,840.00
Adobe software for office use-three user Notes : Adobe access	12.0000	48.000	0.000	MTH	576.00	576.00
Zoom-yearly fee Notes : Yearly cost for Zoom	1.0000	700.000	0.000	FS	700.00	700.00
Transcripts needed for clients Notes : Transcripts for clients/case use	1.0000	2000.000	0.000	VAR	2,000.00	2,000.00
Spectrum Business Internet/fax Notes : Spectrum Business Internet/fax	12.0000	135.000	0.000	MTH	1,620.00	1,620.00
Nextiva-phones Notes : Nextiva-phones	12.0000	275.680	0.000	MTH	3,308.16	3,308.16
Ms. Green recycling/shred Notes : Ms. Green recycling/shred	1.0000	700.000	0.000	VAR	700.00	700.00
Cadillac Janitorial-cleaning/snow/lawn Notes : Cadillac Janitorial-cleaning/snow/lawn	12.0000	750.000	0.000	MTH	9,000.00	9,000.00
light replacement	1.0000	500.000	0.000	VAR	500.00	500.00
Cost allocation - actual assessment	1.0000	11263.000	0.000	VAR	11,263.00	11,263.00
<b>Total for Supplies/Services</b>					<b>49,967.16</b>	<b>49,967.16</b>
<b>Total Other Expenses</b>					<b>72,779.23</b>	<b>72,779.23</b>

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	Line Item	Qty	Rate	Units	UOM	Total	State Grant
<b>TOTAL DIRECT EXPENSES</b>						1,260,498.20	1,260,498.20
<b>INDIRECT EXPENSES</b>							
Indirect Costs							
1	Indirect Costs						
<b>Total Indirect Costs</b>						0.00	0.00
<b>TOTAL INDIRECT EXPENSES</b>						0.00	0.00
<b>TOTAL EXPENDITURES</b>						<b>1,260,498.20</b>	<b>1,260,498.20</b>



Cost Analysis Summary for Compliance Plan and Cost Analysis Renewal - FY 2023  
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	Category	Total	State Grant	Narrative
<b>DIRECT EXPENSES</b>				
<b>Program Expenses</b>				
1	Personnel	563,949.10	563,949.10	Salary for full time public defender's staff including attorneys, social worker, and support staff
2	Fringe Benefits	251,036.15	251,036.15	All fringe benefits are based on best available projections.
<b>Total Program Expenses</b>		814,985.25	814,985.25	
<b>Contractual</b>				
1	Contracts for Attorneys	298,200.00	298,200.00	Managed assigned cases for conflict cases.
2	Contracts for Experts and Investigators	35,200.00	35,200.00	Due to back log of trials resulting from COVID delays, and the location of our office in northern Michigan, resulting in additional cost for experts. An increase in expert fees is being requested. Experts and Investigators are broken down by separate allocation for staff attorneys and for conflict attorneys..
3	Contracts for Construction	0.00	0.00	
4	Contracts Other	39,333.72	39,333.72	New building lease, the public defender's office relocated on 04/01/2021. The lease increased to 2100 per month.
<b>Total Contractual</b>		372,733.72	372,733.72	
<b>Other Expenses</b>				
1	Equipment	5,720.00	5,720.00	The office would like to purchase five laptops for the following:  1. One for proposed social worker. 2. the second is for a dedicated zoom/polycomm video conferencing room. 3. three laptops as regular schedule replacement for laptops that are failing and

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	Category	Total	State Grant	Narrative
				obsolete.
2	Training/Travel	17,092.07	17,092.07	The millage is broken down between contracted conflict attorney's and staff attorneys. Since the staff attorney are required to travel between the two counties for court proceedings, mileage is budgeted . See notes.
3	Supplies/Services	49,967.16	49,967.16	Costs in this area have increase due to the need t contract for interior/exterior daily maintenance and cleaning, the addition of a paid zoom account with a virtual polycom connection. The new virtual polycom connections will allow us to connect with clients being held in MDOC or other jurisdictions, with the cost of hardwired polycom system.
<b>Total Other Expenses</b>		72,779.23	72,779.23	
<b>TOTAL DIRECT EXPENSES</b>		1,260,498.20	1,260,498.20	
<b>INDIRECT EXPENSES</b>				
<b>Indirect Costs</b>				
1	Indirect Costs	0.00	0.00	
<b>Total Indirect Costs</b>		0.00	0.00	
<b>TOTAL INDIRECT EXPENSES</b>		0.00	0.00	
<b>TOTAL EXPENDITURES</b>		<b>1,260,498.20</b>	<b>1,260,498.20</b>	

Source of Funds for Compliance Plan and Cost Analysis Renewal - FY 2023  
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**Source of Funds**

	<b>Category</b>	<b>Total</b>	<b>State Grant</b>	<b>Local Share</b>	<b>Other Funding Sources</b>	<b>Narrative</b>
<b>1</b>	<b>Source of Funds</b>					
	State Grant Contribution	1,112,446.00	1,112,446.00	0.00	0.00	
	Local Share Contribution	148,052.20	0.00	148,052.20	0.00	
	Program Revenue	0.00	0.00	0.00	0.00	
	Previous Year Unspent Funds	0.00	0.00	0.00	0.00	
	<b>Total Source of Funds</b>	1,260,498.20	1,112,446.00	148,052.20	0.00	
	<b>Totals</b>	1,260,498.20	1,112,446.00	148,052.20	0.00	

**Document your policy, plan and/or contract language**

As part of your process for monitoring the compliance of the contract with your vendor for providing indigent defense services, please document here your policy, plan and/or contract language that identifies how payments are made to the vendor (frequency, by allotments, by invoice billing, for example) and how funds if advanced by you and unexpended by the vendor at the close of the grant year are reported to you and accounted for.

Please upload a copy of your policy

**Personnel**

**Enter information in this section only if you selected 'Yes' for 'Does or will your system use a vendor/nonprofit model public defender office to provide indigent defense services?'**

List all positions to be funded by the grant budget (state grant/local share). Please \* highlight all positions that are new personnel requests and provide justification for need.

Description	New	Qty	Hours	Rate	State Grant	Notes
<b>TOTAL</b>						

**Fringe Benefits and Other Employment Perks**

List all positions within the nonprofit. Please highlight all positions that are new personnel requests and provide justification for need. Please note if there is an increase/decrease in cost from last fiscal year for each employee.

Description	Percent.	Units	State Grant	Notes
<b>TOTAL</b>				

**Contract/Conflict for Attorneys**

List all possible rate scenarios for attorney contracts that apply (i.e., hourly, event based, annual contract paid monthly). Please highlight rates or attorney line requests that are a change from the approved contract and contract rates

Description	New	Hours	Rate	State Grant	Notes
<b>TOTAL</b>					

**Construction/Office Space Improvement Projects**

Provide as much detail as possible for each requested project identifying the need for the project, the component costs, and if possible, the estimate or project quote. Attach a separate document if needed and submit a copy of all estimates and quotes.

Description	Qty	Rate	State Grant	Notes	Attachment
<b>TOTAL</b>					

**Contracts Other**

Provide justification for all other contract costs. Please highlight a new request.

Description	New	Qty	Rate	State Grant	Notes
<b>TOTAL</b>					

**Equipment**

Provide justification for new equipment requests. Please note if equipment is being replaced and state when the original item was acquired.

Description	Vendor	New	Qty	Rate	State Grant	Notes
<b>TOTAL</b>						

**Training/Travel**

Provide travel and training justification and \*highlight new or changed requests.

Please note any out of state training/travel.

Description	Vendor	New	Qty	Rate	State Grant	Notes
<b>TOTAL</b>						

**Supplies/Services**

Provide justification for supplies requests. Please note if there is an increase/decrease in these costs.

Description	Vendor	Increase	Qty	Rate	State Grant	Notes
<b>TOTAL</b>						

**Additional Services/Funding Not Provided Under The MIDC Act**

If the nonprofit PD office provides additional services out of the scope of the MIDC Grant, please demonstrate that those services are not paid for with MIDC funding.

Additional Services/Funding Not Provided Under The MIDC Act	Service	Total Dollars From Other Source
<b>TOTAL</b>		

**Vendor / Non-Profit Office Summary**

Expense Category	State Grant
Personnel	
Fringe Benefits and Other Employment Perks	

Contractual Contract/Conflict for Attorneys	
Construction/Office Space Improvement Projects	
Contracts Other	
Equipment	
Training/Travel	
Supplies/Services	
<b>TOTAL</b>	

Additional Services/Funding Not Provided  
Under The MIDC Act