



## Wexford County

### FINANCE & APPROPRIATIONS COMMITTEE

*Mike Musta, Chair*

#### **NOTICE OF MEETING**

The Finance and Appropriations Committee of the Wexford County Board of Commissioners will hold a regular meeting on Wednesday, June 28, 2023, beginning at 4:00 p.m. in the Commissioners' Room, third floor of the Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

#### **TENTATIVE AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE JUNE 08, 2023, REGULAR MEETING MINUTES ..... 1
- F. PUBLIC COMMENTS  
*Designated for topics on the agenda only.*
- G. AGENDA ITEMS
  - 1. Approval of the Claims *(Clerk's Office)*
  - 2. Fiscal Year 2024 Budget Calendar ..... 4
  - 3. MIDC Compliance Plan for Fiscal Year 2024..... 5
  - 4. Networks Northwest Fiscal Year 2024 Appropriation Request..... 60
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

WEXFORD COUNTY  
**FINANCE & APPROPRIATIONS COMMITTEE MEETING**  
 REGULAR MEETING MINUTES  
 June 08, 2023

The Finance and Appropriations Committee regular meeting was called to order by Chair Michael Musta at 4:00 p.m., in the Commissioners' Room, Third Floor, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Michael Musta, Brian Potter, Gary Taylor, and Julie Theobald

Members Absent: None

Also Present: Jami Bigger, Deputy Administrator/HR Director; Ashley Hackert, Deputy County Clerk; Megan Kujawa, Sr. Exec. Admin. Assistant; Kristi Nottingham, Treasurer; Joe Porterfield, Administrator/Equalization Director; Mistine Stark, Community Corrections Manager; and Corey Wiggins, Prosecuting Attorney

**ADDITIONS OR DELETIONS TO THE AGENDA**

**ADDED:** G.5. Wexford County L-4029 Tax Rate Request, G.6. Resolution 23-12 Summer Millage Rate, G.7. Sheriff's Office TruNarc Request – Opiate Recovery Funds, G.8. Sheriff's Office Deterra Request – Opiate Recovery Funds, and G.9. Veterans Services Deterra Request – Opiate Recovery Funds

**APPROVAL OF THE AGENDA**

**A motion was made by Comm. Taylor and supported by Comm. Theobald to approve the Agenda, as amended. A vote was called, all in favor. Motion passed, 4-0.**

**APPROVAL OF THE MINUTES**

**A motion was made by Comm. Theobald and supported by Comm. Potter to approve the May 24, 2023 Regular Meeting Minutes. A vote was called, all in favor. Motion passed, 4-0.**

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

***G.1. Approval of Claims***

**A motion was made by Comm. Potter and supported by Comm. Theobald to approve paying the bills in the amount of \$282, 663.30. A vote was called, all in favor. Motion passed, 4-0.**

***G.2. Year – to – Date Revenue and Expense Report***

The reports were provided. No concerns, were cited.

***G.3. Prosecutor's Office IV-D Reimbursement Agreement***

**A motion was made by Comm. Potter and supported by Comm. Taylor to forward a recommendation to the full board to approve the presented IV-D Cooperative Reimbursement Program Agreement for fiscal year 2024. A vote was called, all in favor. Motion passed, 4-0.**

***G.4. Budget Amendment***

**A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve the budget amendment dated June 21, 2023. A vote was called, all in favor. Motion passed, 4-0.**

**G.5. Wexford County L-4029 Tax Rate Request**

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the 2023 Tax Rate Request, Report L-4029. A vote was called, all in favor. Motion passed, 4-0.

Mr. Porterfield, Equalization Director, informed the committee that millages will expire at the end of the year for Public Safety, Veterans, and Animal Control. So, they will need to be voted on.

**G.6. Resolution 23-12 Summer Millage Rate**

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve Resolution 23-12 Summer Millage Rate for the fiscal year 2023. A vote was called, all in favor. Motion passed, 4-0.

**G.7. Sheriff's Office TruNarc Request – Opiate Recovery Funds**

A motion was made by Comm. Potter and supported by Comm. Taylor to forward a recommendation to the full board to approve the Sheriff's Office request of purchasing a TruNarc Narcotic Analyzer in the amount of \$39,204.00 utilizing Opiate Recovery Funds. A vote was called, all in favor. Motion passed, 4-0.

**G.8. Sheriff's Office Deterra Request – Opiate Recovery Funds**

A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve the Sheriff's Office request of purchasing Deterra Drug Deactivation System in the amount of \$10, 146.00 utilizing Opiate Recovery Funds. A vote was called, all in favor. Motion passed, 4-0.

Comm. Potter asked what the Deterra system was. Comm. Taylor stated that they are packets that you can put medication in and it dissolves and deactivates the medication so it can be safely disposed of.

**G.9. Veterans Services Deterra Request - Opiate Recovery Funds**

A motion was made by Comm. Theobald and supported by Comm. Potter to forward a recommendation to the full board to approve Veterans Services request of purchasing Deterra Drug Deactivation System in the amount go \$5,770.00 utilizing Opiate Recovery Funds. A vote was called, all in favor. Motion passed, 4-0.

Chair Musta commented that all these requests are great safety measures to be implemented for the community.

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Mr. Porterfield informed the committee that they are starting to wrap up the audit and will be starting the budget for 2024 process.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None.

**CHAIR COMMENTS**

None.

**ADJOURN**

**A motion was made by Comm. Taylor and supported by Comm. Theobald to adjourn the meeting at 4:08 p.m.**

---

Michael Musta, Chair

---

Megan Kujawa, Recording Secretary

DRAFT

**WEXFORD COUNTY  
FISCAL YEAR 2024 BUDGET CALENDAR**

***Finance Committee: Musta (Chair), Potter, Taylor, Theobald***

<u>Date</u>	<u>Time</u>	
June 28	4:00 PM	Finance Committee reviews draft Budget Calendar.
July 05	4:00 PM	Finance Committee presents Budget Calendar for discussion and approval at regular Board of Commissioners meeting.
July 10	N/A	Administrator to open 2024 budgeting to Departments/Elected Offices.
August 04	N/A	Deadline for Departments/Elected Offices to submit completed budget requests in BS&A.
August 04 through August 18	N/A	Administrator works with Departments/Elected Offices regarding budget requests; updates Finance Committee during the process.
August 18	3:00 PM	Proposed budgets provided to Finance Committee for discussion and review at their next meeting.
August 23	4:00 PM	Finance reviews the budgets, determines which dept. heads they'd like to have present at a subsequent meeting; provides direction to the Administrator.
September 14	4:00 PM	Finance hears from selected department heads; provides instructions to the Administrator.
September 27	4:00 PM	Finance hears from selected department heads; reviews the revised budget, reaches a consensus regarding any additional revisions; recommends budget for consideration by the full Board.
October 04	4:00 PM	Administrator presents budget to Board. Budget revisions desired by the Board are communicated to the Administrator.
October 09	N/A	Public Hearing Notice in <i>Cadillac News</i> .
October 18	4:00 PM	Public Hearing, consideration of approval of the budget by BOC, and adoption of the General Appropriations Act.

Other meeting dates may be added as needed to review budget strategies



FOR OFFICE USE ONLY: Version # \_\_\_\_\_

APP # 220339

**3. Contacts**

a. Financial Officer

Name Joe Porterfield  
Title County Administrator  
Mailing Address 437 E. Division Street  
City Cadillac State MI Zip 49601  
Telephone (231) 779-9453 Fax  
E-mail Address jporterfield@wexfordcounty.org

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 Official

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 gtaylor@wexfordcounty.org

d. Project Director / Primary Contact

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

## Additional Information

FOR OFFICE USE ONLY: Version # \_\_\_\_\_ APP # 220339

### 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: 04/26/2023  
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#:) [Steve King P42147]
  - 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 - Training and Education

FOR OFFICE USE ONLY:

Version # \_\_\_\_\_

APP # 220339

### Standard 1 (Page 1)

#### Training of Attorneys

- |    |  |    |
|----|--|----|
| 4. | Number of attorneys who accept adult criminal defense assignments as of October 1                  | 13 |
| 5. | Number of attorneys with less than 2 years of Michigan criminal defense experience as of October 1 | 2  |

**In EGrAMS**, 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. Each new attorney shall be assigned as second chair with an experience attorney for at least 3 jury trials. Attorney with less than 2 years of criminal defense experience will be encouraged to have a minimum of 20 hours of CLE.

### Standard 1 (Page 2)

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 and their CE Broker account. 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. All attorneys will be required to have a CE Broker Account.

Will you require your attorneys to submit attendance directly through the MIDC's continuing legal education database provider, CE Broker?  Yes  No

If no, please describe how attendance will be tracked and reported to the MIDC:

### Standard 1 (Page 3)

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

1. Staff Attorneys have quarterly performance and CLE reviews, failure to complete the yearly minimum CLE will result in an

employee discipline including suspension of receiving new cases 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 CLE an attorney in noncompliance will be suspended from receiving any new cases until completion of the required minimum CLE credits.

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 - Initial Interview

FOR OFFICE USE ONLY:

Version # \_\_\_\_\_

APP # 220339

### Standard 2 (Page 1)

#### 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 are typically appointed on the day of arraignments, jail arraignments and screening for appointment referrals are conducted at the jail and staffed by up to two attorneys and the client navigator or investigator. Along with arraignment interview sheets, we will assist clients in completing and signing 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 and will be staffed by up to two attorneys and a client navigator or investigator. The appointment decision can be 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. New case assignment attorney notification is by email and case alerts automatically generated by the Defender Data case management software.

### Standard 2 (Page 2)

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 within the data management software Defender Data, a standard 2 compliance task is automatically produced and forwarded by email to the newly assigned attorney. The compliance task must be completed, noted, and verified in the offices case management program Defender Data. All flagged in-custody cases allow for timely review and reporting of 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.

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 by the MAC and defender's office manager to ensure compliance.

### Standard 2 (Page 3)

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 or by mail, 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)**

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 at the Standard 8 per hourly scale based on the case. If the assigned Conflict Attorney's office is not located in Wexford and Missaukee Counties, the assigned attorney is compensated for actual travel time at 80 dollars per hour and travel expensives of \$0.44 per mile. The standard rates are \$118.22 hour for misdemeanors, \$130.03 per hour for low severity felonies, \$141.82 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)**

**Confidential Meeting Spaces**

- |     |  |   |
|-----|--|---|
| 15. | How many confidential meeting spaces are in the jail?                              | 4 |
| 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, Wexford and Missaukee counties provide a seat for the client and counsel. Wexford County jail currently has three 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. Missaukee meeting space allows for attorney/client review of recorded discovery material with the addition of a large screen monitor.

**Standard 2 (Page 6)**

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.

In Missaukee County, the in custody confidential meeting space is to be modify with the addition of a large screen monitor so the attorney and client can review recorded videos and other evidence. The plexiglass divider and phone will be removed and be replaced with a screen divider, allowing direct communication and review of discovery material with the client.

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 - Investigation and Experts

FOR OFFICE USE ONLY:

Version # \_\_\_\_\_

APP # 220339

### Standard 3 (Page 1)

#### 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:

Requests for an expert or investigator, The individual assigned attorney shall make a written request 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 shall be in writing to the Chief Public Defender by submitting a written request and or necessary financial documentation.

#### Appeals

The appeal process is first to MAC administrator or Chief Public Defender, if no resolution, the final appeal is to outside counsel, by agreement with neighboring jurisdiction.

If it believed that the denial for an expert or investigator involves a Constitutional issue, the denial may be appealed directly to the judiciary by making an oral or written motion to be considered by the judge assigned to the case in question.

### 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)

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

Each attorney will make written request for an investigator to the Chief Public Defender or Conflict Administrator. All requests are noted and tracked in the Defender Data case management program. The request is reviewed internally for approval. Staff Attorneys of office of public Defender shall use the staff investigator, conflict attorneys shall use independent contracted investigators. The staff investigator also reviews new case police reports for possible errors and omissions and then notifies the assigned attorney.

#### **Appeals**

The appeal process is first to MAC administrator or Chief Public Defender, if no resolution, the final appeal is to outside counsel, by agreement with neighboring jurisdiction.

If it is believed that the denial for an investigator involves a Constitutional issue, the

denial may be appealed directly to the judiciary by making an oral or written motion to be considered by the judge assigned to the case in question.

**Standard 3 (Page 4)**

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:

**Standard 3 (Page 5)**

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 for experts and investigators and the request results are tracked within the internal case management system of Defender Date each request record includes file notations, an individual request form and, when applicable, any billing/payment records.

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 - Counsel at First Appearance

FOR OFFICE USE ONLY:

Version # \_\_\_\_\_

APP # 220339

### Standard 4 (Page 1)

#### 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 team then meets with the incarcerated person prior to their arraignment. The attorney explains the charges and potential punishment. Also, the attorney or a member of our office will gather background information, financial information including employment history, community connections, prior criminal history, any other current charges, if they are probation/parole anywhere, this information is used to meet the client's individual crisis needs, and to address bond. 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)

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

Once a client is referred for appointment to a case, the newly assigned attorney will appear at all future court appearances. All future court dates are verified weekly and all court dates are tracked in the case management software Defender Data with automated text alerts.

On felony Probation Violation arraignment, which at times are immediate and unscheduled, if our office has not been notified and an attorney has not met with the individual, the court will adjourn the arraignment, notify our office, we then have an attorney appear for a re-arraignment to assure counsel is present for all critical stages.



In addition, our office receives a daily jail roster and daily court schedule. The daily schedule is verified by office staff to assure our office has received proper notice and that assigned staff attorneys appear for all court proceedings.

**Standard 4 (Page 3)**

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.

All attorney's are paid per the rates recommended in Standard 8. Staff attorneys are paid at a salary scale and conflict attorneys are paid hourly. The hourly rates are \$118.22 hour for misdemeanors, \$130.03 per hour for low severity felonies, \$148.82 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)**

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 - Attorney Assignment

FOR OFFICE USE ONLY:

Version # \_\_\_\_\_

APP # 220339

### Standard 5 (Page 1)

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 is 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 throughout 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 - Attorney Assignment for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

---

**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? Conflict 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)**

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

The appeal process is first to MAC administrator or Chief Public Defender, if no resolution, the final appeal is to outside counsel, by agreement with neighboring jurisdiction.

**Standard 5 (Page 5)**

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

The appeal process is first to MAC administrator, if no resolution, the final appeal is to outside counsel, by agreement with neighboring jurisdiction.

**Standard 5 (Page 6)**

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

The appeal process is first to MAC administrator or Chief Public Defender, if no resolution, the final appeal is to outside counsel, by agreement with neighboring jurisdiction.

### Determining Indigency, Contribution, Reimbursement

FOR OFFICE USE ONLY:      Version # _____      APP # 220339
---

#### Indigency (Page 1)

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?                      a member of Public Defender's 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 and walk-in arraignments will be staffed by up to two attorneys with the assistance of the client navigator or investigator, This team from the Defender's office will conduct an arraignment interview and indigency screening. The appointment and screening documents are processed and provided to the Court. 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. As a general rule, is to err on the side of liberally granting counsel.

If a unrepresented client decides on the day of court that they wish to request counsel, they are to complete the necessary form and the court hearing will be adjourned. If available, a staff attorney may review and process the appointment. If not, the request is forwarded to the office staff to review and appoint counsel. The Public Defender 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)

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. If no

resolution, the final appeal is to outside counsel, by agreement with neighboring jurisdiction.

**Indigency (Page 3)**

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?
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?

**Indigency (Page 4)**

49. What is your process for obtaining contribution?

**Indigency (Page 5)**

50. What is the process for challenging a request for contribution?
51. Do your courts/judges order reimbursement for attorney fees at the conclusion of a case?  Yes  No

## Attorney Compensation

FOR OFFICE USE ONLY:

Version # \_\_\_\_\_

APP # 220339

### Attorney Compensation (Page 1)

52. The MIDC Standards set minimum hourly rates for roster attorneys accepting assignments in adult criminal cases. Are ALL roster attorneys (not full time employees of a public defender office) paid on an hourly basis?  Yes  No

If yes [hourly rates are paid], is there any cap or maximum on the hours that can be billed?  Yes  No

If yes, please explain.

### Attorney Compensation (Page 2)

If no [hourly rates are not paid], please describe how attorneys are compensated (flat rate contract, event based, shift coverage, etc). **Please address the following:**

**Are attorneys compensated based on caseloads and does the compensation account for increases or decreases in caseload size?**

**What other factors were considered in arriving at the payment?**

**Are attorneys able to seek extraordinary compensation?**

**How do attorneys seek reimbursement for case-related expenses?**

**How will your system demonstrate that the compensation is equivalent to the MIDC minimum hourly rates? (type of invoicing, etc).**

### Attorney Compensation (Page 3)

53. All roster attorneys should be provided regular, periodic payments.

How often are attorney invoices processed and paid? Monthly

In lengthy cases, is periodic billing and payment during the course of representation allowed?  Yes  No

## Miscellaneous

FOR OFFICE USE ONLY:

Version # \_\_\_\_\_

APP # 220339

### 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

54. 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.

55. 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 employee 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, jail visit and transportation logs and billings records.

56. 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.**

57. 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 FY24, 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?

### Costs Associated with Data Collection

The MIDC shall fund reasonable costs associated with data required to be collected under the MIDC Act that is over and above the local unit of government's data costs for other purposes pursuant to MCL 780.993 (10).

Are you requesting funding for costs associated with data collection?  Yes  No

If yes, please describe (cost for case management system, hiring personnel, etc.)

Defender Data

What is the amount you are seeking for this funding? \$ 3,000.00

### 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

Name of Attorney	Bar Number	Title	Type of Office	Years Practicing Criminal Defense in Michigan
Anderson, Abbey	78229		Public Defender	9.0
Barnett, William	39633		Private Attorneys	37.0
Burdette, William	49174		Private Attorneys	30.0
Carrier, Erin	71628		Private Attorneys	15.0
Champion, Robert	52726	Chief Public Defender	Public Defender	28.0
Cherry, Patrick	80130		Private Attorneys	8.0
Daniel, Troy	54719		Private Attorneys	27.0
Hackett, Robert	49968		Private Attorneys	31.0
Haertel, Robert	79611	Staff Attorney	Public Defender	8.0
Harrison, Geoffrey	48903	Chief Assistant Attorney	Public Defender	30.0
Klaus, Nicholas	81076		Private Attorneys	7.0
Koshiba, Kaitlin	85977		Private Attorneys	1.0
Ruffolo, Stephanie	86090	Staff Attorney	Public Defender	1.0



## Cost Analysis

### Instructions for Completion of the Fiscal Year 2024 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. 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 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

FOR OFFICE USE ONLY:	Version # _____	APP # 220339
----------------------	-----------------	--------------

	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 : Pay scale is equivalent to Michigan Attorney General Attorney Administrator with level 18.  The Chief Public Defender is responsible for, counseling and discipline for the office. The position ensures that Wexford and Missaukee Counties meets all constitutional and legislative requirements as they pertain to the representation of indigent adult offenders and provides a high level of indigent defense services. Directs, develops and implements policies and procedures for the Public Defender Office. Ensures that the Public Defender Office conforms to the Michigan Rules of Professional Conduct. Directs and performs the department's administrative functions. Prepares the department's; implements the financial regulatory requirements of the Michigan Indigent Defense Commission (MIDC).	1.0000	57.320	1950.000	HRS	111,774.00	111,774.00
	Senior Public Defender Notes : State Grade Level 15C  Chief Assistant Public Defender to assume some responsibility when Public Defender is not available. Handles	1.0000	42.510	1950.000	HRS	82,894.50	82,894.50

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

	Line Item	Qty	Rate	Units	UOM	Total	State Grant
	all level of criminal cases. The Chief Assistant PD must meet the satisfaction of all Basic Requirements for an Assistant Public Defender; 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.						
	Asst. Public Defender Notes : State Grade Level 15B  This is aa Assistant Public defender II, this position handles all levels of criminal cases. This Attorney meets the satisfaction of all Basic Requirements of an Assistant Public Defender 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.	1.0000	37.880	1950.000	HRS	73,866.00	73,866.00
	Asst. Public Defender Notes : State Grade Level 15A-New Attorney  Core Responsibilities a full caseload with supervision from	1.0000	32.240	1950.000	HRS	62,868.00	62,868.00

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

	Line Item	Qty	Rate	Units	UOM	Total	State Grant
	the Chief Public Defender. Takes cases at the misdemeanor level based on experience level. Reviews charging instruments, police reports, and other discoveries provided by the Prosecution. Promptly meets with clients and learns the client's goals for the representation and any special needs of the client. Determines further investigation to undertake, including the identification, consultation and applicable experts as approved. Determines what legal issues need development, researches those issues, and presents them in the appropriate forum. Negotiates with the Prosecution and promptly advises the client of the status of those negotiations. Litigates any necessary and appropriate legal issues, including bringing cases to trial. Conducts any post-trial litigation such as sentencing and post-trial motion(Excluding appeals). Maintains accurate, complete, and legible case files.						
	Office Manager Notes : Office Manager- manages support staff and general office functions and procedures, obtains office supply orders, maintains attorney and court scheduling, billing review, handles all financial records and quarterly reporting, manages non-attorney functions, and serves as a liaison between agencies and other essential departments. Engages in community groups to stay informed of current programs and resources available to clients and staff members.	1.0000	31.510	1950.000	HRS	61,444.50	61,444.50
	Investigator	1.0000	32.230	1950.000	HRS	62,848.50	62,848.50

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

	Line Item	Qty	Rate	Units	UOM	Total	State Grant
	<p>Notes : • Investigates financial eligibility of applicants for Public Defender assistance</p> <ul style="list-style-type: none"> <li>• Locates and interviews witnesses.</li> <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>						
	<p>Social Worker</p> <p>Notes : The social worker assesses client needs and connects them to the proper agencies, conducts Sentencing Mitigation Reports and helps clients prepare a Sentencing statement if they choose to do so, assists with arraignments by obtaining client info for indigency, and directs clients needing to obtain substance use assessments to the</p>	1.0000	26.320	1950.000	HRS	51,324.00	51,324.00

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

	Line Item	Qty	Rate	Units	UOM	Total	State Grant
	appropriate agencies and follows up to assure receipt of report prior to Sentencing. The social worker helps to facilitate inpatient treatment and prepares motions for release to such programs. Completes special projects and other duties as assigned by the Chief Public Defender. Participates in, administers, or supervise integrated service clinics held in community forums.						
	Admin Assistant Notes : The Admin Assistant handles all incoming discovery for proper processing and filing, provides client's the necessary documents for review, and assists with preparation and filing of motions upon attorney request. Answering phones calls, opening case files, reviewing court schedules and client notification and appointment reminders.	1.0000	22.170	1950.000	HRS	43,231.50	43,231.50
	Clerk Notes : The Clerk serves as the front desk receptionist, new file setup, data entry and client appointment scheduling and contact. Picking up, delivering and sorting mail to court,	1.0000	19.610	1950.000	HRS	38,239.50	38,239.50
	Corrections Staff Notes : Correction Officer in Wexford County Jail who assists with arraignments, escorting in-custody clients to and from appointments and court proceedings. The CO assists with compliance of Standard 2 and 4. This position is 40 hours per week. Assuring attorneys have 24-hour access to client's that are in custody.  The increase in wages for the corrections officer was	1.0000	29.380	2080.000	HRS	61,110.40	61,110.40

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

Line Item	Qty	Rate	Units	UOM	Total	State Grant
because the necessity of a wage increase to attract candidates for the corrections/law enforcement officer positions. The Sheriff's Office is having the same issues we are at recruiting new employees. The WCSD had to reduced staff positions and increased compensation because of the number of vacancy's for both corrections and road patrol. Which did help in recruitment.						
Asst. Public Defender Notes : State Grade Level 15A-2 YR  Assistant Public Defender I that has obtain with satisfaction of all basic requirements of an assistant public defender I; and Has practiced criminal law for two 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. Has the ability to handle low-severity felony cases.	1.0000	34.080	1950.000	FS	66,456.00	66,456.00
<b>Total for Personnel</b>					716,056.90	716,056.90
<b>2 Fringe Benefits</b>						
Employer FICA Attachment : <a href="#">FICA_2_B-14.1 Fringe Benefits - Gene.PDF</a>	0.0000	7.650	716056.900		54,778.35	54,778.35
Retirement Attachment : <a href="#">RET_3_B-14.4 Retirement Plan.pdf</a>	0.0000	9.600	716056.900		68,741.46	68,741.46

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

Line Item	Qty	Rate	Units	UOM	Total	State Grant
Health Insurance Attachment : <a href="#">HINS_4_B-14.3 Health Insurance.pdf</a>	0.0000	39.000	716056.900		279,262.19	279,262.19
Workmens Compensation Attachment : <a href="#">WC_5_B-14.10 Workers Compensation.pdf</a>	0.0000	0.599	716056.900		4,289.18	4,289.18
Life Insurance Attachment : <a href="#">LI_6_B-14.5 Life Insurance.pdf</a>	0.0000	0.082	716056.900		587.17	587.17
Short Term / Long Term Disability	0.0000	1.252	716056.900		8,965.03	8,965.03
Longevity-paid per county policy Notes : per county policy for FT employees hired prior to 2013-applies to ONE employee in our department Attachment : <a href="#">ZZZ_8_B-14.02 Longevity.pdf</a>	0.0000	0.085	716056.900		608.65	608.65
Cell phone stipend Notes : Notes : Cell Phone Stipend-Due to our office covering two counties, it requires the attorneys, social worker, and full-time investigator to work remotely at times such as when representing and meeting with clients in Missaukee Counties. Wexford County and our office policy is that the employees working remotely remain accessible at any time during the work week. Additionally, the Wexford Board of Commission determined that our office requires cellular phones and per county policy if a cell phone is not provided "the employer shall provide a monthly stipend of \$35.00 per month to the employee." The employee is required to always carry the cell phone while on duty and the employee shall maintain a cell phone service plan and phone capable of such services as is deemed operationally required. Those employees that require a cell phone is the 5 attorneys, a social worker and full-time investigator. The budgeted about for 7 employees is \$2,940.  Attachment : <a href="#">ZZZ_9_D-10.0 Cellular Telephone Usag.PDF</a>	0.0000	0.411	716056.900		2,942.99	2,942.99
<b>Total for Fringe Benefits</b>					420,175.02	420,175.02
<b>Total Program Expenses</b>					1,136,231.92	1,136,231.92
<b>Contractual</b>						



Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

Line Item	Qty	Rate	Units	UOM	Total	State Grant
<b>1 Contracts for Attorneys</b>						
Managed Assigned Counsel Administration Notes : Managed assign counselor salary based on spending 8 hours per week on conflict case management.	1.0000	119.000	420.000	HRS	49,980.00	49,980.00
Conflict Case Defense Notes : conflict attorney rate for Misdemeanors projected to be appx 50 cases at 8 hours per case. The time per case is based on compliance with Standard 2, local court practice and travel time.	1.0000	119.000	400.000	HRS	47,600.00	47,600.00
Conflict Case Defense Notes : Conflict Attorney rate for low level felonies projected to be appx 50 cases at 20 hours per case. The time per case is based on compliance with Standard 2, local court practice and travel time.	1.0000	131.000	1000.000	HRS	131,000.00	131,000.00
Conflict Case Defense Notes : Conflict Attorney rate for high level felonies projected to be appx 24 cases at 25 hours per case. The time per case is based on compliance with Standard 2, local court practice and travel time	1.0000	142.000	600.000	HRS	85,200.00	85,200.00
<b>Total for Contracts for Attorneys</b>					<b>313,780.00</b>	<b>313,780.00</b>
<b>2 Contracts for Experts and Investigators</b>						
Experts Notes : Expert witness allocation for Staff Attorneys per MIDC rates-	1.0000	1.000	35000.000	FS	35,000.00	35,000.00

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

	Line Item	Qty	Rate	Units	UOM	Total	State Grant
	<ul style="list-style-type: none"> <li>• High School or Equivalent \$30/hr</li> <li>• Associate's Degree \$50/hr</li> <li>• Bachelor's Degree \$70/hr</li> <li>• Master's Degree \$85/hr</li> <li>• Crime Scene and Related Experts \$100/hr</li> <li>• CPA/Financial Expert \$100/hr</li> <li>• Pharmacy/PharmD \$125/hr</li> <li>• Information Technology Experts \$150/hr</li> <li>• Ph.D./Licensed Doctor \$200/hr</li> <li>• Medical Doctor \$250/hr</li> <li>• MD with Specialty (e.g., Psychiatrist, Pathologist) \$300/hr</li> </ul> <p>An increase in funding here is due to the increase of CSC, serious domestic violence, internet and drug cases which issues require we utilized several specific experts. Due to our location being in Northern Michigan, these experts are not typically local and need to travel at least a couple hours or more.</p>						
	<p>Experts</p> <p>Notes : Expert allocation for MAC conflict attorneys</p> <ul style="list-style-type: none"> <li>• High School or Equivalent \$30/hr</li> <li>• Associate's Degree \$50/hr</li> <li>• Bachelor's Degree \$70/hr</li> <li>• Master's Degree \$85/hr</li> <li>• Crime Scene and Related Experts \$100/hr</li> </ul>	1.0000	1.000	10000.000	FS	10,000.00	10,000.00

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

Line Item	Qty	Rate	Units	UOM	Total	State Grant
<ul style="list-style-type: none"> <li>• CPA/Financial Expert \$100/hr</li> <li>• Pharmacy/PharmD \$125/hr</li> <li>• Information Technology Experts \$150/hr</li> <li>• Ph.D./Licensed Doctor \$200/hr</li> <li>• Medical Doctor \$250/hr</li> <li>• MD with Specialty (e.g., Psychiatrist, Pathologist) \$300/hr</li> </ul>						
Investigators Notes : Investigator allocation for MAC conflict attorneys  per MIDC rates not to exceed \$100/hour	1.0000	65.000	60.000	HRS	3,900.00	3,900.00
<b>Total for Contracts for Experts and Investigators</b>					48,900.00	48,900.00
<b>3 Contracts for Construction</b>						
<b>4 Contracts Other</b>						
Lease Notes : Per our Office space Building Lease dated April 1, 2021  -Lessee shall pay Lessor a base annual rent amount of \$25,200.00 (Base Annual Rent), to be paid in monthly installments of \$2,100.00. This Base Annual Rent shall be increased annually on the first day of April by the amount of CPI, at which time the monthly payments shall increase accordingly.  As of April 1, 2023 our rent is \$2391.90 per month and will increase again April 1, 2024.  Please see attached lease for our building. Attachment : <a href="#">LEA_1_RENT INCREASE NOTICE April 202.PDF</a>	1.0000	2500.000	12.000	MTH	30,000.00	30,000.00
Defender Data Notes : Defender Data is our case file management system.	1.0000	250.000	12.000	MTH	3,000.00	3,000.00

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

Line Item	Qty	Rate	Units	UOM	Total	State Grant
It is \$25/month per user. \$25 x 10 employees = \$250 each month						
Westlaw Notes : Our current contract with Westlaw is \$852.61 per month.	1.0000	852.610	12.000	MTH	10,231.32	10,231.32
Lease Notes : Monthly lease payment for copier/fax/printer for entire office staff use. We have a monthly lease with US BANK on a Ricoh machine.	1.0000	177.810	12.000	MTH	2,133.72	2,133.72
Interns Notes : One summer Intern for approximately 16 weeks at a rate of \$15/hour. We always hope to attract students to Northern Michigan with the hopes that they will want to return after graduation. Due to the lack of college options up here, this is always a challenge.	1.0000	15.000	640.000	HRS	9,600.00	9,600.00
Intern Stipend Notes : Stipend of up to \$15,000.00 to cover housing and living expenses. This is necessary in order to remove the barrier for affordable, temporary housing in our area.	1.0000	15000.000	1.000	VAR	15,000.00	15,000.00
<b>Total for Contracts Other</b>					69,965.04	69,965.04
<b>Total Contractual</b>					432,645.04	432,645.04
<b>Other Expenses</b>						
1	Equipment					
2	Training/Travel					

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

Line Item	Qty	Rate	Units	UOM	Total	State Grant
Bar Membership-Staff Attorneys SBM yearly fee	1.0000	415.000	5.000	MIDC	2,075.00	2,075.00
SADO Membership	1.0000	75.000	5.000	MIDC	375.00	375.00
NAPD Membership	1.0000	40.000	5.000	MIDC	200.00	200.00
Training-CDAM training for staff attorneys	1.0000	600.000	5.000	FTE	3,000.00	3,000.00
Training-Skills Training for staff attorneys	1.0000	1000.000	2.000	FTE	2,000.00	2,000.00
Lodging-Staff attorneys per county policy	10.0000	140.000	1.000	FTE	1,400.00	1,400.00
Mileage-Staff attorneys for conferences Attachment : <a href="#">MIL_7_5 - C-4.0 Office Travel and Bu.PDF</a>	1.0000	0.655	1526.720	FTE	1,000.00	1,000.00
Mileage-Staff attorneys travel to Missaukee Notes : Staff attorneys and support staff travel to Missaukee courts and jail. Round trip is 28-30 miles depending on the route taken.	1.0000	0.655	10816.000	MIL	7,084.48	7,084.48
Lodging-SOM rates for conflict attys Notes : per SOM rates for conflict attorneys	1.0000	98.000	12.000	NGT	1,176.00	1,176.00
Mileage-SOM rates for conflict attorneys to conf Notes : per SOM rates for conflict attorneys	1.0000	0.440	591.300	MIL	260.17	260.17
Registration Fees-CDAM training for conflict attys Notes : \$50 per CLE hour \$50 x 12= \$600 per attorney  9 conflict attorneys x \$600 = \$5400	1.0000	600.000	9.000	FS	5,400.00	5,400.00
Registration Fees-Skills training for 1 conflict atty Notes : Kaitlin Koshiba is a private attorney that currently accepts conflict files. She is very new and to help her gain	1.0000	1000.000	1.000	FS	1,000.00	1,000.00

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

Line Item	Qty	Rate	Units	UOM	Total	State Grant
knowledge, we will have her attend Skills Training along with other CLE trainings.						
<b>Total for Training/Travel</b>					24,970.65	24,970.65
<b>3 Supplies/Services</b>						
Office Supplies Notes : this entails all office supplies, paper products, and cleaning supplies used in the building. We also purchases flash drives for video from Missaukee Prosecutor. We supply all CD, DVD and flash drives to Wexford Prosecutor for video needed for cases. Projected cost is based on historical data and projected case load of 1250 cases.	1.0000	8000.000	0.000	VAR	8,000.00	8,000.00
Zoom Notes : Used of zoom meeting with MDOC, and out of county lodged clients.	1.0000	700.000	0.000	FS	700.00	700.00
Transcripts Notes : cost of manly preliminary exam transcripts based on historical data and projected new case assignments.	1.0000	3000.000	0.000	VAR	3,000.00	3,000.00
Postage for client mailings Notes : Cost of mailing contact letters and information to clients	1.0000	4000.000	0.000	VAR	4,000.00	4,000.00
Spectrum Business Internet Fax Notes : this includes internet and fax service	12.0000	140.000	0.000	MTH	1,680.00	1,680.00
Nextiva phones	12.0000	300.000	0.000	MTH	3,600.00	3,600.00
Ms Green Recycle/Shred Service Notes : we have a monthly recycle pick up and a quarterly	1.0000	700.000	0.000	VAR	700.00	700.00

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

Line Item	Qty	Rate	Units	UOM	Total	State Grant
shred service						
Cadillac Janitorial-lawn and snow servic Notes : Cost for lawn service and snow removal for the public defender's office. Amount is based on available historical data.	1.0000	10000.000	0.000	VAR	10,000.00	10,000.00
Computers Notes : Additional Laptop and Desktop needed for attorney #5. Cost is based on current market.	1.0000	1600.000	0.000	NOS	1,600.00	1,600.00
Copies of Evidence video -paid to OPA Notes : we pay the Wexford prosecutors office \$5/disk that they copy of audio or video. We also provide them with the CD, DVD, or flash drives they need.	12.0000	300.000	0.000	MTH	3,600.00	3,600.00
Court Rules / Guidelines	12.0000	33.920	0.000	MTH	407.04	407.04
<b>Total for Supplies/Services</b>					37,287.04	37,287.04
<b>Total Other Expenses</b>					62,257.69	62,257.69
<b>TOTAL DIRECT EXPENSES</b>					1,631,134.65	1,631,134.65
<b>INDIRECT EXPENSES</b>						
<b>Indirect Costs</b>						
<b>1 Indirect Costs</b>						
De Minimis Rate – up to 10%-Cost allocation for direct/indirect cost Notes : The cost allocation for the plan using the guidelines for federal regulation 2 CFR Part 200 including the indirect cost of IT service cost, building maintenance expenses, HR	0.0000	10.000	1136231.920		113,623.00	113,623.00

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

	Line Item	Qty	Rate	Units	UOM	Total	State Grant
	and Payroll processing, account receivables/payable transactions, Administrative overhead and support programs, general and public official liability insurance, civil legal services, security, and department coordination.						
	<b>Total Indirect Costs</b>					113,623.00	113,623.00
	<b>TOTAL INDIRECT EXPENSES</b>					113,623.00	113,623.00
	<b>TOTAL EXPENDITURES</b>					<b>1,744,757.65</b>	<b>1,744,757.65</b>



Cost Analysis Summary for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

	Category	Total	State Grant	Narrative
<b>DIRECT EXPENSES</b>				
<b>Program Expenses</b>				
1	Personnel	716,056.90	716,056.90	<p>Wexford Missaukee Public Defenders is a regional office for Missaukee and Wexford Counties. The office consists of 4 full-time attorneys, 3 support staff, a social worker, and an investigator. The office also funds one full-time corrections officer to assist in meeting with in-custody clients at all stages of criminal proceedings and allowing unlimited access to the jail. Conflict cases are referred to the local MAC office who then assigns the case to a contract attorney.</p> <p>In the calendar year of 2022, there were 1226 new criminal cases referred for an appointment of an attorney with a breakdown as follows.</p> <ul style="list-style-type: none"> <li>• Criminal case assignment                             <ol style="list-style-type: none"> <li>a. 466 new felonies with 417 assigned to staff attorney.</li> <li>b. 760 misdemeanors and probation violations with 711 assigned to staff attorneys.</li> <li>c. 98 cases were assigned to contract attorneys.</li> </ol> </li> </ul> <p>An attorney for the Public Defender's office appeared at 1,319 total arraignments of those 228 were in circuit court and 1091 in district court.</p> <p>Since 2019, case numbers have increased each year. Between 2019 to 2022, there has been a 12 percent increase in felony cases and a 7 percent increase for total cases referred to the public defender's office for appointment.</p> <p>Due to the above numbers and In anticipation of the adoption of Standard 6, the office is requesting the addition of an attorney to comply with the recommended case loads for each attorney.</p>

Cost Analysis Summary for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

	Category	Total	State Grant	Narrative
				<p>The public Defender's office has been fortunate to have a full staff for over a year. In prior years, the office was short-staffed due to attorney turnover which resulted in a higher usage of contract attorneys. The office has adopted the recommended salary pay scale for Standard 8 to encourage recruitment of new attorneys and retain current employees.</p> <p>Currently, contract attorneys are either in short supply or have limited availability. We have been able to recruit out of county attorneys to fill some of the contract attorney void by increasing minimum hourly pay and including travel tim</p>
2	Fringe Benefits	420,175.02	420,175.02	<p>This is the fringe package offered to full time employees of Wexford County. Please find attached all of the county policies that accompany each category. The percentages are approximate and based on the current projected rates. We only have ONE employee hired prior to 2013 that qualifies for Longevity at the current time.</p>
<b>Total Program Expenses</b>		1,136,231.92	1,136,231.92	
<b>Contractual</b>				
1	Contracts for Attorneys	313,780.00	313,780.00	<p>Conflict cases are referred to the local MAC office who then assigns the case to a contract attorney. . In prior years, the office was short-staffed due to attorney turnover which resulted in a higher usage of contract attorneys. Currently, contract attorneys are either in short supply or have limited availability. We have been able to recruit out of county attorneys to fill some of the contract attorney void by increasing minimum hourly pay and including travel time/milage. The projected number of Misdemeanor cases has been reduced from the previous year .</p>
2	Contracts for Experts and Investigators	48,900.00	48,900.00	<p>An increase in funding here is due to the increase of CSC and drug cases where we have utilized various experts on numerous cases. Due to our location being in</p>

Cost Analysis Summary for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

	Category	Total	State Grant	Narrative
				Northern Michigan, these experts are not typically local and need to travel at least a couple hours or more.  At the present time we are averaging two jury trials each month between the two counties. This is more jury trials being held than ever before in history of Wexford and Missaukee counties.
3	Contracts for Construction	0.00	0.00	
4	Contracts Other	69,965.04	69,965.04	This category includes the building lease, case management software, research software, copier lease which these costs are set by contract. An legal intern is for summer months and is used an aid in recruiting for northern Michigan.
<b>Total Contractual</b>		432,645.04	432,645.04	
<b>Other Expenses</b>				
1	Equipment	0.00	0.00	
2	Training/Travel	24,970.65	24,970.65	All rates are set at the approved amounts and in compliance of Standard 1 and proposed standard 7.
3	Supplies/Services	37,287.04	37,287.04	These rates and amounts are increased due to increase cost of all goods, including paper products. Our yearly copy paper supply increased over 30% alone this year. With additional staff anticipated we will need new computers for that attorney. Other cost are based on available historical data.
<b>Total Other Expenses</b>		62,257.69	62,257.69	
<b>TOTAL DIRECT EXPENSES</b>		1,631,134.65	1,631,134.65	
<b>INDIRECT EXPENSES</b>				
<b>Indirect Costs</b>				
1	Indirect Costs	113,623.00	113,623.00	The cost allocation for the plan using the guidelines for federal regulation 2 CFR

Cost Analysis Summary for Compliance Plan and Cost Analysis Renewal - FY 2024  
 Agency: Wexford County  
 Application: Compliance Plan and Cost Analysis Renewal - FY 2024

6/14/2023

Category	Total	State Grant	Narrative
			Part 200 including the indirect cost of IT service cost, building maintenance expenses, HR and Payroll processing, account receivables/payable transactions, Administrative overhead and support programs, general and public official liability insurance, civil legal services, security, and department coordination.  Due to the nature and structure of Public Defender's office, these indirect cost benefit more than one task, activity or program. This includes indirect costs that cannot be assigned or directed to a specific task, activity or program without making an effort disproportionate to the results achieved.
<b>Total Indirect Costs</b>	113,623.00	113,623.00	
<b>TOTAL INDIRECT EXPENSES</b>	113,623.00	113,623.00	
<b>TOTAL EXPENDITURES</b>	<b>1,744,757.65</b>	<b>1,744,757.65</b>	

**Source of Funds**

Category	Total	State Grant	Local Share	Other Funding Sources	Narrative
<b>1 Source of Funds</b>					
State Grant Contribution	1,596,705.45	1,596,705.45	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>	1,744,757.65	1,596,705.45	148,052.20	0.00	
<b>Totals</b>	1,744,757.65	1,596,705.45	148,052.20	0.00	



**Attachments Index**

FOR OFFICE USE ONLY:	Version # _____	APP # 220339
----------------------	-----------------	--------------

#	Section	Title	File Name
1	Cost Analysis Detail	Employer FICA	<a href="#">FICA_2_B-14.1 Fringe Benefits - Gene.PDF</a>
2	Cost Analysis Detail	Retirement	<a href="#">RET_3_B-14.4 Retirement Plan.pdf</a>
3	Cost Analysis Detail	Health Insurance	<a href="#">HINS_4_B-14.3 Health Insurance.pdf</a>
4	Cost Analysis Detail	Workmens Compensation	<a href="#">WC_5_B-14.10 Workers Compensation.pdf</a>
5	Cost Analysis Detail	Life Insurance	<a href="#">LI_6_B-14.5 Life Insurance.pdf</a>
6	Cost Analysis Detail	Longevity-paid per county policy	<a href="#">ZZZ_8_B-14.02 Longevity.pdf</a>
7	Cost Analysis Detail	Cell phone stipend	<a href="#">ZZZ_9_D-10.0 Cellular Telephone Usag.PDF</a>
8	Cost Analysis Detail	Lease	<a href="#">LEA_1_RENT INCREASE NOTICE April 202.PDF</a>
9	Cost Analysis Detail	Mileage-Staff attorneys for conferences	<a href="#">MIL_7_5 - C-4.0 Office Travel and Bu.PDF</a>

**Personnel  
Management**

**Fringe Benefits, General**

**Policy Number: B-14.1**

**County Board Approval: July 17, 1996**

**A. Collective Bargaining Agreement.** Where a conflict exists between this policy and a collective bargaining agreement, the collective bargaining agreement will hold precedence.

**B. Fringe Benefits Covered by this Policy.**

1. Paid leave time.

- a. Vacation leave.
- b. Paid holidays.
- c. Administrative leave.
- d. Paid personal leave.
- e. Sick leave.
- f. Jury duty leave.
- g. Family and medical leave.
- h. Disability leave.
- i. Bereavement leave.

2. Unpaid leave time.

- a. Military leave.
- b. Workers' compensation leave.
- c. Maternity leave.
- d. Educational leave.
- e. Unpaid personal leave.

---

**Fringe Benefits**


---

3. Health and dental coverage.
4. Life insurance coverage.
5. Longevity pay.
6. Retirement plan.
7. Social Security.

**C. Eligibility.**

1. Regular full-time employees: All full-time employees are eligible for all fringe benefits outlined in paragraph 2.b above or as provided for in their respective collective bargaining agreement.
2. Regular part-time employees: All part-time employees are eligible fringe benefits outlined in paragraphs 2.b.(1), 2.b.(2.) and 2.b.(7.) above on an annualized pro-rated basis.
3. Irregular part-time employees: Are not eligible for any fringe benefits except for 2.b.(7.) above.
4. Temporary employees: Are not normally eligible for any fringe benefits under this policy except as negotiated as a condition of employment and except for 2.b.(7.) above.
5. Grant employees: Are normally eligible for fringe benefits commensurate with full- or part-time employees depending on the number of hours worked.
6. On-call employees: Fringe benefits include only social security and workers' compensation.

**D. Benefit Levels. As outlined in this *Manual*:**

1. B-5.0: Definition of employment terms/categories.
2. B-7.0: Employee seniority.
3. B-8.0: Salary and wage structure.
4. B-12.0: Absence from the workplace.

**E. Benefit Accrual. Any fringe benefit earned by an employee will be accrued in such a manner as prescribed in this *Manual* or by the pertinent collective bargaining agreement:**

1. Transfer or promotion: Accrued benefits will not be lost when an employee is transferred or promoted inter- or intra-departmentally regardless of whether the change is between two separate collective bargaining agreements provided that accrued fringe benefits continue to be used by the employee in consonance with the guidelines of this *Manual* and/or the appropriate collective bargaining agreement.



---

**Fringe Benefits**

---

2. Status change: Accrued fringe benefits will not be lost when an employee's status changes from part- to full-time or vice-versa. Sick time is calculated differently for full- and part-time employees and a conversion factor will be applied by the General Accounting Office in this area.
3. Use of benefits: Accrued fringe benefits are to be used by an employee in a timely manner as prescribed in this *Manual* and/or in the appropriate collective bargaining agreement.

**Personnel  
Management**

**Retirement Plan**

**Policy Number: B-14.4**

**County Board Approval: July 17, 1996**

**A. General.**

1. Wexford County employees are members of the Michigan Municipal Employees Retirement System (MERS) with contributions paid by the employee and by the County.
2. Vesting in MERS occurs on the 10th anniversary of hire.
3. Regulations pertaining to this retirement system are made by the Michigan MERS Board in conformance with State law.

**B. Procedures.** New employees will be provided with a copy of the MERS handbook at the beginning of their employment.

<b>Personnel Management</b>
---------------------------------

<b>Health Insurance</b>
-------------------------

**Policy Number: B-14.3**

**County Board Approval: July 17, 1996; Amended October 6, 2004; December 1, 2004; July 3, 2013; January 4, 2017; December 6, 2017; May 16, 2018; March 20, 2019**

**A. GENERAL.**

1. The County currently provides a health insurance program for eligible non-union, full-time County employees and elected officials, and members of the eligible employee/official's immediate family. Eligible full-time employees and elected officials may participate in the group insurance program no earlier than the first (1<sup>st</sup>) day of the premium month following the commencement of employment with the Employer in a full-time position or at a date there after that may be established by the insurance. All employees/officials covered under the health insurance will be required to contribute portion of the premium share as determined by the Board of Commissioners. The terms of the insurance policies control the benefits provided thereunder and the employee/official's eligibility for benefits. The County reserves and retains the unilateral right to amend or terminate any benefit, benefit level, county contribution or benefit plan. In the event any conflict between this summary and the plan documents, the plan documents control. Union employees' benefits are controlled by the respective collective bargaining agreements.
2. Current extensions and limitations on eligibility:
  - a) Eligible employee/official's spouses who are enrolled in Medicare are currently eligible for the County sponsored vision and dental at their own expense subject to plan documents;
  - b) Retired employee/officials that elect to purchase health insurance outside the County's plan are currently eligible to enroll in the County's vision and dental at their own expense and subject to plan documents;
  - c) Employees/officials who receive "payment in lieu of coverage" are not eligible to enroll or purchase dental and vision through the County;
  - d) Part time employees are not eligible to purchase vision or dental through the County; Payroll deduction is required for those employees/officials that are purchasing the vision and dental and are still employed with the County;

- e) An employee/official retiree may currently enroll in the County's health insurance, vision and dental plans, provided they pay 100% of the established monthly premiums to Wexford County. Eligible retirees must notify the County upon retirement of their wish to enroll in such coverages. The County reserves and retains the unilateral right to amend or terminate any retiree eligibility or benefit, benefit level, employer contribution or benefit plan. Retiree health, vision and dental eligibility and benefits are governed by the plan description and plan documents. In the event any conflict between this summary and the plan documents, the plan documents control. For health insurance coverage purposes, an employee retiree is defined as: "An employee with enough age and service time to qualify for a MERS retirement and/or Social Security benefits and who is immediately eligible to draw such benefits upon cessation of employment with the County".
3. Premiums are to be reviewed at least annually during budget preparation, with recommendations by the Administrator based on the insurance plan approved by the Board of Commissioners during the budget process.
4. Employees hired during the Plan Year currently have the choice of A: 'base plan' as offered by the County, or B: the HSA with the County-funded deductible prorated as of their enrollment date, with the employee being responsible for the balance of the deductible.
5. Employees/officials who are eligible for health insurance coverage through the County and who elect to NOT enroll in the group medical insurance plan because they are eligible for coverage under another qualified group health insurance plan available to their spouse and/or eligible dependents will be eligible to receive additional monthly compensation.

The amount of such monthly compensation may be fixed by the Board of Commissioners. Payments will be made once per month on the second paycheck in each month that the employee would otherwise be eligible for health insurance coverage. This option can only be exercised during open enrollment or a qualified event.

An employee/official must provide proof of insurance coverage under a qualified group plan for the employee/official and eligible dependents as defined or required by the Affordable Care Act or implementing regulations and complete all forms or certifications required by the County and under the Affordable Care Act for eligibility for such payments. An employee/official will not be eligible for payment in lieu of health insurance if such payment would violate the Affordable Care Act or implementing regulations, or cause the Employer to be subject to penalty or fine. Should insurance coverage through the secondary source terminate for any reason, the

employee should notify the County within thirty (30) days and re-enroll in the County health insurance program. Failure to timely notify the County may result in the ability to re-enroll being limited to the open-enrollment period.

An employee or official member who receives either “primary” or “dependent” coverage from the County shall not be eligible for any payment in lieu of coverage

6. Special Conditions: Health insurance coverage for spouses or dependents may be changed during the course of the insurance program year at times other than the open enrollment, if such a change is a ‘qualified event’:
- Marriage
  - Death
  - Divorce
  - Birth
  - Change in hours

Significant increase in cost of current coverage (of spouse) and creates a financial burden. When such event occurs, the employee/official has a 30-day window of opportunity to make the necessary change. Failure to comply with this timeframe will result in being required to wait for the annual open enrollment period. All changes must be requested in writing and sent to the County Administrator. The employee/official is to follow up the request to be sure it has been received and processed.

7. HSA County Contribution

The County’s annual contribution to the Health Savings Accounts of participating employees shall be credited or deposited to each participating employee’s Health Savings Account in four equal pro-rata quarterly deposits on the first business day of each quarter, being the months of January, April, July and October.

- B. COBRA.** Under the Consolidated Omnibus Budget Reconciliation Act of 1986, upon leaving employment with the County, an employee may purchase for himself/herself and his/her family, group health insurance for a period of 18 months (and in some situation for 36 months). Premium payments required for his insurance coverage will be made to the Office of the Wexford County Treasurer.

1. When an employee qualified for retirement, the employee has the following options:

Option #1 – Exercise COBRA rights and purchase existing coverage for 18 months. No other coverage will be available at the conclusion of COBRA rights.

Or.....

Option #2 – Move immediately, if qualified as a “retiree” (as previously defined), into the retiree health care program.

If an employee terminates employment, he/she can only exercise Option #1. In all cases of exercising the COBRA option, the employee will be charged a 2% administration fee that will be added to his/her premium.

- a) The County will no longer cover employee spouses once they reach the age 65;
- b) Employee spouses that reach the age of 65 are eligible for the County sponsored vision and dental at their own expense;
- c) Once an employee reaches age 65 and continues working for the County they are eligible for the County's insurance and will cover their spouse until they reach age 65;
- d) Retired employees are eligible to sign up for the County's vision and dental with the retiree paying the full premium;
- e) Employees who receive "cash in lieu" of insurance are not eligible to purchase dental and vision through the County;
- f) Part time employees are not eligible to purchase vision and dental through the County;
- g) Payroll deduction will be allowed for those employees that are purchasing the vision and dental and are still employed with the County.

**Personnel  
Management**

**Workers' Compensation**

**Policy Number: B-14.10**

**County Board Approval: July 17, 1996**

- A. Cadillac Family Physicians is the designated medical organization regarding any workers' compensation claim. If an employee becomes injured on the job, one of the physicians in this medical practice should be notified for diagnostic and treatment services.
- B. If the injured employee chooses not to receive treatment from the County's designated workers' compensation medical treatment organization, the County is not liable for payment of the workers' compensation claim.
- C. Authorization for treatment forms are available from the General Accounting Office and from the Sheriff's Department administrative office. These forms are to be filled out prior to visiting the doctor's office unless the nature of injury or illness is of an extreme emergency.
- D. Workers' compensation claim forms are available in the General Accounting Office.

**Personnel  
Management**

**Life Insurance**

**Policy Number: B-14.5**

**County Board Approval: July 17, 1996**

- A. General.** The County will provide life insurance coverage in the amount of \$15,000 for each regular full-time employee.
- B. Procedures.**
1. Regular full-time employees may elect to decline life insurance coverage at the time of hire.
  2. If life insurance coverage is elected, it will become effective on the date that the appropriate paperwork is filed by the General Accounting Office with the County's life insurance underwriter.
  3. Life insurance coverage will terminate effective at midnight of the day when the employment relationship between the employee and the County is concluded.



**Personnel  
Management**

**Longevity Pay**

**Policy Number: B-14.2**

**County Board Approval: July 17, 1996; Amended April 2, 2008; May 1, 2013**

**A. General.**

1. Longevity pay is a fringe benefit based on an employee's continuous length of service with the County.
2. Eligibility is based on full years of service as of October 1st in any given year.
3. The Clerk, Register of Deeds, Treasurer, Prosecutor, and Sheriff will receive longevity benefits as of February 20, 2008. All other elected officials are not eligible to receive this benefit.
4. This benefit does not apply to employees hired after May 1, 2013.

**B. Procedure.**

1. All regular full-time employees who are employed as of October 1st each year who have completed five (5) years of continuous full-time employment with the County shall receive longevity pay calculated on the basis of thirty dollars (\$30.00) for each full year of continuous service.
2. The maximum longevity sum to be paid to any employee in a single year is six hundred dollars (\$600).
3. Employees who are on leave of absence or layoff, including a suspension for disciplinary reasons, will retain all service time earned prior to the absence toward the calculation of longevity benefits but will not accrue any additional time toward longevity benefits nor will they receive longevity pay during such absence.

**Facilities and  
Equipment Management**

**Cellular Telephone Usage**

**Policy Number: D-10.0**

**County Board Approval: April 21, 1999; Amended December 7, 2005, February 1, 2012**

**A. Contractual Obligations and Financial Administration.**

1. The departments that have cellular phones shall be determined by the County Board of Commissioners.
2. The actual cell phone contract, options and duration are selected by the departmental manager using the budgeted line as a determining factor and is subject to review by the County Administrator.

**B. Distribution and Use.**

1. Department managers shall have the authority to assign cellular phones as required to their employees. Such use of these phones is restricted to County personnel.
2. All overages to the basic rate shall be the responsibility of the employee. Timely collection of such overages are the exclusive responsibility of the departmental manager and must be collected from the employee.
3. If the department head determines that a unit employee requires a cell phone, and if no County cell phone is provided (including, but not limited to, a car assigned cell phone) the Employers shall provide a monthly stipend of \$35.00 per month to the unit employee. A unit employee who receives such a stipend shall be required to carry the cell phone at all times while on duty and maintain a plan and phone capable of such services as the department head deems operationally required. Employees shall, upon request, provide the department head with proof that the phone/plan meets such requirements.

**RENT INCREASE NOTICE**

LJR Property Management, LLC  
P.O. Box 526  
Tawas City, MI 48764  
989-714-7985

Date: 3/15/2023

Dear Wexford Missaukee Public Defender:

This Rent Increase Notice, which is based on the 2023 CPI Report released on March 14, 2023, shall be deemed as official notice given to you, the Lessee, in accordance with the Lease Agreement between the parties, that started on April 1, 2021.

This Notice shall act as an addendum to the Lease Agreement, amending the monthly rent amount to \$2,391.90 (a 6% increase of the base rent amount). This increase shall begin April 1, 2023.

All other terms and conditions of the original Lease Agreement remain in full force and effect.

If you should have any questions or would like to discuss the rent increase, please feel free to contact me anytime.

LJR Property Management, LLC

  
By: Elizabeth Schnettler, Manager

**General Administrative, Management, and Operations**

**C-4.0 Official Travel and Business Expenses**

---

County Board Approval: July 17, 1996; Amendments: November 17, 1999, May 17, 2000, September 18, 2002, December 1, 2004, January 19, 2011, December 4, 2019, December 18, 2019

**A. General.**

Travel expenses directly related to official County business are reimbursable. This policy mirrors Section A-3.0 of this Manual.

**B. Policy and Procedures.**

1. Original itemized receipts shall accompany requests for reimbursement for expenses incurred in conjunction with official travel.
2. When practical, employees should share transportation and lodging as economy measures.
3. Approval authority for travel plans and travel expense reimbursement claims is as follows:

<u>Approval Authority:</u>	<u>Approval For:</u>
Elected Officials .....	Persons in their Department(s)
Department Heads .....	Persons in their Department(s)
County Administrator.....	Appointed Department Heads
Board Chairman .....	Board members and the County Administrator
Finance Committee .....	Board Chairman

4. Claims for travel reimbursement shall be submitted by the traveler within 30 days after travel has been completed. Travel expenses shall be reimbursed only in the budget year in which expenses are incurred. On approval by the authorizing official as outlined above, travel claims will be forwarded to the Clerk’s Office for approval.

**C. Reimbursement.**

5. Meals (gratuity included):
  - a. Breakfast..... \$15.00
  - b. Lunch..... \$20.00
  - c. Dinner..... \$30.00
6. Accommodations: \$140.00 (tax included). Reimbursement for accommodations may be higher when associated with a workshop or conference, with advance authorization from the designated approval authority.
7. Approved private vehicle mileage shall be equal to the private vehicle premium reimbursement rate for civil service employees as approved by the IRS, unless otherwise approved by the Board of Commissioners.

June 8, 2023

Mr. Joe Porterfield, County Administrator  
437 E Division Street  
Cadillac, MI 49601

**RE: 2024 BUDGET REQUEST**

Dear Mr. Porterfield,

Networks Northwest requests a year 2024 appropriation from Wexford County of \$4,695.00 which is the same appropriation requested for the years 2000 through 2023. This is for part of the required local match for the federal Economic Development Administration grant, which is what makes your county's communities eligible for federal infrastructure funds. It also helps provide the required match for other federal and state-funded programs. The return on this \$55,000 total investment by our ten counties is at least 20:1 in any given year.

The enclosed table shows how the requested amount was determined.

If you have any questions, my direct line is 231-929-5020.

Sincerely,



Darla Rowland  
CFO

enclosure

cc: Ben Townsend

Received by Wexford County

JUN 09 2023

Administration Office

Northwest Michigan Council of Governments  
 dba Networks Northwest  
 Appropriation Request Calculation  
 (adopted by the COG Board 7/29/99)

County	Real Property Taxable Value 1998 Tax Year	% of Total	1998 Population	% of Total Population	Combine Percent	Average Percent	Total Appropriation Request for 2000 thru 2024
Antrim	\$923,211,949	10.31%	21,522	8.14%	18.45%	9.22%	\$5,073.00
Benzie	520,672,963	5.82%	14,678	5.55%	11.36%	5.68%	3,125.00
Charlevoix	1,022,289,910	11.42%	24,436	9.24%	20.65%	10.33%	5,680.00
Emmet	1,371,664,991	15.32%	28,677	10.84%	26.16%	13.08%	7,194.00
Grand Traverse	2,117,448,190	23.65%	74,134	28.02%	51.67%	25.84%	14,210.00
Kalkaska	455,146,730	5.08%	15,568	5.88%	10.97%	5.48%	3,016.00
Leelanau	1,127,784,545	12.60%	19,142	7.24%	19.83%	9.92%	5,454.00
Manistee	569,575,878	6.36%	23,330	8.82%	15.18%	7.59%	4,174.00
Missaukee	304,492,656	3.40%	13,892	5.25%	8.65%	4.33%	2,379.00
Wexford	541,038,033	6.04%	29,185	11.03%	17.07%	8.54%	4,695.00
<b>Total</b>	<b><u>\$8,953,325,845</u></b>	<b><u>100.00%</u></b>	<b><u>264,564</u></b>	<b><u>100.00%</u></b>	<b><u>200.00%</u></b>	<b><u>100.00%</u></b>	<b><u>\$55,000.00</u></b>