



Wexford County

HUMAN RESOURCES / PUBLIC SAFETY COMMITTEE

*Brian Potter, Chair*

**NOTICE OF MEETING**

The Human Resources / Public Safety Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, July 25, 2023, beginning at 4:00 p.m. in the Commissioners’ Room, 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 27, 2023 REGULAR MEETING MINUTES ..... 1
- F. PUBLIC COMMENTS  
*Designated for topics on the agenda only.*
- G. AGENDA ITEMS
  - 1. Sheriff’s Monthly Report (*Sheriff/Undersheriff – June 2023*) ..... 3
  - 2. MMR Monthly Update (*D. Mosholder - June 2023*) ..... 8
  - 3. Emergency Management Monthly Report (*R. Boike – June 2023*) ..... 14
  - 4. Central Dispatch Monthly Report (*D. Alworden – June 2023*) ..... 15
  - 5. Veterans Services Monthly Report (*K. Cline – June 2023*) ..... 16
  - 6. District Court Chief Deputy Clerk Reclassification Request..... 17
  - 7. District Court Chief Deputy Clerk Position Description Update..... 22
  - 8. Resolution 23-14 Opposing State of Michigan Sanitary Code ..... 27
- H. CORRESPONDENCE
  - 1. Medical Examiner Report ..... 29
- I. ADMINISTRATOR’S COMMENTS
- J. PUBLIC COMMENTS  
*Open for any public comment.*
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

COUNTY OF WEXFORD  
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE  
REGULAR MEETING MINUTES  
June 27, 2023

The regular meeting was called to order by Chair Brian Potter at 4:00 p.m., in the Commissioners' Room, third floor, Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

Members Present: Brian Potter, Kathy Adams, Michael Bush, and Gary Taylor

Members Absent: None.

Also Present: Duane Alworden, Central Dispatch Director; Travis Baker, Central Dispatch Deputy Director; Kathy Cline, Veterans Services Director; Randy Boike, Emergency Management Specialist; Megan Kujawa, Sr. Exec Admin Assistant; Daniel Mosholder, MMR Operations Manager; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Joe Porterfield, County Administrator/Equalization Director; and Sheriff Trent Taylor.

#### **ADDITIONS OR DELETIONS TO THE AGENDA**

**ADDED:** *G.7. Removal of D-9.1 Wrecker Policy*

#### **APPROVAL OF THE AGENDA**

**A motion was made by Comm. Taylor and supported by Comm. Bush 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. Taylor and supported by Comm. Bush to approve the May 23, 2023 Regular Meeting Minutes. A vote was called, all in favor. Motion passed 4-0.**

#### **PUBLIC COMMENTS**

None.

#### **AGENDA ITEMS**

##### ***G.1. Sheriff's Office Monthly Report (May 2023)***

Sheriff Taylor was present; a report was provided in the packet. Sheriff Taylor reviewed the report. There are five new corrections officers graduating from their program. They recently had a FBI firearms audit that went very well and they passed.

##### ***G.2. MMR Monthly Update (May 2023)***

Mr. Mosholder, Operations Manager, was present; a report was provided in the packet. Mr. Mosholder introduced himself to the committee. He informed the committee that staffing is continuing to improve. There will be five new EMTs and one new part-time paramedic. Renovations on the Cobb Street location are to begin and has the outlook to be finished by September. They recently held a listening session; one of the main concerns was coverage in Manton and they are moving forward to address this.

Chair Potter questioned overtime issues at the City. Mr. Mosholder stated that he was just made aware of this right before coming to the meeting and that it will be addressed.

Comm. Adams asked what townships he has been able to get to. Mr. Mosholder commented that he has been to Cherry Grove and Buckley townships but is working on getting to the others to make contact and introductions.

##### ***G.3. Emergency Management Monthly Report (May 2023)***

Mr. Randy Boike, Emergency Management Specialist, was present; a report was provided before the meeting. Mr. Boike reviewed the report with the committee, there were no concerns regarding his report.

**G.4. Central Dispatch Monthly Report (May 2023)**

Mr. Duane Alworden, Central Dispatch Director, was present, a report was provided in the packet. The report was reviewed with the committee. Mr. Alworden mentioned that the number regarding the call/hangups isn't correct and he is looking at getting it fixed. He mentioned that Intrado is partnering with ADT for the text services.

**G.5. Veterans Services Monthly Report (May 2023)**

Ms. Kathy Cline, Veterans Services Director, was present; a report was not provided in the packet. Ms. Cline gave a verbal report and highlighted that Mr. Schmitt and herself went to a leadership conference in Wisconsin. They were apart of the Memorial Day parade and will be apart of the 4<sup>th</sup> of July parade as well.

Chair Potter asked for clarification on how Veterans know how to contact them. Ms. Cline stated that when they go to the VA Clinic or any of the agencies in town, they are usually referred to Veterans Services. The VA clinic is strictly medical services.

**G.6. Central Dispatch Request for Additional Dispatcher**

**A motion was made by Comm. Taylor and supported by Comm. Adams to forward a recommendation to the full board to approve adding a tenth dispatcher position to Central Dispatch's employee roster.**

Chair Potter stated that he would like this to go to the Finance Committee tomorrow then go to the board.

**A vote was called, all in favor. Motion passed, 4-0.**

**G.7. Removal of D-9.1 Wrecker Policy**

**A motion was made by Comm. Bush and supported by Comm. Adams to forward a recommendation to the full board to remove D-9.1 Wrecker Policy from the County Policy Manual per recommendation from County legal counsel. A vote was called, all in favor. Motion passed, 4-0.**

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Mr. Porterfield stated the audit is finishing up. He extended his appreciation to our first responders for the control of some recent fires.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None.

**CHAIR COMMENTS**

None.

**ADJOURN**

**A motion was made by Comm. Taylor and supported by Comm. Bush to adjourn at 4:15 p.m. A vote was called, all in favor. Motion passed 4-0.**



**OFFICE OF THE SHERIFF • WEXFORD COUNTY**

Trent J Taylor  
Sheriff

Richard R. Doehring  
Undersheriff

# **Wexford County Office of the Sheriff**

## **Monthly Report**

# **JUNE**

# **2023**

## **LAW ENFORCEMENT DIVISION**

The Wexford County Sheriff's Office, Law Enforcement Division, is comprised of 19 sworn Officers; the Sheriff, Undersheriff, 1 Law Enforcement Lieutenant, 1 Detective Lieutenant, 1 Detective Sergeant, 4 Law Enforcement Sergeants, 10 Deputies and 1 Court Bailiff's.

In June, the Law Enforcement Division received 729 calls for service. Of those calls, 241 reports were taken. As a result of those complaints taken, 58 arrests were made, and 57 citations were issued.

### Law Enforcement Statistic Re-Cap:

Total Calls for Service	729
Total Complaints Taken	241
Felony/Misdemeanor Arrests	58
Citations Issued	57

### COURT SECURITY/DEPUTY ARRESTS

Court Arrests	6
---------------	---

### **TNT:**

The Wexford County Sheriff's Office has one Deputy assigned to the Traverse City Narcotic Team.

### Original Reports

Intelligence Reports                      currently no Deputy assigned

### Arrests

Assist Other Agencies

### **CIVIL PROCESS:**

The Law Enforcement Division provides Civil Process Services within the county for citizens, as well as for Courts and Prosecutor's Offices.

<b>Total Civil Papers Received</b>	<b>79</b>
<b>Total Civil Papers Completed</b>	<b>58</b>

## **ADDITIONAL SERVICES:**

In addition to the many services provided by the Wexford County Sheriff's Office, the Office provides Live Scan Fingerprinting, and Pistol Purchase Permits for individuals who wish to purchase a handgun from an individual. The office is also responsible for registering firearms purchased from citizens with the State of Michigan Firearms Unit.

<u>Live Scan Fingerprint:</u>		<u>Pistol Information:</u>	
Michigan School Employment	27	Pistol Permits Issued	3
Concealed Pistol Licensing	21	Denied Permits	0
Other	17	Indiv. Pistols registered	58
Court	00		
Total Prints.....	65		

## **ANIMAL CONTROL DIVISION:**

The Wexford County Animal Control Division is comprised of two Animal Control Officers and is overseen by the Law Enforcement Lieutenant. The Animal Shelter has many volunteers that assist in taking care of the animals and advocating for their adoptions. In June, the shelter took in 20 animals, adopting 21 and reuniting 6 with their owner(s).

<u>ACTIVITY:</u>	
Total Calls	48
Total Complaints/Reports	1
Animal Bites	5
Citations Issued	0
Animals Lodged in Pound	20
Animals Adopted Out	21
Animals Transferred to Rescue	1
Animals Claimed By Owners	6
Animals Euthanized	0

## **CORRECTIONS DIVISION:**

The Wexford County Corrections Division is comprised of 3 Sergeants, 17 Correctional Officers and is overseen by the Jail Lieutenant.

Average Daily Inmate Headcount	93
Total number of inmates Booked	117
Total Inmates Booked –Year to date	556
Total Number of Inmates Released	105
Number Released-Year to date	563
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

## **TRAININGS/RECOGNITIONS:**

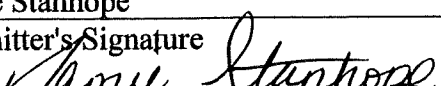
- June 1<sup>st</sup>- Deputies T. Quiggin, Howard, and Koponen attended defensive pistol level 2 at Kirtland Community College. Training was provided by Kirtland.
- June 5<sup>th</sup>- 9<sup>th</sup>- Deputy Hoffman attended FTO training in Imlay City, MI. Training provided by Dewolf and Associates.
- June 8<sup>th</sup> & 30<sup>th</sup>- All staff attended Legal update it was located at the Wexford County Sheriff's Office. Training provided by the Wexford County Prosecutor.
- June - Corrections Officers Rummler and Renshaw completed the 160 Hour local Corrections Academy from Mecosta-Osceola ISD hosted by the Mecosta County Sheriff's Office, graduating on June 30<sup>th</sup>.
- June 7<sup>th</sup>- Lt. McDaniel, Sgt. Batten and Sgt. Rowell completed virtual training for "Jail Liability Management: Cell Searches, Shakedown, Body Scanners, Observations & Safety Checks" hosted by LLRMI.
- June 26<sup>th</sup>- Office Manager Julie Henry, Administrative Assistant's Heather Stilson and Christine Wright had FBI Firearms Audit. Audit was passed successfully with no issues.

Wexford County Animal Shelter				Reporting Month June 2023					
The Wexford County Board of Commissioners requires monthly submission of the following information in accordance with County Ordinance #35 Section 3 (B).5 as amended. This report must be submitted to the Wexford County Board of Commissioners with 15 days of the end of the month. This is to be completed according to the guidelines for the Animal Shelter Annual Report - per Act 287, Section 9(a) but on a reporting month basis.									
Type of Companion Animal received into the shelter reporting month	Total number of animals received by the shelter during the reporting month less than 6 months of age	Total number of animals received by shelter during reporting month at 6 months of age & older	Total number of animals by type received into the shelter during reporting month	Total number of animals type adopted during reporting month (at the time of adoption) per ref 1		Total number of animals by type sold during reporting month per ref 2	Total number of animals by type transferred to allowable entities during reporting month per ref 3	Total numbers of animal by type euthanized during reporting month	
				Altered	Not Altered			Shelter Animals	Owner Requested
Dogs	2	12	14	9	1	10	1	0	0
Cats	1	5	6	8	3	11	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		135.00	15.00		150.00
Sterilization Deposits	0.00	75.00		0.00	25.00		100.00
Ordinance Fee Refunds							
Reclaim Fees							55.00
Donations Received							

References:

1. MCL 287.338.8a Sec (1)
2. MCL 287.388
3. MCL 287.338.7; MDARD-registered shelters, law enforcement agencies, or service dog organizations

Printed Name of Person Submitting the Report Jamie Stanhope	Date Submitted 07-04-2023
Submitter's Signature 	Phone 231-779-9530



# Wexford County 911 Responses

## June 2023

G.2.

Nature of Call	Wexford County	Total
10-Chest Pain (Non-Traumatic)	13	13
12-Convulsions/Seizures	11	11
17-Falls	56	56
18-Headache	1	1
19-Heart Problems / A.I.C.D.	6	6
1-Abdominal Pain/Problems	6	6
20-Heat/Cold Exposure	1	1
21-Hemorrhage/Lacerations	5	5
23-Overdose / Poisoning (Ingestion)	2	2
24-Pregnancy/Childbirth/Miscarriage	1	1
25-Psychiatric/ Abnormal Behavior/Suicide At	17	17
26-Sick Person (Specific Diagnosis)	69	69
28-Stroke (CVA)	10	10
29-Traffic/Transportation/Accidents	20	20
2-Allergies (Reactions)/Envenomations (Sting:	1	1
30-Traumatic Injuries (Specific)	10	10
31-Unconscious/Fainting (Near)	18	18
32-Unknown Problem (Man Down)	20	20
5-Back Pain (Non-traumatic or Non Recent Tra	3	3
6-Breathing Problems	34	34
7-Burns (Scalds) /Explosion	5	5
9-Cardiac or Respiratory Arrest/Death	5	5
<b>Total</b>	<b>314</b>	<b>314</b>

Call Disposition	Wexford County	Total
Transport	210	210
Refusal	51	51
Cancelled	53	53
<b>Total</b>	<b>314</b>	<b>314</b>

Response Priority	Wexford County	Total
P-1 Emergency ALS	50	50
P-2 Emergency BLS	256	256
P-3 Non-Emergent	7	7
P-18 Stage	1	1
<b>Total</b>	<b>314</b>	<b>314</b>

Wexford RT June 2023 Priority 1 and Priority 2

Wexford-Boon

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:12:00 - 00:12:59	1	1	100.00%

Wexford-Cedar Creek

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:03:00 - 00:03:59	3	3	20.00%
00:04:00 - 00:04:59	1	4	26.67%
00:05:00 - 00:05:59	1	5	33.33%
00:10:00 - 00:10:59	1	6	40.00%
00:12:00 - 00:12:59	1	7	46.67%
00:13:00 - 00:13:59	1	8	53.33%
00:14:00 - 00:14:59	2	10	66.67%
00:16:00 - 00:16:59	1	11	73.33%
00:17:00 - 00:17:59	3	14	93.33%
00:20:00 - 00:20:59	1	15	100.00%

Wexford-Cherry Grove

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:01:00 - 00:01:59	2	2	66.67%
00:04:00 - 00:04:59	1	3	100.00%

Wexford-City of Cadillac

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	2	2	1.67%
00:01:00 - 00:01:59	18	20	16.67%
00:02:00 - 00:02:59	17	37	30.83%
00:03:00 - 00:03:59	17	54	45.00%
00:04:00 - 00:04:59	21	75	62.50%
00:05:00 - 00:05:59	17	92	76.67%
00:06:00 - 00:06:59	11	103	85.83%
00:07:00 - 00:07:59	4	107	89.17%
00:08:00 - 00:08:59	4	111	92.50%
00:09:00 - 00:09:59	1	112	93.33%
00:10:00 - 00:10:59	3	115	95.83%
00:16:00 - 00:16:59	1	116	96.67%
00:18:00 - 00:18:59	1	117	97.50%
00:22:00 - 00:22:59	1	118	98.33%
00:28:00 - 00:28:59	1	119	99.17%
01:43:00 - 01:43:59	1	120	100.00%

Wexford-City of Manton

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:10:00 - 00:10:59	2	2	28.57%
00:12:00 - 00:12:59	1	3	42.86%
00:13:00 - 00:13:59	2	5	71.43%
00:17:00 - 00:17:59	1	6	85.71%
00:18:00 - 00:18:59	1	7	100.00%

Wexford-City of Mesick

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:12:00 - 00:12:59	1	1	50.00%
00:13:00 - 00:13:59	1	2	100.00%

Wexford-Clam Lake

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:01:00 - 00:01:59	2	2	8.00%
00:02:00 - 00:02:59	2	4	16.00%
00:03:00 - 00:03:59	1	5	20.00%
00:04:00 - 00:04:59	1	6	24.00%
00:05:00 - 00:05:59	4	10	40.00%
00:06:00 - 00:06:59	5	15	60.00%
00:07:00 - 00:07:59	2	17	68.00%
00:08:00 - 00:08:59	4	21	84.00%
00:09:00 - 00:09:59	1	22	88.00%
00:10:00 - 00:10:59	1	23	92.00%
00:11:00 - 00:11:59	1	24	96.00%
00:22:00 - 00:22:59	1	25	100.00%

Wexford-Colfax

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:06:00 - 00:06:59	1	1	20.00%
00:11:00 - 00:11:59	1	2	40.00%
00:14:00 - 00:14:59	1	3	60.00%
00:16:00 - 00:16:59	1	4	80.00%
00:24:00 - 00:24:59	1	5	100.00%

Wexford-Greenwood

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:07:00 - 00:07:59	1	1	33.33%
00:15:00 - 00:15:59	1	2	66.67%
00:20:00 - 00:20:59	1	3	100.00%

Wexford-Hanover

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:13:00 - 00:13:59	1	1	100.00%

Wexford-Haring

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:01:00 - 00:01:59	2	2	3.33%
00:02:00 - 00:02:59	4	6	10.00%
00:03:00 - 00:03:59	7	13	21.67%
00:04:00 - 00:04:59	10	23	38.33%
00:05:00 - 00:05:59	3	26	43.33%
00:06:00 - 00:06:59	8	34	56.67%
00:07:00 - 00:07:59	4	38	63.33%
00:08:00 - 00:08:59	2	40	66.67%
00:09:00 - 00:09:59	7	47	78.33%
00:10:00 - 00:10:59	5	52	86.67%
00:11:00 - 00:11:59	1	53	88.33%
00:12:00 - 00:12:59	1	54	90.00%
00:13:00 - 00:13:59	2	56	93.33%
00:16:00 - 00:16:59	2	58	96.67%
00:24:00 - 00:24:59	1	59	98.33%
00:34:00 - 00:34:59	1	60	100.00%

Wexford-Henderson

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:13:00 - 00:13:59	1	1	100.00%

Wexford-Liberty

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:07:00 - 00:07:59	1	1	20.00%
00:09:00 - 00:09:59	1	2	40.00%
00:10:00 - 00:10:59	1	3	60.00%
00:15:00 - 00:15:59	1	4	80.00%
00:23:00 - 00:23:59	1	5	100.00%

Wexford-Selma

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:06:00 - 00:06:59	1	1	25.00%
00:07:00 - 00:07:59	1	2	50.00%
00:11:00 - 00:11:59	1	3	75.00%
00:45:00 - 00:45:59	1	4	100.00%

Wexford-South Branch

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:22:00 - 00:22:59	1	1	100.00%

# Wexford County Twp Responses

June 2023

	10 MA302	10 WA150	10 WA160	10 WA170	10 WB150	10 WB160	10 WB161	10 WEX E1	Total
Wexford-Antioch	0	1	0	1	0	0	0	1	3
Wexford-Boon	0	0	0	1	0	0	0	0	1
Wexford-Cedar Creek	0	4	1	3	4	5	2	1	20
Wexford-Cherry Grove	0	0	0	6	0	0	0	1	7
Wexford-City of Cadillac	0	3	0	123	11	3	3	3	146
Wexford-City of Manton	0	1	0	1	3	2	1	1	9
Wexford-City of Mesick	0	0	1	1	0	0	0	0	2
Wexford-Clam Lake	0	0	0	27	3	1	0	1	32
Wexford-Colfax	0	1	0	1	1	2	0	0	5
Wexford-Greenwood	0	2	0	0	0	2	0	0	4
Wexford-Hanover	0	0	0	1	0	0	0	0	1
Wexford-Haring	0	7	0	18	36	3	2	3	69
Wexford-Henderson	0	0	0	1	0	0	0	0	1
Wexford-Liberty	0	1	0	1	0	3	1	2	8
Wexford-Selma	0	1	0	1	0	0	0	1	3
Wexford-South Branch	1	1	0	0	0	0	0	1	3
<b>Total</b>	1	22	2	186	58	21	9	15	314



## Emergency Management Monthly Report

*July 2023*

- Attended Region 7 Homeland Security meeting with other local EM to discuss training and upcoming grant projects.
- Additional Meetings: State EM / T&E R7 Committee / Fire Chiefs MABUS / FEMA Resilience and Planning Tools / Baker College / DTE Expansion Project (Manton to Mesick) / Senator Hoytenga and City of Cadillac regarding Impending Hazard at Mitchell St & Clam River
- EMD On Scene: Three Fireworks Barges on Fire with Uncontrolled Launches (Dayhuff Lake) / Freedom Festival and Fireworks / HAZMAT Gas Line Severed / Four Corners Wildland Fire (multiple days) / Bomb Threat involving Wexford County (currently under investigation)
- Active Shooter and Intruder Response Training for August: Baker College / Heritage Christian School / St Ann School / Manton Schools
- Upcoming Events: Buckley Steam Engine Show / Hoxeyville Music Festival / Wings and Wheels Event (Wexford County Airport)
- Submitted Third Qtr Reports to MSP and EMHSD: Emergency Management Performance Grant Work Agreement -31 / Quarterly Training and Exercise Report -065 / EMPG Quarterly Expenses Report-07

*RANDY BOIKE*

**WEXFORD COUNTY  
CENTRAL DISPATCH PUBLIC SAFETY REPORT  
JUNE 2023**

Total LEIN Responses 13,918

CAD GENERATED: INCIDENTS:

Sheriff Department	751
Animal Control	48
Michigan State Police	336
Cadillac Police Department	899
Manton Police Department	12
EMS Calls	573
Fire Calls	215
Support Services Calls	49
Central Dispatch	113
911 Hang up/Text Back	264

TOTAL CALLS FOR SERVICE 3,399

TELEPHONE CALLS RECEIVED:

9-1-1 calls	1050
Administrative Calls	3451
TOTAL CALLS RECEIVED:	4,501



# ***Wexford County Veterans Services***

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

---

Kathy Cline, Director

3 July, 2023

## ***Veterans Services Monthly Report***

### June 2023 Overview

- Veterans in office visits-57
- Logged phone contacts-304
- Veterans who received emergency assistance -1
- Veterans ineligible/denied for emergency assistance - 0
- County Burial benefits and letters have been initiated-3
- County Burial Benefits ineligible-
- 

We saw 57 Veterans/Family during the month. We had 304 phone calls. It was a slower month because we were gone to the National Association of County Veteran Service Officers national convention in Madison, WI for a week. This was a great event. The Secretary of the VA spoke along with many other people from different agencies. This was a wonderful learning experience and a fantastic networking event. We met many other Veteran Service Officers from all over the country.

Work continues on the Expo. It has been difficult filling booths this year. But we keep trying..

Kathy Cline, Director

STATE OF MICHIGAN

84<sup>TH</sup> DISTRICT COURT

**AUDREY D. VAN ALST**  
DISTRICT COURT JUDGE  
CHIEF JUDGE

**DANIELLE DECATOR**  
COURT ADMINISTRATOR  
MAGISTRATE

## COUNTIES OF WEXFORD AND MISSAUKEE

**HEATHER M. HELSEL**  
ATTORNEY MAGISTRATE

437 EAST DIVISION ST.  
CADILLAC, MICHIGAN 49601  
**231-779-9515**  
FAX 231-779-5396

**SELENA GOLNICK**  
CHIEF DEPUTY CLERK  
MAGISTRATE

July 12, 2023

**RE: Requests for Position Description Update and Reclassification of District Court Chief Deputy Clerk**

To: Committee Members

Your consideration of this dual request is appreciated. Our District Court Chief Deputy Clerk position needs to be updated to comport with the current duties and responsibilities of the position and, as a result, a request for reclassification from L5 to M1 is being made.

Enclosed please find:

- Current Position Description
- Proposed Position Description
- Request for Reclassification

Please note that several factors, including but not limited to, legislative changes, COVID-19 practices, office assignment restructuring, and being short-handed and understaffed have created additional requirements and responsibilities for the District Court Chief Deputy Clerk position.

Selena Golnick is the current Chief Deputy Clerk, assuming the position by promotion when Danielle Decator was elevated to Administrator upon Kelly Dostal's resignation in August of 2021. Since that time, Danielle has trained Selena in her old position. Together, the team of Danielle and Selena have created a superior leadership duo. They have accepted all additional tasks and assignments that were not part of their original job duties.

Most recently, Clean Slate legislation passed that provides for "automatic" expungement of crimes after certain time periods have passed. The "automatic" refers to the fact that defendants do not need to do anything to make this happen. However, it takes substantial training, system planning and execution to make it happen at the court level. Because the process is perpetually on-going, cumbersome and complex, Selena has and will continue to receive specialized training to effectuate the Clean Slate legislation. She will assist Danielle in training all staff in the new procedures.

Selena also received training and approval from the state to run LEIN for criminal files. We do not always have enough staff to cover this requirement so it is vital that someone in a higher-level position knows how to perform this necessary daily function for the court.

Additional duties that have been absorbed by Selena in her position were created due to the fall-out of and changes necessitated by COVID-19. Selena provides invaluable support to the court in managing the new requirements of remote court, primarily held through Zoom.

In addition to the changes requested in the proposed position description, the following chart shows the changes from date of last hire for this position to current requirements:

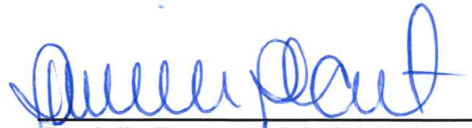
	<b>BEFORE LAST HIRE</b>	<b>ADDED DUTIES</b>
<b>CRIMINAL FILES</b>	<p>Enter complaints in system</p> <p>Schedule arraignments, pretrials, final pretrials, motions, probable cause conferences, preliminary exams, bench trials and jury trials</p> <p>Send bond &amp; conditions for LEIN</p> <p>Enter bond, transfer bond, apply bond, return bond, and forfeit bond</p> <p>Issue and enter Show Causes</p> <p>Issue and enter Bench Warrants Prepare files for judge review</p> <p>Clerk proceedings in Courtroom</p> <p>Process felony bind overs to Circuit Court</p> <p>Process Prosecutor dismissals</p> <p>Process Set Aside (Expungement) files</p> <p>Prepare orders for Competency to Stand Trial and Criminal Responsibility for forensic examinations, all criminal judgements, probation judgements, probation orders</p> <p>Prepare and process writs for defendants to appear in court</p> <p>Prepare and process orders forfeiting bond</p> <p>Process civil dog cases</p>	<p>Prepare draft orders prior to court for judge</p> <p>Magistrate coverage on weekends</p> <p>Become proficient regarding new Clean Slate legislation and procedure for "automatic" set asides (that are not automatic)</p> <p>Lead coordinator for appearances of all parties for in-court matters, including contact with defendants, prosecutors, defenders, jail personnel, other courts, other counties, the judge, defendants' family members and other interested parties</p> <p>Monitor defendants' cases in other courts</p> <p>Proficient with Zoom for remote court proceedings</p> <p>Proficient with in-court electronic equipment</p> <p>Monitor courtroom for progress and safety</p> <p>Coordinate appearances of incarcerated defendants and attorneys who fail to appear</p> <p>Run LEIN (specific training and authorization required by the State of Michigan)</p>
<b>MAGISTRATE</b>	<p>Authorize complaints and warrants</p> <p>On-call for weekend/night/holidays</p> <p>Issue blood search warrants</p>	<p>Arraign defendants</p> <p>Perform weddings</p>

<b>CIVIL</b>	Back up Civil Clerk  Assist with processing garnishments and related paperwork  Assist with processing Small Claims cases  Assist with processing Landlord-Tenant cases  Preparation/processing of judgments, lien, motions, orders, jury demands, dispositions, subpoenas, proofs of service, dismissals, venue transfer, miscellaneous documents and scheduling	
<b>TRAFFIC</b>	Enter tickets, adjudication for a driver's license, waive tickets, clearance cards, and take payments	
<b>BOOKKEEPING</b>	Daily deposit, bank statement, reports, restitution, month end, transmittal reports, and bond	Back-up Bookkeeper
<b>SUPERVISORY</b>	Assist supervising and training three District Court Clerks	Higher level of assisting in supervising and training three District Court Clerks  Troubleshoot problem areas with Administrator
<b>OTHER</b>	Keep filing current Keep personal area clean/organized Perform assigned group tasks Assist with major office tasks Take payment in person or by phone Customer Service Maintain a cash drawer Certified court recorder Certified transcriptionist	

We can see with clarity that we will never be able to go backwards in this position. New demands require a reclassification of this role.

Respectfully,

  
 Hon. Audrey D. Van Alst

  
 Danielle Decator, Administrator

## REQUEST FOR RECLASSIFICATION

---

**Date:** July 12, 2023

**Department:** District Court

**Submitted by:** Hon. Audrey D. Van Alst and Administrator Danielle Decator

**Subject:** Chief Deputy Clerk Position reclassification

**Committee:** Finance/HR

**Committee Meeting Date:** [REDACTED]

**BOC Meeting Date:** [REDACTED]

**Action Request:**

- Update the District Court Chief Deputy Clerk job description
- Reclassify said position to the M1 level

**Financial Information** (note the total cost, if the cost is budgeted, if there will be any future costs, e.g., maintenance contracts, and any other information that would assist the commissioners with this decision):

- Total Cost - By comparing the top step (6 years) of L5 to the top step of M1, the most that reclassification of the District Court Chief Deputy Clerk position to M1 would cost would be as follows:

Top of Pay Scale	L5	M1
Wages	\$38,473.50	\$44,226.00
FICA	\$3,096.00	\$3,547.00
S&A	\$456.80	\$525.10
Pension	\$3,322.00	\$3,806.00
Workers Comp	\$113.00	\$130.00
TOTAL	\$45,461.30	\$52,234.10

Highest possible difference at top level of both categories = \$6,772.80

We would like to move the current employee to M1 level 3 with an hourly wage of only .20 more than she currently makes at the top of the L5 scale.

- Current budget does not include the additional costs, however, for part of 2023, we were understaffed which provided some savings which should be enough to cover the balance of 2023. (Clerk position filled 1/23/23; Bookkeeper position 2/9/23; Probation PT Clerk filled 3/7/23)
- Future Costs would include on-going pay and benefits, with a total possible cost of \$6,772.80.

**Summary** (explain why the action is necessary and the desired outcome after implementation):

Why the action is necessary: Due to legislative changes, the amount of work, level of difficulty, additional training required, new and novel duties and the level of proficiency required to accomplish that work. Legislative mandates typically do not include the means to fund the changes, instead, the work load increases in volume and level of complexity and the pay stays stagnant. As a result, we depend upon our highest-level clerk, the Chief Deputy Clerk, to assume these new duties either by performing them or becoming proficient in performing them and being able to supervise lower-level staff in their performance of the duties.

Desired outcome after implementation: To retain competent staff.

**Timeline** (if request is approved at BOC meeting date noted above):

As soon as practicable.

**Computation Results:**

<u>Category</u>	<u>Weight</u>	<u>Points</u>	<u>Score</u>
1) Education	12%	72	8.64
2) Work Experience	15%	90	13.5
3) Freedom of Action	10%	80	8
4) Complexity/Problem Solving	10%	80	8
5) Accountability/Error Potential	10%	100	10
6) Contacts	10%	100	10
7) Responsibility for Others	13%	78	10.14
8) Number of Employees Supervised	06%	12	.72
9) Environmental Factors	04%	32	1.28
10) <u>Technical Knowledge</u>	10%	80	8
TOTAL 100%		724	78.28

**Compensation Level = M1**

**Review Level:** Recommendation from Judge and Department Head

**Approved:** Y/N      Y

**Signature:** \_\_\_\_\_  
Hon. Audrey D. Van Alst

\_\_\_\_\_  
Danielle Decator, Administrator

# CURRENT DESCRIPTION

G.7.



## WEXFORD COUNTY POSITION DESCRIPTION

**Position:** District Court – Chief Deputy Clerk

**Adopted:** August 2021

- A. **Summary.** Perform a variety of complex tasks in processing traffic, civil, small claims and criminal cases. Perform office duties as required. Provide information and assistance to the public, attorneys, defendants, and law enforcement. Assist and perform duties of the Court Administrator when necessary.
- B. **Supervision Received.** Work is performed under the supervision of the Court Administrator and/or Judge.
- C. **Supervision Exercised.** At the direction of the Court Administrator or Judge, court clerks.
- D. **Responsibilities and Essential Duties and Functions.** These examples do not include all of the duties the employee may be expected to perform and assigned duties may change periodically.
1. Assist the Court Administrator with assigned clerk, administrative and supervisory tasks.
  2. Responsible for court scheduling and docket management.
  3. Receive and process court filings at the window counter, electronically and by mail.
  4. Receive and receipt payments at the window counter, electronically and by mail for fines, costs and bonds.
  5. Prepare and review forms and documents for scheduling and case processing.
  6. Prepare files for Judge or Magistrate prior to scheduled hearings.
  7. Clerk in the courtroom as required.
  8. Make sound decisions and problem-solve with speed and accuracy.
  9. Coordinate communications with other county departments, attorneys, law enforcement and other associated agencies.
  10. Assist court users and/or refer to the appropriate resource, in-person at the window counter, by telephone and by written communication.
  11. Operate computer to perform data entry, payment processing, electronic communication and to access resources.
  12. Be familiar with all aspects of clerk assignments to be able to correctly direct them and to perform them as necessary.
  13. Train staff in the performance of duties required by the position assigned as directed.
  14. Perform support functions for the Judge as directed by the Judge.

15. Must be able to become a certified court recorder.
16. Must be able to become a non-attorney magistrate with the following duties: be on call on off-hours (including weekends and holidays); conduct arraignments; authorize criminal complaints; issue arrest warrants; set bonds; approve limited search warrants; perform civil marriage ceremonies (by choice).
17. Attend county and state meetings.
18. Perform general office cleaning tasks.
19. Attend periodic training in-person or virtually.
20. Use computer, e-mail, texting, multi-line telephone, fax machine, copier, scanner, and reference books and materials.

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

1. Strong work ethic with attention to detail and accuracy.
2. Considerable knowledge of Michigan civil and criminal laws and court system.
3. Strong keyboarding skills.
4. Ability to perform data entry procedures and produce computer reports with accuracy.
5. Ability to work courteously and effectively with others.
6. Ability to process information to resolve problems.
7. Ability to exercise good judgment.
8. Ability to prioritize tasks appropriately.
9. Strong organizational skills.
10. Proficiency in computer technology and software.
11. Associate's degree preferred but will consider High School graduation or equivalent with experience or training in: District Court operations, Legal Assistant, Administration, Business, Criminal Justice, or related area.
12. Minimum of two years of experience in district court setting, office administration, or similar area.
13. Experience in a court-related job is helpful but not required.



# PROPOSED DESCRIPTION



## WEXFORD COUNTY POSITION DESCRIPTION

**Position:** District Court – Chief Deputy Clerk – *Hourly position, Level MI*

**Adopted:** January 1993      **Updated** May 2023

- A. **Summary.** Perform a variety of complex tasks in processing traffic, civil, small claims and criminal cases. Perform office duties as required. Provide information and assistance to the public, attorneys, defendants, and law enforcement. Assist and perform duties of the Court Administrator when necessary.
- B. **Supervision Received.** Work is performed under the supervision of the Court Administrator and/or Judge.
- C. **Supervision Exercised.** At the direction of the Court Administrator or Judge, court clerks.
- D. **Responsibilities and Essential Duties and Functions.** These examples do not include all of the duties the employee may be expected to perform and assigned duties may change periodically.
1. Assist the Court Administrator with assigned clerk, administrative and supervisory tasks.
  2. Responsible for court scheduling and docket management.
  3. Receive and process court filings at the window counter, electronically and by mail.
  4. Receive and receipt payments at the window counter, electronically and by mail for fines, costs and bonds.
  5. Prepare and review forms and documents for scheduling and case processing.
  6. Prepare files, *including draft orders*, for Judge or Magistrate prior to scheduled hearings.
  7. Clerk in the courtroom as required.
  8. *Monitor courtroom proceedings to ensure docket progression and participant safety.*
  9. Make sound decisions and problem-solve with speed and accuracy.
  10. Coordinate communications with other county departments, attorneys, law enforcement and other associated agencies.
  11. *Coordinate appearances of incarcerated defendants and attorneys who fail to appear as scheduled.*
  12. *Maintain and oversee all open criminal files.*
  13. Assist court users and/or refer to the appropriate resource, in-person at the window counter, by telephone and by written communication.
  14. Operate computer to perform data entry, payment processing, electronic communication and to access resources.

15. Be familiar with all aspects of clerk assignments to be able to correctly direct them and to perform them as necessary.
16. Train staff in the performance of duties required by the position assigned as directed.
17. Perform support functions for the Judge as directed by the Judge.
18. Must be able to become a certified court recorder.
19. Must be able to become a non-attorney magistrate with the following duties: be on call on off-hours (including weekends and holidays); conduct arraignments; authorize criminal complaints; issue arrest warrants; set bonds; approve limited search warrants; perform civil marriage ceremonies (by choice).
20. Attend county and state meetings.
21. Perform general office cleaning tasks.
22. Attend periodic training in-person or virtually.
23. Use computer, e-mail, *Zoom*, texting, multi-line telephone, fax machine, copier, scanner, and reference books and materials.

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

1. Strong work ethic with attention to detail and accuracy.
2. Considerable knowledge of Michigan civil and criminal laws and court system.
3. Strong keyboarding skills.
4. Ability to perform data entry procedures and produce computer reports with accuracy.
5. Ability to work courteously and effectively with others.
6. Ability to process information to resolve problems.
7. Ability to exercise good judgment.
8. Ability to prioritize tasks appropriately.
9. Strong organizational skills.
10. Proficiency in computer technology and software.
11. Associate's degree preferred but will consider High School graduation or equivalent with experience or training in: District Court operations, Legal Assistant, Administration; Business, Criminal Justice, or related area.

**Bookkeeper - District Court**

---

12. Minimum of two years of experience in district court setting, office administration, or similar area.
13. Experience in a court-related job is helpful but not required.

**G.8.**

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

**RESOLUTION NO. 23-14  
RESOLUTION OPPOSING STATE OF MICHIGAN SANITARY CODE**

**WHEREAS**, there are currently pending in the Michigan Legislature certain bills, SB 299, SB300, HB 4479 & HB 4480, which would impose statewide regulations for the implementation of and maintenance of septic systems; and

**WHEREAS**, these bills as presently drafted, would require inspection of all systems every five years and would impose much greater expenses and work hours on local public health departments; and

**WHEREAS**, the bills would dramatically increase the requirements for septic inspectors and make it much more difficult to find, hire & retain qualified personnel; and

**WHEREAS**, the current legislation does not provide a permanent, secure funding mechanism to cover these increased costs, which will invariably be shifted to our local health departments; and

**WHEREAS**, the Wexford County Board of Commissioners recognize the critical importance of protecting the Michigan’s water resources, including groundwater, lakes & streams, and other surface waters, but concludes that the bills do not provide a sustainable or financially feasible solution in areas that do not have the benefit of municipal sanitary systems; and

**WHEREAS**, soil types vary considerably throughout Michigan making it difficult to establish generalized “one size fits all” rules for septic systems.

**THEREFORE BE IT RESOLVED**, That the Wexford County Board of Commissioners oppose SB299, SB300, HB 4479 and HB4480 as introduced and urges the Michigan Legislature to consider the costs to local health departments before adopting changes to the septic provisions of the Michigan Public Health Code.

**THEREFORE BE IT FURTHER RESOLVED**, That this resolution shall be forwarded to the ten constituent counties within the DHD #10, to members of the Michigan Legislature, and to other stakeholders.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

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

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

**RESOLUTION DECLARED ADOPTED.**

---

Gary Taylor, Chairman, Wexford County Board of Commissioners

---

Alaina M. Nyman, County Clerk

STATE OF MICHIGAN    )  
                                  ) ss.  
COUNTY OF WEXFORD    )

I hereby certify that the foregoing is a true and complete copy of Resolution 23-1 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on August 02, and I further certify that public notice of such meeting was given as provided by law.

---

Alaina M. Nyman, County Clerk

DRAFT



**H.1.**

		Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	FY 2023	% +/- from prev.	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018
<b># Cases Investigated by MMMEG</b>		15	8	10	7	8	6							<b>54</b>	-24%	<b>142</b>	143	145	99	78
	Scene Investigations	10	6	8	5	5	5							<b>39</b>	-18%	<b>95</b>	<b>98</b>	99		
	Cremation Permits	37	26	26	26	22	20							<b>157</b>	-3%	3230	3740	292	217	241
<b>Manner of Death</b>																				
	Homicide	0	0	0	0	0	0							<b>0</b>	-100%	<b>1</b>	1	2	0	0
	Suicide	0	1	1	1	2	1							<b>6</b>	100%	<b>6</b>	3	6	7	9
	Accident	3	3	4	3	1	0							14	0.16666	24	2600	2600	3000	16
	Natural	12	4	5	3	4	3							<b>31</b>	-42%	<b>106</b>	110	109	61	53
	Pending	0	0	0	0	0	2							<b>2</b>	0%	<b>4</b>	1			
	Indeterminate	0	0	0	0	1	0							<b>1</b>	100%	<b>1</b>	2	1	0	0
<b>Confirmed Drug Related Death</b>																				
	Age <40yrs	0	1	0	1	0	0							<b>2</b>		<b>8</b>				
	Age >40yrs	0	0	0	0	0	0							<b>0</b>		<b>3</b>				
<b>Special Cases</b>																				
	UnClaimed Bodies	0	0	1	0	0	0							<b>1</b>	100%	<b>1</b>	5	3	1	1
	Unidentified Bodies	0	0	0	0	0	0							<b>0</b>		<b>0</b>	0	0	0	0
	Exhumations	0	0	0	0	0	0							<b>0</b>		<b>0</b>	0	0	0	0
<b>Ordered</b>																				
	Toxicology	3	4	2	5	2	2							<b>18</b>	44%	<b>25</b>	22	20	21	14
	Autopsy	0	0	0	0	1	1							<b>2</b>	-50%	<b>8</b>	7	9	5	6
<b>Donations</b>																				
	Whole Body Accepted	0	0	0	0	0	1							<b>1</b>	-33%	<b>3</b>	1	2	2	3
	Eyes/Cornea Accepted	0	1	0	0	0	0							<b>1</b>	-33%	<b>3</b>	1	2	2	1