



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, September 26, 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 AUGUST 22, 2023, REGULAR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS
Designated for topics on the agenda only.
- G. AGENDA ITEMS
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- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
Open to any public comment.
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

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

COUNTY OF WEXFORD
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE
 REGULAR MEETING MINUTES
 August 22, 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: Travis Baker, Central Dispatch Deputy Director; Jami Bigger, Deputy County Administrator/HR 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; Roxanne Synder, Register of Deeds; and Sheriff Trent Taylor

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: G.8. Elections Coordinator and G.9. MERS Attendee

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Adams 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 July 25, 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 (July 2023)

Sheriff Taylor was present; a report was provided in the packet. Sheriff Taylor reviewed the report with the committee. He stated that the five cadets are in their second week at the academy. They are doing a second round of interviews for the open administrative assistant position. The Animal Control truck finally arrived.

G.2. MMR Monthly Update (July 2023)

Mr. Mosholder, Operations Manager, was present; a report was provided in the packet. Mr. Mosholder informed the committee that the ambulance garage project on Cobb Street is expected to start next week and be done by the end of September. They continue to look for paramedics and there was one that applied that he is looking to hear back from. They are in the process of hiring two full-time EMTs and one part-time. Munson piloted a van-service for psych transports and it only lasted two weeks, so MMR is back to doing transports.

G.3. Emergency Management Monthly Report (July 2023)

Mr. Randy Boike, Emergency Management Specialist, was present; a report was provided in the packet. Mr. Boike reviewed the report with the committee, there were no concerns regarding his report. He stated he had been very busy over the past week with Active Shooter Drills, the Fair, and Buckley Old Engine show. All events were successful.

G.4. Central Dispatch Monthly Report (July 2023)

Mr. Travis Baker, Central Dispatch Deputy Director, was present, a report was provided in the packet. The report was reviewed by the committee, there were no concerns regarding the report. Mr. Baker noted that 911 has seen many hang up calls or pocket-dial calls and reminded everyone to be mindful of their phone or smartwatch settings because if the buttons are bumped, they may automatically call 911.

G.5. Veterans Services Monthly Report (July 2023)

Ms. Kathy Cline, Veterans Services Director, was not present; a report was provided in the packet. There were no concerns regarding the report.

G.6. Public Defender Office Report

Mr. Robert Champion, Chief Public Defender, was not present, a report was provided in the packet.

G.7. Resolution 23-15 Kristie Piskor Retirement Resolution

A motion was made by Comm. Taylor and supported by Comm. Adams to forward a recommendation to the full board to approve Resolution 23-15 Extending Appreciation for Kristie Piskor's Dedicated Service. A vote was called, all in favor. Motion passed, 4-0.

G.8. Elections Coordinator Position

A motion was made by Comm. Bush and supported by Comm. Taylor to approve the presented position description for the Elections Coordinator Deputy Clerk and forward a recommendation to the Finance Committee to discuss adding the position to the Clerk's roster at an L5 wage level.

Clerk Nyman informed the committee that it is not a required position by legislation, however, it is a much-needed position for her office due to the change in the requirements and regulations for elections. There have been several other counties that have adopted this position as well. It was not originally in her budget, and she hopes to get someone hired soon so they can be trained for the February primary. There is a grant available that may cover the costs of this position for 2024.

A vote was called. All in favor.

G.9. MERS Attendee

A motion was made by Comm. Adams and supported by Comm. Taylor to forward a recommendation to the full board to approve designating HR Director/Deputy County Administrator, Ms. Bigger, as the Office Delegate to attend the MERS Conference for 2023. A vote was called, all in favor. Motion passed, 4-0.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Admin. Porterfield stated that he was able to attend the County Fair and the Buckley Old Engine show; both of which seemed to have a good turnout.

Mr. Porterfield advised the committee that he will not be recommending any reclassifications of positions at this time with the state of the budget. He noted union negotiations will take place at the end of next year and increases are expected to come out of those. Mr. Porterfield reiterated the importance of being mindful of the taxpayer's dollars.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

Chair Potter stated that he will be accepting of those coming forward with position description updates, if there is a true need due to the job duties changing; however, he will not be in favor of requests for reclassifications to obtain a wage increase. He stated that the County needs to watch their budget and expenses.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Bush to adjourn at 4:21 p.m. A vote was called, all in favor. Motion passed 4-0.

Brian Potter, Chair

Megan Kujawa, Recording Secretary



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor
Sheriff

Richard R. Doehring
Undersheriff

**Wexford County
Office of the Sheriff**

Monthly Report

AUGUST

2023

LAW ENFORCEMENT DIVISION

The Wexford County Sheriff's Office, Law Enforcement Division, is comprised of 21 sworn Officers; The Sheriff, Undersheriff, 1 Law Enforcement Lieutenant, 1 Detective Lieutenant, 1 Detective Sergeant, 4 Law Enforcement Sergeants, 10 Deputies and 2 Court Bailiff's.

The Law Enforcement Division received 849 calls for service. Of those calls, 277 reports were taken. As a result of those complaints taken, 52 arrests were made, and 75 citations were issued.

Law Enforcement Statistic Re-Cap:

Total Calls for Service	849
Total Complaints Taken	277
Felony/Misdemeanor Arrests	52
Citations Issued	75

COURT SECURITY/DEPUTY ARRESTS

Court Arrests	13
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TNT:

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

Original Reports No Deputy is currently assigned.

Intelligence Reports

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 Office.

Total Civil Papers Received	63
Total Civil Papers Completed	52

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	74	Pistol Permits Issued	24
Concealed Pistol Licensing	23	Denied Permits	1
Other	11	Indiv. Pistols registered	51
Court	1		
Total Prints.....	109		

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 a shelter attendant that assists in taking care of the animals and advocating for their adoptions. The shelter took in 20 animals, adopting 18 and reuniting 4 with their owner(s).

<u>ACTIVITY:</u>	
Total Calls	40
Total Complaints/Reports	6
Animal Bites	4
Citations Issued	1
Animals Lodged in Pound	20
Animals Adopted Out	18
Animals Transferred to Rescue	1
Animals Claimed by Owners	4
Animals Euthanized	6

CORRECTIONS DIVISION:

The Wexford County Corrections Division is comprised of 4 Sergeants, 17 Correctional Officers and is overseen by the Jail Lieutenant.

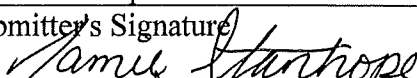
Average Daily Inmate Headcount	102
Total number of inmates Booked	119
Total Inmates Booked –Year to date	809
Total Number of Inmates Released	130
Number Released-Year to date	819
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

TRAININGS/RECOGNITIONS:

- August 1st, 2nd, 10th and 11th The Law Enforcement division conducted range training and qualification for the agency firearms.
- Augst 14th-18th Sergeant Harnish attending training for instructor status regarding active shooter protocols for schools and businesses.

Wexford County Animal Shelter				Reporting Month August 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 within 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	Altered	Not Altered	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	Shelter Animals	Owner Requested
Dogs	0	13	13	7	1	8	1	6	0	6	0
Cats	4	3	7	8	2	10	0	0	0	0	0

Financial Results	Cats Altered	Cats Not Altered	Dogs Altered	Dogs Not Altered	Total
Adoption Fees	0.00	0.00	105.00	15.00	120.00
Sterilization Deposits	0.00	50.00	0.00	25.00	75.00
Ordinance Fee Refunds					
Reclaim Fees	4 animals reclaimed				50.00
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 09-02-2023
Submitter's Signature 	Phone 231-779-9530

Wexford County 911 Responses

August 2023

G.2.

Nature of Call	Wexford County	Total
10-Chest Pain (Non-Traumatic)	17	17
11-Choking	2	2
12-Convulsions/Seizures	17	17
13-Diabetic Problems	4	4
17-Falls	42	42
18-Headache	3	3
19-Heart Problems / A.I.C.D.	5	5
1-Abdominal Pain/Problems	8	8
20-Heat/Cold Exposure	1	1
21-Hemorrhage/Lacerations	8	8
22-Inaccessible Incident/Other Entrapments (†)	1	1
23-Overdose / Poisoning (Ingestion)	2	2
24-Pregnancy/Childbirth/Miscarriage	1	1
25-Psychiatric/ Abnormal Behavior/Suicide Att	13	13
26-Sick Person (Specific Diagnosis)	67	67
27-Stab/Gunshot/Penetrating Trauma	1	1
28-Stroke (CVA)	12	12
29-Traffic/Transportation/Accidents	17	17
2-Allergies (Reactions)/Envenomations (Sting:	5	5
30-Traumatic Injuries (Specific)	4	4
31-Unconscious/Fainting (Near)	11	11
32-Unknown Problem (Man Down)	12	12
3-Animal Bites/Attacks	1	1
4-Assault/Sexual Assault	9	9
5-Back Pain (Non-traumatic or Non Recent Tra	2	2
6-Breathing Problems	23	23
7-Burns (Scalds) /Explosion	6	6
9-Cardiac or Respiratory Arrest/Death	7	7
Total	301	301

Call Disposition	Wexford County	Total
Transport	186	186
Refusal	55	55
Cancelled	60	60
Total	301	301

Response Priority	Wexford County	Total
P-1 Emergency ALS	62	62
P-2 Emergency BLS	225	225
P-3 Non-Emergent	14	14
Total	301	301

Wexford County Twp Responses

August 2023

	10 MA302	10 WA150	10 WA160	10 WA161	10 WA170	10 WB150	10 WB160	10 WB161	10 WEX E1	Total
Wexford-Antioch	0	0	0	0	0	0	0	0	1	1
Wexford-Cedar Creek	0	2	1	1	2	6	5	1	2	20
Wexford-Cherry Grove	0	0	0	0	3	0	0	0	4	7
Wexford-City of Cadillac	0	4	1	0	122	13	2	4	3	149
Wexford-City of Manton	0	0	0	1	3	1	6	1	2	14
Wexford-Clam Lake	0	0	0	0	15	0	0	0	1	16
Wexford-Colfax	1	1	0	0	1	1	2	1	1	8
Wexford-Greenwood	0	0	0	0	1	0	1	0	0	2
Wexford-Hanover	0	0	0	0	1	0	0	0	0	1
Wexford-Haring	0	4	0	0	14	24	3	4	4	53
Wexford-Henderson	0	0	0	0	1	0	0	0	1	2
Wexford-Liberty	0	1	1	0	2	5	3	1	2	15
Wexford-Selma	0	0	0	0	4	1	0	0	5	10
Wexford-Slagle	0	0	0	0	0	0	0	0	1	1
Wexford-South Branch	0	0	0	0	1	1	0	0	0	2
Total	1	12	3	2	170	52	22	12	27	301

Wexford RT August 2023 Priority 1 and Priority 2

Wexford-Cedar Creek

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	1	1	6.67%
00:06:00 - 00:06:59	2	3	20.00%
00:07:00 - 00:07:59	1	4	26.67%
00:10:00 - 00:10:59	3	7	46.67%
00:12:00 - 00:12:59	1	8	53.33%
00:13:00 - 00:13:59	2	10	66.67%
00:15:00 - 00:15:59	2	12	80.00%
00:16:00 - 00:16:59	1	13	86.67%
00:18:00 - 00:18:59	1	14	93.33%
00:19:00 - 00:19:59	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%
00:05:00 - 00:05:59	1	1	50.00%
00:06:00 - 00:06:59	1	2	100.00%

Wexford-City of Cadillac

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	10	10	8.85%
00:02:00 - 00:02:59	25	35	30.97%
00:03:00 - 00:03:59	19	54	47.79%
00:04:00 - 00:04:59	21	75	66.37%
00:05:00 - 00:05:59	14	89	78.76%
00:06:00 - 00:06:59	9	98	86.73%
00:07:00 - 00:07:59	5	103	91.15%
00:08:00 - 00:08:59	2	105	92.92%
00:09:00 - 00:09:59	2	107	94.69%
00:11:00 - 00:11:59	1	108	95.58%
00:12:00 - 00:12:59	2	110	97.35%
00:14:00 - 00:14:59	1	111	98.23%
00:15:00 - 00:15:59	1	112	99.12%
00:19:00 - 00:19:59	1	113	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%
00:02:00 - 00:02:59	2	2	18.18%
00:04:00 - 00:04:59	4	6	54.55%
00:06:00 - 00:06:59	1	7	63.64%
00:10:00 - 00:10:59	1	8	72.73%

00:11:00 - 00:11:59	1	9	81.82%
00:14:00 - 00:14:59	1	10	90.91%
00:16:00 - 00:16:59	1	11	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%
00:03:00 - 00:03:59	2	2	22.22%
00:04:00 - 00:04:59	1	3	33.33%
00:05:00 - 00:05:59	2	5	55.56%
00:06:00 - 00:06:59	2	7	77.78%
00:07:00 - 00:07:59	1	8	88.89%
00:10:00 - 00:10:59	1	9	100.00%

Wexford-Colfax

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:10:00 - 00:10:59	1	1	25.00%
00:11:00 - 00:11:59	1	2	50.00%
00:17:00 - 00:17:59	1	3	75.00%
00:19:00 - 00:19:59	1	4	100.00%

Wexford-Greenwood

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:19:00 - 00:19:59	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	1	1	2.56%
00:02:00 - 00:02:59	4	5	12.82%
00:03:00 - 00:03:59	3	8	20.51%
00:04:00 - 00:04:59	6	14	35.90%
00:05:00 - 00:05:59	2	16	41.03%
00:06:00 - 00:06:59	7	23	58.97%
00:07:00 - 00:07:59	2	25	64.10%
00:08:00 - 00:08:59	3	28	71.79%
00:09:00 - 00:09:59	2	30	76.92%
00:10:00 - 00:10:59	4	34	87.18%
00:11:00 - 00:11:59	2	36	92.31%
00:15:00 - 00:15:59	1	37	94.87%
00:18:00 - 00:18:59	1	38	97.44%
00:20:00 - 00:20:59	1	39	100.00%

Wexford-Liberty

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
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00:00:00 - 00:00:59	0	0	0.00%
00:10:00 - 00:10:59	1	1	10.00%
00:11:00 - 00:11:59	1	2	20.00%
00:14:00 - 00:14:59	2	4	40.00%
00:17:00 - 00:17:59	1	5	50.00%
00:18:00 - 00:18:59	2	7	70.00%
00:19:00 - 00:19:59	1	8	80.00%
00:25:00 - 00:25:59	2	10	100.00%

Wexford-Selma

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:09:00 - 00:09:59	1	1	33.33%
00:12:00 - 00:12:59	1	2	66.67%
00:13:00 - 00:13:59	1	3	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%
00:25:00 - 00:25:59	1	1	100.00%



Emergency Management Monthly Report

September 2023

- Attended Region 7 Homeland Security meeting with other local EM to discuss training and upcoming grant projects.
- State EM Meeting, Region 7 T&E Grant work, School Safety Meeting, Colfax Twp Fire Board Mtg
- Operation Safe Harbor: Multi-day Proof of Concept Full Scale Exercise
- Harvest Festival and Fireworks, (3) ASIRT Trainings conducted.
- HAZMAT Callout Requiring HAZMAT Team and EGLE Response
- After Action Review; Four Corners Fire with Federal, State and Local Departments
- Upcoming: EMHSD 4th Qtr Reporting, MEMA Conference, FEMA Emergency Alert Testing...
- Randy Boike 9/21/2023

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

Total LEIN Responses 15,330

CAD GENERATED: INCIDENTS:

Sheriff Department	906
Animal Control	37
Michigan State Police	362
Cadillac Police Department	859
Manton Police Department	19
EMS Calls	578
Fire Calls	182
Support Services Calls	44
Central Dispatch	93
911 Hang up/Text Back	166

TOTAL CALLS FOR SERVICE 3,259

TELEPHONE CALLS RECEIVED:

9-1-1 calls	862
Administrative Calls	3234
TOTAL CALLS RECEIVED:	4096

Wexford County Veterans Services

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

Kathy Cline, Director

6 September, 2023

Veterans Services Monthly Report

August 2023 Overview

- Veterans in office visits-105
- Logged phone contacts-385
- Veterans who received emergency assistance -1
- Veterans ineligible/denied for emergency assistance - 0
- County Burial benefits and letters have been initiated-5
- County Burial Benefits ineligible-0
-

We saw 105 Veterans/Family during the month. We had 385 phone calls.

This was a record number of veterans !

On August 5th we had the Northwest Michigan Military/Veteran Expo. We had over 585 veterans attend. They came from 24 counties in the state and 12 came from out of state! We had 75 booths there. Again, it was a great success.

So many veterans that had attended the Expo came into our office for the first time. We have been able to file many claims for them, bringing more revenue into this community.

We attended a training session at the Macmillen Center in Higgins Lake that was put on by the American Legion.

Kathy Cline, Director

To: Wexford County and the W.C.A.A. Board,

After careful prayer and consideration I have come to the conclusion that I will have to resign from the Wexford County Airport Authority Board. This decision has been a hard one for me. I have truly enjoyed my time on the board. It is based in the need to spend more time with my children, my church, and the other interests to which I have given my time.

During my time with the W.C.A.A. we have accomplished the hiring of an intern manager and a permanent manager that have both been a credit to the County and the Airport. We have written and adopted bylaws complete with a code of conduct and other provisions necessary to our operation. We have had the privilege of promoting Wexford County and the City of Cadillac through the first three (I hope of many) Annual Wings and Wheels Events. We have seen the addition of several Board members that are a credit to both the Airport and our community. There is of course work left to be done but, I am confident that the Board that I leave in cooperation with Manager Keith Newell are well able to accomplish it. I leave satisfied with the work that we have been able to accomplish and confident in the future of the Airport.

As you know, during the last three years there have been public and very accusing letters written about our Board and our Manager. The recent success of the Airport has rendered them defunct. They were I believe written by one man with a personal agenda and no concern for public service. I am disappointed that he has not ever attended a meeting to address his concerns. I would like to commend our Board President Karl Holder for his leadership through this difficult time and thank the Wexford County Board of Commissioners and the City of Cadillac for seeing through this attempt to undermine the Authority and their support through this difficult time.

I would like to thank Karl Holder and Dave Mackey for "showing me the ropes." I learned a lot from them and enjoyed serving with them. I would like to thank Ben Townsend who approached me about joining the W.C.A.A. in the first place. Thank you to Board Members Carol Dehnbostel and Brian Ahrens for their efforts and friendship. Thank you to Laura Garland who has brought a wonderful atmosphere to the Airport office. And last but most importantly, I would like to thank the pilots and professionals that we serve at the Wexford County Airport. Thank you for your input at our meetings, your advocacy of the airport, and the friendship you have shown me.

If my situation in life were to change and more time be afforded me, I would love to serve on this Board again.

Thank you,
Keith Hoover

Micah 7:18

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources/Public Safety Committee
FROM: Administration
FOR MEETING DATE: September 26, 2023
SUBJECT: Acceptance of Resignation from the Pine River Natural River Zoning Review Board

SUMMARY OF ITEM TO BE PRESENTED:

Mr. Brian Bury from the DNR – Natural Rivers has informed Administration that Mr. Dave Foley, second primary County Representative on the Pine River Natural River Zoning Review Board has resigned to be appointed as a member at large.

RECOMMENDATION:

Administration recommends the Human Resources/Public Safety Committee to forward a recommendation to the full board to accept Mr. Foley’s resignation.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources/Public Safety Committee
FROM: Administration
FOR MEETING DATE: September 26, 2023
SUBJECT: Appointment to the Pine River Natural River Zoning Review Board

SUMMARY OF ITEM TO BE PRESENTED:

Mr. Richard Harvey, who is currently serving as the alternate for County Representative on the Pine River Zoning Review Board has expressed interest in being considered to serve as the primary fulfilling the position that Mr. Foley has left.

Mr. Dan Valley has expressed interest in serving on behalf of the County as well, and would serve as alternate #1, which then would leave only alternate #2 vacant.

RECOMMENDATION:

Administration recommends the Human Resources/Public Safety Committee forward a recommendation to the full board to appoint Mr. Harvey as the primary County Representative and Mr. Valley as the County #1 Alternate Representative.



Hon. Edward D. Van Alst
PROBATE JUDGE

WEXFORD COUNTY

437 EAST DIVISION STREET
CADILLAC, MICHIGAN 49601

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

Brenda K. Stoll
PROBATE COURT ADMINISTRATOR

Valerie Slater
DEPUTY CLERK

To: Human Resources Committee

From: Hon. Edward D. Van Alst

Date: August 10, 2023

RE: Probate Court Administrator and Circuit Court – Family Division Administrator (f/k/a Juvenile Court Administrator) Position Description Review/Reclassification

I am requesting that the Probate Court Administrator and the Circuit Court – Family Division Administrator (f/k/a Juvenile Court Administrator) position descriptions be revised. The Current Position Descriptions, Proposed Position Descriptions, Position Description Review Forms, and Compensation Level Summaries are attached as Exhibits 1 through 4 respectively. I am also requesting that these positions be changed from an M2 classification to an M3.

There are certain positions within the courts and the prosecutor's office that are similar in the Knowledge, Skills, and Abilities needed to satisfactorily complete the daily, weekly, monthly, and annual duties required of the position: the Prosecutor's Office Administrator, Circuit Court Administrator, District Court Administrator, Probate Court Administrator, and the Circuit Court – Family Division Administrator. Though the actual duties performed by these individuals may vary, the ratings for the 10 Position Classification Factors¹ are very similar. The District Court Administrator position has been classified as an M3 for some time. Over time, and in a piecemeal fashion, the Circuit Court Administrator classification was changed from M2 to M3 following a regular meeting of the Board of Commissioners on May 6, 2020. The Prosecutor's Office Administrator classification was changed from M2 to M3 effective January 2, 2022. Part of the justification for changing the classifications for the Circuit Court Administrator and the Prosecutor's Administrator were that the responsibilities and duties of the positions had changed since the last classification:

Justification for the reclassification of the Prosecutor's Office Administrator included:

- 1) Volume of information to be kept has increased.
- 2) More reports and more videos being provided.
- 3) Additional staff in Prosecutor's office.

¹ Education, Work Experience, Freedom of Action, Complexity/Problem Solving, Accountability/Error Potential, Contacts, Responsibility for Others, Number of Personnel Supervised, Environmental Factors, and Technical Knowledge.

- 4) Changes with technology and procedures for handling files.
 - a. Management of electronic files.
- 5) Increase in caseload.
 - a. Increase in number of witnesses.
 - b. More subpoenas required.
- 6) Stay up to date on changes in the applicable law.
- 7) Be aware of changes in general court forms.
- 8) General knowledge of criminal procedure.
- 9) General knowledge of employment law and rules.

Justification for the reclassification of the Circuit Court Administrator included:

- 1) **Make position compatible to other positions within the County, i.e. District Court Administrator.** (Emphasis added).
- 2) Responsibilities of Court Administrator have expanded in the past 13 years.
- 3) Supervises Circuit Court staff.
- 4) Schedule court proceedings.
- 5) Report to State Court Administrative Office.
- 6) All Circuit Court activities for Wexford and Missaukee Counties.
- 7) Circuit Court – Family Division duties.
- 8) Schedules Domestic Relations cases in Wexford and Missaukee Counties.
- 9) Schedules Personal Protective matters.
- 10) State Court Administrator Reporting.
- 11) Assist Chief Judge with administrative duties.
- 12) Changes in technology have substantially increased the responsibilities of the Court Administrator, i.e. electronic filing, electronic participation in proceedings, etc.

The same rationale can be applied to the Probate Court Administrator and Circuit Court – Family Division Administrator positions to justify a reclassification from M2 to M3.

Justification for the Probate Court Administrator includes:

- 1) Make position compatible to other positions within the County, i.e. District Court Administrator, Circuit Court Administrator, and Prosecutor Office Administrator.
- 2) Maintain appropriate distinction between these court administrators and their duties and responsibilities compared to other recently created M2 positions (i.e. IV-D Office Assistant Director Position)
- 3) Performs quasi-judicial function to independently administer all informal probate estates. Receives and files Applications, Last Will and Testaments, Testimony to Identify Heirs, Inventories, and Accountings. Prepares and issues Register's Statement, Letters of Authority, and Certificate of Completion all without any supervision or review from the Probate Court Judge. Currently managing 129 informal estates.
- 4) Remain current with changes in technology: Operate computer terminal, Polycom, Zoom, and record hearings. Manage implementation of e-filing.

- 5) Assigns attorneys and coordinates efforts with Community Mental Health, hospitals, and law enforcement to immediately process voluntary and involuntary mental health commitments. Currently managing 107 mental health cases.
- 6) Assigns lawyer guardian ad-litem and attorneys to Guardianship and Conservatorship cases for legal incapacitated individuals, minors, and developmentally disabled individuals. Since most parties are not represented by legal counsel in these matters, Probate Court Administrator must spend a significant amount of time with petitioners to provide proper documents, to receive and review filed documents, and to follow up with petitioners to provide additional information or properly complete the necessary forms. Currently managing more than 500 guardianship and conservatorship cases.

The duties have further expanded as a result of requirements of the Supreme Court, through the State Court Administrative Office, to provide substantial reporting regarding court performance, case management, and customer satisfaction. These activities have regularly increased over the years and involve a substantial portion of the duties of the Probate Court Administrator.

Changes in technology have substantially increased the responsibilities of the Court Administrator. Expanded use of electronic participation in judicial proceedings, as well as the upcoming conversion to electronic filing in all Michigan courts will further increase those responsibilities. Further, a change of level would make the new level comparable with the District Court Administrator, Circuit Court Administrator, and Prosecutor Office Administrator.

Justification for Circuit Court – Family Division Administrator

- 1) Make position compatible to other positions within the County, i.e. District Court Administrator, Circuit Court Administrator, and Prosecutor Office Administrator.
- 2) Maintain appropriate distinction between these court administrators and their duties and responsibilities compared to other recently created M2 positions (i.e. IV-D Office Assistant Director Position)
- 3) Administers all child protective proceedings and juvenile delinquency proceedings. Receives and reviews all petitions to ensure proper completion and signature. Schedules all hearings and trials. Maintains files and prepares draft orders for all matters.
- 4) Ensures compliance with Child Care Fund requirements to provide 50% to 75% reimbursement to the County for out-of-home placements.
- 5) Ensures compliance with Raise The Age requirements to provide 100% reimbursement to the County for qualified 17-year-olds.
- 6) Ensures compliance with Clean Slate legislation that provides for “automatic” expungement of juvenile adjudications.
- 7) Remain current with changes in technology: Operate computer terminal, Polycom, Zoom, and record hearings. Manage implementation of e-filing.
- 8) Assigns attorneys and lawyer guardian ad litem and coordinates efforts with the Department of Health and Human Service, Friend of the Court, jails, and prisons.
- 9) Circuit Court Family-Division Administrator spends a significant amount of time following up with attorneys and agencies to request statutorily required documents and reports.

Below is a comparison of the various court administrators, the Child Support Specialist in the Prosecutor's office. After checking with Human Relations, no records were available for the District Court Administrator or the Prosecutor's Office Administrator.

<u>Classification Factor</u>	<u>Probate Court Adm.</u>	<u>Family Div. Adm.</u>	<u>Circuit Court Adm.</u>	<u>Prosecutor Office Adm.</u>	<u>Child Support Specialist.²</u>
Education	72	72	72		72
Work Experience	120	120	120		120
Freedom of Action	100	100	100		100
Complexity/Problem Solving	80	80	80		100
Accountability/Error Potential	80	80	80		100
Contacts	100	100	100		100
Responsibility for Others	78	78	78		130
Number of Personnel Supervised	12	12	12		12
Environmental Factors	40	40	40		40
Technical Knowledge	100	100	100		100
Totals:	782	782	782		874 ³

Both Brenda Stoll and Katie Gurumurthy are paid at the 6-year level for an M2 non-union employee at \$26.19 per hour. In January the rate will increase to \$26.69 per hour. This request to reclassify the positions to an M3 would result in a rate of \$27.49 per hour, an increase of \$0.80 per hour and based on a 1950 hour year would result in an annual increase of \$1,560 for each employee; a total of \$3,120.⁴

² No Classification Factor summary available for Prosecutor's Office Administrator. For comparison purposes I used the Child Support Specialist position in the Prosecutor's Office that was reclassified from an L6 to an M2 effective January 1, 2023.

³ Child Support Specialist total is actually 874 (which equates to an M4 position) but when submitted for reclassification the total was mistakenly reported as 774 (which equates to an M2 position).

⁴ This does not include the corresponding increase in any benefits.

While this increase was not budgeted in 2023, I have asked that it be budgeted in 2024.

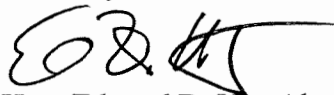
Before I address the financial justification for this request, it is my contention that positions of parity in the County should be treated the same. When it comes to these positions: Circuit Court Administrator, District Court Administrator, Probate Court Administrator, Circuit Court – Family Division Administrator, and Prosecutor’s Office Administrator, these positions are roughly equivalent to each other and should be treated the same. No change in compensation to one should be made without serious consideration for making the same change to the other positions. Additionally, just because one department has a grant or is able to restructure their personnel to justify an increase for one of these positions, the increase should not be granted unless the financial justification supports an increase to all four of these positions. Piece meal increases granted to some but not all are unfair and harm employee morale.

With that said, the increase requested can be supported by reductions in costs and new reimbursements to be received from the State. First, the annual JIS User Fee for the Court’s case management system was budgeted at \$15,225 in 2023 and will now be paid entirely by the State of Michigan beginning October 1, 2023. (Exhibit 5). Second, the Child Care Fund regulations allow a County to request reimbursement for a portion of employee wages and benefits associated with children in out-of-home placement. Currently, the State reimburses eligible expenses at the rate of 50%. At this time 10% of the Circuit Court Family-Division Court Administrator and 10% of the Probate & Family Division Court Financial Officer/Bookkeeper’s salary and benefits are eligible expenses that can be reimbursed at the rate of 50%. The estimated eligible salary and benefits for the Administrator are \$10,500 and the estimated eligible salary and benefits for the Bookkeeper are \$5,400, for a total of \$15,900. If reimbursed at 50%, the County would receive \$7,950.⁵

As you can see from the current job descriptions (1996) and the proposed job descriptions, the knowledge, skills, and complexity of the position has changed considerably over time. Financially, there are reductions in expenses and increases in reimbursements more than sufficient to cover the added cost. I am requesting that the new job descriptions be approved and that the positions be reclassified from M2 to M3 immediately or as soon as possible. Understand that the JIS User Fee will be eliminated and reimbursement for a portion of the salaries and benefits will be effective October 1, 2023.

Thank you for your consideration of this matter.

Sincerely,



Hon. Edward D. Van Alst

⁵ It appears that the reimbursement rate will increase from 50% to 75% for the 2023-2024 Child Care Fund Budget. (See Exhibit 6). This means the amount reimbursed by the State will be \$11,925 for the Administrator and the Bookkeeper. Also, 10% of the Juvenile Officer and 30% of the Deputy Juvenile Officer’s salary and benefits not covered by the CJO grant may be eligible for reimbursement at the 75% rate. This equates to an additional \$13,800.

EXHIBIT

1

PROBATE COURT ADMINISTRATOR

PD APPROVED: FEB 7, 1996 BY BOARD ACTION; August 22, 2017 Human Resources/Public Safety Committee

SUMMARY:

The Probate Court Administrator performs all of the Administrative functions for the Probate Division of the Probate Court. These tasks include: scheduling, maintaining and coordinating the Probate Court docket, taking and transcribing legal dictation, scheduling appointments performing all of the statutory functions of the Probate Register, coordinating with other agencies regarding mentally ill (MI), legally incapacitated persons (LIP) developmentally disabled (DD) services, handling independent Probate matters and all other related administrative duties required.

SUPERVISION RECEIVED:

Works under the general supervision of the Probate Court Judge.

SUPERVISION EXERCISED:

Supervision is exercised over the Deputy Probate Register, clerical staff and bookkeeping personnel.

JOB CLASSIFICATION:

Salaried position, level M2.

HOURS:

Regular full-time (nominally 37.5 hours per week).

RESPONSIBILITIES, ESSENTIAL DUTIES AND FUNCTIONS:

An employee in this position may be called upon to do any or all of the below listed essential duties (note: these examples do not include all of the duties which this employee may be expected to perform).

- Position fulfills all of the duties of the Probate Register as set forth by statute.
- Position acts independently as the Probate Records Keeper:
 - Establishing and maintaining master files of Court records.
 - Conforming to statutory requirements regarding file accuracy.
 - Setting and scheduling trial dates and times.
 - Identifying and initiating corrective actions.
- Position processes Court documents and orders such as wills, name changes, real estate conveyances, guardianships, estate settlements, etc., and prepares appropriate notices and correspondence regarding probate matters.
- Position coordinates and regulates the Court calendar including:
 - The proper preparation of documents to support cases on the docket.
 - Receiving and reviewing requests for adjournment.
 - Granting/denying requests for adjournment consistent with Court policy.
 - Referring sensitive cases to judicial review.
 - Maintaining liaison with all parties about case status.

- Position exercises quasi-judicial authority in uncontested matters or hearings before the Court (takes acknowledgements, administers oaths, notifies involved parties, etc.).
- Position prepares and submits completed Court documents to the Judge for review and signature.
- Position confers with other agencies and individuals (attorneys, health and medical entities, social services, law enforcement, etc.) to obtain required support information; arranges services required and acts as a case information clearinghouse.
- Position prepares summary reports of case/service volume and type for review.
- Position collects and receipt for monies received for services.
- Position administers provisions of the Mental Health Code in both voluntary and involuntary circumstances:
 - Interview of parties.
 - Accepts petitions.
 - Sets hearings.
 - Appoints counsel.
 - Sends notices and subpoenas.
 - Arranges transportation when/where required.
- Position is responsible for office management functions, including:
 - Training other employees in Probate Court matters.
 - Ordering of office supplies.
 - Routine correspondence preparation.
 - Supportive assistance to hearings, etc.
- Position is responsible for working with the general public and using experience/leadership skills to solve problems.
- Position manages courtroom procedures, including:
 - Maintaining accurate and updated case records.
 - Managing evidence files.
 - Operating Court computer terminal.
 - Preparing and ensuring the accuracy of all orders issued by the Court.
 - Promulgating decisions and signed Court orders.
- Position coordinates with the State Court Administrator's Office regarding all matters affecting the Probate Court, including updates on legal procedures, opinions and actions affecting Court operations.
- Position authorized to hire/fire staff subject to approval by the Judge.

ADDITIONAL RESPONSIBILITIES, FUNCTIONS, QUALIFICATIONS AND KSA'S AS PROBATE COURT REPORTER:

- Ability to utilize electronic recording equipment to take verbatim records of Court proceedings and then transcribe them with 100% accuracy.
- Ability to promptly and efficiently respond to special instructions from the Judge during Courtroom operations (such as the immediate playback of testimony, etc.).
- Ability to interrupt Court proceedings to seek clarification when required.
- Ability to maintain Court records (such as appearance logs and evidence logs, etc.) for immediate and future reference.
- Ability to be designated by the State as a Certified Electronic Recorder (CER), Shorthand Reporter (CSR) or certified Steno mask Reporter (CSMR) in compliance with MCR 8.108.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSAs FOR EMPLOYMENT:

Education and experience:

Primary: BA or BS degree in Legal Administration, Business Administration or a related field combined with 3 years of experience in a law related field.

Secondary: A degree in the paralegal field combined with 4 years of experience in a law related field.

Alternate: High school degree combined with 6 years of experience in a legal profession position closely dealing with probate and administration of estates, guardian-ships and conservatorships and mental health code proceedings.

- Significant knowledge of Probate Court rules, statutes and regulations governing the settlement of estates.
- Significant knowledge of the duties and responsibilities of an office manager.
- Knowledge of Probate Court structure and jurisdiction.
- Ability to prepare and execute a variety of Court orders.
- Ability to plan, assign and supervise the work of others.
- Ability to prepare and maintain records and reports.
- Ability to see, hear and speak effectively.
- Ability to reason and process numbers.
- Ability to type and input data at a minimum of 60 WPM.
- Ability to sit or stand in one spot for long periods of time, moving arms, back and entire body.

JUVENILE COURT ADMINISTRATOR

PD APPROVED: FEB 7, 1996 BY BOARD ACTION

SUMMARY: The Juvenile Court Administrator performs all of the administrative functions for the Juvenile Division of the Probate Court. These tasks include: scheduling, maintaining and coordinating the Juvenile Court docket, taking/transcribing legal dictation, scheduling appointments, performing all of the statutory functions of the Juvenile Register, coordinating with other agencies regarding child placement and other related administrative duties.

SUPERVISION RECEIVED:

Works under the general supervision of the Probate Court Judge.

SUPERVISION EXERCISED:

Supervision may be exercised over Probate Court staff personnel, including clerical staff and bookkeeping personnel.

JOB CLASSIFICATION:

Salaried position, level M2.

HO1~RS: Regular full-time (nominally 37.5 hours per week).

RESPONSIBILITIES, ESSENTIAL DUTIES AND FUNCTIONS: An employee in this position may be called upon to do any or all of the below listed essential duties (note: these examples do not include all of the duties which this employee may be expected to perform).

Position serves as secretary to the Judge which includes:

- Typing legal and confidential material.
- Organizing, coordinating and processing information.
- Maintaining Court records and files.
- Scheduling appointments.
- Taking/transcribing legal dictation.
- Drafting legal correspondence.
- Preparing legal documents for judicial review and signature.
- Composing correspondence in response to a problem or routine inquiry.

Position serves as Juvenile Register for the Court, which includes:

- Providing information and assistance to attorneys and law enforcement personnel regarding juvenile matters.
- Coordinating juvenile matters between various organizations and agencies.
- Carrying out Juvenile Court policies and procedures.
- Maintaining juvenile delinquent and neglect/abuse case files (from initial filings to closure).
- Screening juvenile related matters for judicial review.
- Acting as the focal point in the County for referral of juvenile matters.

Position manages the Juvenile Court Schedule, including:

- Receiving/reviewing all requests for adjournment.
- Granting/denying requests for adjournment consistent with Court policy.
- Referring sensitive cases to judicial review.
- Maintaining liaison with all parties about case status.

Position prepares statistical and financial reports for review by higher authority and other governmental agencies.

Position acts independently to manage case files:

- Establishing and closing files.
- Managing file standardization and conformance to legal requirements.
- Setting/scheduling trial dates/times.
- Identifying and initiating corrective actions.
- Monitoring Show Cause proceedings to ensure compliance with Court orders.

Position reviews pleadings for technical requirements.

Position coordinates jury selection.

Position authorized to hire/fire staff members subject to the Judge's approval.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT:

Education and experience:

.Primary: BA or BS degree in Legal Administration, Business Administration or a related field combined with 3 years of experience in a law related field.

.Secondary: AA degree in the paralegal field combined with 4 years experience in a law related field.

.Alternate: High School degree combined with 6 years experience in legal profession position closely related to Juvenile Court Administration.

Significant knowledge of Court rules, statutes and filing procedures/requirements.

Significant knowledge of the duties and responsibilities of an office manager.

Knowledge of the functions of Probate Court.

Ability to work effectively with the public and fellow employees.

Ability to see, hear and speak effectively.

Ability to reason and process numbers.

- Ability to type and input data at a minimum of 70 WPM.
- Ability to sit or stand in one spot for long periods of time, moving arms, back and entire body.

ADDITIONAL RESPONSIBILITIES, FUNCTIONS, QUALIFICATIONS AND KSA'S AS PROBATE COURT REPORTER:

- Ability to utilize electronic recording equipment to take verbatim records of Court proceedings and then transcribe them with 100% accuracy.
- Ability to promptly and efficiently respond to special instructions from the Judge during Courtroom operations (such as the immediate playback of testimony, etc.).
- Ability to interrupt Court proceedings to seek clarification when required.
- Ability to maintain Court records (such as appearance logs and evidence logs, etc.) for immediate and future reference.
- Ability to be designated by the State as a Certified Electronic Recorder (CER), Shorthand Reporter (CSR) or certified Stenomask Reporter (CSMR) in compliance with MCR 8.108.

EXHIBIT

2



WEXFORD COUNTY POSITION DESCRIPTION

Position: Probate Court Administrator

Adopted:

Summary. Individuals assigned to this position are expected to perform all of the administrative functions for the Probate Court and ancillary administrative functions related to certain Circuit Court – Family Division matters and legal secretarial functions including coordination of cases assigned to the Court by the State Court Administrative Office. These tasks include: scheduling, maintaining and coordinating the Probate Court docket, appointment of attorneys, performing all of the statutory functions of the Probate Register, coordinating with other agencies regarding mentally ill, legally incapacitated individuals, developmentally disabled individuals, coordinating with other courts, and all other related administrative duties.

- A. **Supervision Received.** Works under the supervision of the Probate Court Judge
- B. **Supervision Exercised.** Supervision is exercised over the Probate & Family Division Court Receptionist/Deputy Clerk and the Probate & Family Division Court Financial Officer/Bookkeeper.
- C. **Responsibilities and Essential Duties and Functions.** An employee in this position may be called upon to do any or all of the following essential duties: These examples do not include all of the duties which the employee may be expected to perform.
1. Schedules all matters and proceedings coming before the Probate Court including:
 - a. Informal decedent estates (Quasi-judicial authority)
 - b. Formal decedent estates
 - c. Small decedent estates
 - d. Trust administration
 - e. Guardianships (Adult Guardianship, Limited Guardianship, Minor Guardianship, Developmentally Disabled Guardianship)
 - f. Conservatorships (Adult Conservatorship and Minor Conservatorship)
 - g. Protective Orders
 - h. Mental Health Treatment
 2. For small estates and informal estates exercises quasi-judicial authority from the filing of the initial Application to the close of the estate administration.
 - a. Receives and reviews Applications and Petitions
 - b. Issues Letters of Authority
 - c. Receives and reviews Inventories and Accountings
 - d. Assesses Inventory fee
 - e. Works closely with parties to assist them with providing appropriate pleadings and supporting documentation.
 - f. Issues Notices of Deficiency when necessary
 - g. Ensures complete estate administration.
 3. Position fulfills all of the duties of the Probate Register as set forth by statute.
 4. Maintains court filing system. Includes creating individual files for each case with copies of orders, opinions, correspondence, and other documentation. Has primary responsibility

Probate Court Administrator

for preserving, securing and copying such files as allowed by statute.

5. Schedules all matters and proceedings coming before the Court. Ensures that files and reports are present and ready for Court action. Maintains and distributes the docket, appoints attorneys, coordinates scheduling with attorneys, law enforcement, Community Mental Health, Department of Health and Human Services, and other agencies and participants.
6. Provides information and assistance to attorneys, law enforcement, Community Mental Health, Department of Health and Human Services, other agencies and participants and the general public regarding Court policies and procedures. Receives calls and visitors, determining amount and type of information to provide and whether the Judge's attention to a matter is required. Responds to inquiries within the scope of authority and refers others to the proper source.
7. Receives and reviews requests for adjournments of scheduled cases, evaluates need and potential impact on Court schedule, grants or denies adjournments based on established Court policy for routine requests and seeks judicial approval in sensitive cases. Notifies parties of adjournments or other changes.
8. Assists in courtroom proceedings by preparing proposed orders, marking Court files, and maintaining accurate case activity records. Operates computer terminal, Polycom, Zoom, and records hearings.
9. Prepares and reviews all orders entered by the Court prior to judicial signature to ensure that all necessary requirements have been met. Forwards copies to attorneys and interested parties and makes appropriate docket entries.
10. Responsible for office management functions including:
 - a. Posting open positions, corresponding with prospective candidates, interviewing and hiring support staff.
 - b. Training Probate & Family Division Court Receptionist/Deputy Clerk and the Probate & Family Division Court Financial Officer/Bookkeeper.
 - c. Managing record retention systems.
 - d. Position is responsible for working with the general public and using experience/leadership skills to solve problems.
 - e. Collect and receipt monies.
11. Serves as secretary to the Judge, organizing, coordinating, and processing information, scheduling appointments, drafting correspondence and legal documents for judicial review and signature. Compose correspondence in response to a problem, ex parte communications, or routine inquiry as authorized and directed.
12. Promptly prepares and files case management reports with the State Court Administrative Office. Coordinates with the State Court Administrative Office regarding all matters affecting the Probate Court, including assignments, updates on procedures, opinions and actions affecting Court operations.

- D. **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. Education and Experience:
 - a. Primary: BA or BS degree in Legal Administration, Business Administration or a related field combined with 3 years of experience in a law related field.
 - b. Secondary: A degree in the paralegal field combined with 4 years of experience in a law related field.
 - c. Alternate: High school degree combined with 6 years of experience in a legal profession position closely dealing with probate and administration of estates, guardianships, conservatorships, and mental health code proceedings.
 2. Significant knowledge of Probate Court rules, statutes and regulations governing the administration of estates.
 3. Significant knowledge of the duties and responsibilities of an office manager.
 4. Knowledge of Probate Court structure and jurisdiction.
 5. Ability to prepare and execute a variety of Court orders.
 6. Ability to plan, assign and supervise the work of others.
 7. Ability to prepare and maintain records and reports.
 8. Ability to utilize electronic recording equipment to take verbatim records of Court proceedings.
 9. Ability to promptly and efficiently respond to special instructions from the Judge during Courtroom operations (such as the immediate playback of testimony, etc.).
 10. Ability to interrupt Court proceedings to seek clarification when required.
 11. Ability to maintain Court records (such as appearance logs and evidence logs, etc.) for immediate and future reference.
 12. Ability to be designated by the State as a Certified Electronic Recorder (CER) in compliance with MCR 8.108.
 13. Ability to see, hear and speak effectively.
 14. Ability to reason and process numbers.
 15. Ability to type and input data a minimum of 60 WPM.
 16. Ability to sit or stand in one spot for long periods of time, moving arms, back and entire body.



WEXFORD COUNTY POSITION DESCRIPTION

Position: Circuit Court – Family Division Administrator

Adopted:

Summary. Individuals assigned to this position are expected to perform all of the administrative functions for the Circuit Court – Family Division related to Child Protective Proceedings and Juvenile Delinquency proceedings and legal secretarial functions including coordination of cases assigned to the Court by the State Court Administrative Office. These tasks include: scheduling, maintaining and coordinating the Circuit Court – Family Division docket, appointment of attorneys, coordinating with other agencies regarding emergency removals, out-of-home placements, changes in placement, detention, and all other related administrative duties.

- A. **Supervision Received.** Works under the supervision of the Probate Court Judge
- B. **Supervision Exercised.** Supervision is exercised over the Probate & Family Division Court Receptionist/Deputy Clerk and the Probate & Family Division Court Financial Officer/Bookkeeper.
- C. **Responsibilities and Essential Duties and Functions.** An employee in this position may be called upon to do any or all of the following essential duties: These examples do not include all of the duties which the employee may be expected to perform.
 1. Schedules all matters and proceedings coming before the Circuit Court – Family Division related to Child Protective proceedings and Juvenile Delinquency proceedings including:
 - a. Child Protective Proceedings
 - i. Emergency Removal Hearings
 - ii. Adjudication Hearings
 - iii. Disposition/Termination of Parental Rights Hearings
 - iv. Review Hearings and Permanency Planning Hearings
 - b. Juvenile Delinquency Proceedings
 - i. Designated and Waiver Hearings (Juvenile treated as an adult)
 - ii. Competency Hearings
 - iii. Adjudication Hearings
 - iv. Disposition Hearings
 - v. Review Hearings.
 2. Maintains court filing system. Includes creating individual files for each case with copies of orders, opinions, correspondence, and other documentation. Has primary responsibility for preserving, securing and copying such files as allowed by statute.
 3. Schedules all matters and proceedings coming before the Court. Ensures that files and reports are present and ready for Court action. Maintains and distributes the docket, appoints attorneys, coordinates scheduling with attorneys, law enforcement, Community Mental Health, Department of Health and Human Services, and other agencies and participants.
 4. Provides information and assistance to attorneys, law enforcement, Community Mental Health, Department of Health and Human Services, other agencies and participants and the general public regarding Court policies and procedures. Receives calls and visitors.

Circuit Court – Family Division Administrator

determining amount and type of information to provide and whether the Judge's attention to a matter is required. Responds to inquiries within the scope of authority and refers others to the proper source.

5. Receives and reviews requests for adjournments of scheduled cases, evaluates need and potential impact on Court schedule, grants or denies adjournments based on established Court policy for routine requests and seeks judicial approval in sensitive cases. Notifies parties of adjournments or other changes.
6. Assists in courtroom proceedings by preparing proposed orders, marking Court files, and maintaining accurate case activity records. Operates computer terminal, Polycom, Zoom, and records hearings.
7. Prepares and reviews all orders entered by the Court prior to judicial signature to ensure that all necessary requirements have been met. Forwards copies to attorneys and interested parties and makes appropriate docket entries.
8. Ensures compliance with requirements for reimbursement through the Child Care Fund, Raise The Age, and Child & Parent Legal Representation funding sources.
9. Responsible for office management functions including:
 - a. Training Probate & Family Division Court Receptionist/Deputy Clerk and the Probate & Family Division Court Financial Officer/Bookkeeper.
 - b. Managing record retention systems.
 - c. Position is responsible for working with the general public and using experience/leadership skills to solve problems.
 - d. Collect and receipt monies.
10. Serves as secretary to the Judge, organizing, coordinating, and processing information, scheduling appointments, drafting correspondence and legal documents for judicial review and signature. Compose correspondence in response to a problem, ex parte communications, or routine inquiry as authorized and directed.
11. Promptly prepares and files case management reports with the State Court Administrative Office. Coordinates with the State Court Administrative Office regarding all matters affecting the Circuit Court – Family Division, including assignments, updates on procedures, opinions and actions affecting Court operations.

D. **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. Education and Experience:
 - a. Primary: BA or BS degree in Legal Administration, Business Administration or a related field combined with 3 years of experience in a law related field.
 - b. Secondary: A degree in the paralegal field combined with 4 years of experience in a law related field.
 - c. Alternate: High school degree combined with 6 years of experience in a legal profession position closely dealing with child protective proceedings and juvenile delinquent

- proceedings.
2. Significant knowledge of Circuit Court – Family Division rules, statutes and regulations governing the administration of estates.
 3. Significant knowledge of the duties and responsibilities of an office manager.
 4. Knowledge of Circuit Court – Family Division structure and jurisdiction.
 5. Ability to prepare and execute a variety of Court orders.
 6. Ability to plan, assign and supervise the work of others.
 7. Ability to prepare and maintain records and reports.
 8. Ability to utilize electronic recording equipment to take verbatim records of Court proceedings.
 9. Ability to promptly and efficiently respond to special instructions from the Judge during Courtroom operations (such as the immediate playback of testimony, etc.).
 10. Ability to interrupt Court proceedings to seek clarification when required.
 11. Ability to maintain Court records (such as appearance logs and evidence logs, etc.) for immediate and future reference.
 12. Ability to be designated by the State as a Certified Electronic Recorder (CER) in compliance with MCR 8.108.
 13. Ability to see, hear and speak effectively.
 14. Ability to reason and process numbers.
 15. Ability to type and input data a minimum of 60 WPM.
 16. Ability to sit or stand in one spot for long periods of time, moving arms, back and entire body.

EXHIBIT

3

Attachment (1) - Wexford County Position Description Review Form

Date: 8/1/2023

To: Chairman, Human Resources and Safety Committee

Approved by:

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

(2) N/A, Union Representative
(Signature if applicable)

(3) _____, County Administrator
(Signature)

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

- 1. Position title: Probate Court Administrator
- 2. Employee's name: Brenda Still
- 3. Employee's hire date: 10/1/2013
- 4. Employee's current wage/salary level: M2

Statement of budget impact:

- 1. Check one of the following as applicable:
 - a. Cost for the change in position can be covered by the department's ²⁰²⁴ budget.
 - b. Cost for the change in position requires a Board approved budget amendment.
- 2. If 1.b. above was checked, you must complete the following:
Increase to line item _____ by \$ _____ for Fiscal Year _____.

Required enclosures:

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

Attachment (1) - Wexford County Position Description Review Form

Date: 8/1/2023

To: Chairman, Human Resources and Safety Committee

Approved by:

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

(2) N/A, Union Representative
(Signature if applicable)

(3) _____, County Administrator
(Signature)

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

- Position title: Juvenile Court Administrator
- Employee's name: Katherine Gurnumthy
- Employee's hire date: 8/7/2006
- Employee's current wage/salary level: M2

Statement of budget impact:

- Check one of the following as applicable:
 a. Cost for the change in position can be covered by the department's ²⁰²⁴ budget.
 b. Cost for the change in position requires a Board approved budget amendment.
- If 1.b. above was checked, you must complete the following:
 Increase to line item _____ by \$ _____ for Fiscal Year _____.

Required enclosures:

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

EXHIBIT

4



Position: **Probate Court Administrator**

Date: **June 1, 2023**

Category	
1) Education	72
2) Work Experience	120
3) Freedom of Action	100
4) Complexity/Problem Solving	80
5) Accountability/Error Potential	80
6) Contacts	100
7) Responsibility for Others	78
8) Number of Personnel Supervised	12
9) Environmental Factors	40
10) Technical Knowledge	100
Total	782
Compensation Level	M3

Review Level: **Probate Court Judge**

Approved? Y/N

Y

Signature



Position: **Circuit Court - Family Division Administrator**

Date: **June 1, 2023**

Category	
1) Education	72
2) Work Experience	120
3) Freedom of Action	100
4) Complexity/Problem Solving	80
5) Accountability/Error Potential	80
6) Contacts	100
7) Responsibility for Others	78
8) Number of Personnel Supervised	12
9) Environmental Factors	40
10) Technical Knowledge	100
Total	782
Compensation Level	M3

Review Level: **Probate Court Judge**

Approved? Y/N

Y

Signature

EXHIBIT

5



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
517-373-0128

Thomas P. Boyd
State Court Administrator

MEMORANDUM

DATE: August 1, 2023

TO: Circuit, District, Municipal, and Probate Court Judges
Court Administrators
Probate Registers
County Clerks

CC: Michigan Association of Counties
Michigan Municipal League
Michigan Township Association

FROM: Thomas P. Boyd, State Court Administrator

SUBJECT: Elimination of JIS User Fee

It is with tremendous gratitude that we share Governor Whitmer's signing of next year's budget (FY'24) which includes funding for ongoing state support that will eliminate the JIS User Fee.

As you know, previous annual appropriations have required an assessment of this user fee to all trial courts using the JIS Case Management Systems (CMS). Since JIS systems were established over 30 years ago, local communities have collectively paid upwards of \$4-6 million annually in user fees. The elimination of this fee will be a significant cost savings to counties, cities, and townships across Michigan.

As outlined below, more than \$6 million dollars in current fees collected from local governments will be eliminated and replaced by ongoing state support.

Fees outlined in the chart below will be ZERO as of October 1, 2023.

Component of JIS User Fee	Required/Optional	# of Courts Invoiced	Approximate Annual Payments
Base Rate and Per Case Rate	Required for all courts that use the base system.	204	\$5,975,203
LEIN/SOS Module	Required for all circuit and district courts.	135	\$256,000
Hosting (Legacy File Storage)	Optional service, unless converting from CCS.	126 as of December 2022	\$212,946
Jury Module	Optional service.	39	\$82,199
MiCourt Remote Access	Optional service. Details managed by JIS.		varies

This means the final fee will be assessed in September 2023 for all trial courts currently paying user fees. No additional CMS user fees will be charged beginning October 1, 2023. Further, there will be no migration costs for any trial court moving to JIS and all ongoing CMS costs will be ZERO. This is a critical step forward as we travel the path to our inevitable goal, a unified statewide CMS.

We would also like to thank Senator Sue Shink and Representative Jimmie Wilson for their leadership in the elimination of the JIS User Fee. Our partnership with the Governor and Legislative leaders is key to bringing Michigan’s Judicial data under one roof.

Please review the [MSC press release](#) to learn about the other exciting parts of the Judiciary budget for the fiscal year which begins October 1st.

EXHIBIT

6

Drum roll please! It is now official that the In-Home Care component of the 2023-24 Child Care Fund budget will be reimbursed at the new 75%-25% split!!!! Director Hertel just released a statement to that effect. All the strings attached to the new reimbursement will not go into effect until the 2024-25 fiscal year but we are encouraged to use this year to begin preparing for those issues. Great news!!

Cameron Clark
Family Court Administrator
Leelanau Family Court

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources/Public Safety Committee
FROM: Administration
FOR MEETING DATE: September 26, 2023
SUBJECT: Reclassification Request for District Court Chief Deputy Clerk

SUMMARY OF ITEM TO BE PRESENTED:

At the July 25, 2023, the Human Resources/Public Safety Committee approved the position description for the Chief Deputy Clerk. Honorable Judge Audrey VanAlst for 84th District Court has provided the following request for reclassification to coincide with the updated position description.

STATE OF MICHIGAN



84TH 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:


	BEFORE LAST HIRE	ADDED DUTIES
CRIMINAL FILES	<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 & 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>
MAGISTRATE	<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>

CIVIL	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	
TRAFFIC	Enter tickets, adjudication for a driver's license, waive tickets, clearance cards, and take payments	
BOOKKEEPING	Daily deposit, bank statement, reports, restitution, month end, transmittal reports, and bond	Back-up Bookkeeper
SUPERVISORY	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
OTHER	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:

<u>Top of Pay Scale</u>	<u>L5</u>	<u>M1</u>
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
Compensation Level = M1			78.28

Review Level: Recommendation from Judge and Department Head

Approved: Y/N Y

Signature: _____
Hon. Audrey D. Van Alst

Danielle Decator, Administrator

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources/Public Safety Committee
FROM: Administration
FOR MEETING DATE: September 26, 2023
SUBJECT: Request for Additional Attorney in the Public Defender's Office

SUMMARY OF ITEM TO BE PRESENTED:

Chief Public Defender, Bob Champion, is requesting the addition of an Attorney position to the department's roster. Mr. Champion requested and was approved by the State to add another Attorney position in order to comply with the recommended caseloads that will be coming forward with the Michigan Indigent Defense Commission's proposed Standard 6. Standard 6 is projected to pass this year and become law.

Since 2019, felony cases are up 12 percent and total cases up 7 percent. In 2022 the PD's Office opened over 1226 new cases with 466 new felonies. They also appeared at 1394 court arraignments.

RECOMMENDATION:

Administration recommend the Human Resources/Public Safety Committee forward a recommendation to the full board to approve adding an additional Attorney position to the Public Defender's roster effective October 1, 2023.



Wexford County Position Description
Position: Office Manager
Proposed revisions September 23, 2023

Summary: Plans and coordinates the clerical operations, office schedule, financial MIDC grant and budget compliance for the Public Defender's Office including supervision, business management, and training clerical and support staff employees.

Supervision Received: Work is performed under the general supervision of the Chief Public Defender.

Supervision Exercised: Supervision is exercised over clerical and support services personnel.

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

1. Supervises clerical and support (social worker and investigator) personnel, establishes work schedules, distributes work, keeps time, and leave records, recommends, and issues discipline, and evaluates work performance of subordinates.
2. Plans, establishes and is responsible for implementing and maintaining office methods and procedures including MIDC grant compliance records.
3. Assists in the interviewing and selection of clerical and support staff applicants.
4. Establishes training programs and reviews and evaluates the progress of employees in those programs.
5. Acts as liaison with various County departments.
6. Monitors computer systems and makes arrangements for modifications if required.
7. Assists department staff with computer questions concerning computer and software usage.
8. Assists with the implementation of new equipment and related products.
9. Researches and recommends the selection of new office equipment, computer software and hardware, and other office supplies.
10. May be required to prepare and assist in preparation of the department's payroll.
11. Establishes and maintains bookkeeping including MIDC grant financial systems compliance.
12. Assists in the preparation of the department's budget including the quarterly and yearly MIDC grant reviews.
13. Compiles statistical reports for local and state required grant reporting/ reviews.
14. Provides administrative services to the Chief Public Defender.
15. Assists in coordinating cases and personnel assignment for scheduling in the court system.
16. Assists in coordinating law enforcement data as it relates to LEIN operation.

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

1. Knowledge of office management practices and procedures as they relate to the specific job or assignment.
2. Knowledge of MIDC standards, practices, and mandated compliance procedures.
3. Knowledge of legal/law enforcement terminology and applicable laws.
4. Knowledge of appropriate supervision and evaluation techniques.
5. Knowledge of general bookkeeping and budgeting procedures.
6. Knowledge of computers and related software.
7. Ability to plan, conduct and assist in the development of new office procedures.
8. Ability to implement, maintain and evaluate training programs.
9. Ability to utilize computers and the ability to solve user-related problems.
10. Ability to establish and maintain good working relationships with County and State Officials and employees.
11. Ability to attend work regularly and work under stressful conditions.
12. Must have a Bachelor of Business Administration or equivalent with a concentration in Office Administration, Office Systems, Computer Information Systems or Business Administration and three years of experience supervising clerical employees or an associate degree in business management, Computer Information Systems, General Business or Office Occupations with five years of clerical and supervisor experience.



Wexford County Position Description
Position: Office Manager
Adopted: August 24, 2021

Summary: Plans and coordinates the clerical operations of the Public Defender’s Office including supervision, business management, and training clerical employees.

Supervision Received: Work is performed under the general supervision of the Chief Public Defender.

Supervision Exercised: Supervision is exercised over clerical personnel.

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

1. Supervises clerical personnel, establishes work schedules, distributes work, keeps time and leave records, recommends and issues discipline, and evaluates work performance of subordinates.
2. Plans, establishes and is responsible for implementing and maintaining office methods and procedures.
3. Assists in the interviewing and selection of clerical applicants.
4. Establishes training programs and reviews and evaluates the progress of employees in those programs.
5. Acts as liaison with various County departments.
6. Monitors computer systems and makes arrangements for modifications if required.
7. Assists department staff with computer questions concerning computer and software usage.
8. Assists with the implementation of new equipment and related products.
9. Researches and recommends the selection of new office equipment, computer software and hardware, and other office supplies.
10. May be required to prepare and assist in preparation of the department’s payroll.
11. Establishes and maintains bookkeeping systems.
12. Assists in the preparation of the department’s budget.
13. Compiles statistical reports.
14. Provides administrative services to the Chief Public Defender.
15. Assists in coordinating cases in the court system.
16. Assists in coordinating law enforcement data as it relates to LEIN operation.

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

1. Knowledge of office management practices and procedures as they relate to the specific job or assignment.
2. Knowledge of legal/law enforcement terminology and applicable laws.
3. Knowledge of appropriate supervision and evaluation techniques.
4. Knowledge of general bookkeeping procedures.
5. Knowledge of computers and related software.
6. Ability to plan, conduct and assist in the development of new office procedures.
7. Ability to implement, maintain and evaluate training programs.
8. Ability to utilize computers and the ability to solve user-related problems.
9. Ability to establish and maintain good working relationships with County Officials and other County employees.
10. Ability to attend work regularly and work under stressful conditions.
11. Must have a Bachelor of Business Administration with a concentration in Office Administration, Office Systems, Computer Information Systems or Business Administration and one year of experience supervising clerical employees or an Associates Degree in Business Management, Computer Information Systems, General Business or Office Occupations and three years of clerical experience or five years of progressively responsible clerical experience.



Wexford County

Request for Board of Commissioner Action

Department: Submitted by:

Subject:

Committee:

Committee Meeting Date:

BOC Meeting Date:

Action Request (proposed motion for the Board to consider):

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):

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

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

List of Attachments:



Position: **Public Defender Office Manager**

Date: **September 23, 2023**

Category	
1) Education	96
2) Work Experience	120
3) Freedom of Action	100
4) Complexity/Problem Solving	100
5) Accountability/Error Potential	80
6) Contacts	100
7) Responsibility for Others	104
8) Number of Personnel Supervised	24
9) Environmental Factors	32
10) Technical Knowledge	100
Total	856
Compensation Level	M4

Review Level: **M4**

Approved? Y/N

y

Signature

Robert Champion

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: September 26, 2023
SUBJECT: Employee Recognition

SUMMARY OF ITEM TO BE PRESENTED:

Wexford County would like to recognize employees for their service, per County Policy B.13-0, at 10, 15, 20, 25, 30, and 35 years. The following employees should be recognized at the next Board of Commissioners meeting for their service as follows:

EMPLOYEE NAME	DEPARTMENT	YEARS OF SERVICE
Brenda Stoll	Probate Court	10

Brenda Stoll began her employment and was sworn in with Wexford County Probate Court on October 01, 2013 as the Probate Administrator/Probate Register, where she continues to serve in this position.

RECOMMENDATION:

The Human Resources / Public Safety Committee recommends the presentation of the Certificate of Appreciation at the Board of Commissioners meeting on October 04, 2023.



		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
# Cases Investigated by MMMEG		15	8	10	7	8	6	10						64	-23%	142	143	145	99
	Scene Investigations	10	6	8	5	5	5	8						47	-15%	95	98	99	
	Cremation Permits	37	26	26	26	22	20	37						194	3%	3230	3740	292	217
Manner of Death																			
	Homicide	0	0	0	0	0	0	0						0	-100%	1	1	2	0
	Suicide	0	1	1	1	2	1	0						6	71%	6	3	6	7
	Accident	3	3	4	3	1	1	1						16	0.1428	24	2600	2600	3000
	Natural	12	4	5	3	4	3	6						37	-40%	106	110	109	61
	Pending	0	0	0	0	0	1	3						4	71%	4	1		
	Indeterminate	0	0	0	0	1	0	0						1	71%	1	2	1	0
Confirmed Drug Related																			
	Age <40yrs	0	1	0	1	0	0	0						2		8			
	Age >40yrs	0	0	0	0	0	1	0						1		3			
Special Cases																			
	UnClaimed Bodies	0	0	1	0	0	0	0						1	71%	1	5	3	1
	Unidentified Bodies	0	0	0	0	0	0	0						0		0	0	0	0
	Exhumations	0	0	0	0	0	0	0						0		0	0	0	0
Ordered																			
	Toxicology	3	4	2	5	2	2	2						20	37%	25	22	20	21
	Autopsy	0	0	0	0	1	1	2						4	-14%	8	7	9	5
Donations																			
	Whole Body Accepted	0	0	0	0	0	1	0						1	-43%	3	1	2	2
	Eyes/Cornea Accepted	0	1	0	0	0	0	0						1	-43%	3	1	2	2
*Cause and Manner of Death will																			x
																64			