



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, February 27, 2024, beginning at 4:00 p.m. in the Commissioners' Room, third floor of the Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE JANUARY 30, 2024, REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS
Designated for topics on the agenda only.
- G. AGENDA ITEMS
 - 1. Sheriff's Monthly Report (*Sheriff/Undersheriff – January 2024*)..... 3
 - 2. MMR Monthly Update (*D. Mosholder – January 2024*)
 - 3. Emergency Management Monthly Report (*R. Boike – January 2024*) 8
 - 4. Central Dispatch Monthly Report (*D. Alworden – January 2024*) 9
 - 5. Veterans Services Monthly Report (*K. Cline – January 2024*) 10
 - 6. Public Defender's Office Update 11
 - 7. Resolution 24-07 Extending Appreciation for Marty Penney's Service..... 16
 - 8. Employee Recognition 18
 - 9. Position Title Change Request – Friend of the Court 19
- H. CORRESPONDENCE
 - 1. Medical Examiner Monthly Report – January 2024 22
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
Open to any public comment.
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

COUNTY OF WEXFORD
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE
REGULAR MEETING MINUTES
January 30, 2024

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; Megan Kujawa, Sr. Exec Admin Assistant; Daniel Mosholder, MMR Operations Manager; and Joe Porterfield, County Administrator/Equalization Director

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Adams to approve the agenda. 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 December 27, 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 (December 2023)

Sheriff Taylor reviewed his report with the committee. He stated that there are three individuals finishing the corrections officer program. The five newly graduated deputies are in their second phase of field training and the three cadets in the current program are doing well.

He also informed the committee:

- The jail camera project is completed.
- They have implemented their new towing policy.

G.2. MMR Monthly Update (December 2023)

Mr. Mosholder, Operations Manager, informed the committee that:

- A temporary EMT has transferred to Traverse City for six months.
- There is a full-time paramedic opening that a part-time person is looking to transfer to.
- There were 200 EMT interviews for the academy and they will be sending five candidates. The hope that after training is completed, they will be able to have another truck on the roads.

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

Mr. Randy Boike, Emergency Management Specialist, was unable to attend; no report was provided.

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

Mr. Duane Alworden, Central Dispatch Director, informed the committee that one of the Dispatch trucks is completely furnished to be mobile if necessary.

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

Ms. Kathy Cline, Veterans Services Director, was unable to attend; a report was provided in the packet. There were no concerns.

G.6. Employee Recognition

A motion was made by Comm. Adams and supported by Comm. Bush to approve the presentation of Certificates of Appreciation at the Board of Commissioners meeting on February 7, 2024. A vote was called, all in favor. Motion passed, 4-0.

G.7. Equalization Director Position Description Update

A motion was made by Comm. Bush and supported by Comm. Adams to approve the updated Equalization Director Position Description. A vote was called, all in favor. Motion passed, 4-0.

Mr. Porterfield, County Administrator, stated the updated description states the Equalization Director be under the supervision of the Board of Commissioners and not the County Administrator. It has previously been stated that the Equalization Director should answer to the County Administrator, but statute states the position should be under the Board of Commissioners. He also pointed out that with him being the County Administrator, he cannot be his own supervisor.

CORRESPONDENCE

Medical Examiner Report (December 2023)

ADMINISTRATOR'S COMMENTS

Mr. Porterfield informed the committee that on Monday, February 05, 2024, there will be a special Executive Committee meeting to discuss an offer that was submitted on the old jail.

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 4:10 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

JANUARY

2024

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 751 calls for service. Of those calls, 228 reports were taken. As a result of those complaints, 54 arrests were made, and 80 citations were issued.

Law Enforcement Statistic Re-Cap:

Total Calls for Service	751
Total Complaints Taken	228
Felony/Misdemeanor Arrests	54
Citations Issued	80

COURT SECURITY/DEPUTY ARRESTS

Court Arrests	7
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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	77
Total Civil Papers Completed	68

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	40	Pistol Permits Issued	77
Concealed Pistol Licensing	7	Denied Permits	0
Other	7	Indiv. Pistols registered	177
Court	0		
Total Prints.....	54		

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 22 animals, adopting 17 and reuniting 4 with their owner(s).

<u>ACTIVITY:</u>	
Total Calls	36
Total Complaints/Reports	1
Animal Bites	5
Citations Issued	0
Animals Lodged in Pound	22
Animals Adopted Out	17
Animals Transferred to Rescue	3
Animals Claimed by Owners	4
Animals Euthanized	2

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	91
Total number of inmates Booked	96
Total Inmates Booked –Year to date	96
Total Number of Inmates Released	91
Number Released-Year to date	91
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

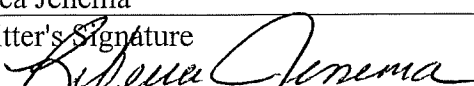
TRAININGS/RECOGNITIONS:

- January 4, 2024- Grant submission completed and new livescan equipment was installed in the front office to maintain compliance for juvenile fingerprints.
- January 30, 2024- Command staff and Sgt. Rood attended a training hosted by the Michigan Sheriff's Association regarding the new Emergency Risk Protection Orders (ERPO)

Wexford County Animal Shelter				Reporting Month January 2024					
The Wexford Count Board of Commissioners requires monthly submission of the following information in accordance with County Ordinance #35 Section3 (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. Section9(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	0	15	15	7	4	11	3	2	0
Cats	1	6	7	6	0	6	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		105.00	60.00		165.00
Sterilization Deposits	0.00	0.00		0.00	100.00		100.00
Ordinance Fee Refunds							
Reclaim Fees	4 animals reclaimed						65.00
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 Reported Rebecca Jenema	Date Submitted 02-02-2024
Submitter's Signature 	Phone 231-779-9530



Emergency Management Monthly Report

February 2024

- Attended Region 7 Homeland Security meeting, Statewide EM meeting, R7 T&E Grant and TECC/RTF Training within Region 7, LPT Meeting
- Callouts- (1) HAZMAT, (2) Fires: Commercial with Hazmat risk and a Residential 4 Alarm, (2) Drone SAR: MSP Fugitive Team, PIA with injuries
- CAPS Testing of Secure Mode & Lockdown Mode Systems with Alerting Systems at all locations
- Meetings with Fire Chiefs: TECC and RTF Training/integration, discover aircraft incident capabilities, prep for Wildfire Season, ASIRT Response
- NWS Sky Warn Training for community arranged.
- CNG/LPG Response capability Planning
- Upcoming: Wildfire Refresher Training, TTX Active Shooter Exercise (evaluator) for Region 7, Cadillac Freedom Festival IAP planning, Hazardous Materials Conference/Certification (Sponsored)

Randy Boike EMD

**WEXFORD COUNTY
CENTRAL DISPATCH
PUBLIC SAFETY REPORT
JANUARY 2024**

Total LEIN Responses 15,211

CAD GENERATED: INCIDENTS:

Sheriff Department	808
Animal Control	36
Michigan State Police	599
Cadillac Police Department	753
Manton Police Department	15
EMS Calls	614
Fire Calls	151
Support Services Calls	33
Central Dispatch	47
911 Hang up/Text Back	134

TOTAL CALLS FOR SERVICE 3,190

TELEPHONE CALLS RECEIVED:

9-1-1 calls	1122
Administrative Calls	2644
TOTAL CALLS RECEIVED:	3,766

Wexford County Veterans Services

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

Kathy Cline, Director

5 February, 2024

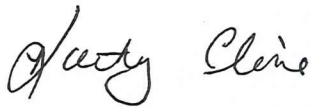
Veterans Services Monthly Report

January 2024

- Veterans in office visits-72
- Logged phone contacts-233
- Veterans who received emergency assistance -1
- Veterans ineligible/denied for emergency assistance - 0
- County Burial benefits and letters have been initiated-1
- County Burial Benefits ineligible-0
-

We saw 72 Veterans/Family during the month. We had 233 phone calls. It was a very busy month for Charles , as I was off on medical leave for half the month. He did a great job handling everything and keeping this office moving smoothly!

We have both registered for the National Conference and the MVAA Spring Conference. These are both needed to obtain our CEU's that are required to keep our certifications. Work has begun on this year's EXPO.



Kathy Cline, Director

Wexford Missaukee Public Defenders
Memo to Wexford County Board of Commissioners
February 2024

Wexford/Missaukee Public Defenders Office

Current Numbers

Wexford Missaukee Public Defenders Office currently has 3 support staff, 1 social worker, 1 full time investigator and 3 attorneys covering both Missaukee and Wexford Counties. We have two openings for assistant public defenders.

The public defender's office fiscal year begins on October 1 of each year. For the Fiscal year 2023-2024, as of February 23, 2024, the public Defender's office opened **524 new cases**, up from **463 cases** for the same time period last year. Wexford County cases comprise 70 percent of the new cases.

The greatest challenge facing our office and offices around the state of Michigan is the recruitment and retention of attorneys. Currently, there are 72 openings for public sector attorneys (public defense and prosecutor's office). Some public sector offices are now offering signing bonuses to attract new attorneys. This shortage of attorney's is also impacting our ability to find contracted conflict attorneys for Wexford and Missaukee counties with as of 2/21/24 we have 5 criminal defendant's waiting to be assigned an attorney. One has been waiting for an attorney since 2/5/2024 and has forced the case to be delayed.

This shortage of contract attorneys was impacting circuit and probate court matters in the area of PPO and child support enforcement. Starting at the end of 2023, our office took over representation in these matters, if the person was facing the possibility of incarceration.

We completed our 1st quarter report to the MIDC. We continue to meet the mandated standards 1 through 8 all while remaining under our approved budget for the 2024 fiscal year.

Our 2023-2024 grant and budget was approved by the state with an additional \$100,000 returned to Wexford for cost recovery of hosting the dual county program.

On note, the 2023-2024 approved budget has allowed us to comply with new Standard 8 and proposed Standards 6 and 7 with the hopeful addition of a 5th attorney.

Recruitment

The Missaukee and Wexford Public Defenders Office was selected as one of 5 statewide host for Wayne State Holistic Defense Fellowship. Wexford/Missaukee fellowship is designed to help recruit attorneys and social workers to northern Michigan. Wexford was selected in part due to the quality of life offered by the area.

This recruitment effort is paying dividends, we have 8 applicants for the law intern and 6 for social worker intern fellowship positions for the 2024 summer term. I anticipate having 2 legal interns and 1 social worker position filled for this summer.

Breakdown of Applicants by Placement Site:

Placement Site	# Law Apps	# SW Apps	Total Apps	Housing Stipend?	
Allegan/Van Buren	8	6	14	Yes	
Calhoun	10	5	15	Yes	
Genesee	5	1	6	No	
Macomb	6	7	7	No	
Wexford/Missaukee	8	6	14	Yes	

MIDC Standards Compliance

LARA approved new Standards 6 and 7 on October 24, 2023.

Standard 6

Standard 6 is a minimum standard for indigent defense workloads:

The caseload of indigent defense attorneys shall allow each lawyer to give each client the time and effort necessary to ensure effective representation. Neither defender organizations, county offices, contract attorneys, nor assigned counsel should accept workloads that, by reason of their excessive size, interfere with the rendering of quality representation.[1]

These workloads will be determined over time through special Michigan specific weighted caseload studies.[2] Until the completion of such studies, defender organizations, county offices, public defenders, assigned counsel, and contract attorneys should not exceed the caseload levels adopted by the American Council of Chief Defenders – 150 felonies or 400 non-traffic misdemeanors[3] per attorney per year.[4] If an attorney is carrying a mixed caseload which includes cases from felonies and misdemeanors, or non-criminal cases, these standards should be applied proportionally.[5]

These caseload limits reflect the maximum caseloads for full-time defense attorneys, practicing with adequate support staff, who are providing representation in cases of average complexity in each case type specified.

Standard 7

The MIDC standard 7 is a minimum standard for qualification and review:

A. Basic Requirements. In order to assure that indigent accused receive the effective assistance of counsel to which they are constitutionally entitled, attorneys providing defense services shall meet the following minimum professional qualifications (hereafter “basic requirements”):

1. Satisfy the minimum requirements for practicing law in Michigan as determined by the Michigan Supreme Court and the State Bar of Michigan; and
2. Comply with the requirements of MIDC Standard 1, relating to the Training and Education of Defense Counsel.

B. Qualifications. Eligibility for particular case assignments must be based on counsel's ability, training and experience. Attorneys must meet the following case-type qualifications:

1. Misdemeanor Cases
 - a. Satisfaction of all Basic Requirements; *and*
 - b. Serve as co-counsel or second chair in a prior trial (misdemeanor, felony, bench or jury); *or*
 - c. equivalent experience and ability to demonstrate similar skills.
2. Low-severity Felony Cases
 - a. Satisfaction of all Basic Requirements; *and*
 - i. Has practiced criminal law for one full year (either as a prosecutor, public defender, or in private criminal defense practice); *and*
 - ii. Has been trial counsel alone or with other trial counsel and handled a significant portion of the trial in two criminal cases that have reached a verdict, one of which having been submitted to a jury; *or*
 - iii. Have equivalent experience and ability to demonstrate similar skills.
3. High-severity Felony Cases
 - a. Satisfaction of all Basic Requirements; *and*
 - i. Has practiced criminal law for two full years (either as a prosecutor, public defender, or in private criminal defense practice); *and*
 - ii. Has been trial counsel alone or with other trial counsel and handled a significant portion of the trial in four criminal cases that have been submitted to a jury; *or*
 - iii. Has a significant record of consistently high quality criminal trial court representation and the ability to handle a high-severity felony case.
4. Life Offense Cases
 - a. Satisfaction of all Basic Requirements; *and*
 - i. Has practiced criminal law for five full years (either as a prosecutor, public

defender, or in private criminal defense practice); *and*

ii. Has prior experience as lead counsel in no fewer than seven felony jury trials that have been submitted to a jury; or

iii. Has a significant record of consistently high quality criminal trial court representation and the ability to handle a life offense case.

C. Review. The quality of the representation provided by indigent defense providers must be monitored and regularly assessed. Productivity is a component of the review process. Review is a process to evaluate the quality of the representation after an attorney has established the minimum requirements for eligibility. For attorneys seeking qualification under sections B(1)(c) or B(2)(a)(iii), the review process can be used for that purpose. In some cases, the review will give notice to an attorney whose performance can be improved. In all cases, the evaluation of attorneys must be made by peers in the criminal defense community, allowing for input from other stakeholders in the criminal justice system including judges, prosecutors and clients.

I am currently working with MIDC to rewrite our current attorney job descriptions and attorney review policy so we will be in full compliance with standard 7.

Satellite office.

We now have a satellite office in Lake City to better serve our Missaukee County clients. The office is in the Missaukee County annex building next the courthouse. The office will be staffed on an as needed basis.

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the sixth day of March 2024, at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

**RESOLUTION NO. 24 - 07
EXTENDING APPRECIATION FOR
MARTY PENNEY’S DEDICATED SERVICE**

WHEREAS, the Wexford County Board of Commissioners would like to personally thank Marty Penney for his commitment to Wexford County for over the past thirty years. Marty worked with dedication and pride to meet the needs of Wexford County and its citizens; and

WHEREAS, Marty began his career with Wexford County on June 24, 1993 as a Road Patrol Deputy serving the Wexford County Sheriff’s Office; and

WHEREAS, Deputy Penney was promoted to Sergeant of Road Patrol on January 14, 2007; and

WHEREAS, Sergeant Penney assumed the position of Detective Sergeant on February 28, 2010; and

WHEREAS, on March 4, 2012 Detective Penney was promoted to Lieutenant Detective and continued to hold that position throughout the remainder of his career; and

WHEREAS, Lieutenant Penney will retire from the Wexford County Sheriff’s Office effective February 28, 2024 with over 30 years of service.

NOW, THEREFORE BE IT RESOLVED that the Wexford County Board of Commissioners wishes you the best in your future endeavors and once again thanks you for your efforts while you served Wexford County as a very dedicated and appreciated employee.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Gary Taylor, Chairman, Wexford County Board of Commissioners

Alaina Nyman, County Clerk

STATE OF MICHIGAN)
) ss
COUNTY OF WEXFORD)

I hereby certify that the forgoing is a true and complete copy of the Resolution 24 - 07 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on March 06, 2024, and I further certify that public notice of such meeting was given as provided by law.

Alaina Nyman, County Clerk

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: February 27, 2024
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
Michelle Kovach	Friend of the Court	25

Michelle Kovach began her employment with Wexford County on March 8, 1999 as a Deputy Clerk in the Clerk’s Office. On March 14, 2005, Michelle transferred to the Treasurer’s Office to work as a Deputy Treasurer. Michelle started working in the Clerk’s Office again, part-time on July 22, 2005. On January 1, 2006, Michelle was promoted as a full-time Deputy Elections Clerk. On August 17, 2015, Michelle was hired to work as an Enforcement Clerk at the Friend of the Court. Michelle continues to hold this position.

RECOMMENDATION:

The Human Resources / Public Safety Committee recommends the presentation of the Certificate of Appreciation at the Board of Commissioners meeting on March 06, 2024.



Wexford County Request for Board of Commissioner Action

Department: Friend of the Court
Submitted by: Rob Kulpa
Subject: Request to Change Position Title
Committee: Human Resources/Public Safety
Committee Meeting Date:
BOC Meeting Date:

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

Motion to change title of Locate Specialist/Support Staff position to New Case/Reception/Support Staff.

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):

None

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

I am requesting to change the title of this position to more accurately represent the work that is done in this position. When hiring there appears to be confusion about what a person applying for the Locate Specialist position actually does. I feel that changing the titles would help to project a clearer picture to potential employees exactly what we're looking for and give us a better chance to draw from applicants who are more tailored to the requirements of the position.

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

As soon as possible

List of Attachments:



Wexford County Position Description
Position: Locate Specialist - Support Staff
Adopted: May 26, 2020

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

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

Supervision Exercised: None.

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

1. Greets clients and members of the public at the front desk in a professional manner.
2. Uses knowledge of modern office methods, practices, and techniques on a daily basis.
3. Works effectively with the public, clients, court staff, and all employees.
4. Responsible for possessing knowledge of the Circuit Court/Family Court process.
5. Responsible for understanding the duties and responsibilities of the Friend of the Court enforcement positions.
6. Responsible to learning how to use and to use all current locate applications to locate individuals for support enforcement/parenting time enforcement/medical percentage enforcement.
7. Responsible for reading Court orders
8. Responsible for entering data into the MiSCES (Michigan Child Support Services) system pursuant to state regulations.
9. Responsible for collecting personal and financial information from clients to forward to Friend of the Court support specialists.
10. Answers phones in a professional manner and obtains information necessary to answer questions or to communicate the question to supervisor.

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

1. Ability to pass a background and security check.

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

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



		Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	FY 2024	% +/- from prev.	FY 2023	FY 2022	FY 2021	FY 2020
# Cases Investigated by MMMEG		11												11	11%	119	142	143	145
	Scene Investigations	9												9	23%	88	95	98	99
	Cremation Permits	29												29	9%	320	3230	3740	292
Manner of Death																			
	Homicide	0												0	-100%	1	1	1	2
	Suicide	2												2	167%	9	6	3	6
	Accident	1												1	-50%	24	25	27	26
	Natural	7												7	0%	84	107	110	110
	Pending	1												1		0	0	0	0
	Indeterminate	0												0	-1	1	3	2	1
Confirmed Drug Related Death																			
	Age <40yrs	0												0	-100%	2	8		
	Age >40yrs	1												1	50%	8	3		
Special Cases																			
	UnClaimed Bodies	0												0	-100%	2	1	5	3
	Unidentified Bodies	0												0		0	0	0	0
	Exhumations													0		0	0	0	0
Ordered																			
	Toxicology	3												3	29%	28	25	22	20
	Autopsy	0												0	-100%	9	8	7	9
Donations																			
	Whole Body Accepted	0												0	-100%	2	3	1	2
	Eyes/Cornea Accepted	0												0	-100%	1	32	1	2