



Wexford County

HUMAN RESOURCES / PUBLIC SAFETY COMMITTEE

Michael Bush, Chair

NOTICE OF MEETING

The Human Resources / Public Safety Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, May 27, 2025, 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 APRIL 22, 2025, REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS
- Designated for topics on the agenda only.*
- G. AGENDA ITEMS
 - 1. Sheriff's Monthly Report (*Sheriff Taylor – April. 2025*)..... 3
 - 2. MMR Monthly Update (*D. Mosholder – April. 2025*) 8
 - 3. Emergency Management Monthly Report (*R. Boike – April 2025*) 12
 - 4. Central Dispatch Monthly Report (*T. Baker April. 2025*) 13
 - 5. Veterans Services Monthly Report (*C. Emmons – April. 2025*) 14
 - 6. Appointments to WMCCAB 16
 - 7. Request for Social Worker Position – Sheriff's Office 17
 - 8. Social Worker Position Description 19
 - 9. Employee Recognition 21
- H. CORRESPONDENCE
- 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
Michael Bush, Chair
April 22, 2025

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

Members Present: Michael Bush, Jason Baughan, Brian Potter, Gary Taylor
Members Absent: None
Also Present: Daniel Mosholder, MMR Operations Manager; Joe Porterfield, County Administrator/Equalization Director; Megan Swanberg, Executive Assistant; Duane Alworden, Central Dispatch Director; Jami Bigger, Dept. Administrator/HR Director; Kristi Nottingham, Treasurer; Sheriff Trent Taylor; Undersheriff Jeffrey Harnish; Alaina Nyman, Clerk

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Potter to approve the agenda. A vote was called, all in favor.

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Potter to approve the March 25, 2025, Regular Meeting Minutes. A vote was called, all in favor.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Sheriff's Office Monthly Report (March 2025)

Sheriff Taylor provided a monthly report in the packet. He also noted the car cam project is underway, a new CO started yesterday, and they are waiting on one other CO for Pre-employment testing to be completed.

G.2. MMR Monthly Update (March 2025)

Mr. Daniel Mosholder, Operations Manager, informed the Committee:

- MMR has one person taking the Paramedic class in May in Traverse City.
- Still seeing an increase in the hospital transports.
- Construction will be completed on Cobb St. on the remolding of the bathroom by the end of this week.

G.3. Emergency Management Monthly Report (March 2025)

A report from Mr. Randy Boike, Emergency Management Director, was provided in the packet. Mr. Boike was unavailable to attend the meeting.

G.4. Central Dispatch Monthly Report (March 2025)

Mr. Duane Alworden, Dispatch Director, provided a monthly report in the packet and said things were going great.

G.5. Veterans Services Monthly Report (March 2025)

A report from Mr. Chris Emmons, Veterans Services Director, was provided in the monthly packet. Mr. Emmons was unavailable to attend the meeting.

G.6. Acceptance of Resignation from Northern Community Health

A motion was made by Comm. Baughan and supported by Comm. Potter to forward a recommendation to the full board to accept Kathy Adams' resignation from the Northern Lakes Community Mental Health Board effective immediately. A vote was called. All in favor.

G.7. Appointment to North Lake Community Mental Health

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to appoint Ben Townsend to the Northern Lakes Community Mental Health Board with term expiring March 31, 2026. A vote was called. All in favor.

G.8. FOC Position Description Update/Child Support Investigator

A motion was made by Comm. Baughan and supported by Comm. Potter to approve the updated position description and to change the title of Senior Account-Auditor Specialist position to Child Support Investigator. A vote was called. All in favor.

CORRESPONDENCE

None

ADMINISTRATOR'S COMMENTS

Mr. Porterfield informed the Committee:

- He and Ms. Bigger are looking at finding new ways to attract/obtain new Prosecutors.
- We met with the Fair Board earlier today and discussed the early fair this year.
- He and Ms. Bigger met with the Sheriff's Office early this month to discuss the leasing on parole cars.

PUBLIC COMMENTS

None

COMMITTEE COMMENTS

None

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Baughan to adjourn at 4:08 p.m. A vote was called, all in favor. Motion passed 4-0.

Michael Bush, Chair

Megan Swanberg, Recording Secretary



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor
Sheriff

Jeffrey T. Harnish
Undersheriff

Wexford County Office of the Sheriff

Monthly Report

April

2025

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 930 calls for service. Of those calls, 173 reports were taken. As a result of those complaints, 27 arrests were made, and 130 citations were issued.

Law Enforcement Statistic Re-Cap:

Total Calls for Service	930
Total Complaints Taken	173

Felony/Misdemeanor Arrests	27
Citations Issued	130

COURT SECURITY/DEPUTY ARRESTS

Court Arrests	9
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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.
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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	89
Total Civil Papers Completed	60

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	18	Pistol Permits Issued	58
Concealed Pistol Licensing	20	Denied Permits	0
Other	8	Indiv. Pistols registered	184
Court	5		
Total Prints.....	51		

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 17 animals, adopting 11 and reuniting 4 with their owner(s).

ACTIVITY:

Total Calls	
Total Complaints/Reports	5
Animal Bites	2
Citations Issued	0
Animals Lodged in Pound	17
Animals Adopted Out	11
Animals Transferred to Rescue	0
Animals Claimed by Owners	4
Animals Euthanized	3

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	107
Total number of inmates Booked	95
Total Inmates Booked –Year to date	391
Total Number of Inmates Released	98
Number Released-Year to date	384
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

TRAININGS/RECOGNITIONS:

- April 14-15th, 2025: Corrections Officers Bowen and Paquin completed the two-day *Taser Instructor* Course presented by Axon, hosted by Eastern Michigan University in Ypsilanti, MI.
- April 17th, 2025: Deputies Golubski, Maxey, Reed and Visscher attended an 8-hour training, *Investigators Guide to Outlaw Motorcycle Gangs*. The training was held at Kirtland College and provided by the Middle Atlantic-Great Lakes Organized Crime Law Enforcement Network (MAGLOCLEN).
- April 29-29th, 2025: Sergeant Quiggin completed his final *Command Level One* training session. This Shield Institute course consisted of five, two-day sessions over the course of several months.

Wexford County Animal Shelter				Reporting Month April 2025			
<p>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.</p>							
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		
Dogs	4	6	10	8	0	8	0
Cats	0	4	4	1	2	3	0
Financial Results		Cats Altered	Cats Not Altered	Dogs Altered	Dogs Not Altered	Total	
Adoption Fees		0.00	0.00	120.00	00.00	120.00	
Sterilization Deposits		0.00	50.00	0.00	0.00	50.00	
Ordinance Fee Refunds							
Reclaim Fees		4 animals reclaimed				10.00	
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				Date Submitted			
Rebecca Jenema				5-01-2025			
Submitter's Signature				Phone			
				231-779-9530			

Munson HC Cadillac Hospital
YTD Transfers

As of 5/1/2025 12:08:01AM



	P-5	P-7	P-10	P-17	Total	
MUNSON HC-CADILLAC	January, 25	15	70	4	22	111
	February, 25	23	67	3	38	131
	March, 25	21	90	10	21	142
	April, 25	21	69	6	23	119
	Total	80	296	23	104	503

Wexford County 911 Responses

April 2025

Nature of Call	Wexford County	Total
10-Chest Pain (Non-Traumatic)	17	17
12-Convulsions/Seizures	17	17
13-Diabetic Problems	7	7
17-Falls	53	53
18-Headache	2	2
19-Heart Problems / A.I.C.D.	6	6
1-Abdominal Pain/Problems	9	9
21-Hemorrhage/Lacerations	6	6
23-Overdose / Poisoning (Ingestion)	2	2
25-Psychiatric/ Abnormal Behavior/Suicide At	5	5
26-Sick Person (Specific Diagnosis)	62	62
28-Stroke (CVA)	7	7
29-Traffic/Transportation/Accidents	2	2
30-Traumatic Injuries (Specific)	7	7
31-Unconscious/Fainting (Near)	10	10
32-Unknown Problem (Man Down)	6	6
5-Back Pain (Non-traumatic or Non Recent Tr)	6	6
6-Breathing Problems	26	26
7-Burns (Scalds) /Explosion	11	11
9-Cardiac or Respiratory Arrest/Death	5	5
Total	266	266

Call Disposition	Wexford County	Total
Transport	173	173
Refusal	57	57
Cancelled	36	36
Total	266	266

Response Priority	Wexford County	Total
P-3 Non-Emergent	41	41
P-18 Stage	4	4
P-1 Conditional Respon	77	77
P-1 Echo Response	9	9
P-2 Emergency No Ligh	135	135
Total	266	266

Wexford County Twp Responses

April 2025

	10 C41	10 MA302 C	10 MA303 B	10 WA150 A	10 WA150 B	10 WA150 C	10 WA160 B	10 WA160 C	10 WA170 A	10 WA170 B	10 WA170 C	10 WB150 A	10 WB150 B	10 WB150 C	10 WB160 A	10 WB160 B	10 WB160 C	10 WB161 A	10 WB161 B	10 WB161 C	10 WB161 D	10 WB162
Wexford-Cedar Creek	1	0	1	2	1	1	0	0	1	0	1	0	1	0	4	3	2	1	1	0	0	0
Wexford-City of Cadillac	0	0	0	0	0	2	0	2	30	48	34	2	3	0	2	1	1	0	0	0	0	0
Wexford-City of Harrieta	0	0	0	1	1	0	0	0	0	0	0	0	2	1	0	0	0	0	0	0	0	0
Wexford-City of Manton	0	0	0	1	0	0	0	0	0	1	0	0	0	1	2	2	3	0	0	0	1	1
Wexford-Clam Lake	0	0	0	0	0	0	0	0	7	9	7	0	0	0	0	1	0	0	2	0	0	2
Wexford-Colfax	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Wexford-Greenwood	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wexford-Haring	0	0	0	3	4	2	0	0	6	10	4	1	7	4	0	0	0	1	0	1	0	1
Wexford-Liberty	0	0	0	0	1	0	1	0	0	0	0	1	0	0	0	2	0	0	0	0	1	0
Wexford-Slagle	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Wexford-Wexford	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Total	1	1	1	7	7	5	2	2	44	68	46	4	13	7	9	9	6	2	3	2	2	6

10 WEX E1 A	10 WEX E1 B	10 WEX E1 C	Total
2	1	2	25
0	5	0	130
0	0	0	5
1	0	1	14
0	0	0	28
0	0	0	2
0	0	0	2
1	4	1	50
0	1	0	7
0	0	0	2
0	0	0	1
4	11	4	266



Emergency Management Monthly Report

May 2025

- Attended Region 7 Homeland Security meeting, Statewide EM meeting, R7 T&E Grant work
- Callouts: (5) Wildland Fires, (1) Residential Fire with injuries/ Displacement Assistance
- Final Prep Northern Strike 2025 MOBEX Exercise on Camp Grayling
- UAS-Drone Demo at the airport for two school groups
- CTC Public Safety Class Active Demonstration
- Great Lakes Homeland Security Training 3-Day
- COA Cyber Security Assessment, follow up Employee Training in June
- Fire Chiefs Meeting, Provided Li-Ion HAZMAT Training 2-hr
- MSP Security Team Liaison for Governor's Breakfast April 25th
- Upcoming: North American Active Assailant Training Conference
- Upcoming: Camp Grayling Full Scale Exercise will be monthly thru June
- Upcoming: UAS-Drone Training for the Wexford County Sheriff's Office

Randy Boike EMD



WEXFORD COUNTY CENTRAL DISPATCH STATISTICS REPORT

DATE: April 2025

TOTAL LEIN RESPONSES: 16,038

CAD GENERATED INCIDENTS

SHERIFF DEPT: 1055

ANIMAL CONTROL: 56

MICHIGAN STATE POLICE: 580

CADILLAC POLICE DEPT: 872

MANTON POLICE DEPT: 8

EMS CALLS: 589

FIRE CALLS: 156

SUPPORT SERVICES CALLS: 30

CENTRAL DISPATCH: 139

911 HANGUP/TEXT BACK: 138

TOTAL CALLS FOR SERVICE: 3,623

PHONE CALLS RECEIVED

911 (LANDLINE): 28

VOIP: 122

TEXT: 14

911 (WIRELESS): 947

ADMIN CALLS: 2752

TOTAL CALLS: 3,863

BUSIEST DAY OF THE WEEK

WEDNESDAY

BUSIEST TIME OF THE DAY

1600

Wexford County Veteran Services

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

Chris Emmons, Director

May 27, 2025

April 2025 Overview

- Veterans who received emergency assistance - 1
- Veterans that were ineligible/denied for emergency assistance - 0
- County Burial benefits and letters that have been initiated - 5
- Veterans that were ineligible for County Burial Benefits - 0
- Veterans serviced - 54

This month, we aided 54 Veterans, including nine Service Connected Claims, five appeals, one VA Healthcare Application, and 428 Files Reviews. Additionally, we supported 39 aging Veterans (aged 70 or older) and three female Veterans. Our team maintains an average of over 15 calls daily, and we receive between 2 to 5 voicemails outside of business hours, which we address on the next business day.

Accreditation Training

Our NACVSO accreditation training held from April 21-25, 2025, was a resounding success. All staff members passed the assessment with excellent results. Following this, our team has initiated the PIV card application process, which includes completing multiple training courses and undergoing a background check with fingerprinting. We have submitted cross-accreditation with DAV, American Legion, VFW, and MVAA.

MVAA Grant

We received our FY25 advance grant payment of \$50,000 of \$58,099. We submitted a county budget amendment to move the money from the state budget line to the appropriate budget lines. Our FY26 grant application has been submitted and accepted by MVAA. More to follow on final approval.

Expo Planning

There are no concerns regarding the upcoming event. We are confident in our planning and look forward to its successful execution.

Upcoming Training

We completed TRIPS training to finalize our PIV card submission. Additionally, we attended the County IT training scheduled in May.

Networking, Collaboration, and Community Engagement

This month featured productive meetings with key stakeholders:

Taking care of our American Heroes...past...present...future...

- **Carrie Thompson - Wex Express Director:** Discussed transportation services for Veterans and toured the Wex Express facilities.
- **Karen Chitwood - HUD-VASH:** Explored ways to enhance homeless Veteran services and future collaboration opportunities.
- **Rae Berwald - Council on Aging (COA):** Shared a meal and discussed plans for a future meeting with the COA Director to bolster Veteran support services.
- **Mike Coonan:** Reviewed his services and discussed how we can support him moving forward, including the potential continuation of his contract into FY26.
- **Mesick/Manton Outreach:** Starting May 8th, 2025, 1:30-3:30PM, we will have a VSO at the Manton Senior Center every other Thursday, and starting May 15th, 2025, 1:30-3:00PM, we will have a VSO at the Mesick Library every other Thursday.

Administrative Updates

We have purchased a new laptop using FY25 grant funds to improve our outreach capabilities. We purchased a Space Force Flag for the flag wall which will represent the Veterans that serve in this branch of the military.

Upcoming Focus

Our primary focus now shifts to the FY26 grant finalization, FY25 grant reporting and spreading our reach through a comprehensive marketing strategy. As always, Veteran service comes first and foremost.

Assistance Needed

None

Conclusion

This month has been pivotal in advancing our accreditation efforts and strengthening community partnerships. We remain dedicated to positively impacting the lives of those we serve. Thank you for your ongoing support and collaboration.

Respectfully,

Chris Emmons, Director of Veteran Services

Taking care of our American Heroes...past...present...future...

Wexford Missaukee Community Corrections Advisory Board

The Wexford Missaukee Community Corrections Advisory Board is formed by the appointment of the Board of Commissioners from Wexford and Missaukee Counties pursuant to the Community Corrections Act (PA 511 of 1988, MCL 791.401 et seq). This Board is organized as a "Regional Advisory Board".

Length of Term	2 years (All terms to expire 12/31/2025)
Meeting Times and Dates.....	Four Times a Year, Date & Time to be Determined
Location.....	To Be Determined
Phone:	231-779-9472
Contact.....	Mistine Stark, Community Corrections Director
E-mail.....	mstark@wexfordcounty.org
Number of Members	19
Number of Current Vacancies.....	1

2024 Board of Commissioners Appointed Member

Committee Members	
County Sheriff: Wexford – Trent Taylor, 1015 Lincoln St., Cadillac, MI 49601 (231) 779-9216 Missaukee – Will Yancer, 110 S. Pine St., Lake City, MI 49651 (231) 839-4338	Circuit Court Probation Agent Wexford - Charles Kennard*, 437 E. Division St., Cadillac, MI 49601 (231) 779-9486 Missaukee – Laura O'Dell, 111 S. Canal, PO Box 800, Lake City, MI 49651 (231) 839-3939 ext. 218
Chief of City Police Representative Adam Ottjepka, 200 N. Lake St., Cadillac, 49601 (231) 775-0181	District Court Probation Officer Melissa Bismack, 437 E. Division St., Cadillac, MI 49601 (231) 779-9225
Circuit Court Judge Jason Elmore*, 437 E. Division St., Cadillac, MI 49601 (231) 779-9490	Criminal Defense Attorney Wexford – Robert Champion, 1538 Plett Rd. Cadillac, MI 49601 (231) 444-0480 Missaukee – Stephen King, 140 Paluster St, Cadillac, MI 49601 (231) 779-9000
District Court Judge Audrey VanAlst*, 437 E. Division St., Cadillac, MI 49601 (231) 779-9515 <i>Corey Wiggins *</i>	Representative of Business Community Ashley Osowski, 10121 E 40 ½ Rd. Cadillac, MI 49601 (231) 429-3398
Probate Court Judge Melissa Ransom*, 111 S. Canal St., Lake City, MI 49651 (231) 839-2266	Representative of Communications Media William Barnett, 915 Stimson St., Cadillac, MI 49601 (231) 775-9531
County Commissioner *	Representative of General Public Judge William Fagerman, 411 Stimson St., Cadillac, MI 49601 (231) 775-0017
County Prosecuting Attorney Wexford – Corey Wiggins*, 437 E. Division St., Cadillac, MI 49601 (231) 779-9505 <i>Johanna Carey</i> Missaukee – David DenHouten*, 129 S. Main St., PO Box 348 Lake City, MI 49651 (231) 839-3111	Representative from one of the following: Mental Health, Public Health, Substance Abuse, Employment and Training, or Community Alternative Program Amy Cox, LMSW/CAADC – Catholic Human Services 421 Mitchell St., Cadillac, MI 9601 (231) 775-6501



Wexford County

Request for Board of Commissioner Action

Department: Wexford County Sheriff's Office

Submitted by: Trent Taylor, Sheriff

Subject: Social Worker Position- Wexford County Jail

Committee:

Committee Meeting Date:

BOC Meeting Date: June 04, 2025

Action Request: The Wexford County Sheriff's Office and Jail would like to create a Social Worker Position. The primary function of the job is to provide professional social work services to individuals with behavioral health needs in custody of the Wexford County Jail. A Social Worker assigned to the Wexford County Jail will focus on the mental health of all inmates within the jail population.

The social worker position would provide clinical assessment of mental health needs including social, emotional, physical and mental impairments, general health status and diagnosis. Other responsibilities include but are not limited to; crisis intervention counseling, utilizing community resources, and referrals to community agencies.

Financial Information: \$60,000 per year (28.85 per hour) , fringe benefits and other economic benefits shall be in accordance with the Wexford County personnel policies. Currently, there are two vacant positions in the Correctional Division. The Social Worker would fill one of the vacancies, reducing our Corrections roster by one.

Summary : Implementation of a Social Worker position directly in the Wexford County Jail would allow for behavioral and mental health services to be more readily available. One consistent social worker meeting with individuals will allow for a rapport to build between the Social Worker and the client which is crucial for effective social work practice. The desired outcome would be enhanced communication, improved client engagement, and increased client motivation to make positive changes in their lives.

Timeline: Undefined. The position would need to be posted, candidate interviews completed, and the successful completion of background check.

List of Attachments: Social Worker Position Description



WEXFORD COUNTY POSITION DESCRIPTION

Position: Social Worker, Wexford County Sheriff's Office

Adopted: May 27, 2025

A. Summary: The primary function of the job is to provide professional social work services to individuals with behavioral health needs in custody of the Wexford County Jail. A Social Worker assigned to the Wexford County Jail will focus on the mental health of all inmates within the jail population.

B. Supervision: Work is performed under the supervision of the Jail Administrator.

C. Primary Duties and Responsibilities: (*may include but not limited to the following*)

- Provides clinical assessment of mental health needs including social, emotional, physical and mental impairments, general health status and diagnosis.
- Assist in coordinating and implementing counseling services in the jail.
- Assist in coordinating and implementing evidence-based programming in the jail.
- Creates and maintains professional relationships with inmates to better serve them.
- Provides crisis intervention counseling as needed.
- Provide services to individuals and group therapy as needed.
- May also provide educational presentations to groups.
- Demonstrates knowledge of community resources and makes referrals to community agencies.
- Prepares, updates, and maintains clinical records to ensure accuracy and completeness.
- Complies with privacy and security laws (HIPAA), Federal, State, and Agency policies, and procedures.
- Collaborates with other providers, multi-disciplinary teams, and community agencies to ensure coordination of care.
- Participates in continuing education programs and self-directed education to keep skills and knowledge current.
- Demonstrates appropriate communication skills in addressing co-workers, community members, community partners, and clients.
- Demonstrates basic computer skills and willingness to adapt to new software programs as indicated.
- All other duties assigned or delegated.

D. Qualifications:

- Master's degree in social work from an accredited institution required
- Minimum one-year experience as a Social Worker with service to incarcerated individuals
- Minimum three to five years providing counseling, therapy, and crisis intervention services
- Meet MDHHS Requirements for a Qualified Mental Health Professional

E. Certifications & Licenses:

- Licensed as a Master's Social Worker in the State of Michigan
- Credentialed as a Certified Criminal Justice Professional in the State of Michigan.
- Must maintain eligibility to drive as per the County's Vehicle policy

F. Conditions of Employment: (*minimum requirements - legal or contractual preemployment obligations and/or requirements, such as drug testing, background check, etc.*) The appointment to this position is at the discretion of the Wexford County Sheriff and salary, fringe benefits and other economic benefits shall be in accordance with the Wexford County personnel policies.

A background check will be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this position. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a person's identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Livescan fingerprint scan for Criminal Justice Employment and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

G. Distinguishing Characteristics: Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist but are flexible and open to considerable interpretation. Leadership, judgement and risk management skills are needed to deal with defined and undefined issues or to find solutions to unyielding and new problems. Analytic skills are needed to interpret and apply guidelines.

H. Physical Demands, Work Environment, and Other Requirements

- Work is performed in an office or correctional environment.
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May be exposed to infectious diseases and/or criminal suspects or prison inmates
- FLSA Exempt Position

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Employees may be required to perform additional duties of a similar and like skill set. Wexford County reserves the right to revise the job description.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: May 27, 2025
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 5, 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
Stephany Anderson	Public Defender	10
Julie Henry	Sheriff's Office	10
Nancy Creed	28 th Circuit Court	10

Stephany Anderson began her employment with Wexford County in District Court on May 11, 2015, as Deputy Clerk. On June 28, 2019, Ms. Anderson transferred from Deputy Clerk to Officer Manager of the Public Defender. On February 27, 2025, Ms. Anderson transferred from Office Manager to Manager of Finance MIDC Compliance. Ms. Anderson continues to hold this position.

Julie Henry began her employment with Wexford County Sheriff's Office on May 15, 2015, as Department Secretary. On August 22, 2016, Ms. Henry took on the role of Secretarial Supervisor. On August 22, 2018, Ms. Henry took on the role of Office Manager. Ms. Henry continues to hold this position.

Nancy Creed began her employment with Wexford County Sheriff's Office on May 7, 2015, as Judicial Secretary - Case Evaluation ADR Clerk. On June 01, 2020, Ms. Creed took on the role of Circuit Court Report/ Judicial Assistant. Ms. Creed continues to hold this position.

RECOMMENDATION:

The Human Resources / Public Safety Committee recommends the presentation of the Certificates of Appreciation at the Board of Commissioners meeting on June 04, 2025.