



Cheboygan County Board of Commissioners

MISSION STATEMENT

Cheboygan County officials and staff will strive to provide public services in an open and courteous manner and will responsibly manage county resources.

May 24, 2016

9:30 a.m.

Agenda

1. Call to Order
2. Roll Call
3. Invocation/Pledge of Allegiance
4. Approve Agenda
5. **CITIZENS COMMENTS**
6. **SCHEDULED VISITORS/DEPARTMENT REPORTS**
 - A. Certificates of Appreciation for Fair Board – Dan Frazier and Don Spray
 - B. Judge Maria Barton - 89th District Court 2015 Annual Report
 - C. Judge Scott Pavlich - 53rd Circuit Court 2015 Annual Report
 - D. County Treasurer Linda Cronan – County Treasurer 2015 Annual Report
7. **ADMINISTRATOR’S REPORT**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
 - A. Cheboygan County Council on Aging Letter of Recommendation – NEMCSA
 - B. 2017 Bryne JAG Grant
 - C. 2016 Salary & Wage Resolution Amendment #4 – Probate Court Finance Officer
Probate Court Recorder/Deputy Register
10. **BOARD MATTERS FOR DISCUSSION**
11. **CITIZENS COMMENTS**
12. **BOARD MEMBER COMMENTS**
13. **ADJOURN TO THE CALL OF THE CHAIR**

89TH DISTRICT COURT

2015 Annual Report

*Cheboygan County
Maria I. Barton
District Court Judge
P.O. Box 70
County Building
Cheboygan, MI 49721*

Mission Statement	Page 3
Judge and Court Personnel	Page 4-5
Significant Accomplishments	Page 6-11
Court Revenue and Distributions	Page 12
Court Expenses	Page 13
Criminal Division	Page 14
Traffic Division	Page 15
Civil Division	Page 16
Probation Department	Page 17
State Reimbursed Programs	Page 18
Programs/Services Utilized by the Court	Page 19-20

Mission Statement

The 89th Judicial District Court will serve the public in an informed, efficient manner, with equal treatment for all, according to the law. Employees strive to work as a team with a common goal of public service.

Judge Maria I. Barton – Judge Maria I. Barton was elected to the 89th District Court in 2008 and took office in 2009. Prior to her election, Judge Barton served as the Straits Area Narcotics Enforcement Prosecutor for 16 years. Judge Barton received the Prosecutors Service Award in 2008 in recognition of her 15 years of public service. In 2008, Senator Carl Levin recognized her as “Crime Fighting Mom of the Year” for her service to fighting crime in Northern Michigan. After graduating from Ohio University with a Bachelor’s Degree in Business Administration, she completed her law degree at the University of Toledo, College of Law. Judge Barton lives in Indian River with her husband David and daughter Cassie.

Court Administrator/Court Clerk Jodi Barrette – Jodi Barrette was hired in March 1989 as Criminal Clerk for the 89th District Court. In 1993 she became a State of Michigan Certified Electronic Operator and received her State of Michigan Certificate for Electronic Recording in April of 2001. She was appointed Court Administrator/Judicial Secretary in June of 2005. In May 2009, Ms. Barrette graduated from Michigan State University with a certificate in Judicial Administration. She is a State of Michigan Certified Notary. She is a member of the Michigan Court Administrators Association.

Deputy Criminal Clerk Deborah Keller – Deborah Keller was hired part-time in December of 1989 and became a full-time Traffic Clerk in June of 1990. In February of 1994, she was assigned to the position of Criminal Clerk. Ms. Keller also serves as the Jury Clerk for the 89th District Court. In April 2001, Ms. Keller received her State of Michigan Certified Electronic Operator certificate. She is also a State of Michigan Certified Notary and is also PBT Certified. Ms. Keller graduated from North Central Michigan College with an Associate’s Degree in Business.

Deputy Civil Clerk Tracy Lindsay – Tracy Lindsay began employment in February 1994. In April 2001, Ms. Lindsay received her State of Michigan Certified Electronic Operator certificate and was appointed Deputy Court Recorder in June 2005. In February 2006, Ms. Lindsay received her State of Michigan Certificate for Electronic Recording. Recently, she was appointed to the Civil Clerk position. Ms. Lindsay graduated from Marquette University with a Bachelor’s Degree in Journalism

Court Recorder/Deputy Civil Clerk Christine Hartman –Christine Hartman began employment in October 2001 as the Criminal Clerk for the 89th District Court. In 2011 she was appointed Court Recorder/Deputy Civil Clerk. She is a State of Michigan Notary Public. In October of 2003, Ms. Hartman received her State of Michigan Certified Electronic Operator certificate and her State of Michigan Certificate for Electronic Recording in 2006.

Magistrate Liz Stankewitz – Liz Stankewitz began employment with the 89th District Court in January 2009 as Deputy Civil/Traffic Clerk for the 89th District Court. Prior to her employment in District Court, she had served as the Officer Manager for the Cheboygan County Prosecutor’s Office for five years. In July 2009 she was appointed as full-time Magistrate/Traffic Clerk. Ms. Stankewitz is a member of the Michigan Association of District Court Magistrates. Ms. Stankewitz is a Certified Electronic Operator in the State of Michigan and is also PBT Certified.

Chief Probation Officer Kim Youngs – Kim Youngs began employment with the 89th District Court in January 2009 as Probation Officer. Ms. Youngs has become certified through Redwood Toxicology Laboratory for collections of specimens for drug testing purposes and is also PBT Certified. Prior to her employment in the District Court, Ms. Youngs was the Victims Advocate for the Cheboygan County Prosecutor for five years. Ms. Youngs is a member of the Michigan Association of District Court Probation Officers. In May of 2011, Ms. Youngs received her State of Michigan Certified Electronic Operator certificate. In January 2016, she was appointed Chief Probation Officer.

Deputy Criminal Clerk Mellisa LaLonde – Mellisa LaLonde began employment in September 2009 as a part-time Traffic/Civil Deputy Clerk. In October of 2011, Ms. LaLonde received her State of Michigan Certified Electronic Operator certificate. She is a State of Michigan Certified Notary. She is currently the Deputy Clerk in the Criminal Division working full-time.

Probation Officer/Court Officer/Assistant Magistrate Dale Selin – Dale Selin began employment in October 2010. His duties include the transportation of inmates to/from the jail for court hearings, Law Enforcement Information Network (LEIN) coordinator/trainer for the court, as well as working with the Sheriff's Department to provide court security. In December 2010, Mr. Selin was appointed as Assistant Magistrate completing all training in March 2011. In May of 2011, Mr. Selin received his State of Michigan Certified Electronic Operator certificate. Mr. Selin served as Lt. Commander of the Cheboygan Post and SANE drug team before retiring from the Michigan State Police after 32 years of service. In January 2016, Mr. Selin became a full-time employee and was appointed as Probation Officer in addition to some of his other duties and responsibilities.

Part-Time Office Assistant Aimee Faggion – Aimee Faggion joined the staff in October of 1993 through the Lamplighters Activity Center. She works seven hours per week. Ms. Faggion is responsible for copying, filing and assisting court staff as needed.

The 89th District Court achieved many accomplishments in 2015 as summarized below. The court's overall operations, as well as its service to the public, have been enhanced by these accomplishments.

Commitment to Efficient Use of Public Resources

- The 89th District Court recognizes its responsibility to be fiscally responsible with the use of public resources. In 2015, District Court's budget was \$605,608.00 which was an increase of \$45,455.00 from the 2014 budget. Much of this increase was due to the rise in health care costs. In 2015, the 89th District Court total expenditures were \$46,554.09 less than budgeted. District Court has come in under budget every year from 2009 through 2015 for a total savings of \$206,409.69 to the county.

Michigan Department of State Clearances

- The 89th District Court was asked by the Michigan Department of State to be a pilot court for their new Direct Access programming. This new programming allows courts to instantly clear a license suspension from an individual's driving record upon payment in full of fines and costs. This program has been an effective tool as it provides a more efficient option for resolution of license suspensions for the individual, the court and the Michigan Department of State.

Operational and Procedural Improvements

Judge Barton and staff have focused on maintaining a high standard of public service by increasing productivity through internal operational and procedural improvements.

Jury Costs

- The 89th District Court continues to address the issues of trials and preliminary hearings in an effort to improve the timeliness of cases and to reduce the time, effort and cost in subpoenaing police officers and other witnesses (prosecutor expenses). These efforts result in more cases being settled before the day of trial, reducing witness fees for the Prosecutor's Office, overtime costs to the police agencies and jury costs in District Court. Below are the jury costs incurred since 2009.
 - 2009 jury costs were \$ 6,566.57
 - 2010 jury costs were \$ 2,264.37
 - 2011 jury costs were \$ 0.00
 - 2012 jury costs were \$ 2,923.68
 - 2013 jury costs were \$ 3,861.91
 - 2014 jury costs were \$ 864.76
 - 2015 jury costs were \$ 1,507.64

Operational and Procedural Improvements Continued

Collections

- The court continues to pursue the collection of fines and costs at the time of sentencing. In 2009, the District Court focused on improving our collections by ordering that fines, costs and fees are due in full at time of sentencing per Michigan Court Rules. The court notifies the defendant of the amount of the fine at the time of plea. Additionally, the notice of sentencing contains information regarding the amount of the fine. As a result, more defendants are paying fines at the time of sentencing, thereby reducing staff time required to pursue collection after sentencing. The court continues to routinely address outstanding fines and costs through show causes where defendants are ordered into court to address their outstanding obligations. In 2011, the court began garnishing tax returns for individuals with outstanding fines and costs to help reduce the outstanding receivables. To date, the court has collected approximately \$40,768.61 on cases where garnishments were sent but the individual came in and paid prior to the garnishment being processed by the Department of Treasury. An additional \$2,535.20 has been collected via garnishments that were issued and processed by the Department of Treasury.

Polycom (State of Michigan Courts Video Project)

- In September 2012, the State of Michigan installed approximately \$50,000.00 worth of electronic video equipment into all three courtrooms in Cheboygan. This project was spearheaded by Jodi Barrette, District Court Administrator in conjunction with the State of Michigan Courts Video Project. When defendants are lodged in other counties or in prison, the court can resolve the case via a video Polycom proceeding thereby saving the costs of transportation and/or overtime to local police agencies to have the defendant brought to Cheboygan. The Polycom system reduces prisoner transportation costs for local police agencies, overtime compensation for police officers and Department of Corrections, increases public safety, reduces costs for Michigan State Police Forensics and increases productivity. The District Court utilizes this equipment whenever possible in order to make the most efficient use of time for the court, staff, police agencies, Department of Corrections and assigned judges. We believe this equipment will prove to be a very effective cost saving project as well as provide further safety to the citizens of Cheboygan County. In 2015, the District Court through the use of the Polycom helped the county save an estimated \$2,920.49 in prisoner transportation and visiting judge costs. We have saved approximately \$13,273.60 for 2013 through 2015 combined.

Magistrate's Use Cell Phones while On-Call

- The 89th District Court has one full-time Magistrate and one part-time. Magistrates are responsible to be on-call after hours and on weekends/holidays to address individuals who have been arrested, review new charges and set bonds. In order to improve efficiency the Magistrates are electronically processing paperwork through the use of cell phone technology. Magistrates are now able to immediately address questions while on call from anywhere in the State.

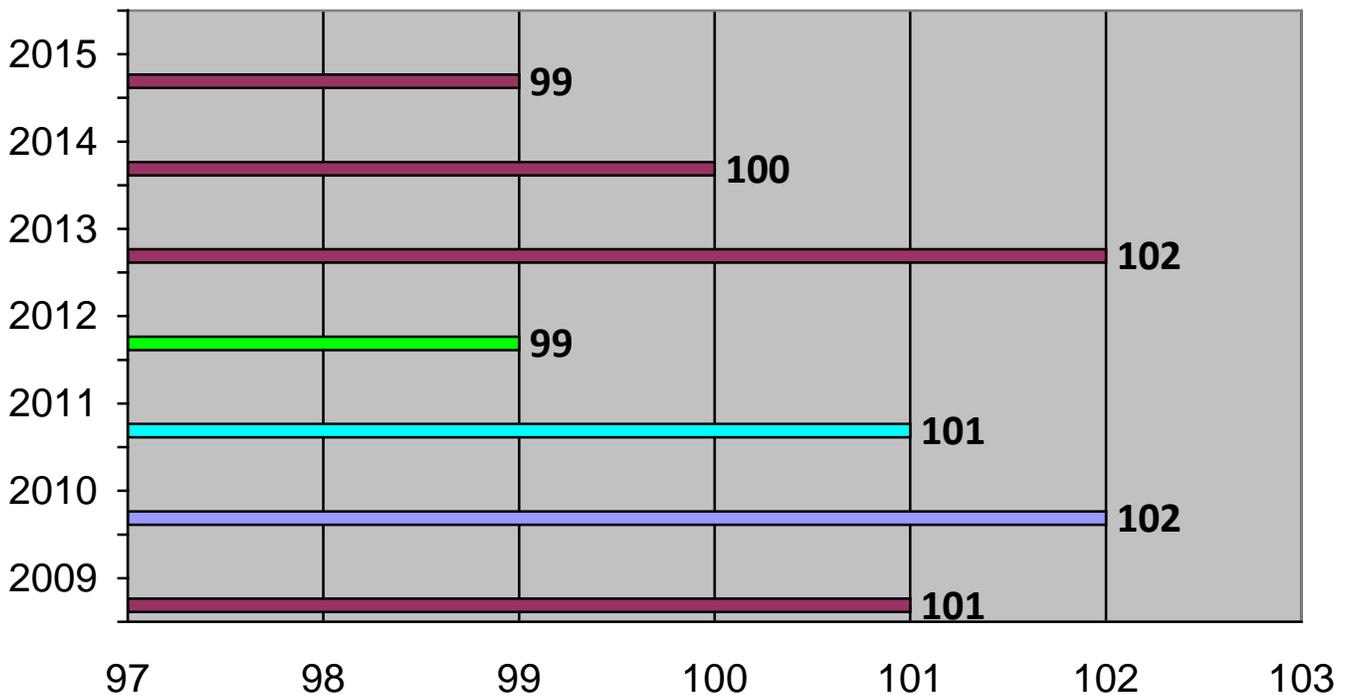
IyeTek (Michigan State Police Electronic Citations)

In January 2014, the 89th District Court began accepting electronic citations from the Michigan State Police. Although the exact costs savings cannot be determined by the court, there would be a significant savings for the State Police in mileage and time. The court has noticed increased efficiency in processing these citations from State Police, as the court electronically receives the citations the following morning, and they are automatically uploaded to the court’s case management system. This is a significant time savings to the court, as these citations do not need to be entered by the court; and information can be given right away when individuals call about their ticket. Additionally, the court is able to provide information to other departments such as the Prosecutor’s Office, police agencies, and the Cheboygan County Jail. The court is pleased to announce that we are currently working with C.C.E. Central Dispatch Authority to start accepting electronic citations from the Cheboygan County Sheriff Department.

Caseflow Management

Efficient Case Processing – Clearance rates are a way to measure caseflow management and efficiency of a court. Clearance rates indicate the extent to which a court is keeping up with incoming caseload. Clearance rates above 100% indicate that a court is reducing a backlog. A clearance rate of 100% indicates the court is keeping up with its current caseload and maintaining the size of any pending caseload. The higher the percentage, the more efficient the court is in handling its caseload.

In 2015, the 89th District Court’s clearance rate was 99% with 5,083 new or reopened cases and 5,025 disposed cases.



Sobriety Court

The 89th District Sobriety Court was started in August of 2012 after the team attended the 2012 DWI Court training with the National Highway Safety Administration in late June. The Sobriety Court team includes:

Honorable Maria I. Barton, District Judge
Jodi Barrette, DWI Coordinator
Kim Youngs, Probation Officer
Dale Selin, Research Expert
Fred Feleppa, Assistant Prosecutor
Ronald Varga, Defense Counsel
Mike Brege, Detective Lieutenant – Cheboygan County Sheriff Department

In addition to the above team, Kathy Mason from Catholic Human Services as well as Erica Rhome from Harbor Hall play a significant role in our program.

The mission of Sobriety Court is to help substance abusers achieve sobriety by providing a structural framework within which to be successful and to help facilitate change in addictive behaviors. The Sobriety Court focuses on holding individuals accountable through the team approach.

The 89th District Court revised workload and job responsibilities within the court to be able to operate the Sobriety Court without additional personnel or costs to the county. Participants in the program are responsible for paying their fines and costs, a participation fee of \$20.00 per month for each month in sobriety court, fees for drug testing, fees for alcohol monitoring systems, and counseling. The Sobriety Court budget is comprised of funds the 89th District Court receives annually from the State of Michigan for Drunk Driving and Drug cases filed. The court receives an average of \$9,000.00 to \$12,000.00 annually.

In 2012, the Sobriety Court accepted a total of 8 participants into the program, in 2013 accepted 11 participants, in 2014 accepted 11 participants into the program and in 2015 accepted 12 into the program. Since inception, seven individuals were discharged due to non-compliance, one individual was transferred to another court, one individual is on warrant status and 16 were discharged after successful completion of our program. With the three individuals who were accepted into the program in 2016, we now have 20 active participants in our program.

Jail Savings

- Based upon the charges of the individuals that have participated in this program and possible jail sentence, the Sobriety Court program saved approximately \$19,900.00 in 2012, \$24,600.00 in 2013, \$54,400.00 in 2014 and \$78,300.00 in 2015 in jail costs for Cheboygan County. This figure is based on \$20.00 a day per inmate.

Community Service

- In 2015, the Sobriety Court participants completed 1162 hours of community service in lieu of employment hours and for sanctions.

Sobriety Court Budget

The Sobriety Court budget was \$10,000.00 for 2015.

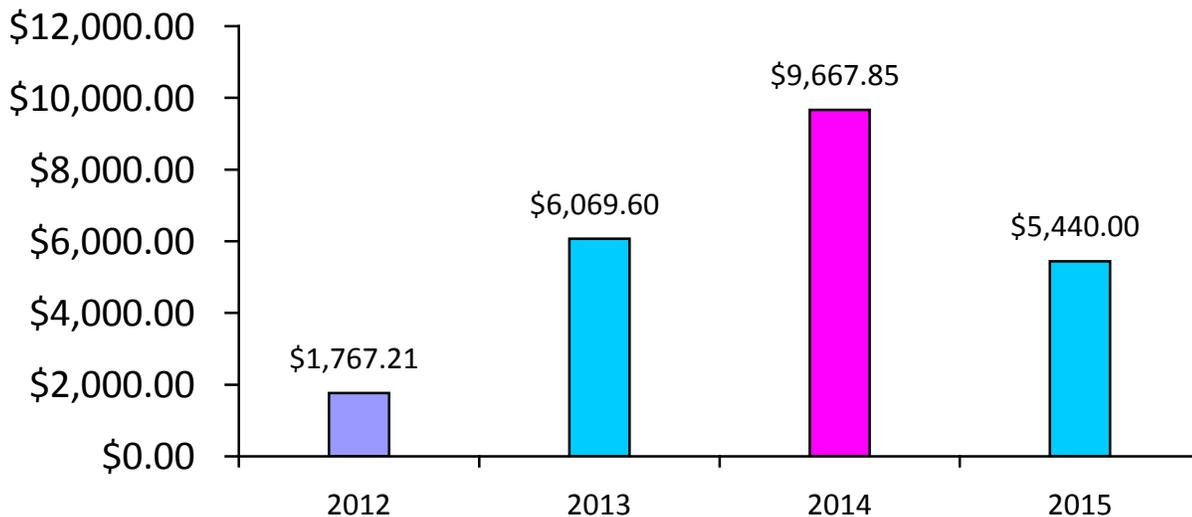
Expenditures:

Description	2015 Amended Budget	YTD Activity 2015	Available Balance
Expenditure Control	3,000.00	0.00	3,000.00
Contractual Services	1,000.00	310.00	690.00
Consul/Ind Provider	700.00	109.49	590.51
Incentives/Supplies	2,600.00	2,588.35	11.65
Travel/Lodging/Meals etc.	1,000.00	801.92	198.08
Employee Training	300.00	295.00	5.00
Tether/Drug Testing Fees	1,400.00	1,274.84	125.16
Total Expenditures	\$10,000.00	\$5,379.60	\$4,620.40

Revenue:

In 2015, the Sobriety Court’s revenue was \$5,440.00. Revenue is comprised of a \$5.00 portion of every filing fee from civil cases (\$3,960.00), sobriety court fees (\$1,400.00) and District Court costs (\$80.00).

Sobriety Court Revenue

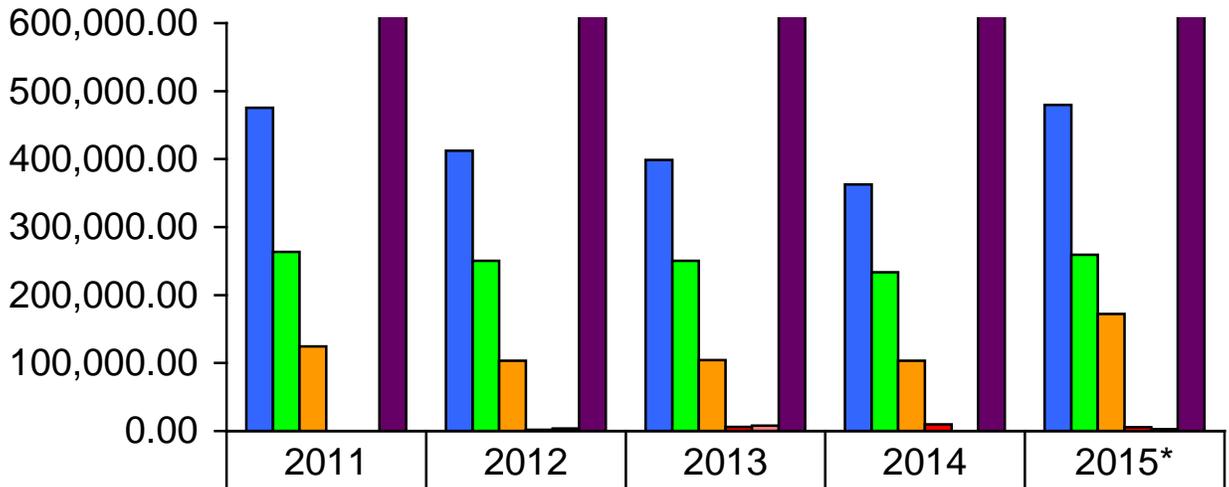


Timely Case Disposition

The 89th District Court is meeting or exceeding most of the guidelines specified by the Michigan Supreme Court.

89th District Court 2014 percentage	Michigan Supreme Court Time Guidelines
98%	90% of General Civil and Miscellaneous Civil cases adjudicated within 273 days from case filing
100%	98% of General Civil and Miscellaneous Civil cases adjudicated within 455 days of filing
100%	95% of Summary Civil cases without jury demand, including small claims, landlord/tenant, and land contract actions adjudicated within 126 days from case filing
100%	65% of Summary Civil cases with jury demand, including landlord/tenant and land contract actions adjudicated within 154 days from case filing
97%	90% of Civil Infraction cases, including traffic, non-traffic and parking cases adjudicated within 35 days from case filing
100%	98% of Civil Infraction cases, including traffic, non-traffic and parking cases adjudicated within 84 days from case filing
93%	85% of Misdemeanor cases, including misdemeanor drunk driving and misdemeanor traffic adjudicated within 63 days of first appearance
100%	95% of Misdemeanor cases, including misdemeanor drunk driving and misdemeanor traffic adjudicated within 126 days of first appearance
58%	60% of Preliminary Examinations including extradition/detainer cases held within 14 days of arraignment
88%	75% of preliminary examinations including extradition/detainer cases held within 28 days of arraignment

Revenue



	2011	2012	2013	2014	2015*
General Revenue	475,433.21	412,220.82	398,717.20	362,799.98	479,658.38
Trust & Agency	263,567.15	250,268.70	250,246.86	233,367.12	259,184.33
Penal Fine	124,303.43	103,314.40	104,497.99	103,638.11	172,087.07
Sobriety Court		1,767.21	6,069.60	9,667.85	5,440.00
Coll/Not Earned/Other		3,570.00	7,830.00		3,000.00
Total	863,303.79	771,141.13	767,361.65	709,473.06	919,369.78

In 2015, the 89th District Court’s revenue was \$919,369.78, up \$209,896.72 from 2014. The increase is believed to be due to the increase in traffic civil infraction cases as well as criminal and traffic misdemeanor cases. Of the \$919,369.78 collected, \$479,658.38 was given to the Cheboygan County general fund.

Pursuant to statute and local ordinance, \$259,184.33 from the Trust and Agency account was distributed to the Police Agencies, DNR Fish/Game Fund, and Secretary of State, Crime Victim Fund, State Court Fund, Convicted OUIL Assessment, Juror Compensation, Civil Filing Fee Fund, Justice System Fund and Victim Restitution. Money assessed by the courts for penal fines is dispersed to public libraries per statute. In 2015, \$172,087.07 was dispersed to Cheboygan, Indian River, and Mackinaw City, Presque Isle, Topinabee and Wolverine libraries. Sobriety Court revenue totaled \$5,440.00.

In 2015, the District Court had additional revenue that was collected but not earned of \$3,000.00. This revenue is a surety bond that was forfeited when the defendant failed to appear in court. The bonding agencies have one year to find the defendant and turn him/her over to the court. If the bonding agency is unable to locate the defendant, this revenue will be turned over to the Cheboygan County general fund. Also, revenue collected for other departments used for a specific purpose, includes \$112.50 to the road commission and \$112.50 to the Sheriff Department per a local ordinance. These amounts are not included in the figures in the above chart.

*Unaudited Data

Expenses

District Court's budget was \$605,608.00 for 2015. District Court was under budget by 7.69% in 2015.

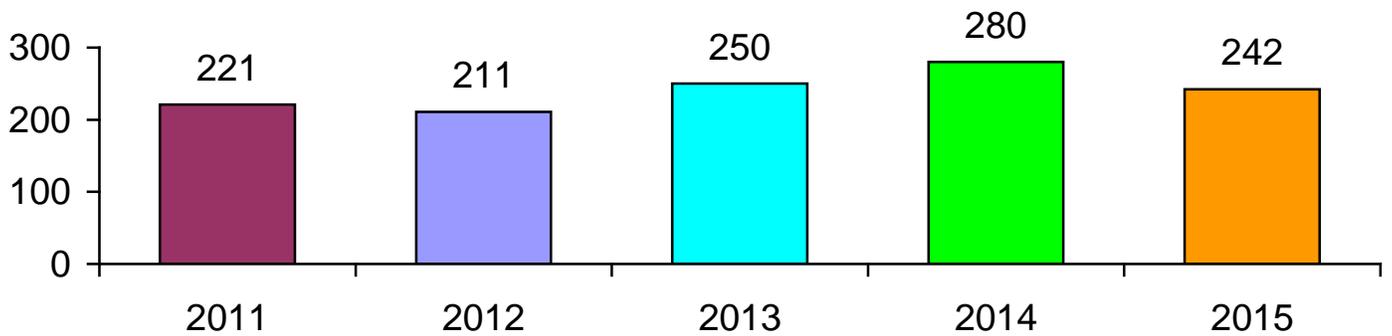
Description	2015 Amended Budget	Ending Balance 2015	Available Balance
Judge Standard Payment	40,039.00	40,039.00	0.00
County Supplement Judges Salary	5,685.00	5,685.00	0.00
Fringe	207,212.00	205,323.08	1,888.92
Full Time	275,053.00	274,536.53	516.47
Part Time	29,412.00	25,911.59	3,500.41
Year End Salary Adjustment	0.00	(13,599.22)	13,599.22
On Call/Reimbursement	9,627.00	7,705.02	1,921.98
Office Supplies	5,000.00	4,748.25	251.75
Uniforms	50.00	0.00	50.00
Transcripts	1,500.00	70.15	1,429.85
Jury Fees	2,500.00	1,507.64	992.36
Contractual Services	500.00	56.95	443.05
Legal-Court Appointed Attorneys	1,500.00	495.00	1,005.00
Visiting Judges	200.00	51.75	148.25
Membership & Subscriptions	2,250.00	1,366.91	883.09
Telephone	1,500.00	950.93	549.07
Cell Phone	1,080.00	1,080.00	0.00
Travel/Lodging/Meals etc.	1,000.00	(1,669.78)	669.78
Employee Training	500.00	100.00	400.00
Caseflow Assistant Grant	10,000.00	0	10,000.00
Tether/Drug Testing Fees	1,000.00	746.77	253.23
Fees	800.00	492.00	308.00
Office Equipment & Furniture	500.00	0	0.00
Computer-Hardware/Software/Maintenance	8,700.00	11,056.70	143.30
2015 Total Expenditures *	* \$605,608.00	* \$566,654.27	* \$38,953.73
2014 Total Expenditures *	* \$560,153.00	* \$540,134.32	* \$20,018.68
2013 Total Expenditures	\$531,338.00	\$513,612.76	\$17,725.24
2012 Budget	\$512,668.00	\$511,917.18	\$750.82
2011 Budget	\$522,084.90	\$499,407.14	\$22,677.76

*Unaudited Data

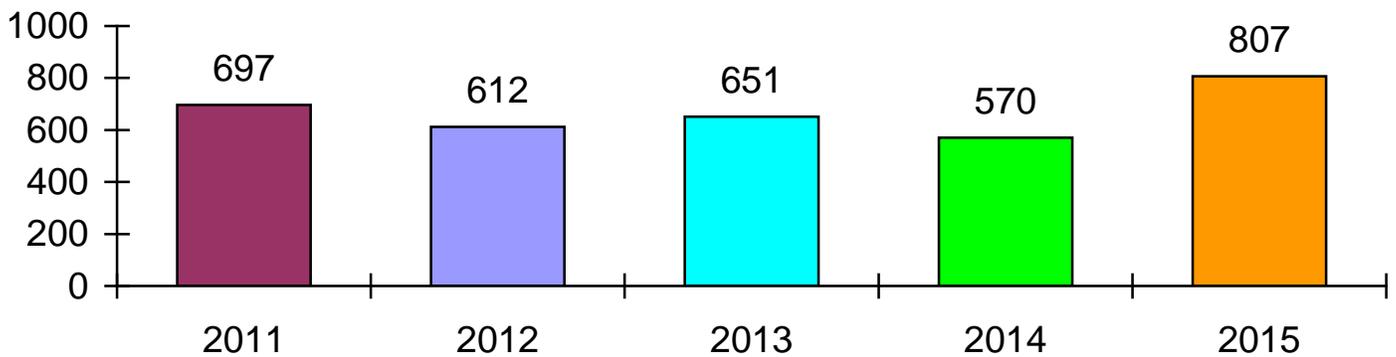
The 89th District Court is divided into three divisions – criminal, civil and traffic. All criminal cases whether misdemeanor or felony, begin in District Court. The Criminal Division of the District Court handles a wide range of criminal proceedings including misdemeanor offenses for which the maximum possible sentence is one year or less. Examples of District Court misdemeanor offenses include drunk driving, use or possession of marijuana, shoplifting, domestic violence, assault and battery, and driving while license suspended. In misdemeanor cases, Judge Barton arraigns the defendant, sets bond, takes pleas, conducts the trial and sentences the defendant.

In addition to issuing misdemeanor complaints, the District Court also issues all felony complaints, sets bond and conducts preliminary hearings for felony cases. If at the preliminary hearing, the prosecutor establishes by probable cause that a crime has been committed and the defendant committed the crime, the case is transferred to Circuit Court for trial. The Criminal Division of the court is also responsible for issuing search warrants, scheduling all hearings and trials for misdemeanors, receipting and maintaining all criminal bonds, keeping records of all criminal matters, reporting information to state agencies including Secretary of State for motor vehicle violations and notifying Michigan State Police of criminal convictions.

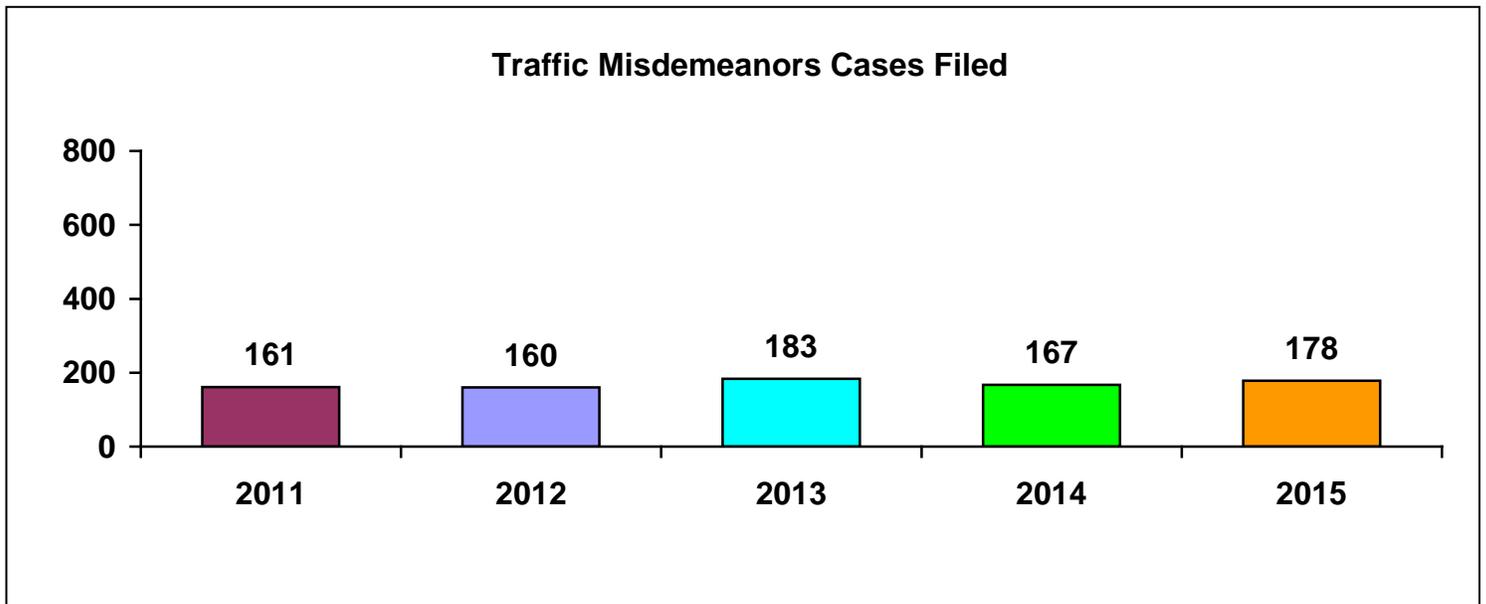
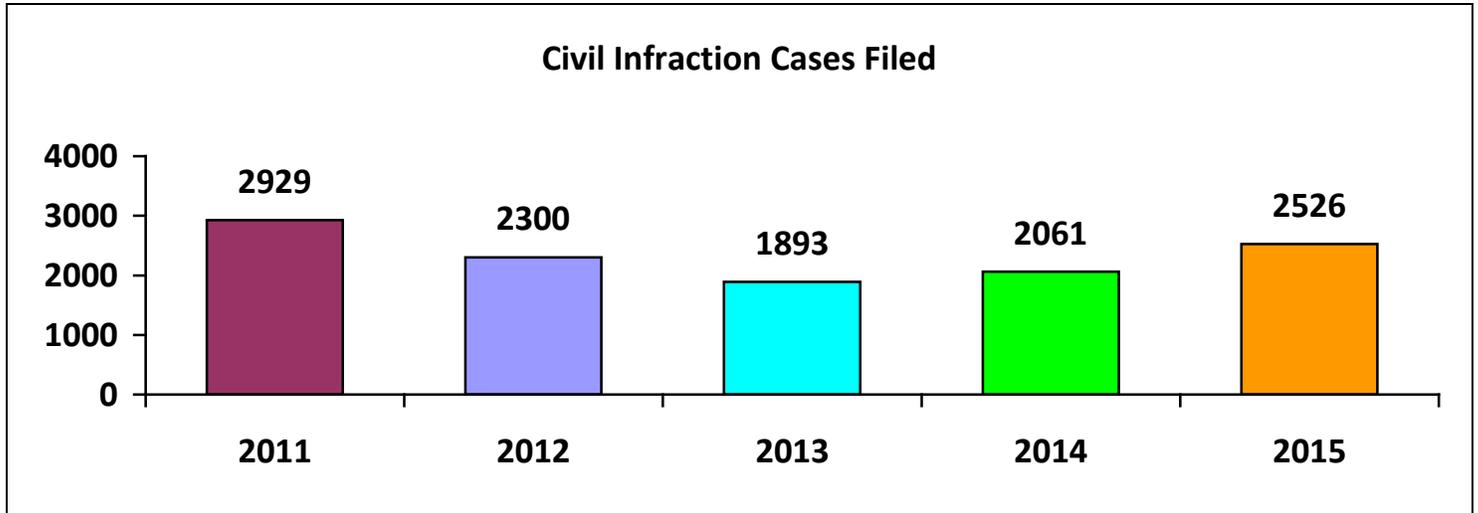
Felony Cases Filed



Misdemeanor Cases Filed



The Traffic Division processes all civil infractions, which include minor traffic matters, some Department of Natural Resource matters and certain misdemeanor cases. Speeding tickets, registration/plate violations, careless driving, parking, seatbelt violations, no proof of insurance, defective equipment and failure to stop or yield are examples of civil infractions handled by District Court. These civil infractions make up the majority of activity in the Traffic Division. Other cases handled in this division are misdemeanors such as failure to display valid operator’s license on person, expired plate violations, violation of restricted license as well as various hunting, camping, boating and fishing violations.

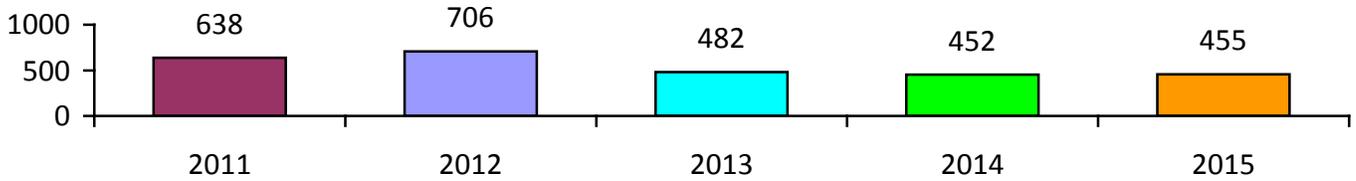


The Civil Division of the court has jurisdiction over all civil disputes where the amount in controversy is less than \$25,000, small claims and landlord tenant cases. General civil also includes cases for claim and delivery.

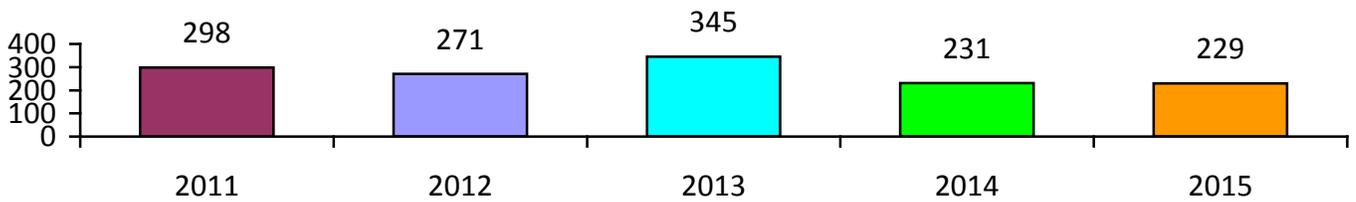
In small claims cases, the amount in controversy is \$5,500 or less. Litigants waive the right to be represented by an attorney, waive the right to a jury trial and the right to appeal the district judge's decision.

Landlord tenant cases are filed by landlords or land contract vendors when tenants or land contract vendees are not complying with the terms of the lease or contract. This area also includes summary proceeding matters.

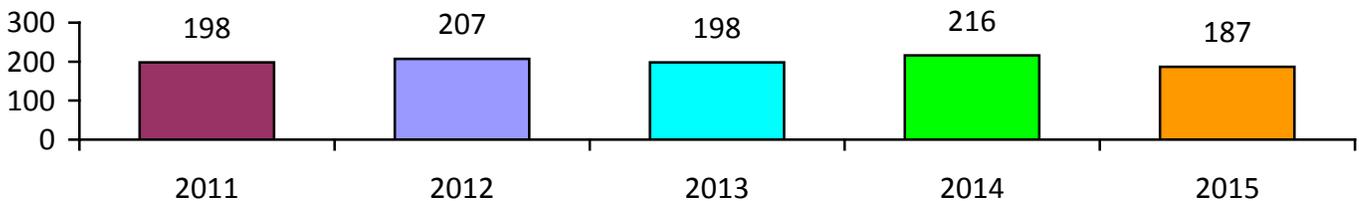
General Civil Cases



Small Claim Cases

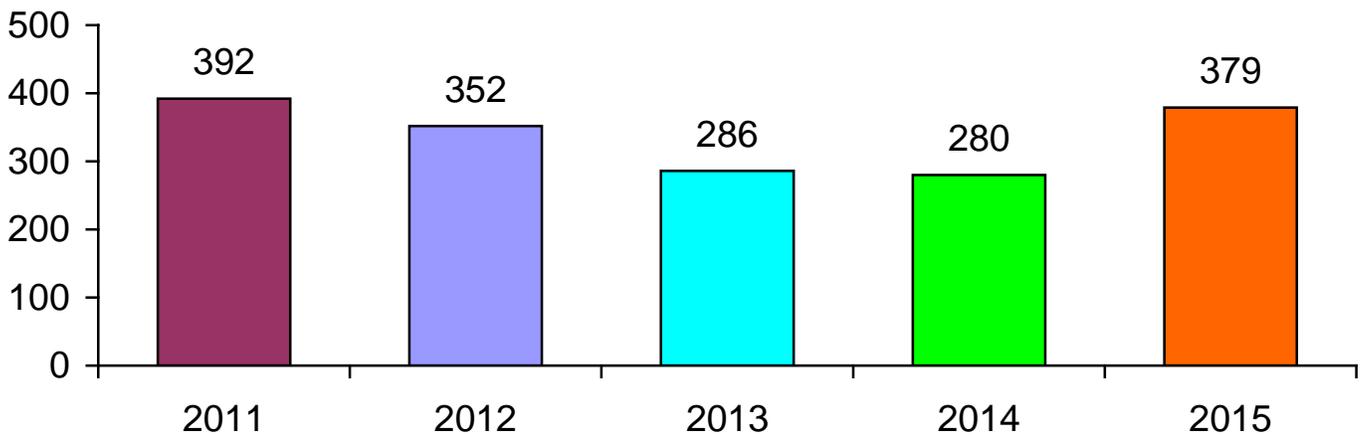


Landlord/Tenant Cases

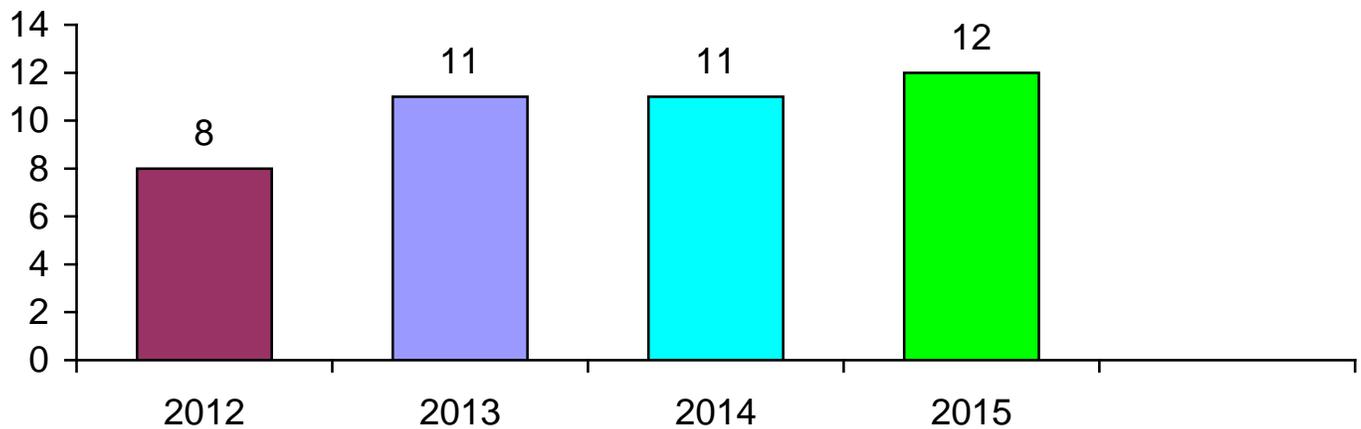


The Probation Department provides services to the judge, victims and probationers. The probation agent is responsible for the preparation of pre-sentence investigation reports and the supervision and referral to appropriate programs/services for defendants placed on probation. Monitoring probationers is necessary to restore victims and communities, protect the public, promote probationer accountability, and create a climate for probationers' rehabilitation. This includes the supervision of community service placements and those individuals referred to Community Corrections as alternatives to incarceration. The chart below reflects the total number of probationers placed on probation in each year to include non-reporting probation cases.

District Court Probation Caseload



Sobriety Court Probation Caseload



The District Court had eight individuals enter our program in 2012, eleven in 2013, eleven in 2014 and twelve in 2015. In 2012, there were no individuals discharged, in 2013 there were four discharged as non-compliant, eleven discharged in 2014 and in 2015 there were eight that successfully completed the program, one non-compliant and one that is on warrant status. To date, we have admitted three additional people into the program for a total of 20 active individuals in our program.

Jury Fee Reimbursement

The Juror Compensation Reimbursement Fund was created as of January 1, 2003, to provide a source of reimbursement funding to trial courts for legislated increases in juror attendance compensation. Beginning October 1, 2003, jurors were compensated at new, higher rates (see MCL 600.1344) and trial court funding units can claim reimbursement biannually from the fund for the increased expense. The figures below reflect the reimbursements to Cheboygan County (Circuit, District and Probate Courts) which are deposited into the county’s general fund.

Year	1 st Term	2 nd Term
2009	\$5,732.50	\$2,470.00
2010	\$2,600.00	\$2,610.00
2011	\$3,510.00	\$5,772.50
2012	\$1,765.00	\$2,505.00
2013	\$2,845.00	\$4,750.00
2014	\$1,395.00	\$ 372.50
2015	\$2,957.50	\$4,005.00

Drunk Driving Caseflow Assistance Fund

The Drunk Driving Caseflow Assistance Fund was created by statute effective January 1, 1992. The fund was created to provide a source of funding for implementation of new case processing time guidelines which would promote the timely disposition of cases in which the defendant was charged with a qualifying drunk driving offense. Offenses can be charged under either state statute or local ordinance. Funds received are based on previous year’s caseload.

Year Received	
2011	\$ 9,107.71
2012	\$ 11,027.73
2013	\$ 8,994.90
2014	\$ 10,875.74
2015	\$9,400.55

Drug Cases Information Management Fund

The Drug Case Information Management Fund was created by statute effective September 1, 1994. The fund was created to provide a source of funding for timely management and new reporting to the Secretary of State of specific cases. The case types include an attempt to violate, a conspiracy to violate, or a direct violation of the Public Health Code for drug-related offenses. Offenses can be charged under either state statute or local ordinance. Funds received are based on previous year’s caseload.

Year Received	
2011	\$ 655.56
2012	\$ 560.80
2013	\$ 565.95
2014	\$ 649.84
2015	\$769.87

Community Service Program

This sentencing alternative provides the Court with the opportunity to allow certain indigent offenders to perform volunteer work as part of their sentence as credit against payment of fines and costs. Placements are located in government or community not-for-profit agencies and supervised by the Probation Officer. Paperwork must be completed on each referral, a suitable location selected, and supervision or oversight required.

In 2015, 2,523 hours of community service were completed by defendants assigned to the Community Service program. Community service hours resulted in \$20,563.01 being credited toward eligible fines, costs and fees.

Smart Start/Rancilio Home Confinement Services/House Arrest Services

Defendants who are sentenced to be on an alcohol monitor/tether are referred to any one of these agencies. These programs are utilized by the court to help monitor an individual’s alcohol intake and/or keep the defendant confined to his/her home and provide accountability to the un-incarcerated defendant. Other types of technology are also available to allow the court to monitor at different levels of security based on the seriousness of the offense such as Alcohol Tether w/GPS, Ignition Interlock with/without camera, and Vehicle Immobilization.

Williams House/Evangeline House

The Williams House and Evangeline House are structured transitional houses for recovering alcoholics/addicts. The Williams House is for men 18 or older, and the Evangeline House is for women 18 or older. The goal of the transition houses is to help people recover and maintain sobriety in a structured, drug-free environment so they can return to their families and jobs.

Community Mediation Services

The court utilizes this mediation program to assist the court and public in resolving small claim cases. Mediation allows parties an opportunity to resolve their cases in a non-adversarial manner while working with a trained mediator.

Year	2011	2012	2013	2014	2015
# of Referrals	8	6	7	0	6
# Cases Mediated	8	6	7	0	6
# Cases Mediated to agreement	8	5	5	0	4
# Cases Mediated without agreement	0	1	2	0	2
Overall Mediated to Agreement Rate	100%	83%	71%	0	66.67%

Court Website

The 89th District Court’s website provides information about the court and its services. The site provides general information to the public about the district court and basic procedural guidelines to assist the public in understanding how the district court operates. Included on the website is information about location and hours of operation, court calendar, payment options, court dispositions, fines and costs, filing fees and other helpful links as well as information with regard to criminal, civil and traffic cases. Since 1994 through 2015, the District Court has collected \$1,934,658.05 in credit card payments. Our website address is www.89thdistrictcourt.org.

Work Crew

This program was started by the Cheboygan County Sheriff Department to provide a Work Crew Program in lieu of jail to reduce jail overcrowding, provide an alternative sentencing option to the judges and provide a program allowing a defendant to give back to the community through community service. In 2015, 105 individuals were ordered to the work crew which represents approximately 520 beds saved.

Other Programs

The District Court also utilizes other programs such as Alcohol Highway Safety Education, Outpatient Counseling, Inpatient Treatment, Shoplifter's Alternative, Anger Management, and Domestic Violence Counseling.

53RD CIRCUIT COURT

2015 Annual Report

Cheboygan County

Scott L. Pavlich
Circuit Court Judge
P.O. Box 70
County Building
Cheboygan, MI 49721

53rd Circuit Court

Circuit Court Judge: Honorable Scott L. Pavlich

Court Administrator: Karen Chapman

Assignment/ADR Clerk: Barbara Kennedy

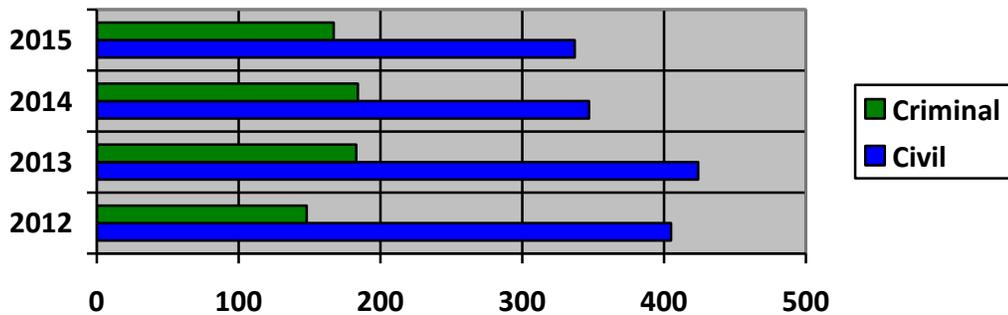
Collections Coordinator/Clerk: Tina Jewell

Drug Court Case Manager: Nicole Pawlowski

Circuit Court has jurisdiction over: Civil cases of \$25,000 or more, equity cases, criminal felony cases, personal protection matters, administrative appeals and appeals from District Court, divorces, paternity actions, child support matters, visitation/parenting time matters, and custody matters.

2015 CIRCUIT COURT REPORT

The following is a summary of activity for 2015 in the Circuit Court for the county of Cheboygan:



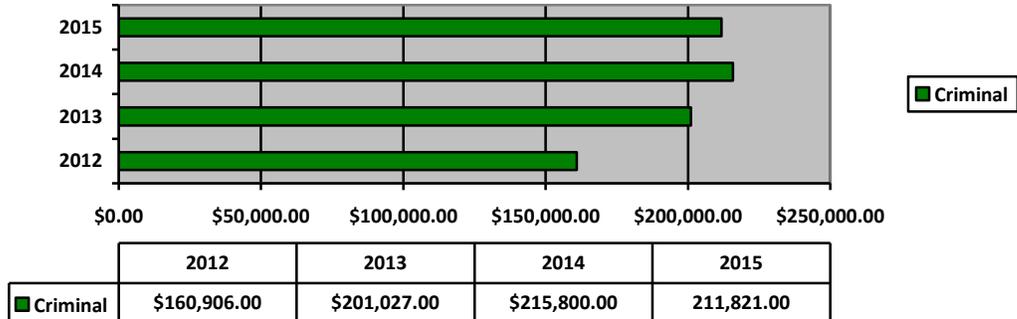
	2012	2013	2014	2015
Criminal	148	183	184	167
Civil	405	424	347	337

Case Filings 1

The Circuit Court case filings in 2015 continued to decline. There was about a nine percent decrease in criminal filings from 2014 to 2015, while civil filings decreased by about three percent.

There were only four jury trials in Cheboygan County Circuit Court in 2015, all of which were criminal. A significant amount of court time and resources was consumed by the case *People v Chesapeake* which went to trial in April 2015. A trial in this matter was scheduled to take three weeks, however, after the first week of trial the case was settled with an agreement that Chesapeake would pay five million dollars to the State of Michigan and place an additional twenty million dollars in an escrow account to be distributed to residents of Northern Michigan as compensation for oil and gas leases.

CIRCUIT COURT COLLECTION



Total collections decreased by about 2% in 2015.

Even though there was a slight decrease in collections for 2015, the total amount collected remains significantly higher over the last few years. Changes in the law now permit Circuit Courts to exercise their contempt powers to enforce collection efforts after individuals have been discharged from probation. Under the old law once an individual was discharged from probation the Circuit Court lost jurisdiction to exercise contempt powers to compel payments. In light of these changes the Circuit Court Collection Clerk makes regular attempts to bring the old delinquent cases before the Court for enforcement, as well as setting up and enforcing payment schedules for current probationers.

The collections program has been found by the Supreme Court to be in full compliance with their best practice standards.

BUDGET

The net operating cost was increased by about \$8,000.00 however; the expenditures for the year were almost \$18,000.00 under budget.

CHEBOYGAN COUNTY FUNDING OF CIRCUIT COURT

2012		2013	
Budget:	\$294,881	Budget:	\$290,734
End of year balance	12,745	End of year balance	8,697
Total Expenditures	\$282,136	Total Expenditures	\$282,037
Drug Court	\$ 24,032	Drug Court	\$ 13,211
Less contribution from		Less contribution from	
Presque Isle County	38,058	Presque Isle County	38,481
Net	\$268,110	Net	\$256,767
2014		2015	
Budget:	\$293,696	Budget:	\$299,368
End of year balance	19,872	End of year balance	17,739
Total Expenditures	\$273,824	Total Expenditures	\$281,629
Drug Court	\$ 9,743	Drug Court	\$ 10,209
Less contribution from		Less contribution from	
Presque Isle County	38,800	Presque Isle County	39,923
Net	\$244,687	Net	\$251,915

Historically the Circuit Court has closely monitored its expenditures and reduced spending whenever feasible. The Circuit Court Budget for Cheboygan County in 2005 was \$357,649, 2011 \$303,588, \$293,696 for 2014 and \$299,368 for 2015. (The primary reason for the large reduction between 2005 and 2011 was the elimination of the Court Reporter position due to the installation of the JAV's Recording System.)

DRUG COURT

During 2015 Drug Court admitted 14 new participants. During the year there were five successful graduations and four unsuccessful terminations. The end of the year population of the program stood at 22 individuals.

During the past year it is estimated that the Drug Court Program saved the County 1,000 days of jail incarceration. It appears that if not for this program there would have been significant periods of jail overcrowding during the year which would have required housing prisoners out of county at

the rate of \$35 per day. If 1,000 days of jail bed space was saved during the year at the rate of \$25 per day then the savings to the County on that item alone would be in the neighborhood of \$25,000.

The assessed drug court fee paid by each participant is \$600 and should generate approximately, \$8,400 annually to the County. Since all participants are required to pay 100% of their fines, cost and restitution prior to graduation this should result in an increased payment on these items of approximately \$5,000 per year.

In addition to these immediate savings it appears that the long term savings will be even more substantial. At the close of 2015, there were 26 graduates over the term of the program and these individuals had a combined total of 235 criminal convictions at the time they were admitted into the Drug Court Program. The average graduate had incurred approximately .70 convictions for every year after attaining the age 17 while in our community. The 26 graduates have a total of approximately 770 months post-graduation. During that time frame at their old conviction rate there would have been in the neighborhood of 45 convictions. The graduates to date have incurred four convictions. (One Ouil third, one Ouil and two disorderly conducts)

It was hoped when the Drug Court Program was implemented that there would be several benefits as a result of this program. While the program has certainly encountered its share of frustrations and failures the overall success of the program has made it very worthwhile. The successful graduates of the program have greatly improved their lives and their living circumstances. This not only benefits the participants but their families as well.

The County and the State have benefited financially in that the money expended on the Drug Court Program is far less than the rate for long term incarceration. This cost savings is most significant in the long term due to a reduction in recidivism.

Most importantly it decreased crime in our community as illustrated by the dramatic reduction in recidivism of the graduates of the program.

Over 90% of the graduates have full time jobs and are paying taxes. Most graduates have children whom they are supporting or providing the primary care for.

In 2015, the State renewed the \$85,000 Edward Byrne Memorial Justice Assistance Grant and also awarded an additional \$20,000 grant to the program from the Michigan Drug Court Grant Program. (Attachment A) These grant monies are primarily spent on salaries and wages in Cheboygan County.

FRIEND OF THE COURT

The Cheboygan County Friend of the Court's office operated at a high level in 2015.

In 2015 the total expenses for the operation of this office was \$486,895 and of this amount \$344,390 was obtained from outside sources such as the Cooperative Reimbursement Program, State supplement, incentive payments and fees. Cheboygan County supplied \$59,322, Presque Isle County supplied \$53,452 and miscellaneous revenue received was \$29,731.

Total support distributed to parents in the County for the year stood at \$3,050,210. There were 1300 court cases. The Friend of the Court's office also provided services by the way of mediation and domestic relations cases, alternative dispute resolution, custody and parenting time investigations as well as child support reviews.

The child support collection rate was 75.7% of all cases which is above the state wide average of 70.6%. Collection on arrears stood at 87.3% with the state average of 61.4%. This data illustrates that the Friend of the Court's office has been working in a diligent, economical and professional manner for the benefit of children and families in Cheboygan County. (Attachment B)

PUBLIC SATISFACTION SURVEY

The Courts were again required to perform the annual public satisfaction survey.

This survey was required for all four Courts in the Circuit which includes the 89th District Court together with the Probate Courts for Cheboygan and Presque Isle Counties. These survey results were very positive for all four Courts. (Attachment C)

Respectfully submitted,

Scott L. Pavlich, Circuit Judge

Attachment A



Michigan Supreme Court

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

Dawn A. Monk
Chief Operating Officer

August 31, 2015

Honorable Scott Lee Pavlich, Chief Judge
County Building
PO Box 70
Cheboygan, MI 49721

Re: FY 2016 Edward Byrne Memorial Justice Assistance Grant Award Notification
53rd Circuit Court - Adult Circuit Drug Court

Dear Chief Judge Pavlich:

I am pleased to inform you that your court has been awarded a grant in the amount of \$85,000 from the Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) administered by the State Court Administrative Office (SCAO). This award is for the grant period October 1, 2015, through September 30, 2016. The award is contingent upon SCAO receiving an award from our federal grantor.

Your court's FY 2016 contract will be e-mailed to your project director, Karen Chapman. The budget based on your court's actual award should be updated on WebGrants by October 30, 2015, and two original signed contracts should be returned by mail to SCAO by December 4, 2015.

Should you have any questions, please contact Jessica Parks at 517-373-6285, or by e-mail at parksj@courts.mi.gov.

Sincerely,

A handwritten signature in cursive script that reads "Dawn Monk".

Dawn A. Monk

cc: Jessica Parks, Trial Court Services Deputy Director
Jerome Kole, Region IV Administrator
Karen Chapman, Court Administrator/Drug Court Project Director



Michigan Supreme Court

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

Dawn A. Monk
Chief Operating Officer

August 31, 2015

Honorable Scott Lee Pavlich, Chief Judge
53rd Circuit Court
County Building
PO Box 70
Cheboygan, MI 49721

Re: FY 2016 Michigan Drug Court Grant Program Award Notification
53rd Circuit Court - Adult Circuit Drug Court

Dear Chief Judge Pavlich:

I am pleased to inform you that your court has been awarded a grant in the amount of \$20,000 from the Michigan Drug Court Grant Program administered by the State Court Administrative Office (SCAO). This award is for the grant period October 1, 2015, through September 30, 2016.

Your court's FY 2016 contract will be e-mailed to your project director, Karen Chapman. The budget based on your court's actual award should be updated on WebGrants by October 30, 2015, and two original signed contracts should be returned by mail to SCAO by December 4, 2015.

Should you have any questions, please contact Jessica Parks at 517-373-6285, or by e-mail at parksj@courts.mi.gov.

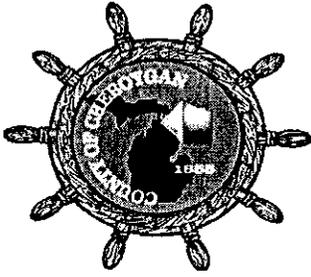
Sincerely,

A handwritten signature in cursive script that reads "Dawn Monk".

Dawn A. Monk

cc: Jessica Parks, Trial Court Services Deputy Director
Jerome Kole, Region IV Administrator
Karen Chapman, Court Administrator/Drug Court Project Director

Attachment B



**53rd JUDICIAL CIRCUIT COURT
FAMILY DIVISION
OFFICE OF THE FRIEND OF THE COURT**



Cheboygan County Office
PO Box 70, Room 210
Cheboygan, MI 49721
(231) 627-8825 Main Line
(231) 627-8417 FAX
(800) 649-3777 TDD

KEVIN W. WELLER
Friend of the Court

Presque Isle County Office
PO Box 192
Rogers City, MI 49779
(989) 734-4312 Main Line
(989) 734-4995 FAX
(800) 649-3777 TDD

Friend of the Court 2015 Information for Presentation to the Board of Commissioners

- ❖ Total Revenue - \$423,039.00
[Main Sources – Cooperative Reimbursement Program {State}; State Supplement; Incentive Payments; Fees; Other County Contributions {PI County}].
- ❖ Total Expenses - \$493,920.00
- ❖ Amount Contributed by the County – \$70,880.00
- ❖ Total Support Distributed to Parents[Including Spousal Support and Arrears]- \$3,050,210.00
- ❖ Open Court Cases – 1,300
- ❖ Mediation in Domestic Relations Cases – 46 [with 38 resolved by FOC]
- ❖ Alternative Dispute Resolution – 28 {with 12 resolved by FOC}
- ❖ Custody and Parenting Time Investigations – 66
- ❖ Child Support Reviews – 266
- ❖ Cases Registered in other States for Enforcement – 37

2015 County Performance %

- ❖ Collection of Child Support – 75.7% [State Wide Average {SWA} 70.6%]
- ❖ Collection on Arrears – 87.3% [SWA – 61.4%]
- ❖ Docket Cases with Support Orders – 83.9% [SWA – 81.1%]

OFFICE OF THE FRIEND OF THE COURT STATISTICAL REPORT - January 1 through December 31, 2015

Send to: State Court Administrative Office, Friend of the Court Bureau
PO Box 30048, Lansing, MI 48909 517-373-5975

Prepared by	Kevin W. Weller
Title	Friend of the Court
Telephone no.	(231) 627-8825

County	Circuit Court
Cheboygan	53rd

Section 1: Expenses

Enter data from the last three quarters of the previous fiscal year and the first quarter of the current fiscal year as reported to the Office of Child Support in the DHS 286 reported on e-grams.

\$448,264.83 a. **IV-D Expenses:** Enter the total amount spent to perform IV-D FOC functions. This includes expenses billed by offices or agencies outside the FOC office.

\$45,655.67 b. **Non IV-D Expenses:** Enter the total amount spent to perform non-IV-D FOC functions, including FOC functions performed by offices or agencies outside the FOC office (for example, custody investigations and mediations performed by a human services agency).

\$493,920.50 c. **Total Expenses:** Add 1a and 1b and enter the result here.

Section 2: Revenue

If your office operates on a fiscal year and you are able to convert the amount received to a calendar year, do so. If you cannot convert, report the figures for the fiscal year that ended on September 30, and make a note to that effect. Report the amounts actually collected if your office operates on an accrual basis and cannot report on a cash basis, and note that fact on the report.

\$280.00 a. **Support Judgment Fees:** Enter the total amount of \$40 support order entry fees. MCL 600.2529(1)(d)(ii).

\$6,880.00 b. **Custody and Parenting-Time Judgment Fees:** Enter the total amount of \$80 parenting-time and custody order entry fees. MCL 600.2529(1)(d)(i).

\$0.00 c. **Custody and Parenting-Time Investigative Expense Reimbursement:** Enter the total reimbursement for custody and parenting-time investigative expenses. MCL 552.505(3).

\$240.00 d. **License Reinstatement Fees:** Enter the total amount of driver's license reinstatement fees. MCL 257.321c(3)(b).

\$0.00 e. **Support Bench Warrant Fees:** Enter the total amount of bench warrant fees for support. MCL 600.2530(3).

\$0.00 f. **Custody and Parenting-Time Bench Warrant Fees:** Enter the total amount of bench warrant fees for custody and parenting time. MCL 600.2530(3).

\$20,361.32 g. **Statutory Service Fees:** Enter the total amount for semiannual service fees. Report only the monthly FOC statutory service fee (\$2.25) received by the county treasurer and not the service fees collected and sent to the state treasurer. MCL 600.2538(1).

\$0.00 h. **Grant Funds:** Enter the total amount of funds received as a result of grants awarded directly to the FOC and grants awarded to another entity but disbursed to the FOC, such as access and visitation grant funds and 1115 federal grant funds.

\$38,042.00 i. **Incentive Payments:** Enter the total amount of incentives received pursuant to the federal IV-D program. 42 USC 658A, 45 CFR 305.35.

\$270,091.08 j. **Revenue for IV-D Services:** Enter the total amount received under the Cooperative Reimbursement Program contract.

Section 2: Revenue (continued)

- \$0.00 k. **Custody and Parenting-Time Sanctions:** Enter the total amount for sanctions for custody and parenting-time violation sanctions. MCL 552.644(6).
- \$0.00 l. **Custody and Parenting-Time Fines:** Enter the total amount of payments for custody and parenting-time violation fines. MCL 552.644(1)(d).
- \$0.00 m. **Support Fines:** Enter the total amount of payments for support violation fines. MCL 552.633(1)(g), MCL 552.635(2)(d).
- \$0.00 n. **All Other Program Income:** Enter the total amount of all other program income received by the FOC not otherwise reported.
- \$58,602.99 o. **All Other Nonprogram Income:** Enter the total amount of all other nonprogram income received by the FOC not otherwise reported.
- \$396,497.39 p. **Total Revenue:** Add 2a through 2o and enter the result here.

Section 3: Friend of the Court Full-Time Equivalents (FTEs)

Enter the information from DHS 286 Employee Expenditure Report, available from e-grams as of December 31 of the reporting year.

- 5.65 a. **IV-D Employees:** Enter the total number of IV-D employees reported on DHS 286.
- 0.00 b. **Non-IV-D Employees:** Enter the total number of non-IV-D employees reported on DHS 286.
- 0.7 c. **Custody and Parenting-Time Employees:** Enter the total number of custody and parenting-time employees reported on DHS 286.

Section 4: Support Distributed

- a. **Child Support:** Enter the total amount distributed for IV-D and non-IV-D child support. Include child care, ordinary medical expenses, educational expenses, interstate payments, payer's bonuses, and foster care payments collected.
- \$2,104,438.80 **1) Current Support Distributed**
- \$686,675.50 **2) Arrears Distributed**
- b. **Spousal Support:** Enter the total amount distributed for IV-D and non-IV-D spousal support.
- \$189,469.77 **1) Current Support Distributed**
- \$11,100.83 **2) Arrears Distributed**
- c. **Extraordinary Medical Expenses:** Enter the total amount distributed for extraordinary medical expenses. MCL 552.511a(3).
- \$2,654.81 **1) Current Support Distributed**
- \$ 694.27 **2) Arrears Distributed**
- d. **Birth Costs:** Enter the total amount distributed for birthing costs.
- \$32,202.30 **1) Current Support Distributed**
- \$22,973.47 **2) Arrears Distributed**
- \$3,050,209.75 e. **Total Support Distributed:** Add 4a1 through 4d2 and enter the result here.

Section 5: Support Charged

- 2,792,358.30 a. **Child Support:** Enter the total amount charged for IV-D and non-IV-D child support. Include child care, ordinary medical expenses, educational expenses, interstate payments, payer's bonuses, and foster care payments charged.
- 203,404.49 b. **Spousal Support:** Enter the total amount charged for IV-D and non-IV-D spousal support.
- 3,761.84 c. **Extraordinary Medical Expenses:** Enter the total amount charged for extraordinary medical expenses. MCL 552.511a(3).
- 67,427.20 d. **Birth Costs:** Enter the total amount charged for birthing costs.
- 3,066,951.83 e. **Total Support Charged:** Add 5a through 5d and enter the result here.

Section 6: Arrearage

- 3,240,644.46 a. **Child Support:** Enter the total IV-D and non-IV-D child support arrearage. Include child care, ordinary medical expenses, educational expenses, interstate payments, payer's bonuses, and foster care payments owing.
- 28,795.15 b. **Spousal Support:** Enter the total IV-D and non-IV-D spousal support arrearage.
- 2,915.90 c. **Extraordinary Medical Expenses:** Enter the total unpaid extraordinary medical arrearage. MCL 552.511a(3).
- 262,485.66 d. **Birth Costs:** Enter the total unpaid birthing costs that have been charged.
- 3,534,841.17 e. **Total Support Arrearage:** Add 6a through 6d and enter the result here.
- 0.00 f. **Arrearage Accumulated for the Calendar Year:** Of the total in 6e, enter the difference between what was charged and what was collected for support during the calendar year.

Section 7: Caseload

- 1,268 a. **Open FOC Dockets:** Enter the total number of open FOC dockets.

Section 8: Alternative Dispute Resolution (ADR)

For items 8a, 8b, 8c, and 8d, "mediations held" means the number of cases sent to mediation and a face-to-face meeting was held, including mediation under MCL 552.513 and court rule mediation. "Mediations resolved" means any intervention that results in the parties agreeing to a resolution of the problem(s) (whether or not there is a change in the order).

For items 8e, 8f, 8g, 8h, 8i, and 8j, "ADR processes held" includes, but is not limited to, conciliation and joint meetings and any other ADR process except mediation. "ADR processes resolved" means any intervention that results in a resolution of the problem(s) by the parties' agreement whether or not there is a change in the order. Report as an ADR process held, anytime there is a face-to-face meeting as a result of an ADR process. Report as an ADR process resolved, orders entered pursuant to a recommendation following a face-to-face meeting arising out of an ADR process and the parties have not contested the proposed order. Report as an ADR process unresolved, orders the court enters after an ADR process in which the parties did not reach an agreement.

- 46 a. **FOC-Directed Mediations Held:** Enter the total number of mediations held by FOC staff.
- 38 b. **FOC-Directed Mediations Resolved:** Enter the total number of mediations resolved by FOC staff.
- 0 c. **Contractor-Directed Mediations Held:** Enter the total number of mediations held by contractual staff.
- 0 d. **Contractor-Directed Mediations Resolved:** Enter the total number of mediations resolved by contractual staff.
- 28 e. **FOC-Directed ADR Processes Held:** Enter the total number of ADR processes held by FOC staff.

Section 8: Alternative Dispute Resolution (ADR) (continued)

- 12 f. **FOC-Directed ADR Processes Resolved:** Enter the total number of ADR processes resolved by FOC staff.
- 16 g. **FOC-Directed ADR Processes Unresolved:** Enter the total number of ADR processes unresolved by FOC staff.
- 0 h. **Contractor-Directed ADR Processes Held:** Enter the total number of ADR processes held by contractual staff.
- 0 i. **Contractor-Directed ADR Processes Resolved:** Enter the total number of ADR processes resolved by contractual staff.
- 0 j. **Contractor-Directed ADR Processes Unresolved:** Enter the total number of ADR processes unresolved by contractual staff.

Section 9: Investigations - Reports and Recommendations

Report all reports and recommendations (regardless of the result) that were made by FOC staff after gathering information and including investigations into support, custody, parenting time, change of domicile, and change of legal residence matters. When an investigation is conducted on more than one matter, such as custody, parenting time, and support, report each matter as a separate investigation. Do not include recommended orders prepared as a result of ADR or other joint meetings.

- 66 a. **Custody Investigations:** Enter the total number of custody investigations. MCL 552.505(1)(g).
- 68 b. **Parenting-Time Investigations:** Enter the total number of parenting-time investigations. MCL 552.505(1)(g).
- 266 c. **Child Support Reviews:** Enter the total number of support statutory reviews. (For example, 36-month TANF reviews, 36-month NON-TANF reviews, change in circumstances, and reasonable grounds to review child support). MCL 552.517(1).
- 0 d. **Other Support Investigations:** Enter the total number of other support investigations that have not otherwise been reported.
- 0 e. **Other Investigations:** Enter the total number of all other investigations that have not otherwise been described above and reported.
- 400 f. **Total Investigations and Reviews:** Add 9a through 9e and enter the result here.

Section 10: Stipulations for Modifications

Does your office prepare stipulations for the parties? Yes No

Section 11: Registration of Interstate Activity

Report the number of orders registered during the reporting period pursuant to the Uniform Interstate Family Support Act.

- 4 a. **Registration of In-State Foreign Orders:** Enter the total number of foreign orders registered in Michigan. MCL 552.1601 *et seq.*
- 37 b. **Registration of Out-of-State Michigan Orders:** Enter the total number of Michigan orders sent to another state for registration. MCL 552.1601 *et seq.*
- 2 c. **Registration of Out-of-State Foreign Orders:** Enter the total number of foreign orders sent to another state for registration. MCL 552.1601 *et seq.*
- 43 d. **Total Registrations:** Add 11a through 11c and enter the result here.

Section 12: Domestic Relations Referee Hearings and De Novo Hearings

Report the number of hearings conducted by domestic relations referees for establishing or modifying custody, parenting time, support, and health care coverage. Count the number of hearings conducted as "other" when referees establish or modify birthing costs, changes of domicile, changes of legal residence, and other domestic relations matters. Count only those hearings that have been held and for which the referee submitted a proposed order; do not count hearings that are scheduled, but not held. Do not include show-cause hearings. When a referee hearing is conducted on more than one matter, report each matter as a separate referee hearing.

Report the number of judicial hearings conducted on objections to referee-recommended orders.

	Custody	Parenting Time	Support	Health Care	Other	Total
a. Hearings Held by Referees	11	11	42	3	11	78
b. De Novo Hearings Held by Judges	6	5	3	0	6	20

Section 13: Support Enforcement

- 8 a. **Driver's License Suspensions:** Enter the total number of driver's licenses suspended during the calendar year. MCL 552.628.
- 1 b. **Occupational License Suspensions:** Enter the total number of occupational licenses suspended during the calendar year. MCL 552.628.
- 3 c. **Recreational and Sporting License Suspensions:** Enter the total number of recreational and sporting licenses suspended during the calendar year. MCL 552.628.
- 12 d. **FOC Reviews on Consumer Reporting as a Result of Objections Filed:** Enter the total number of reviews conducted by FOC staff as a result of an objection filed by a payer to a consumer reporting notice. MCL 552.512(3).
- 14 e. **Liens:** Enter the total number of liens (other than FIDM) placed against payers' real or personal property by FOC staff. MCL 552.625a(1).
- 171 f. **Bench Warrants Issued:** Enter the total number of bench warrants issued as a result of enforcement activity by FOC staff. MCL 552.631(1)(d).
- 55 g. **Bench Warrant Arrests:** Enter the total number of bench warrant arrests made by deputized FOC staff, FOC bench warrant officers, or other authorized arresting agencies. Arrest means detention until either released on bond or after a hearing on a bench warrant.
- 39 h. **Outstanding Bench Warrants:** Enter the total number of outstanding bench warrants whether or not registered on LEIN.
- 173 i. **Bench Warrants Disposed:** Enter the total number of bench warrants disposed of at hearings by judges or domestic relations referees and bench warrants that have been dismissed, resolved, recalled, quashed, etc.
- 0 j. **Work-Activity Program:** Enter the total number of support payers placed in a work activity program during the calendar year. MCL 552.602, MCL 552.633(1)(e).
- 0 k. **Community-Corrections Program:** Enter the total number of support payers placed in a community-corrections program during the calendar year. MCL 552.633(1)(f), MCL 791.402.
- 10 l. **FOC Supervision:** Enter the total number of support payers placed under the supervision of the FOC office during the calendar year. MCL 552.633(1)(h).

Section 14: National Medical Support Notices

- 638 a. **National Medical Support Notices:** Enter the total number of National Medical Support Notices sent. MCL 552.626a.

Section 15: Show-Cause and De Novo Hearings

Report information pertaining to show-cause and de novo hearings on custody, parenting time, support, and other domestic relations matters. Count as a separate hearing, each referee and judicial show-cause and de novo hearing that is continued.

	Custody	Parenting Time	Support	Health Care	Other	Total
a. Show-Cause Hearings Requested by FOC	0	1	55	0		56
b. Contempt Motions Resolved by FOC	0	10	109	0		119
c. Show-Cause Hearings Held by Referees	12	17	644	0		673
d. Show-Cause Hearings Held by Judges	0	0	129	0		129
e. De Novo Hearings Held by Judges	18	20	1	0		39

Section 16: Parenting-Time Enforcement

- 12 a. **Custody and Parenting-Time Notices:** Enter the total number of custody and parenting-time notices sent. MCL 552.642.
- 3 b. **Make-Up Parenting Time:** Enter the total number of times that make-up parenting time was applied. MCL 552.641(1)(a) and MCL 552.642.
- 1 c. **Motions Filed for Modification:** Enter the total number of modification motions filed by FOC staff as a result of a custody or parenting-time violation. MCL 552.641(1)(c).
- 0 d. **Driver's License Suspensions:** Enter the total number of driver's licenses suspended during the calendar year. MCL 552.644(2)(g).
- 0 e. **Occupational License Suspensions:** Enter the total number of occupational licenses suspended during the calendar year. MCL 552.644(2)(g).
- 0 f. **Recreational and Sporting License Suspensions:** Enter the total number of recreational and sporting licenses suspended during the calendar year. MCL 552.644(2)(g).
- 0 g. **Community Correction Program:** Enter the total number of parents placed in a community correction program during the calendar year. MCL 552.644(2)(h).
- 13 h. **FOC Supervision:** Enter the total number of parents placed under the supervision of the FOC office during the calendar year. MCL 552.644(2)(i).



#	County	Pop. 2010	Med. Orders	Support Order %	BGM	w/ pat. est.	IVD Pat. Est. %	Medical Ordered	Medical Provided	Med. Prov. %	Current Support Ord.					
#																AC %
	Statewide	842,709	683,193	81.1%	494,881	453,547	91.6%	474,869	335,423	70.6%	1,398,046,001	986,558,929	70.6%	562,419	345,326	61.4%
1	Alcona	572	445	77.8%	307	298	97.1%	319	259	81.2%	957,865	825,285	86.2%	326	263	80.7%
2	Alger	522	441	84.5%	294	298	101.4%	345	242	70.1%	916,799	696,947	76.0%	286	233	81.5%
3	Allegan	6331	5086	80.3%	3,710	3,842	103.6%	4,113	3,466	84.3%	14,744,988	11,116,180	75.4%	3,872	3,035	78.4%
4	Alpena	2030	1704	83.9%	1,171	1,178	100.6%	1,279	1,002	78.3%	3,816,038	2,918,875	76.5%	1,266	1,060	83.7%
5	Antrim	1610	1350	83.9%	859	828	96.4%	1,037	718	69.2%	2,451,317	1,816,321	74.1%	930	746	80.2%
6	Arenac	1197	1003	83.8%	698	690	98.9%	797	540	67.8%	1,675,044	1,204,327	71.9%	674	536	79.5%
7	Baraga	645	483	74.9%	435	436	100.2%	340	220	64.7%	707,700	506,756	71.6%	259	206	79.5%
8	Barry	4223	3716	88.0%	2,210	2,226	100.7%	2,880	2,238	77.7%	9,003,895	7,062,362	78.4%	2,445	1,927	78.8%
9	Bay	8703	7476	85.9%	5,307	5,350	100.8%	5,426	3,944	72.7%	12,096,507	9,537,791	78.8%	5,333	4,197	78.7%
10	Benzie	1180	768	65.1%	558	466	83.5%	511	355	69.5%	1,615,488	1,047,781	64.9%	584	398	68.2%
11	Berrien	16956	14618	86.2%	11,332	11,195	98.8%	10,237	7,188	70.2%	23,709,096	16,050,589	67.7%	12,267	8,120	66.2%
12	Branch	3518	2868	81.5%	1,819	1,816	99.8%	2,146	1,776	82.8%	6,628,704	4,913,903	74.1%	1,994	1,622	81.3%
13	Calhoun	16544	14332	86.6%	9,518	9,563	100.5%	9,704	6,929	71.4%	22,054,400	15,690,687	71.1%	11,892	8,400	70.6%
14	Cass	4906	4135	84.3%	2,939	2,949	100.3%	2,928	2,036	69.5%	8,352,785	5,878,907	70.4%	3,095	2,169	70.1%
15	Charlevoix	1932	1548	80.1%	1,029	1,072	104.2%	1,222	862	70.5%	3,024,349	2,244,531	74.2%	1,043	807	77.4%
16	Chippewa	2657	2104	79.2%	1,613	1,636	101.4%	1,661	1,181	71.1%	4,004,994	2,892,553	72.2%	1,470	1,139	77.5%
17	Chippewa	2657	2104	79.2%	1,613	1,636	101.4%	1,661	1,181	71.1%	4,004,994	2,892,553	72.2%	1,470	1,139	77.5%
18	Clare	2448	1912	78.1%	1,563	1,544	98.8%	1,456	1,092	75.0%	3,308,528	2,353,182	71.1%	1,329	1,056	79.5%
19	Clinton	3261	2701	82.8%	1,753	1,779	101.5%	2,336	2,059	88.1%	9,232,462	7,277,015	78.8%	2,119	1,864	88.0%
20	Crawford	1244	1075	86.4%	641	621	96.9%	783	584	74.6%	1,890,824	1,307,317	69.1%	803	604	75.2%
21	Delta	2578	2047	79.4%	1,488	1,457	97.9%	1,636	1,341	82.0%	5,338,855	4,145,796	77.7%	1,572	1,259	80.1%
22	Dickinson	1873	1573	84.0%	1,001	1,076	107.5%	1,220	909	74.5%	3,771,998	2,989,639	79.3%	1,137	988	86.9%
23	Eaton	7967	6732	84.5%	4,268	4,184	98.0%	5,116	3,857	75.4%	15,043,023	11,177,830	74.3%	4,904	3,556	72.5%
24	Emmet	1969	1692	85.9%	997	1,047	105.0%	1,358	1,051	77.4%	4,849,554	3,771,979	77.8%	1,190	1,052	88.4%
25	Genesee	54165	45546	84.1%	34,596	32,119	92.8%	28,873	19,417	67.2%	62,740,948	41,531,321	66.2%	37,003	23,290	62.9%
26	Gladwin	1753	1352	77.1%	1,040	1,037	99.7%	1,046	762	72.8%	2,434,875	1,732,537	71.2%	930	690	74.2%
27	Gogebic	1081	692	64.0%	627	546	87.1%	495	348	70.3%	1,587,026	1,124,487	70.9%	552	342	62.0%
28	Grand Traverse	5462	4808	88.0%	2,731	2,788	102.1%	3,874	2,774	71.6%	11,788,693	9,027,093	76.6%	3,234	2,584	79.9%
29	Graiot	3093	2664	86.1%	1,831	1,909	104.3%	2,161	1,697	78.5%	5,351,257	3,973,993	74.3%	1,832	1,538	84.0%
30	Hillsdale	3593	2817	78.4%	1,949	1,945	99.8%	2,347	1,843	78.5%	6,139,524	4,858,845	79.1%	1,960	1,671	85.3%
31	Houghton	1755	1437	81.9%	981	990	100.9%	1,057	762	72.1%	2,640,411	1,943,963	73.6%	920	672	73.0%
32	Huron	1772	1474	83.2%	1,036	1,052	101.5%	1,056	455	43.1%	3,063,647	2,469,793	80.6%	977	826	84.5%
33	Ingham	26742	22239	83.2%	15,565	14,840	95.3%	15,630	11,116	71.1%	40,760,385	28,589,710	70.1%	17,414	11,493	66.0%
34	Ionia	5100	4490	88.0%	2,903	2,972	102.4%	3,639	2,748	75.5%	9,633,491	6,930,623	71.9%	3,298	2,393	72.6%
35	Iosco	2063	1632	79.1%	1,188	991	83.4%	1,201	827	68.9%	2,765,606	1,998,168	72.3%	1,162	854	73.5%
36	Iron	762	496	65.1%	439	436	99.3%	393	271	69.0%	1,021,059	726,129	71.1%	343	281	81.9%
37	Isabella	3000	2251	75.0%	1,948	2,004	102.9%	1,925	1,607	83.5%	6,283,969	5,376,433	85.6%	1,621	1,464	90.3%
38	Jackson	16609	13895	83.7%	10,513	10,320	98.2%	9,917	6,911	69.7%	23,599,008	15,887,624	67.3%	10,468	6,783	64.6%
39	Kalamazoo	22459	18537	82.5%	14,725	14,159	96.2%	13,703	9,065	66.2%	36,030,881	24,689,257	68.5%	14,272	8,990	63.0%

41	Kent	48380	39755	82.2%	31,615	31,861	100.8%	27,159	22,630	83.3%	89,923,078	68,804,678	76.5%	31,807	23,871	75.0%
43	Lake	1037	716	69.0%	696	620	89.1%	442	275	62.2%	814,871	498,368	61.2%	603	401	66.5%
45	Leelanau	831	684	82.3%	431	418	97.0%	546	427	78.2%	1,985,725	1,598,050	80.5%	475	402	84.6%
47	Livingston	7242	5898	81.4%	3,016	3,052	101.2%	4,889	4,215	86.2%	28,614,949	22,641,836	79.1%	4,633	3,633	78.4%
49	Mackinac	600	455	75.8%	404	436	107.9%	377	307	81.4%	1,098,413	844,309	76.9%	352	295	83.8%
51	Manistee	1565	1104	70.5%	905	865	95.6%	840	649	77.3%	2,851,391	1,981,658	69.5%	900	639	71.0%
53	Mason	1886	1365	72.4%	1,204	1,164	96.7%	997	708	71.0%	2,791,782	1,947,026	69.7%	1,101	803	72.9%
55	Menominee	1687	1406	83.3%	1,088	1,139	104.7%	1,086	836	77.0%	3,032,344	2,170,686	71.6%	1,109	900	81.2%
57	Missaukee	1179	947	80.3%	641	651	101.6%	732	555	75.8%	1,634,926	1,150,868	70.4%	645	495	76.7%
59	Montcalm	5826	5286	90.7%	3,232	3,196	98.9%	4,215	3,372	80.0%	10,912,917	8,205,165	75.2%	3,934	3,256	82.8%
61	Muskegon	24911	21127	84.8%	15,070	14,125	93.7%	15,122	9,108	60.2%	24,365,187	16,015,341	65.7%	16,345	8,563	52.4%
63	Oakland	61679	50449	81.8%	31,446	30,872	98.2%	37,086	28,993	78.2%	187,439,089	143,651,798	76.6%	39,102	26,771	68.5%
65	Ogemaw	1505	1280	85.0%	883	917	103.9%	1,007	776	77.1%	2,750,210	1,853,145	67.4%	953	748	78.5%
67	Osceola	2130	1741	81.7%	1,239	1,214	98.0%	1,391	1,151	82.7%	3,252,587	2,239,226	68.8%	1,381	1,064	77.0%
69	Otsego	1971	1618	82.1%	1,178	1,188	100.8%	1,339	1,064	79.5%	4,196,768	3,121,504	74.4%	1,233	1,008	81.8%
71	Presque Isle	649	509	78.4%	367	376	102.5%	410	345	84.1%	1,481,149	1,158,705	78.2%	352	294	83.5%
73	Saginaw	25197	21413	85.0%	17,003	14,642	86.1%	17,635	10,558	59.9%	27,876,064	19,095,753	68.5%	16,648	9,842	59.1%
75	Saint Joseph	6013	4830	80.3%	3,748	3,795	101.3%	3,479	2,370	68.1%	10,456,217	7,742,448	74.0%	3,236	2,585	79.9%
77	Schoolcraft	667	560	84.0%	387	407	105.2%	409	305	74.6%	1,054,190	808,871	76.7%	414	318	76.8%
79	Tuscola	3757	3089	82.2%	2,056	2,030	98.7%	2,486	2,048	82.4%	5,866,799	4,771,197	81.3%	2,064	1,756	85.1%

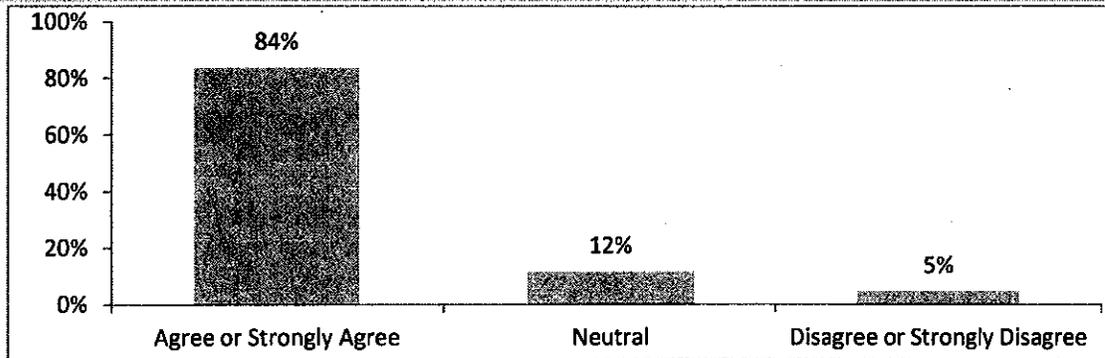
Attachment C

Cheboygan County Circuit and Probate Courts

Questions 1 and 2 were directed to all respondents.

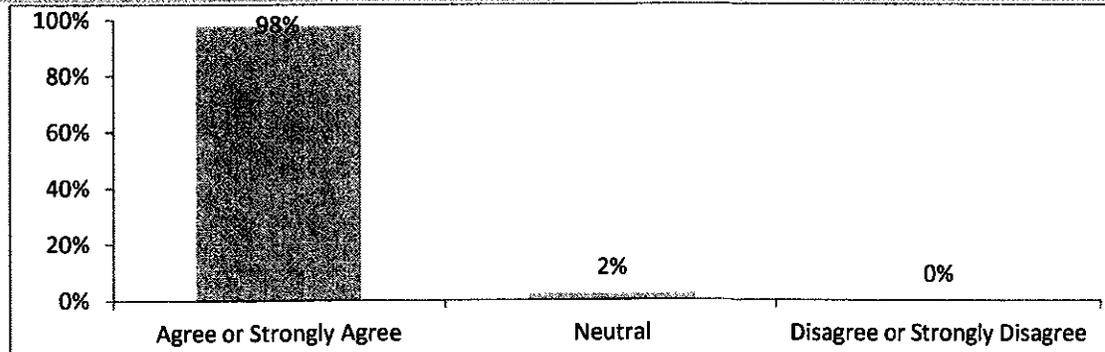
1) I was able to get my court business done in a reasonable amount of time today.

	2015	
5 Strongly Agree	23	53%
4 Agree	13	30%
3 Neutral	5	12%
2 Disagree	0	0%
1 Strongly Disagree	2	5%
Total Responses	43	
Score	4.3	
NA - Not Applicable	0	
No Response	0	



2) I was treated with courtesy and respect by court staff.

	2015	
5 Strongly Agree	33	77%
4 Agree	9	21%
3 Neutral	1	2%
2 Disagree	0	0%
1 Strongly Disagree	0	0%
Total Responses	43	
Score	4.7	
NA - Not Applicable	0	
No Response	0	

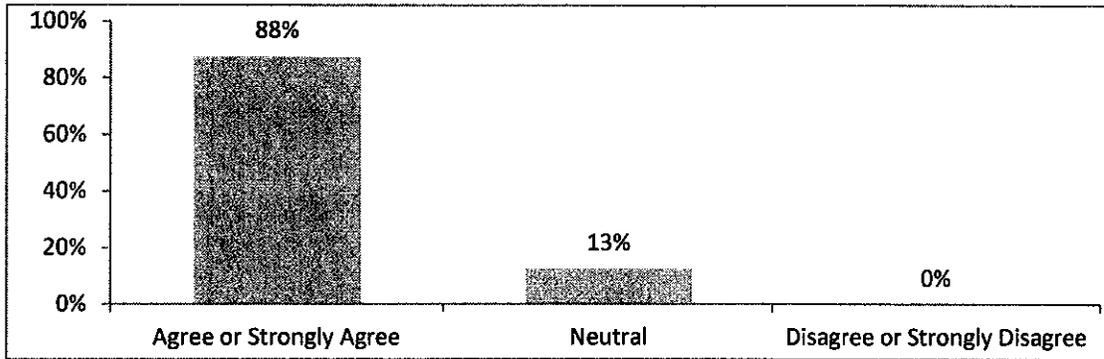


Cheboygan County Circuit and Probate Courts

Questions 3 and 4 were directed to persons who attended a hearing or trial.

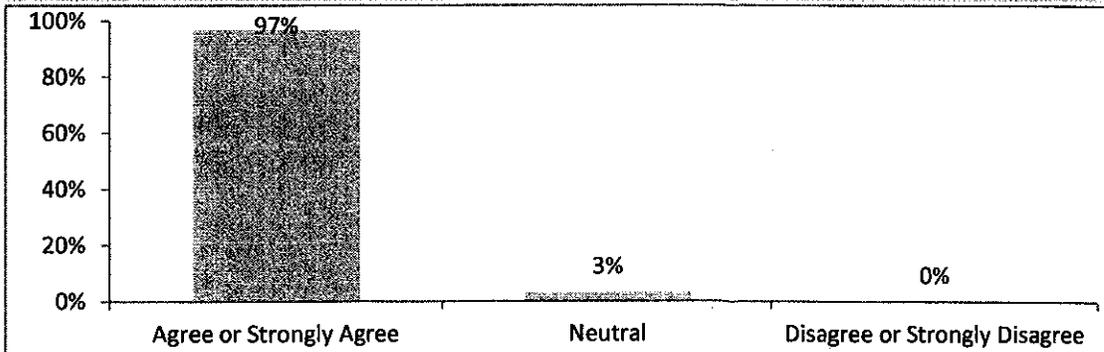
3) The way the case was handled was fair.

	2015	
5 Strongly Agree	17	53%
4 Agree	11	34%
3 Neutral	4	13%
2 Disagree	0	0%
1 Strongly Disagree	0	0%
Total Responses	32	
Score		4.4
NA - Not Applicable	3	
No Response	8	



4) The judge/magistrate/referee treated everyone with courtesy and respect.

	2015	
5 Strongly Agree	22	69%
4 Agree	9	28%
3 Neutral	1	3%
2 Disagree	0	0%
1 Strongly Disagree	0	0%
Total Responses	32	
Score		4.7
NA - Not Applicable	3	
No Response	8	

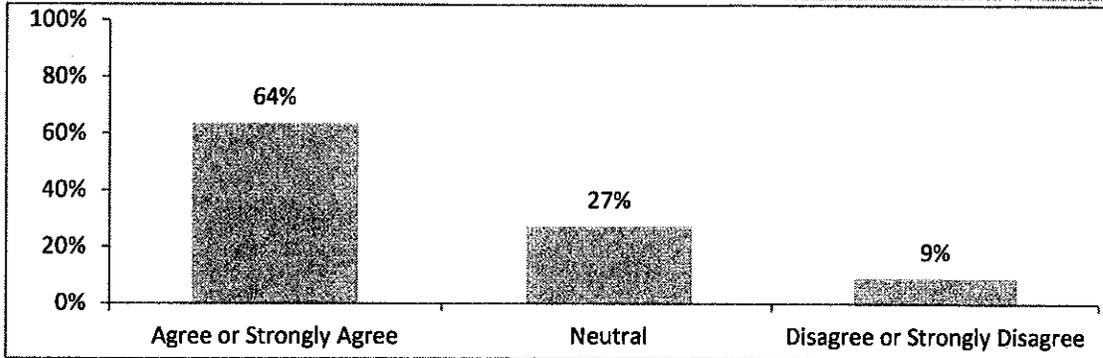


Cheboygan County Circuit and Probate Courts

Questions 5 and 6 were directed to persons who were a party to the case.

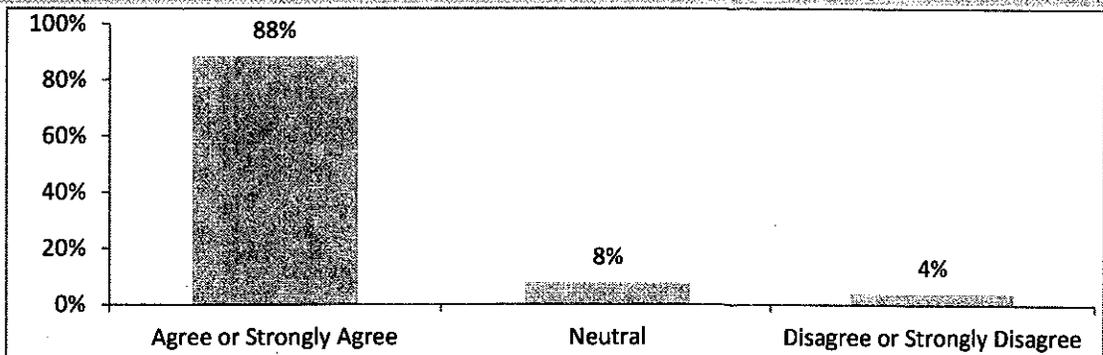
5) The outcome in my case was favorable to me.

	2015	
5 Strongly Agree	9	41%
4 Agree	5	23%
3 Neutral	6	27%
2 Disagree	0	0%
1 Strongly Disagree	2	9%
Total Responses	22	
Score		3.9
NA - Not Applicable	6	
No Response	15	



6) As I leave the court, I understand what happened in my case.

	2015	
5 Strongly Agree	15	58%
4 Agree	8	31%
3 Neutral	2	8%
2 Disagree	1	4%
1 Strongly Disagree	0	0%
Total Responses	26	
Score		4.4
NA - Not Applicable	4	
No Response	13	



Cheboygan County Circuit and Probate Courts

Questions 7-10 were directed to all respondents.

7) What type of case brought you to the courthouse today? (Shade ALL that apply.)

	2015	
Child protective	10	23%
Civil matter	3	7%
Criminal/probation	0	0%
Divorce/custody/support	6	14%
Drug/sobriety court	6	14%
Estate/trust	9	21%
File papers	1	2%
Get information	2	5%
Guardianship/conservatorship	6	14%
Juvenile delinquency	3	7%
Landlord/Tenant	0	0%
Make a payment	1	2%
PPO	0	0%
Small claims	0	0%
Traffic/Ticket	0	0%
Other	0	0%
Number of Respondents	43	
No Response	0	

8) Who are you? (Shade ALL that apply.)

	2015	
Party (Plaintiff/Defendant)	15	37%
Agency Worker	5	12%
Attorney/prosecutor	5	12%
Family/friend of party to case	8	20%
Juror	0	0%
Witness	0	0%
Other	8	20%
Number of Respondents	41	
No Response	2	

Cheboygan County Circuit and Probate Courts

9) What is your gender?

	2015	
Male	14	33%
Female	29	67%
Other	0	0%
Number of Respondents	43	
No Response	0	

10) How do you identify yourself? (Shade ALL that apply.)

	2015	
American Indian / Alaska Nat.	3	7%
Asian	0	0%
Multiracial/biracial	2	5%
Black/African American	0	0%
Hispanic/Latino	0	0%
White/Caucasian	38	90%
Other	0	0%
Number of Respondents	42	
No Response	1	

2015 Annual Report of the County Treasurer



Treasurer of Cheboygan County

Linda A. Cronan

May 2016

MISSION STATEMENT

The mission of the Cheboygan County Treasurer's office is to provide professional, informative, courteous assistance to the public in the collection of taxes, accounts receivable and investment of county monies.

County of Cheboygan

Office of the County Treasurer

2015 Annual Report

May 2016

Honorable Commissioners
Cheboygan County Board of Commissioners

I hereby submit the 2015 Annual Report of the Office of the County Treasurer. The report consists of columnar figures showing the 2011-2015 accounting of the various functions handled in this office.

The bulk of the work completed in the County Treasurer's office is mandated by Michigan law. However, the opportunity to determine the levels of service provided is in the hands of the Treasurer, but must be supported by the Board of Commissioners. In light of that partnership this Annual Report not only presents the numeric facts, it also includes some of the ways the Treasurer's office, in conjunction with the Board, is expanding access to information, reducing costs, or benefiting our citizens in other ways.

It has been my privilege to work for the County of Cheboygan and in conjunction with the Board of Commissioners, other elected officials and department heads to ensure that the work of our citizens is being done well. I appreciate the focus that this County Board and administration has placed on customer service and on continuous improvement. These are things that are often in short supply in a government environment, but are being pushed as the norm in Cheboygan County.

In my final months as County Treasurer, I look forward to continuing to work with the Board of Commissioners and the capable people in other Departments and Offices. We must constantly look for ways to improve our operations while delivering reliable service to our residents. The Treasurer's Office intends to do just that.

Respectfully submitted:

Linda A. Cronan
Cheboygan County Treasurer

County Treasurer

-Who we are-

Pursuant to the Constitution of Michigan of 1963, Article VII Section 4 there shall be elected for a four-year term a County Treasurer, whose duties and powers shall be provided by law. It is unlawful to establish or maintain any county office in connection with the County Treasurer's office in any county in this state. (MCL 48.121) The County Treasurer shall appoint a deputy, who in the absence of the treasurer from the office, or in case of a vacancy in the office, or a disability of the treasurer to perform the duties of the office, may perform all the duties of the office of treasurer, until the vacancy is filled or the disability is removed. The treasurer may employ additional personnel necessary with approved funding by the County Board of Commissioners. (MCL 48.37) The Michigan Constitution mandates authority to County Treasurers to receive and invest all County funds and to collect delinquent real property taxes. These activities are major sources of revenue for the County budget.

-What we do-

The County Treasurer's Office is the depository for all county funds, by Board resolution and in accordance with Act No. 40, Public Acts of Michigan 1932 and is responsible for the investment of said funds. Management activities include receipt for revenues, coordinate cash drawers and impress cash for 14 departments, maintain bank accounts, reconcile receivables, coordinate disbursement of funds held in trust and coordinate transfer of funds to cover county disbursements, including Marina, Fair, Straits Regional Ride and County Road. All departments must deposit all revenue a minimum of once a week with the Treasurer's Office. The County Treasurer is the County "Banker." The County Treasurer's Office collects dog license fees, delinquent real property taxes, conducts the annual Principal Residence Exemption Audit, provides tax searches, draws property descriptions to aid in certifying deeds for the Register of Deed's Office, sells recycle permits and bins, receives and processes bond money from Sheriff Department, processes passport applications, responsible for the transfer of funds for Cheboygan County Road Commission's payroll account, accounts payable, processes payments for the Transportation Fund Bond and completes the annual continuing disclosure requirements.

Strategic Goals

It is the goal and mission of the Cheboygan County Treasurer's Office to provide professional, informative, courteous assistance to the general public and in particular the collection of taxes, and accounts receivable.

Key 2015 Accomplishments

- Changed staffing from 4 full time employees at 37½ hours per week to 3 full time at 40 hours per week and 1 part-time at 24 hours per week resulting in a reduction of 312 work hours.
- Established a work area designated for passport applications and nightly cash out.
- Received updated tax data regularly from 19 Townships, 2 Villages and 1 City
- Entered into agreement with LexisNexis to aid in homestead audit and returned mail
- Completed PRE Audit and bill denied properties
- 9,262 number of receipts (combined total)
- Processed Credit /Debit Card payments
- Stayed within budget
- Host County for the 2015 second foreclosure auction

Key 2016 Initiatives

- Contract with outside firm to have tax rolls for years 1970-1974 (41 Books) scanned and burned to DVD. They will also microfilm these rolls.
- Contract with BS&A to get live tax information on line.
- Update County Fair bookkeeping system to County's BS&A system
- Establish new credit card system at County Marina to cut costs
- Host County for the 2016 second foreclosure auction
- Continue to establish payments plans for taxpayers to avoid tax foreclosures
- Continue to look for cost reductions and stay within budget
- Create the ability to have direct withdrawal from Taxpayer's bank account for tax payments
- Explore methods of having the media make note of needing to license dogs within the County

Key 2016 Issues/Challenges

Delinquent Tax Income – Collections are increasingly difficult to achieve in the current economic environment, but the dedicated staff work diligently with owners to collect taxes and prevent foreclosures. Collections prevent homelessness and blight.

Recycle issue - Recycle reconciliation and collection enforcement

Interest income – Interest rates continue to be very low.

How to find us

Cheboygan County Treasurer's Office is located on the Second Floor of the County Administration Building, P.O. Box 70, 870 S. Main Street, Room 201, Cheboygan, MI 49721 Staff is available to assist you from 8:00 a.m. – 4:30 p.m. Monday-Friday. After hours, leave a voicemail message or send an e-mail as indicated below.

Contact Information

County Treasurer
Linda A. Cronan
231-627-8822

linda@cheboygancounty.net

Chief Deputy Treasurer
Buffy Jo Weldon
231-627-8872

buffy@cheboygancounty.net

Assistant Deputy Treasurer
Jayne Passeno
231-627-8442

jpasseno@cheboygancounty.net

Clerk II
Rachel Vallance
231-627-8873

rachel@cheboygancounty.net

Clerk II-Part-time
Wendy Loffer
231-627-8821 main line

wloffer@cheboygancounty.net

COUNTY TREASURER ANNUAL BUDGET

<u>YEAR</u>	<u>ORIGINAL</u>	<u>AMENDED</u>	<u>YTD</u>	<u>TRANSFERRED IN</u>	<u>NET COST</u>
2011	\$232,164.00	\$233,507.00	\$230,551.06	\$47,863.40	\$182,678.66
2012	\$237,153.00	\$237,674.00	\$198,875.78	\$11,403.56	\$187,472.22
2013	\$231,742.00	\$228,857.67	\$198,284.36	\$11,417.55	\$186,866.81
2014	\$207,935.00	\$208,483.00	\$201,623.87	\$11,228.89	\$190,394.98
2015	\$219,112.00	\$218,598.00	\$204,004.14	\$11,946.14	\$192,058.00

DELINQUENT REAL PROPERTY TAXES	2011	2012	2013	2014	2015
	March 1, 2011	March 1, 2012	March 1, 2013	March 1, 2014	March 1, 2015
Total amount of delinquent taxes as of settlement	\$3,776,411.71	\$3,176,403.93	\$3,186,681.78	\$3,049,609.40	\$2,796,564.36
Total amount of delinquent taxes collected	\$4,301,142.72	\$4,263,916.55	\$3,570,413.59	\$3,743,261.65	\$3,886,753.17
Total number of delinquent tax receipts	6275	5951	5540	5529	5432
Total number of properties forfeited	454	526	593	572	546
Total number of properties foreclosed	25	45	50	43	40
Year end fund balance of Tax Administration Fee Reserve	\$68,146.97	\$63,744.79	\$74,288.27	\$78,763.01	\$77,374.72

MISCELLANEOUS RECEIVABLES	2011	2012	2013	2014	2015
Total dollar amount collected	\$1,566,519.85	\$1,470,970.09	\$1,399,228.53	\$1,714,690.69	\$1,513,656.58
Total number of receipts	479	473	486	562	549

PRINCIPAL RESIDENCE EXEMPTION DENIALS	2011	2012	2013	2014	2015
Total amount of PRE denials collected	\$96,487.96	\$81,341.93	\$101,525.36	\$63,727.17	\$60,228.45
Total number of PRE receipts	67	50	86	45	48
Total amount of PRE denials added to delinquent tax	\$88,042.04	\$19,419.66	\$30,767.27	\$43,933.36	\$13,907.93
Total number of PRE denials added to delinquent tax	30	19	20	26	20
Total amount of County's share of interest charged	\$29,466.73	\$7,186.55	\$14,510.52	\$13,678.61	\$7,487.77
Beginning year fund balance of County's share of interest.	\$183,507.34	\$165,340.05	\$102,860.60	\$71,317.20	\$39,743.95

DOG LICENSES	2011	2012	2013	2014	2015
Total dollar amount collected **	\$902.00	\$816.00	\$961.00	\$932.00	\$1,106.50
Total number of Dog License receipts **	134	131	130	140	174

**These figures do not include licenses sold by Township Treasurers, local veterinarians or the Humane Society.

PASSPORTS	2013**	2014	2015
Total dollar amount collected	\$425.00	\$1,525.00	\$1,775.00
Total Number of Passports Issued	17	61	71

** This reflects June - December

RECYCLE SURCHARGE	2011	2012	2013	2014**	2015
Collected with tax collections	\$237,799.46	\$265,403.88	\$247,756.01	\$202,172.99	\$287,604.62
** Surcharge collected at local units in December of 2014 were held over to 2015 for reporting.					
Opt out Residents	\$2,612.00	\$3,008.50	\$2,592.00	\$2,756.00	\$2,808.00
Number of \$36.00 permits	72	83	72	76	78
Number of \$20.00 permits (Coast Guard Housing)	1	1		1	
Number of 50 cent replacement fees		1			
Commercial Permits **	\$8,942.69	\$8,636.96	\$7,539.16	\$8,654.60	\$8,779.87
Number of permits	37	39	40	44	37

**Invoices for commercial permits are created by Finance Department in the Miscellaneous Receivables program.
County Treasurer's Office posts the invoices, receipts in payments, creates the permits and mails permits and receipts to customers.

TAX FORECLOSURE FUND	2011	2012	2013	2014	2015
Beginning year fund balance	\$67,704.61	\$112,833.50	\$266,372.34	\$265,387.88	\$293,089.49

RECEIPT ITEMS BY BANK	2011	2012	2013	2014	2015
Trust and Agency	\$19,647,330.82	\$19,893,139.14	\$20,309,163.43	\$21,810,042.99	\$22,154,899.96
General Fund	\$14,838,361.14	\$15,243,655.90	\$14,858,101.40	\$16,027,792.75	\$16,405,207.98
Tax Revolving Fund	\$4,974,385.19	\$5,059,019.07	\$4,787,085.88	\$3,987,723.30	\$4,058,665.61
County Road Transfers	\$6,486,189.82	\$6,593,930.16	\$7,013,252.69	\$7,898,695.53	\$8,271,067.77
Inmate Account	\$319,634.27	\$280,174.18	\$322,989.98	\$311,121.78	\$336,772.08
Total dollar amount collected	\$46,265,901.24	\$47,069,918.45	\$47,290,593.38	\$50,035,376.35	\$51,226,613.40

Total number of cash receipts	3293	3290	3416	3367	3059
Total dollar amount for Treasurer Budgeted Line items	\$8,345,132.87	\$8,424,322.84	\$8,557,372.01	\$8,786,914.88	\$9,360,851.96
Total percentage of General funds collected	56.24%	55.26%	57.59%	54.82%	57.06%

TAX ADMINISTRATION FUND FUNDED:	2011	2012	2013	2014	2015
County Treasurer administration fee	\$2,410.48	\$2,372.55	\$89.09		
Contractor for web design for Delinquent Tax program	\$2,500.00				
Scan/burn old tax rolls to microfilm		\$11,299.72			
Office chair		\$180.00			\$92.00
Intuit Software		\$183.96			
UCOA Conference Registration			\$150.00		
Counter Computer / Calculators			\$891.60		\$132.78
Printer supplies			\$870.00		
Five Computers for staff				\$3,930.90	
Floor Mat / Carpet Cleaning				\$163.13	\$232.80
Folding Maching					\$4,295.00
Repair / Paint Cabinets					\$670.00
Chair Mats					\$229.92
Leisnexus Risk Manage Inc.					\$150.00
Total	\$30,843.93	\$14,036.23	\$2,000.69	\$4,094.03	\$5,802.50

HOMESTEAD AUDIT INTEREST FUNDED:	2011	2012	2013	2014	2015
Full time employee & extra 2 1/2 hr per week for 2 employees	\$33,624.50	\$33,624.50	\$33,624.50	\$33,941.27	\$33,799.72
Fringe	\$8,483.10	\$9,133.36	\$9,447.42	\$9,658.74	\$9,692.76
Postage Machine Rental	\$5,988.00	\$2,994.00	\$2,994.00	\$1,460.10	\$1,928.81
Aerial Maps				\$22,288.00	
Total	\$252,214.07	\$48,095.60	\$46,065.92	\$67,348.11	\$45,421.29

TAX FORECLOSURE FUND FUNDED;	2011	2012	2013	2014	2015
County Treasurer Salary Supplement	\$5,755.80	\$5,916.34	\$5,916.20	\$6,000.00	\$6,307.00
Full time employee & 2.5 Hour for 1 Employee	\$29,094.00	\$29,094.00	\$29,094.00	\$29,652.02	\$27,403.66
Part time Employee					\$2,684.16
Fringe	\$7,291.42	\$7,611.73	\$8,314.73	\$8,719.10	\$9,109.23
Office Supplies	\$285.43				
Ink Toner Cartridge		\$600.00			
Postage Machine Rental	\$1,497.00	\$2,994.00	\$2,994.00	\$4,454.10	\$4,380.30
Copy Machine			\$6,795.00		
Laserjet Printer and toner				\$2,010.00	
Travel Expense					\$73.03
Total	\$194,088.87	\$46,216.07	\$53,113.93	\$50,835.22	\$49,957.38

TAX FORECLOSURE SALE PROCEEDS TRANSFERRED TO GENERAL FUND	2008	2009	2010	2011
	\$451,834.13	\$139,471.12	\$732,895.19	\$21,319.75
GRAND TOTAL TO DATE: \$1,659,055.10	2012	2013	2014	2015
	\$29,391.53	\$78,651.97	\$126,323.70	\$79,167.71



Cheboygan County Board of Commissioners' Meeting

May 24, 2016

Title: Letter of Recommendation to NEMCSA

Summary: Every three years a multi-year funding request must be initiated by the Cheboygan County Council on Aging for a three-year period from their NEMCSA funding sources. This funding accounts for approximately half of their resources that allow them to provide homemaker services, respite care, personal care and home delivered meals to the home bound seniors in our area. It also subsidizes their congregate meal program. This request must be accompanied by a letter of recommendation from the County Board of Commissioners.

Financial Impact: None

Recommendation: Motion for the Chairperson to sign a letter of recommendation to NEMSCA on behalf of the CCCoA allowing this grant proposal to be submitted by the due date of June 7, 2016.

Prepared by: Jeffery B. Lawson

Department: Administration

County
of
Cheboygan

BOARD OF COMMISSIONERS

County Building
P.O. Box 70, Room 131
Cheboygan, Michigan 49721

Tel ~ (231) 627-8855
Fax ~ (231) 627-8881
E-mail ~ ccao@cheboygancounty.net

May 24, 2016

Gail Tinker, Executive Director
Cheboygan County Council on Aging
1531 Sand Road
Cheboygan, MI 49721

RE: **Letter of Recommendation**

Dear Ms. Tinker,

Pursuant to action taken by the Cheboygan County Board of Commissioners at the May 24, 2016 meeting, please be advised that the Board of Commissioners has gone on record as endorsing the Cheboygan County Council on Aging as a quality provider of in-home, congregate and other services to the aging.

Further, it is our intent to allow this recommendation to be provided to NEMCSA as part of your three year grant proposal submitted for the fiscal years 2017-2019. We recognize that you are committed to providing services to our senior constituents and their families and we wish you well in this endeavor.

Sincerely,

Peter R. Redmond, Chair
Cheboygan County Board of Commissioners

District 1
Chris Brown

District 2
Bruce Gauthier

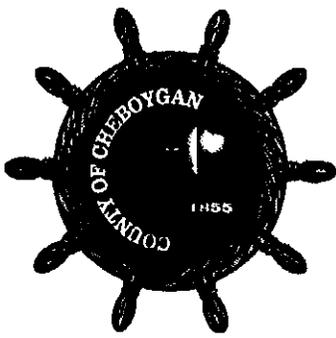
District 3
Pete Redmond
Chair

District 4
Cal Gouine

District 5
Tony Matelski

District 6
John B. Wallace

District 7
Sue Allor
Vice-Chair



Cheboygan County Board of Commissioners' Meeting

MEETING DATE: May 24, 2016

Title: Drug Court – Approval of Edward Byrne Memorial Justice Assistance Grant Application

Summary: Cheboygan County Drug Court desires to apply for grant funds to continue the Drug Court Program. The application for the Byrne JAG Grant is due May 27, 2016.

The Board approved the MDCGP Grant application in the amount of \$116,567 at the May 10, 2016 Board meeting.

Financial Impact: The Drug Court is requesting a grant award amount of \$106,807 for FY 2017. An award of \$85,000 was granted for FY 2016 to the Drug Court through a Byrne JAG grant award, along with an award of \$20,000 from the MDCGP Grant.

Recommendation:

Motion to approve the Cheboygan County Drug Court Byrne JAG Grant Application, and all future forthcoming documentation after review and approval by the Finance Director, and legal counsel, if applicable.

Prepared by:
Judge Scott Pavlich

Department: 53rd Circuit Court



Application

07054 - Fiscal Year 2017 Federal: Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) - CFDA 16.738 - Final Application

07588 - Fiscal Year 2017 Federal: Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) - CFDA 16.738
 Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738

Status: Editing Submitted Date:

Applicant Information

Primary Contact:

Name:*	Ms. <small>Salutation</small>	Karen <small>First Name</small>	JoAnn <small>Middle Name</small>	Chapman <small>Last Name</small>
Title:	Court Administrator			
Email:*	kjc@cheboygancounty.net			
Address:*	53rd Circuit Court			
Address Line 2	870 S. Main, County Building			
Address Line 3	P.O. Box 70			
City*	Cheboygan <small>City</small>	Michigan <small>State/Province</small>	49721 <small>Postal Code/Zip</small>	
Phone:*	231-627-8818 <small>Phone</small>			Ext.

Organization Information

Name:*	53rd Circuit Court - Cheboygan County (C53)			
Organization Type:	State Court Administrative Office			
Tax ID:				
Organization Website:				
Address:*	870 S. Main St. PO Box 70			
*	Cheboygan <small>City</small>	Michigan <small>State/Province</small>	49721 <small>Postal Code/Zip</small>	
Phone:*	231-627-8818			Ext.
Fax:	231-627-8419			

Preapplication Byrne JAG

Does your program target adult felony offenders?* Yes
 Yes

Do you have straddle or presumptive cell felony offenders on your active caseload?*

Does your program divert offenders from prison?* Yes

Application Information

Is there an approved Local Administrative Order (LAO)?

Local Administrative Order (LAO):* Yes

LAO Number: 2009-03

Is there a current Memorandum of Understanding (MOU)?

Memorandum of Understanding (MOU)* Yes

Effective Date: 05/13/2009

Expiration Date:

Federal Tax ID:* 38-6004841

What is the program capacity?* 28

What is the current number of active participants?* 20

How many years has the program been operational?* 6

Do you offer Ignition Interlock restricted licenses to repeat drunk drivers? * Yes

Does your county have an Equal Employment Opportunity Plan (EEO)? * Yes

If yes, when was the plan formulated? 07/13/2010

Byrne JAG applicants only: How many people are employed in the court?

Number of Court Employees (Byrne JAG only) 5

Applicant Contact Information

Select your court* C53 Cheboygan/Presque Isle

People served* Men, Women

County to Receive the Grant Award* Cheboygan

Date that the program accepted or anticipates first participant* 11/03/2009

Please pick your program type* Adult Circuit Drug Court

Is your program operational?* Yes

Is your court a tribal court?* No

Courthouse name (example: Frank Murphy Hall of Justice) Cheboygan County Building

Courthouse street address* 870 South Main Street

Room/Floor

City* Cheboygan

State* MI
 Zip code* 49721
 Judge: First Name* Scott
 Judge: Last Name* Pavlich
 Title* Judge
 Judge: E-mail Address* circuitjudge@cheboygancounty.net
 Judge: Phone Number* 231-627-8818

Ext.

Judge's Mailing Address: Street* 870 South Main Street

Judge's Mailing Address:
Room/Floor

Judge's Mailing Address: City* Cheboygan

Judge's Mailing Address: State* MI

Judge's Mailing Address: Zip
Code* 49721

Judge 2: First Name

Judge 2: Last Name

Judge 2: Title Judge

Judge 2: E-mail Address

Judge 2: Phone Number

Ext.

Judge 2 Mailing Address: Street

Judge 2 Mailing Address:
Room/Floor

Judge 2 Mailing Address: City

Judge 2 Mailing Address: State

Judge 2 Mailing Address: Zip
Code

Judge 3: First Name

Judge 3: Last Name

Judge 3: Title Judge

Judge 3: E-mail Address

Judge 3: Phone Number

Ext.

Judge 3 Mailing Address: Street

Judge 3 Mailing Address:
Room/Floor

Judge 3 Mailing Address: City

Judge 3 Mailing Address: State

Judge 3 Mailing Address: Zip
Code

Judge 4: First Name

Judge 4: Last Name

Judge 4: Title Judge

Judge 4: E-mail Address

Judge 4: Phone Number

Ext.

Judge 4 Mailing Address: Street

**Judge 4 Mailing Address:
Room/Floor**

Judge 4 Mailing Address: City

Judge 4 Mailing Address: State

**Judge 4 Mailing Address: Zip
Code**

**Project Director (Main Program
Contact): First Name*** Karen

Project Director: Last Name* Chapman

Project Director: Title* Court Administrator/Drug Court Coordinator

Project Director: E-mail Address* kjc@cheboygancounty.net

Project Director: Phone Number* 231-627-8818

Ext.

**Project Director Mailing Address:
Street*** 870 S. Main Street

**Project Director Mailing Address:
Room/Floor**

**Project Director Mailing Address:
City*** Cheboygan

**Project Director Mailing Address:
State*** MI

**Project Director Mailing Address:
Zip Code*** 49721

Financial Officer: First Name* Scott

Financial Officer: Last Name* Pavlich

Financial Officer: Title* 53rd Circuit Court Judge

**Financial Officer: E-mail
Address*** circuitjudge@cheboygancounty.net

Financial Officer: Phone Number* 231-627-8818

Ext.

**Financial Officer Mailing Address:
Street*** 870 S. Main Street

**Financial Officer Mailing Address:
Room/Floor**

**Financial Officer Mailing Address:
City*** Cheboygan

**Financial Officer Mailing Address:
State*** MI

**Financial Office Mailing Address:
Zip Code*** 49721

Authorizing Official: First Name* Peter

Authorizing Official: Last Name* Redmond

Authorizing Official: Title* Cheboygan County Board of Commissioners Chairperson

**Authorizing Official: E-mail
Address*** kkortz@cheboygancounty.net

**Authorizing Official: Phone
Number*** 231-627-8855

Ext.

**Authorizing Official Mailing
Address: Street*** 870 S. Main Street

**Authorizing Official Mailing
Address: Room/Floor**

Authorizing Official Mailing Address: City* Cheboygan
 Authorizing Official Mailing Address: State* MI
 Authorizing Official Mailing Address: Zip Code* 49721

DCCMIS Contact Information

DCCMIS Administrator (The person responsible for reporting data to SCAO): First Name* Karen
 DCCMIS Administrator: Last Name* Chapman
 DCCMIS Administrator: E-mail Address* kjc@cheboygancounty.net
 DCCMIS Administrator: Phone Number* 231-627-8818

Ext.

FY 17 Program Description

Caseload Data:*

The court's caseload data that substantiates the target population and the need for the drug/DWI court program. Include any changes or trends in the data that further demonstrate the need for the drug/DWI court program.

FELONY CRIME CLASS BREAKDOWN

Crime Class	2010	2011	2012	2013	2014	2015
Drug/Alcohol	227	179	185	253	206	194
Property Crime	153	139	158	138	126	66
Sex Crimes	23	36	73	64	44	39
Crimes Against Person	64	74	51	38	57	38
Weapons	18	27	19	20	17	21
Misc.	12	26	17	23	29	9
Total	497	481	503	536	479	367

FELONY DRUG BREAKDOWN

Drug Type	2010	2011	2012	2013	2014	2015
Marijuana	61	26	45	96	52	45
Heroin	32	13	8	17	14	4
Rx Drugs	73	45	44	58	135	135
Alcohol	11	23	8	43	18	12
Methamphetamine	34	51	77	31	1	18

Cocaine	12	21	3	8	0	2
Ecstasy/Hallucinogens					4	6
Total	223	179	185	253	224	222

The data above reflects for 2015 that 53% of the Cheboygan County felony caseload is directly drug/alcohol related. The reality of the caseload is that a vast majority – if not all - of the "Property Crime" and "Crimes Against Person" classes are indirectly drug/alcohol related. Most thefts in our community are committed by individuals seeking controlled substances/narcotics or items that can be exchanged for controlled substances/narcotics. Likewise, most assaultive crimes are committed by defendants who are under the influence of alcohol/drugs. A conservative estimate is that around 80% of the felony caseload in Cheboygan County is drug/alcohol related.

The biggest problem areas seem to be opiates [prescription drug cases and heroin], and also marijuana. The opiate problem presents a more daunting challenge due to the difficulty in enforcement and the availability of drugs.

Case Dispositions Time Frame:*

The time frame for case dispositions, including any delays.

We have been attempting to identify potential drug court candidates as early as possible. Some applications are submitted before Circuit Court arraignment, but most applications are reviewed post-arraignment, pre-sentence, most often within 2-6 weeks of bind-over. Perhaps 10% of applications are not made until the time of sentencing. Most are admitted pre-sentence at the time of their plea, and bond is amended to require immediate participation and compliance with drug court. Approximately 10% of participants are admitted within six weeks of bind-over, assessments are generally completed within one week of application, and most applications are reviewed and decided by the drug court team the week the assessment is completed.

Program Goals (Required)

Goal 1:*

Reduce drug use during program participation

Drug use during participation in the program continues to be reduced due to the regular drug screens administered during the various phases, with a high of three screens per week for phase 1, and a low of one screen per week for phase 4. Although each phase requires participant to submit to a certain number of drug screens per week, additional random screens are also ordered if information indicates that a participant may be using. DCCMIS substance abuse testing data is reviewed on a regular basis and assists us in obtaining this goal. Data for the first half of the year shows 29 open cases having submitted to 1,301 drug screens, each testing for a minimum of 9 substances, with 14 positive results and 12,954 negative results. Additionally, there were 119 PBT's administered and 167 tether tests with one positive result. Participants are also required to continue attending outpatient counseling and mandatory AA meetings.

Goal 2:*

Retain participants in the drug court program

The participants will be retained in the program due to the effects of counseling and monitoring. Each participant will complete a substance abuse assessment to determine an appropriate level of treatment. Mental health services may also be recommended. Counseling will assist participants in recognizing and resolving underlying issues that trigger and perpetuate substance abuse. Additionally, the participants will receive a graduated system of sanctions for infractions, and also receive incentives for positive behavior. Our program may admit participants who are prescribed Suboxone or Methadone for the cessation of drug abuse, on a case by case basis. The case manager will maintain regular contact with client's primary physician and counselor to ensure compliance with treatment plan.

Proper use of assessment tool and coordinating client specific services for each participant, may assist in retaining participants in the program. Additionally, length of time in program is determined by comparing entry and completion dates, the number of violation/sanctions and the number of incentives.

Goal 3:*

Reduce drug and alcohol related crime in the jurisdiction (may not be applicable to Family Dependency Courts)

Drug and alcohol crimes will be reduced due to the fact that the participants will be monitored closely during their two-year time frame participating in the drug court program. Monitoring will prevent a full-blown relapse that leads to crimes committed to obtain drugs. Alcohol use by OUIL participants will be detected early and will reduce the possibility of driving under the influence. Any criminal offenses committed by participants is documented. Using evidence based practices and addressing the needs of the high risk substance abusing felony offenders will assist them in overcoming their addictions and thereby reducing the risk of recidivism.

Intensive supervision and monitoring services include: random drug screens and PBT's, home visits and checks, and weekly contact with case manager and probation officer. MDOC probation is able to run LEIN to check for new arrests or convictions in conjunction with weekly law enforcement contact.

Drug court graduates are also tracked for any future arrest of any misdemeanor drug/alcohol conviction or felony of any type.

Goal 4:*

Alleviate congestion of court dockets

The drug court program should reduce criminal activity, and thereby alleviate congestion of the court docket.

When participants plead early in the process, some court hearings can be eliminated. Also, when participants are sanctioned for use, etc., probation violation arraignments and hearings are avoided. This data is being compiled and compared annually. Many technical violations are handled during the offenders' drug court appearance, thus alleviating the court's weekly criminal docket.

Goal 5:*

Alleviate jail or detention days

The drug court program should significantly reduce jail overcrowding due to the fact that most drug court participants would be serving extensive terms of incarceration but for their participation in the drug court program. It is anticipated that most of the drug court participants would be serving jail sentences in excess of six months if they were not enrolled in the drug court program. These participants generally are released from jail at the initial stages of the court proceedings, and it is estimated that the drug court participants' average jail stay is less than 30 days. OMNI data, provided by MDOC, suggests that approximately five participants per year without drug court would receive jail sentences averaging nine months, and our average participant serves less than one month, for a savings of a total annual reduction of 40 months of jail incarceration. Approximately two graduates per year would have received prison sentences.

Goal 6:*

Retain participants in substance abuse treatment

It is court mandated, and monitored, that the drug court participants continue in substance abuse treatment for as long as the treatment providers dictate that it is needed. A substance abuse assessment provides recommendation for appropriate level of treatment at the beginning of the program. All drug court participants receive individual and group counseling in the initial phases, and again, that counseling remains in place as long as it is therapeutically dictated by the therapist. Historically, participants' counseling continues through Phase 3. If participant completes outpatient counseling and has a relapse, he/she is referred back to counseling for further services. All drug court participants have to attend a minimum of three AA/NA meetings per week throughout the duration of the drug court program. This is in addition to counseling. It is the hope of drug court that the drug court participants experience a fundamental change in the relationship with substance abuse, and that they will maintain the necessary support system once they graduate from the program. Some of the graduates continue to attend AA. All are given contact information for additional counseling services if needed.

Program Goals (Optional)

Goal 7:

Reduce child abuse and neglect (if applicable)

Seventy percent of the drug court participants are parents to minor children, some custodial and some not. One of the objectives of the drug court program is to reduce abuse and neglect. This is accomplished through utilizing local parenting classes, which are also included as a part of outpatient and residential services, as needed. Parents are encouraged to bring their children, on occasion, when they meet with the drug court case manager. Case manager and probation officer discuss parenting issues with participants and assist in making referrals for specific services, ie., day care, transportation, family counseling and parenting. Child support payments are also monitored through the drug court program.

Success is measured by observation of parent/child interactions at the beginning of drug court participation compared to the end of the program. Reports are sometimes received from educational sources regarding the child's progress in school. The case manager is beginning to document more into DCCMIS for comparison and evaluation of progress.

Goal 8:

List other goal specific to your drug/DWI court program here

One specific goal the drug court has had is providing a consistent Life Skills Program to participants. It has been a difficult task since local agencies have been inconsistent in their commitment to providing this service. Drug court case manager is now offering a weekly Life Skills group for all Phase 1 participants. Criteria being used is "The Practical Life Skills Workbook", which includes self assessments, exercises and educational handouts. Cheboygan County Drug Court recognizes that once the participants are drug and/or alcohol free, they need to develop life skills to successfully reintegrate into our community and maintain healthy lifestyles. Each drug court participant is closely monitored and when their recovery has progressed to an acceptable level, they are strongly encouraged and/or required to obtain employment and placed on a budget to re-pay court costs, fines, restitution, etc. Participants are assisted with resume' writing and securing employment.

All participants who do not have a high school diploma or GED certificate are assisted in obtaining their GED. Tutors have been provided as well as study materials. Currently, two participants are pursuing their GED.

Success of this program has been measured by the number of employment placements (90% employed), completion of GED, ability to develop and maintain a budget and payment of court amounts.

Goal 9:

List other goal specific to your drug/DWI court program here

Enhancement of long-term recovery. In order to enhance long-term recovery, the Cheboygan County Drug Court has established an alumni/mentoring program wherein graduates assist by providing their input to the drug court team on an on-going basis, and also support each other and the new participants in the program. Additionally, the program also encourages furthering educational pursuits and/or vocational training. Two of our participants are currently enrolled in the GED program and one is enrolled in classes at North Central Michigan College and one enrolled at Digital Works.

Goal 10:

List other goal specific to your drug/DWI court program here

Assisting in the development of drug and alcohol free partners.

Once participant has been identified through the Prosecuting Attorney, screened by the Case Manager, and approved for Drug Court consideration by the Drug Court Team, a substance abuse assessment is completed (see Screening and Eligibility). If the offender is incarcerated he/she completes a phone assessment through Northern Michigan Regional Entity. Otherwise, one of the local substance abuse agencies; Catholic Human Services or Harbor Hall. The Substance Abuse Assessment Tool used is ASI-MV.

Treatment Continuum and Plan

Substance Abuse Treatment:*

List the types of treatment services available for drug/DWI court participants.

Catholic Human Services offers individual and group outpatient services. Additionally, Enhanced Outpatient Counseling, MRT and Co-occurring Disorder groups are also available.

Harbor Hall, Inc. offers residential, detox, individual and group outpatient services. Additionally, Enhanced Outpatient Counseling and MRT are also available.

Hidden Brooks Mens Group.

Independent private practitioner provides individual, family and services for dually diagnosed clients.

Addiction Treatment Services offers detox and residential services.

New Hope offers detox and residential services.

For Native American participants, there are cultural residential treatments programs that we can refer to, in the Upper Peninsula.

Are participants linked to treatment providers based on individual differences?

Linking to Treatment* Yes

*

Explain the answer given to the above question by describing the process

Participants are referred to appropriate agency/provider based on the assessment and clinical observation. Participants are also asked whether they have a preference or prior established therapeutic rapport with a particular provider. Gender is considered in determining the most appropriate provider. There are gender specific treatment services available at Harbor Hall.

Cheboygan County is a rural low population area with limited resources. A male counselor, if available, is generally considered for male clients. Referrals are made considering whether the case involves alcohol or opiate addiction.

Clinical Treatment Plan:*

At what point in the program is the clinical treatment plan developed? Who develops it?

The participant identifies treatment goals and objectives within the first 2-3 sessions with his/her respective therapist/counselor. Treatment plans are reviewed every 90 days by client and therapist/counselor. Agency supervisor and Consulting psychiatrist/medical director will sign off on the treatment plan and 90-day reviews.

The Drug Court team is regularly apprised of the participants' progress and compliance with treatment.

Clinical Treatment Plan Review*

How often is the clinical treatment plan reviewed? What events trigger a review?

The clinical treatment plan is reviewed every 90 days.

A relapse would trigger a review or upon a readmission from residential.

Relapse Prevention (Aftercare)*

What services does your program use toward relapse prevention once participants have completed treatment? Does this occur while the participant is still participating in the program, post-graduation, or both? Please describe.

They will be mandated to resume outpatient individual counseling, to address specific relapse issues. This occurs while the participant is still in the program. Post-graduation the MDOC, probation/parole agent, will refer the participant to NMRE, Catholic Human Services or Harbor Hall for reassessment and referral for appropriate level of treatment.

What ancillary services are available to the participants in the program? Check all that apply.

Ancillary Services:* Educational, Housing, Mental Health, Dental, Utility Assistance, Vocational, Physical, Food, Child Care, Career, Transportation, Parenting Classes

If Other, please describe:

Describe how the above information differs from previous years' procedures:* No change

Program Length

What is the minimum length of the drug/DWI court program?* 19 months

What is the maximum length of the drug/DWI court program?* 36 months

How many phases does the program consist of?* 4

If phases are not used, explain how a participant progresses through the program.

List the requirements for completing each phase.*

e.g. the number, type, and frequency of drug tests; attendance at support groups; etc.

Phase 1: Participants must meet with Case Manager/Probation Officer 3 times per week and provide schedule/appointments. They must also attend Drug Court weekly, followed by a weekly Life Skills group. Attend minimum of 3 AA/NA meetings weekly and provide verification. Obtain a sponsor within 30 days of entering the program. Attend Enhanced Outpatient Counseling as directed, as well as any other recommended counseling. Participants submit to a minimum of three random drug screens per week and any additional testing that may be ordered by the court. OUIL 3 offenders are on tether during this first phase. Participants must adhere to a curfew (9:00 p.m. - 6:00 a.m.) and random home visits by Case Manager/Probation Officer and/or Drug Court Officer. All participants must have 90 days of continued drug and alcohol free sobriety before phase advancement. Participant must also submit an essay requesting advancement to next phase.

Phase 2: Participants must meet with Case Manager/Probation Officer at least twice weekly and provide schedule/appointments. They must also attend Drug Court on a bi-weekly basis. Attend minimum of 3 AA/NA meetings weekly and provide verification. Must continue to attend all substance abuse counseling and any other services ordered. Participants must develop a Healthy Living Plan which includes an evaluation of the physical, emotional, mental and spiritual aspects of their lives. This plan must also include education, employment, housing and relationship goals. Must submit to a minimum of two random drug screens per week and any additional testing that may be ordered by the court. Participants must adhere to a curfew (10:00 p.m. - 6:00 a.m.) and random home visits by Case Manager/Probation Officer and/or Drug Court Officer. All participants must have six months of continued drug and alcohol free sobriety, must submit an essay requesting advancement to next phase and be making payments as ordered by the court.

Phase 3: Participants must meet with Case Manager/Probation Officer at least two times per week, attend Drug Court on a monthly basis on the first Tuesday of the month, unless otherwise directed, and continue to attend a minimum of 3 AA/NA meetings per week and provide verification. Must continue to attend all substance abuse counseling and any other counseling services as recommended. Participants should be employed, actively seeking employment, and/or enrolled in a vocational training/educational program. Must submit to a minimum of two random drug screens per week and any additional testing that may be ordered by the court. Must adhere to a curfew (11:00 p.m. - 6:00 a.m.) and random home visits by Case Manager/Probation Officer and/or Drug Court Officer. All participants must have

a full six months of continued drug and alcohol free sobriety before phase advancement, must complete and essay requesting advancement to the final phase and must be making monthly payments as ordered by the court.

Phase 4: Participants meet with Drug Court Case Manager/Probation Officer monthly and attend Drug Court once a month, however, during the final month of Phase 4, weekly Drug Court attendance is required. Participants must attend counseling once a month, minimally, or as recommended by the Clinical Assessor, and continue to attend a minimum of three AA/NA meetings weekly and provide verification. Must adhere to a curfew (12:00 a.m. - 6:00 a.m.) and random home visits by Case Manager/Probation Officer and/or Drug Court Officer. They must also submit to random drug screens as determined by the court. Participant must be clean and sober for at least six months and have all court ordered amounts paid in full to graduate.

Describe how the above information differs from previous years' procedures:* No changes

Case Management

Case Management is provided by:* Assigned Case Managers

If other, please explain:

What is the ratio of participants to the case manager (e.g. 50:1)?

Case Manager Ratio:* 28:1

Case Management Responsibilities:*

What are the responsibilities of the case manager?

The Case Manager is responsible for meeting with Drug Court participants and developing a Healthy Living Plan, which includes educational and employment goals. Case Manager makes referrals to appropriate programs and services and monitors participants' attendance and progress. Weekly reports or phone calls from service providers are received by case manager to ensure participants' compliance. A provider from both local substance abuse agencies also attend weekly drug court review hearings and provide input as needed regarding clients' progress/performance in treatment. Other case manager responsibilities include: data entry, resume development and job placement assistance, as well as, weekly home visits, life skills and drug testing as needed.

Judicial Supervision

Description of Staffing Meeting *

Please describe the staffing meetings, including how they operate and how decisions regarding participants are made.

Drug Court team meetings are held every week on the same day as the Status Review Hearing. The team meets one hour prior to that meeting. Information is presented by the case manager and probation officer regarding counseling attendance, employment status and overall compliance status with Drug Court requirements. Any issues that require a sanction are discussed and the team has input before the Judge makes the final decision of what that sanction will be. Additionally, the same is done with incentives as needed.

Check all that apply.

Who attends the staffing meetings?* Judge, Coordinator, Defense Attorney, Case Manager, Parole/Probation Agent, Treatment Provider, Prosecutor, Law Enforcement

If Other, please describe: Drug Court officer

When do staffing meetings occur?* Immediately prior to the status review hearing

If Other, please describe:

Status Review Hearings*

How frequently does the participant appear before the judge for status review hearings?

Phase 1 participants appear weekly. Phase 2 appear every other week. Phases 3 and 4 appear one time per month, except that Phase 4 participants must appear every week the last month before graduating. In addition, all participants appear for every graduation.

Description of Review Hearings*

Please describe the status review hearings, including how they operate and how each participant interacts with the court.

Status review hearings are held weekly and participants' attendance requirement is based on which phase they are in. The Circuit Court Judge presides from the bench and sessions are recorded. The judge calls on each participant individually to come to the podium. At this time they discuss issues and progress made since the participant's last court appearance.

Who attends the status review hearing?* Judge, Coordinator, Defense Attorney, Case Manager, Parole/Probation Agent, Treatment Provider, Prosecutor, Law Enforcement

If Other, please describe: Drug Court Officer

Confidentiality:*

What are the program's policies and/or procedure(s) for complying with confidentiality rules such as 42 CFR Part 2 and HIPAA during the status review hearing?

All participants sign the appropriate releases of information, which are compliant with 42CFR Part 2 and HIPAA regulations. All status hearings are open to the public and part of the public record. In view of that, there is no disclosure of protected health information, or any highly sensitive information during the status hearing. These issues are discussed at the team meeting prior to the status hearing.

What are the program's policy and/or procedure(s) for complying with confidentiality rules such as 42 CFR Part 2 and HIPAA during the staffing meeting?

All participants sign releases authorizing the team to have access to information from all treatment providers, psychological and medical professionals. These materials are only disclosed in confidential closed meetings of the drug court team, and any written materials containing such information are kept by the case manager in a locked file cabinet, separated from court files.

A Confidentiality Compliance Officer has been appointed to monitor compliance with the protection of confidential information. She is also reviewing drug court policies, procedures and memorandum of understanding.

Drug Testing

Drug Test Frequency?*

How frequently are participants required to submit to alcohol and drug testing?

Phase 1 participants are tested a minimum of three times per week.

Phase 2 and 3 participants are randomly tested two times per week, and additional tests may be administered if suspicions dictate.

Phase 4 participants are randomly tested once per week, with more as needed.

All participants have to call a dedicated phone line every evening to determine if they have to be tested the next morning. If there are suspicions regarding participants, additional tests may be administered. No tests are scheduled in advance.

Participants are observed during all testing. Alcohol testing is done randomly (ETG and PBT) by court officer, transition house managers and probation officer.

Drugs Tested?*

What types of drugs does the drug/DWI court program test for?

Marijuana|Cocaine|Benzodiazepine|Oxycodone|MDMA|Barbiturates|Opioids|Amphetamine|Methamphetamine|Methadone|Synthetic Marijuana|Alcohol

Does your program use a testing agency for drug and alcohol testing?

Drug Testing Agency:* Yes

If yes, list which agency(s) are being used? Northern Michigan Independent Drug Screening, LLC
Redwood Toxicology Laboratory

Does your drug/DWI court personnel perform alcohol and drug testing?

Perform Alcohol and Drug Testing?* Yes

If yes, list who performs the testing: The case manager and probation officer also provide drug screenings during home visits, or randomly as needed.

Who is notified of the test results? How soon is notification made concerning positive test results?

Test Result Notification:* The case manager, probation officer and judge are notified within 24 hours of a positive screen.

What is the response to a positive alcohol or drug test result?

Positive Result Response?* Generally three days incarceration and the participant must re-start their current phase. Probation officer advises judge of positive results usually the same day as the test. Order for incarceration is issued that day, if possible. Participant's counselor is also notified.

< [REDACTED] >

Statute and Best Practices*

Explain how your drug testing protocol meets statute and best practices.

Phase 1 participants are tested at least three times per week, phases 2 & 3 are tested at least two times per week, and phase 4 participants are tested at least once per week. Participants have to call in daily to see if it is their test day. On their test day, a nine-panel urine test is administered. Participants are visually observed. If there are indications of use and participants deny such, the sample is sent to Redwood Toxicology Lab for more comprehensive testing. Participants are also administered PBT's for alcohol testing when unannounced homecalls are made. Comprehensive testing by Redwood is also done on an intermittent random basis. Participants have never been denied testing based on race, gender, national origin or sexual preference.

Client's therapist is contacted if relapse occurs to determine any changes in level of treatment.

Describe how the above information differs from previous years' procedures:

We now utilize drug screening vendors whereas we had previously utilized the sheriff department for our drug screens. We can now test for additional substances we were not previously able to detect.

< [REDACTED] >

Incentives and Sanctions

Incentives*

List each program incentive and behaviors that trigger each incentive.

The incentives that we have used to date are varied. Participants all receive a gift certificate from the Circuit Court for \$20 to apply against their fines and costs when they graduate from Phase 1. Additionally, when individuals graduate from Phase 1, they are given an inspirational book signed by all members of the Drug Court team. They are also presented with a certificate of achievement. When

participants graduate from phase 2, they receive two movie tickets and a certificate of achievement. When graduating from Phase 3, they receive a \$20 gift card and also a certificate of achievement. Male graduating participants receive a "recovery" travel mug along with a certificate of completion. Female graduating participants receive a "recovery" bracelet along with a certificate of completion.

Incentives are awarded to reinforce positive behaviors and encourage sober living.

Sanctions*

List each program sanction, behaviors that trigger each sanction, and who administers the sanction.

Varied hours of community service work have been assigned for participants who commit minor infractions such as missing a counseling appointment. Participants have been required to prepare and submit essays on various topics when a minor infraction occurs, such as a curfew violation. Jail time and being required to start over in a phase are sanctions that are employed when participants fail or miss a drug or alcohol test. Jail time imposed for the first few infractions would be in the neighborhood of 2 days, and in no event exceed 14 days.

The judge administers each sanction and is generally assessed in the courtroom at the first Drug Court appearance after the incident. Jail sanctions for use are generally imposed within 24 hours of positive test.

Graduation Requirements

Graduation Requirements:*

Discuss the program's requirements for graduation.

Graduation requires participants successfully complete phase 4 of the program and they must have at least six months since their last positive drug/alcohol test. All fines, costs and restitution must be paid in full.

Once graduation occurs:* the participant will be supervised on standard probation

Alumni

Does the program offer graduates a way to remain connected with the program (e.g. an alumni group) after graduating? If yes, please describe.

Previously, participants were discharged from probation shortly after graduation. We are now continuing graduates on probation for six months following graduating. Graduates have expressed anxiety with being totally unsupervised. This six month extension of probation is a significant step down in supervision and done to ease the participant out of the program.

Expulsion Criteria

Termination Criteria:*

Explain the criteria for terminating a participant from the program.

Reasons for termination vary. Generally, termination occurs after multiple failed tests and continued use. Sometimes this has been coupled with attempts to submit fraudulent samples and overall lack of effort. If participants commit new felonies (other than use or possession), they are terminated. Some have been terminated as a result of absconding, and one was terminated due to health reasons (cancer, multiple surgeries, medications, coupled with low motivation).

The decision to terminate has always been decided by a vote of the majority of the team.

Sustainability Plan

Sustainability Plan:*

Explain the plan for addressing program needs (e.g., treatment resources, team members, clinical and legal criteria, target population, program design, and funding) that are required to sustain the program if grant funds are no longer available.

Cheboygan County is fairly rural and treatment resources are limited; however, Catholic Human Services, Harbor Hall and a few private therapists are available and should continue to be available in the future.

The current team members have been with the program since its inception in the Spring of 2009. If a member of the team were to withdraw, which does not appear imminent, there are other qualified individuals in the community who would be available. Several groups in the community are supportive of the program, i.e. pastoral association, rotary, advisory committee, etc.

The target population will continue to exist into the foreseeable future. Unfortunately, in the last 10 years, drug crime has increased in our county, and Methamphetamine has been introduced.

Our program design and procedures are developed and detailed enough that a change in personnel should not impair the continuity of the program. This is not a one-person program. All eight members of the team contribute.

Funding is the biggest concern regarding sustainability. Currently, the Drug Court receives a Byrne JAG grant award of \$85,000, an MDCCP grant award of \$20,000, and the County contributes \$22,500; plus additional in-kind benefits, i.e. office space, staff, equipment, etc. If grant funds are no longer available, it is doubtful they could be fully replaced by other sources. The County could possibly increase its annual funding, but that is not a certainty, and if so, it would not exceed a \$10,000 to \$15,000 increase at most. Drug court fees could be increased slightly, but again this may generate approximately \$5,000 per year and would not replace the grant. Most likely the program would have to be scaled back.

Our program has been quite successful, considering the population we are dealing with. This program will be an attractive alternative to incarceration, and hopefully will merit funding.

Our program has had four graduates who were offenders on parole status when admitted into the program.

Program Evaluation

Process Evaluation*

What methods and tools does your team use to evaluate the structure of your program?

In light of the fact that our program is relatively small with 20 participants currently, and the team meetings and court are conducted weekly, everyone has a strong understanding of our structure. DCCMIS data is reviewed and shared by our case manager multiple times per year verifying participants are meeting all requirements.

Evaluation Frequency*

How often does your team evaluate program structure?

As stated above, our team evaluates our structure on an almost weekly basis. At least two times per year, data is summarized for the entire program and shared with the team.

Outcome Evaluation*

What methods and tools does your team use to evaluate your program's outcomes?

The team uses DCCMIS data to evaluate outcomes. The Judge and case manager have also compiled and shared data regarding graduation and termination rates, recidivism rates, employment rates, etc. This information is shared with the public and the county commissioners in the Court's annual report.

Evaluation Frequency*

How often does your team evaluate its outcomes? Please list the performance measures that are evaluated.

The team evaluates its outcomes on a weekly basis. DCCMIS data is reviewed with the entire team informally on at least a quarterly basis, and is monitored regularly by the case manager. Due to our small numbers and weekly sessions, the degree of compliance is well known. We compare our statistics to other courts whenever we are provided this information from the State.

Drug Court Team

Who are the members of the drug/DWI court team?*

Judge, Coordinator, Defense Attorney, Case Manager, Parole/Probation Agent, Treatment Provider, Prosecutor, Law Enforcement

If Other, please describe:

Program Income

Will your court program earn program income as defined above?*

Yes

Program Income Sources:

If yes, what are the program income sources and how much is charged for each program income source (e.g., drug tests \$5; participation fees \$250, etc.)?

Drug Court participants are charged a "drug court fee" in the amount of \$600. This is an increase from the amount previously charged, which was \$250.

Collection

What percentage of assessed program income (not court fines, costs, or fees) does your program collect annually? Does the program waive assessed program income for any reason? Please describe.

Our program collects 100% of all drug court fees before a participant can graduate. We do not typically waive assessed program income fees; however, it could be considered in special circumstances. To date, it has not been necessary or requested to waive those fees.

Financial Request Justification

Are you requesting more grant funds than you were awarded last year?*

Yes

If yes, explain why based on the operations of your program. For example, drug test cost increases, program expansion, etc.

We are currently at 20 participants. We also have two applications pending. Each year we utilize most of the grant funds received, with a lower number of participants. We are anticipating that more funds will be necessary to accommodate the resources needed to support more participants. Also, the Community Corrections program which had previously given some financial assistance for life skills programming has been terminated.

Our previous case manager (contracted through NEMCOG) was only at 32 hours or less per week. Our new case manager, Nicole Pawlowski, is working as Drug Court Case manager 40 hours per week, which will allow our maximum capacity to increase based on those increased hours.

We have found that extensive drug testing is highly necessary in this program. Participants on occasion will try to "cover up" substance use; therefore, on top of instant tests, we are utilizing more Redwood Toxicology services to detect more specific substances, along with "dilluted" tests. We are requested more funds in that regard also.

Further, we will be requesting additional funds for drug testing supplies. To date, the Department of Corrections has supplied most of our testing supplies; however, it is unclear if this will continue. Also, there are occasions when there may not be an appropriate female/male tester available. In those cases, a saliva test would be most appropriate. We may purchase some saliva testing supplies for this purpose.

Certification Form

Authorizing Official

By checking the box, I certify that the below referenced person is the Authorizing Official for the court program.* Yes

Authorizing Official Name:* Peter Redmond

Date:* 05/26/2016

Project Director

By checking the box, I certify that the below referenced person is the Project Director for the court program.* Yes

Project Director Name:* Karen J. Chapman

Date:* 05/26/2016

Financial Officer

By checking the box, I certify that the below referenced person is the Financial Officer for the court program.* Yes

Financial Officer Name:* Scott L. Pavlich

Date:* 05/26/2016

By checking this box, I certify that the Chief Judge of this court supports our court applying for this grant opportunity.* Yes

Personnel

Name	Position	Computation	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
Les Tebo	Law Enforcement Officer	676 hours @ \$15.00 per hour	\$0.00	\$0.00	\$10,140.00	\$0.00	\$10,140.00
Nicole Pawlowski	Case Manager	\$18.50 per hour/40 hours per week	\$38,480.00	\$0.00	\$0.00	\$0.00	\$38,480.00
			\$38,480.00	\$0.00	\$10,140.00	\$0.00	\$48,620.00

Personnel Justification

Personnel Justification*

Justify personnel (i.e., wages) associated with the proposed project.

The Drug Court utilizes the services of Les Tebo. Mr. Tebo is a retired County Sheriff Deputy, and his services to the Drug Court include making home visits to the participants, work visits when necessary, verifying curfew compliance, etc. Mr. Tebo's services and input have been a valuable asset to the program. It is our experience that one of the best tools for a successful drug court program is that the participants know that the rules will be monitored and enforced, and that they will have to comply with them. Mr. Tebo's services have allowed us to greatly enhance that reality within our program. At \$15.00 per hour, at an average of 13 hours per week, it is estimated that Mr. Tebo's services will approximate \$10,140 annually.

Nicole Pawlowski is the Case Manager for the Drug Court. Her salary will be \$18.50 per hour, 40 hours per week, for a total of \$38,480 annually.

Fringe Benefits

Row	Percentage	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
Employer FICA	7.65%	\$2,944.00	\$0.00	\$776.00	\$0.00	\$3,720.00
Retirement	16.12%	\$6,203.00	\$0.00	\$0.00	\$0.00	\$6,203.00
Hospital Insurance	0%	\$16,531.00	\$0.00	\$0.00	\$0.00	\$16,531.00
Dental Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vision Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment	3.44%	\$310.00	\$0.00	\$310.00	\$0.00	\$620.00
Worker's Compensation	2.35%	\$350.00	\$0.00	\$236.00	\$0.00	\$586.00
Life Insurance	0%	\$48.00	\$0.00	\$0.00	\$0.00	\$48.00
Other	0%	\$296.00	\$0.00	\$0.00	\$0.00	\$296.00
Other	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals		\$26,682.00	\$0.00	\$1,324.00	\$0.00	\$28,006.00

Fringe Benefits Justification

Fringe Benefits Justification*

Justify fringe benefit costs associated with the proposed project.

Fringes for Les Tebo, at 676 hours per year, will be approximately \$1,324 (FICA - 7.65%; Workers Compensation - 2.345%; Unemployment insurance - 3.44%)

Fringes for Nicole Pawlowski, at \$18.50 per hour, 40 hours per week, will be approximately \$26,682.00. The Worker's Compensation percentage for Nicole is 0.91%, and the "Other" amount is for long-term disability.

Contractual

Contractor	Computation	Services to be Provided	Request	Other Grant or	Local Cash Contribution	Local In-Kind Contribution	Total	Subrecipient	Contractor/Vendor

				Funding Source					
Salvation Army	\$200.00 per week	Monitor drug court participants, curfew checks, Drug/PBT testing, provide updates/reports on participants	\$10,400.00	\$0.00	\$0.00	\$0.00	\$10,400.00	No	Yes
Diane Lissfelt	\$90 per hour (computes to approximately \$500 average per month)	Counseling services, making counseling recommendations for drug court participants, etc.	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	No	Yes
Redwood Toxicology Laboratory	120 tests per year at rate of \$55.00 per test	Comprehensive drug screening	\$6,600.00	\$0.00	\$0.00	\$0.00	\$6,600.00	No	Yes
Catholic Human Services/Harbor Hall	various (approximately \$400.00 per month)	Counseling services, assessments, therapy, etc. for drug court participants	\$4,800.00	\$0.00	\$0.00	\$0.00	\$4,800.00	No	Yes
Northern Michigan Independent Drug Screening, LLC	Average of 150 tests per month at \$4.00 per test; ETG tests occasionally performed at a rate of \$30 per test (approx. one ETG test per month)	Instant drug screens, ETG tests	\$7,560.00	\$0.00	\$0.00	\$0.00	\$7,560.00	No	Yes
Michael Ekdahl	\$50 per staffing/court session	Defense attorney on Drug Court team; Attendance at staffing/court sessions; involved in the decision-making for participants	\$0.00	\$0.00	\$2,600.00	\$0.00	\$2,600.00	No	Yes
PsychNorth, P.L.L.C.	\$260 evaluation; \$210 follow-up and supportive therapy; \$100 limited follow-up	Mental health services- evaluation, counseling, medication adjustments, etc.	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	No	Yes
			\$40,360.00	\$0.00	\$2,600.00	\$0.00	\$42,960.00		

Contractual Justification

Contractual Justification*

Justify contractual costs associated with the proposed project.

The Drug Court contracts with several counseling providers. Catholic Human Services and Harbor Hall provide counseling services, therapy and assessments for drug court participants. Rates for their services are as follows: if funded through NMSAS, individual sessions are \$10 each and group sessions are \$5 each; if not funded, those rates are \$80 and \$50 respectively. It is anticipated amounts to Catholic Human Services and Harbor Hall will average approximately \$400 per month, for a total of \$4,800 annually. Diane Lissfelt's rate is \$90 per hour (average \$500 per month) for a total of \$6,000 annually for counseling services. These fees are consistent with the rate that is being paid in Northern Michigan for the services being provided. The Drug Court has contacted all possible providers in order to ensure that the lowest possible rates could be obtained

We have contracted with Northern Michigan Independent Drug Screening, LLC to perform the majority of the drug screens for drug court participants. They perform approximately 150 drug screens per month, at a rate of \$4.00 per test, along with occasionally ETG tests as requested (\$30 each), for a total requested amount of \$7,560 per year.

We have also contracted with Redwood Toxicology Laboratory for Comprehensive drug screening. We estimate they will perform approximately 120 comprehensive tests per year, at a rate of \$55.00 per test, for a total requested amount of \$6,600.

Little Traverse Psychiatric Associates will be providing psychiatric/mental health services for participants referred as necessary. Services will be provided by JoAnn Haderer, DNP, PMHNP-BC. She will provide new patient evaluations (\$260), follow-up and

supportive therapy (\$210), and limited follow-ups (\$100) as needed. Generally, she will see participants one month after initial medication adjustments, and then every three months if stable. The amount requested for these services shall not exceed \$5,000.

The Salvation Army will be providing services for some of our participants residing in the transition houses, i.e. monitoring conduct of participants, checking curfew compliance, administering PBTs and drug testing, and providing regular and prompt updates regarding those participants residing in the transition houses. The Salvation Army will be paid \$200 weekly (\$10,400) for these supervision services.

Michael Ekdahl is our Drug Court defense attorney. Mr. Ekdahl attends the staffings and court sessions of the Drug Court, as well as participates in the decision-making for drug court participants. Those services are not billed to any individual. Mr. Ekdahl will receive \$50 per session for these services, not to exceed \$2,600 annually.

Supplies

Item	Computation	Request	Other Grantor Funding Source	Local Cash Contributions	Local In-Kind Contributions	Total
Incentives	Gift cards, graduation gifts, etc. for drug court participants	\$0.00	\$0.00	\$1,300.00	\$0.00	\$1,300.00
Bus tokens	Bus passes for participants. Fares vary from \$4.00 to \$8.00, one way, depending on the miles.	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
Drug Testing kits from MDOC	Estimation	\$0.00	\$0.00	\$1,000.00	\$10,000.00	\$11,000.00
Office Supplies	Estimation	\$0.00	\$0.00	\$266.00	\$0.00	\$266.00
Office Space	Estimation	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00
		\$400.00	\$0.00	\$2,566.00	\$13,000.00	\$15,966.00

Supplies Justification

Supplies Justification*

Justify supply costs associated with the proposed project.

Gift cards, graduation gifts, inspirational books, movie tickets, etc. are given to drug court participants at the time of phase advancement or graduation. It is estimated that this will total approximately \$1,300.

Bus tokens are purchased from Straits Regional ride and provided to drug court participants to use for necessary reasons. Many of our participants do not have either a driver's license or transportation, making it difficult to attend all of their necessary appointments, and even work. The bus fares vary from \$4.00 to \$8.00, one way, depending on the mileage. These tokens shall be purchased in the form of \$10.00 vouchers and shall not exceed 40 vouchers annually.

\$266.00 is requested from the County of Cheboygan for office supplies.

MDOC continues to supply drug testing supplies that are currently utilized by the probation office and case manager for instant testing. Saliva testing kits (10-panel) will be utilized also. These testing kits (25 tests per case), at a rate of \$244 per case, four cases annually, total approximately \$1,000.

Travel

Type of Travel Expenses	Computation	Request	Other Grantor Funding Source	Local Cash Contributions	Local In-Kind Contributions	Total
Mileage for home calls	500 miles per year at \$.54 per mile	\$0.00	\$0.00	\$270.00	\$0.00	\$270.00
MADCP Registration Fees		\$885.00	\$0.00	\$0.00	\$0.00	\$885.00

	Three attendees at \$295.00 each					
Refresher training	Estimation	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Lodging/Meals/Mileage for MADCP Conference	Estimation	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
		\$885.00	\$0.00	\$5,870.00	\$0.00	\$6,755.00

Travel Justification

Travel Justification*

Justify travel costs associated with the proposed project.

The amount of \$270.00 is being requested to reimburse drug court staff for mileage costs incurred for mainly home visits, but also for transporting participants to counseling, interviews, training related appointments, medical appointments, etc. We are estimating 500 miles at a rate of \$.54 per mile. This amount is being requested from the County of Cheboygan.

\$600 is requested for lodging/mileage/meals costs for the MADCP Conference.

Drug Court team members are seeking a "refresher" training in the near future. \$5,000 is requested to pay for/alleviate the costs of such a training (air fare, accommodations, meals, etc.)

Other Sources of Funding

Other Sources of Funding*

County of Cheboygan

Personnel Summary

Budget Category	Request	Other Grant Or Funding Source	Local Cash Contributions	In-Kind Contributions	Total Cost
Personnel Total	\$38,480.00	\$0.00	\$10,140.00	\$0.00	\$48,620.00

Fringe Benefits Summary

Budget Category	Request	Other Grant Or Funding Source	Local Cash Contributions	In-Kind Contributions	Total Cost
Fringe Benefits Total	\$26,682.00	\$0.00	\$1,324.00	\$0.00	\$28,006.00

Contractual Summary

Budget Category	Request	Other Grant Or Funding Source	Local Cash Contributions	In-Kind Contributions	Total Cost
Contractual Total	\$40,360.00	\$0.00	\$2,600.00	\$0.00	\$42,960.00

Supplies Summary

Budget Category	Request	Other Grant Or Funding Source	Local Cash Contributions	In-Kind Contributions	Total Cost
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Supplies Total	\$400.00	\$0.00	\$2,566.00	\$13,000.00	\$15,966.00
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Travel Summary

Budget Category	Request	Other Grant Or Funding Source	Local Cash Contributions	In-Kind Contributions	Total Cost
Travel Total	\$885.00	\$0.00	\$5,870.00	\$0.00	\$6,755.00

Total Budget

Budget Category	Request	Other Grant Or Funding Source	Local Cash Contributions	In-Kind Contributions	Total Cost
Total	\$106,807.00	\$0.00	\$22,500.00	\$13,000.00	\$142,307.00

Drug Court - Budget Comparison
 BYRNE Justice Assistance Grant Application

Original Budget Included In the 2017 Application

Description	Grant Funded	Local Contribution	Local In-Kind Contribution	Total
Personnel - Wage	\$ 38,480.00	\$ 10,140.00	\$ -	\$ 48,620.00
Personnel - Fringe	\$ 26,682.00	\$ 1,324.00	\$ -	\$ 28,006.00
Contractual Services				
NEMCOG	\$ -	\$ -	\$ -	\$ -
Diane Lissfelt	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00
Redwood Toxicology Laboratory	\$ 6,600.00	\$ -	\$ -	\$ 6,600.00
Catholic Human Services / Harbor Hall	\$ 4,800.00	\$ -	\$ -	\$ 4,800.00
Northern Michigan Independent Drug Screening, LLC	\$ 7,560.00	\$ -	\$ -	\$ 7,560.00
Michael Ekdahl	\$ -	\$ 2,600.00	\$ -	\$ 2,600.00
PsychNorth, PLLC	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Salvation Army	\$ 10,400.00	\$ -	\$ -	\$ 10,400.00
Supplies	\$ 400.00	\$ 2,566.00	\$ 10,000.00	\$ 12,966.00
Travel	\$ 885.00	\$ 870.00	\$ -	\$ 1,755.00
Training	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Office Space	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
Total	\$ 106,807.00	\$ 22,500.00	\$ 13,000.00	\$ 142,307.00

2016 Budget
 \$20,000 MDCGP \$85,000 Byrne Grant

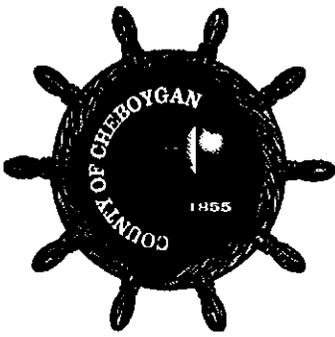
Description	Grant Funded	Local Contribution	Local In-Kind Contribution	Total
Personnel - Wage	\$ 19,584.00	\$ 10,140.00	\$ -	\$ 29,724.00
Personnel - Fringe	\$ 13,101.00	\$ 1,515.00	\$ -	\$ 14,616.00
Contractual Services				
NEMCOG	\$ 30,530.00	\$ 6,673.00	\$ -	\$ 37,203.00
Diane Lissfelt	\$ 3,600.00	\$ 1,200.00	\$ -	\$ 4,800.00
Redwood Toxicology Laboratory	\$ 5,500.00	\$ -	\$ -	\$ 5,500.00
Catholic Human Services / Harbor Hall	\$ 4,800.00	\$ -	\$ -	\$ 4,800.00
Northern Michigan Independent Drug Screening, LLC	\$ 6,660.00	\$ -	\$ -	\$ 6,660.00
Michael Ekdahl	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
PsychNorth, PLLC	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00
Salvation Army	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00
Supplies	\$ 400.00	\$ 2,627.00	\$ 10,000.00	\$ 13,027.00
Travel	\$ 825.00	\$ 345.00	\$ -	\$ 1,170.00
Training	\$ -	\$ -	\$ -	\$ -
Office Space	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
Total	\$ 105,000.00	\$ 22,500.00	\$ 13,000.00	\$ 140,500.00

\$ Change (Application vs. 2016 Budget)

Description	Grant Funded	Local Contribution	Local In-Kind Contribution	Total	Notes
Personnel - Wage	\$ 18,896.00	\$ -	\$ -	\$ 18,896.00	A: Circuit Court is requesting budget for the entire year for wages for the new internal position created in 2/9/16.
Personnel - Fringe	\$ 13,581.00	\$ (191.00)	\$ -	\$ 13,390.00	B: Circuit Court is requesting budget for the entire year of fringes for the new internal position created 2/9/16.
Contractual Services					
NEMCOG	\$ (30,530.00)	\$ (6,673.00)	\$ -	\$ (37,203.00)	C: Circuit Court is eliminated the NEMCOG Contract - See internal position noted above.
Diane Lissfelt	\$ 2,400.00	\$ (1,200.00)	\$ -	\$ 1,200.00	D: Circuit Court is requesting to increase Diance Lissfelt's service contract from \$80 per hour to \$90 per hour at an average of \$500 per month versus \$400 per month.
Redwood Toxicology Laboratory	\$ 1,100.00	\$ -	\$ -	\$ 1,100.00	E: Circuit Court is requesting to increase the Redwood Toxicology Laboratory services from 100 to 120 tests per year.
Catholic Human Services / Harbor Hall	\$ -	\$ -	\$ -	\$ -	
Northern Michigan Independent Drug Screening, LLC	\$ 900.00	\$ -	\$ -	\$ 900.00	F: Circuit Court is requesting to increase the payment for drug testing from \$3 to \$4 per test.
Michael Ekdahl	\$ (2,000.00)	\$ 2,600.00	\$ -	\$ 600.00	G: Circuit Court is requesting to increase Mr. Ekdahl's service contract from \$40 per session to \$50 per session (\$80 per session was requested in the MDCGP Grant).
PsychNorth, PLLC	\$ (1,000.00)	\$ -	\$ -	\$ (1,000.00)	H: Circuit Court is requesting a decrease in funding for PsychNorth based on 2016 activity.
Salvation Army	\$ (1,600.00)	\$ -	\$ -	\$ (1,600.00)	I: The Byrne Grant will not cover transitional housing costs for participants - in 2016 these costs are being covered by the MDCGP Grant.
Supplies	\$ -	\$ (61.00)	\$ -	\$ (61.00)	
Travel	\$ 60.00	\$ 525.00	\$ -	\$ 585.00	K: Circuit Court is requesting funding to attend the MADCP conference at an estimated cost of \$600.
Training	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	L: Circuit Court is requesting funding to attend the national drug court training conference (\$8,000 was requested from the MDCGP Grant).
Office Space	\$ -	\$ -	\$ -	\$ -	
Total	\$ 1,807.00	\$ -	\$ -	\$ 1,807.00	

% Change (Application vs. 2016 Budget)

Description	Grant Funded	Local Contribution	Local In-Kind Contribution	Total
Personnel - Wage	96%	0%	NA	64%
Personnel - Fringe	104%	-13%	NA	92%
Contractual Services				
NEMCOG	-100%	-100%	NA	-100%
Diane Lissfelt	67%	-100%	NA	25%
Redwood Toxicology Laboratory	20%	0%	NA	20%
Catholic Human Services / Harbor Hall	0%	0%	NA	0%
Northern Michigan Independent Drug Screening, LLC	14%	0%	NA	14%
Michael Ekdahl	-100%	100%	NA	30%
PsychNorth, PLLC	-17%	0%	NA	-17%
Salvation Army	-13%	0%	NA	-13%
Supplies	0%	-2%	NA	0%
Travel	7%	152%	NA	50%
Training	0%	100%	NA	100%
Office Space	0%	0%	NA	0%
Total	2%	0%	0%	1%



Cheboygan County Board of Commissioners' Meeting

May 24, 2016

Title: 2016 Salary & Wage Resolution - Non-Union General Employees #16-01 – Amendment #4

Summary:

Judge Butts' is once again taking advantage of attrition and reclassifying existing positions to restructure the existing wage scale in his office to correct some of the comparable wage disparities that exist for current staff without affecting the total cost of his department. The retirement of the Court Recorder/Financial Officer is resulting in two existing employees assuming those duties. The Deputy Juvenile / Probate Registrar will be reclassified to Court Reporter / Deputy Registrar. The Deputy Juvenile Registrar / Collections Officer will be reclassified to Finance Officer. Duties from the former Deputy Juvenile / Probate Registrar and Deputy Juvenile Registrar / Collections Officer will be handled by a new employee with the title Deputy Probate / Juvenile Registrar with a starting pay of \$15.99. The difference (\$5.09) between the retiring employee's wage of \$21.08 and the new employee's wage of \$15.99 will be divided evenly (\$2.54) between the reclassified employees moving them to the average wage of comparable counties. These rate changes will go into effect June 1, 2016, the first day after the retirement of the employee.

Financial Impact:

None

Recommendation:

Adopt Amendment #4 to the 2016 Salary and Wage Resolution – Non-Union General Employee #16-01 to be effective June 1, 2016, authorize the Chair to sign and approve the necessary budget adjustments.

Prepared by: Kari Kortz

Department: Finance

Amendment #4 to the 2016 Salary and Wage Resolution
 Non-Union General Employees
 Approved 16-01 on January 12, 2016

	Number of Positions	Hours per Work Week	Hours per Year	2016 Salary or Hourly Rate	2016 Increase %	2016 Increase \$	2016 Salary or Hourly Rate
Probate Registrar / Family (Juvenile) Court Administrator	1	35	1820	25.79	0.00%	-	25.79
Court Reporter / Financial Officer	0	35	1820	21.08		Retired	
Court Reporter / Deputy Registrar	1	35	1820		New Classification		19.60
Finance Officer	1	35	1820		New Classification		19.60
Deputy Probate / Juvenile Registrar	1	35	1820		New Classification		15.99
Deputy Probate Registrar	1	35	1820	15.99	0.00%	-	15.99
Director of Juvenile Services / CJO	1	35	1820	23.69	0.00%	-	23.69
Deputy Juvenile / Probate Registrar	0	35	1820	17.06		Reclassified to Court Reporter / Deputy Registrar	
Deputy Juvenile Registrar / Collections Officer	0	35	1820	17.06		Reclassified to Finance Officer	
Intensive Probation Officer #1	1	35	1820	21.85	0.00%	-	21.85
Intensive Probation Officer #2	1	35	1820	18.98	0.00%	-	18.98
Union Positions Not Detailed in Wage Resolution	0						
After-Hours	NA	NA	NA	7,775.00	0.00%	-	7,775.00
Nightwatch	NA	NA	NA	12,300.00	0.00%	-	12,300.00

Adopted by the Cheboygan County Commissioners on the following date to be effective June 1, 2016.

Signed by: _____
 Peter Redmond, Chairperson

Date Signed: _____

CHEBOYGAN COUNTY
JOB DESCRIPTION
Probate Court Finance Officer
(Hourly- FLSA Nonexempt)

GENERAL SUMMARY: Responsible for the bookkeeping activities of the Juvenile Division. Assist Probate Register and Juvenile Register with required support functions. The normal work schedule is Monday through Friday seven-hour work day.

ESSENTIAL FUNCTIONS: An employee in this position may be called upon to do any or all of the following (these examples do not include all of the tasks which the employee may be expected to perform):

- Receives and verifies invoices, verifies proper sources, prepares payment vouchers for approval, obtain Judge's signature for approval, upon approval submit vouchers to finance office for payment.
- Prepare monthly attorney contract payments.
- Prepare child care fund vouchers, prepare balance transfer request, submit for approval, and then submit to Finance Department.
- Prepare child care fund expenditures and reimbursement reports (207 State Monthly report).
- Reconcile court receipts and prepare financial transmittals to County Treasurer throughout the month and Department of Treasury monthly.
- Compile annual budget expenditure and revenue information, budget projections and related information and prepares probate Court and Family Court (Juvenile Division) budget for judicial review.
- Monitors budget expenditures and serve as principle liaison to funding unit regarding budget related matters. Prepares budget transfers and adjustments for department as required.
- Coordinates audits of court financial records and controls, reviews audit findings with auditors and the Judge and ensures that the audit recommendations are implemented.
- Enters updates for AS400 financial system as needed, i.e. price file maintenance, account maintenance.
- Annually creates files for marriages, miscellaneous and weddings.
- Receipt in money-credit correct accounts and itemize as law requires, restitution first; placing balance on all accounts to maintain account activity.
- Enforcement of collections.
- Send out monthly bills to youth and parents.
- Provide financial statements to parents and maintain a financial file to determine the amount of cost/ assessments they can pay based on income.
- Process restitution/ vouchers/provide payments to victims/ place check numbers on voucher within each minors restitution file and send letter to victim with check, include claim numbers for insurance companies.
- Monitor bills that need to be paid.
- Prepare and mail Order for reimbursements to assess parents/minors costs back.
- Prepare order to transmit support payments and order stop payments to FOC when appropriate. Work with social security and FOC to obtain cost of care payments.
- Work with employers for wage assignments.
- Assess monthly vouchers back to parents after payments are made.
- Meet with delinquent payers prior to Show Cause Hearings to attempt to achieve compliance with orders. Appear in court to testify when required.
- Produce required reports and orders.
- Take action to locate youth and families to obtain payments.

CUSTOMER SERVICE: This is a front-line position providing excellent customer service to the general public, agencies, local unit officials and other county employees. Service is provided in person, by phone or email contact in a pleasant and professional manner. Individual must be able to communicate confidently, effectively, courteously and cooperatively.

JOB SKILLS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The following requirements are representative of the required knowledge, skills and abilities needed:

- Strong English grammar and spelling accuracy.
- Ability to read, analyze and interpret legal documents.
- Ability to respond effectively to inquiries or complaints.
- Ability to write correspondence effectively and accurately.
- Ability to communicate in an effective manner.

Computer/Mathematical Skills:

- Requires the ability to add, subtract, multiply, divide and utilize decimals.
- Strong computer literacy skills (Microsoft Office Suite 2010, BS&A Software).
- Able to create excel spreadsheets.

Problem solving Abilities:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to handle difficult situations, problem solve and professionally resolve sometimes difficult conflicts.

Specialized Skills and Abilities:

- Knowledge of specific practices, standards, and/or guidelines associated with Child Care Funds.
- Ability to remain calm in stressful situations.
- Ability to work in a fast paced environment with frequent interruptions.
- Ability to work as a cooperative team player, offering to help others when needed, and considering larger organization/team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to team goals and objectives.
- Ability to type quick and accurately.
- High level of organizational skills and detail oriented.

MINIMUM EMPLOYMENT QUALIFICATIONS:

- High school diploma or equivalent. Associate Degree in Accounting, Bachelor Degree preferred.
- Two years of bookkeeping or accounting experience.
- Knowledge of probate court policies and procedures.
- Working knowledge of computers.
- Good communication skills with public and staff members
- Be able to multi-task and meet deadlines.
- Pass background check and drug screen per county policy.

WORKING CONDITIONS: Employee must be flexible in daily schedule; work under stress; remain calm and maintain focused; work with youth and parents; and maintain regular attendance to efficiently process the volume of work. Employee will perform primarily in an office environment. Employee must perform work according to County policies.

PHYSICAL ABILITIES: The position requires but is not limited to the ability to perform the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements: Ability to access office, ability to communicate, ability to enter and

access information from computers and electronic equipment, ability to lift and carry items up to 20 pounds, ability to file and retrieve documents and equipment.

MACHINES AND EQUIPMENT: This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as drive a car, in the completion of a task.

The qualifications listed above are intended to represent the preferred skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as a general guideline that should be considered along with other job-related selection or promotional criteria.

Cheboygan Count is an Equal Opportunity Employer and Provider

Complaints of discrimination should be sent to: USDA, Director of Civil Rights, Washington, D.C. 20250-9410

CHEBOYGAN COUNTY
JOB DESCRIPTION
Court Recorder/ Deputy Juvenile Register- Probate Court
(Hourly- FLSA Nonexempt)

GENERAL SUMMARY: Under the direction of a Probate Court Judge, Court's certified recorder utilizes and maintains electronic recording equipment to record court proceedings. Sets up Polycom when needed. Prepares logs of court proceedings while recording all court activity. Updates files on the computer. Prepares official transcripts of proceedings. Processes all adoption petitions. Drafts Juvenile Court orders.

ESSENTIAL FUNCTIONS: An employee in this position may be called upon to do any or all of the following (these examples do not include all of the tasks which the employee may be expected to perform):

- Prepares courtroom for proceedings, includes checking operation of recording equipment, monitoring placement of microphones, ensuring sufficient supplies, and ensuring readiness of case files.
- Utilizes and maintains electronic recording equipment to record court proceedings including arraignments, pleas, sentencing, civil cases and other matters. Monitors the recording to ensure an appropriate record. Plays back testimony while in session.
- While recording proceedings, prepares a detailed log of court activity, includes identifying the speaker and noting the point that exhibits are marked, witnesses are called, and other actions occur in order to assist in transcript preparation. Maintains log of recorded proceedings for permanent court record including names of parties, nature of proceedings, and related information.
- Marks and maintains a record of exhibits and provides other assistance to the Judge in the courtroom.
- Prepares official verbatim transcripts of preliminary examinations, appeals, and other cases as requested. Proofreads transcripts, certifies copies, and prepares billings as appropriate.
- Maintains files of transcripts, tapes, and courtroom notes as required by court rules.
- Prepares appeal paperwork which includes typing and processing notice of filing of transcript and affidavit of mailing.
- Transcribes dictation for the Judge and types correspondence, opinions, orders, and other legal documents.
- Reviews and sorts the Judge's mail, determines matters needing the Judge's attention or signature, and processes or distributes items.
- Schedules the Judge's calendar and makes appointments.
- Assists in maintaining files for the Judge such as those related to correspondence and administrative matters.
- Receives calls of attorneys, defendants, and others regarding transcripts, scheduling matters, court procedures and specific case information. Determines which matters need the Judge's attention and responds to others.
- Performs a variety of support tasks such as maintaining supplies, searching for files, copying documents, and related tasks.
- Receives all neglect/abuse petitions, assigns case numbers, prepares case files and enters into computer. Prepare notices of hearing, appoint attorneys and distribute same to all parties.
- Receives all adoption petitions, assigns case numbers, prepares case files and enters into computer.
- Preparation and distribution of court orders to all interest parties.
- Entry of financial orders into computer.
- Receives and files reports, psychological evaluations and other delinquency and neglect documents submitted by the Prosecutor, probation officers, attorneys, DHHS or other agency.
- Responds to inquiries regarding court related procedures and policies.

- Receives receipts of court related fees.
- Process adoptee's request for adoption information and request for confidential intermediary.
- Schedules juvenile and neglect hearings and prepares and issues notices of scheduled proceedings to appropriate parties.
- Entry of placement changes for juveniles/foster care children and changes in address for parents/interested parties.
- Preparing and submitting court files to Court of Appeals upon request.
- Perform adoption investigations and court report.
- Compile information for required reports, included but not limited to, annual court appointment report.

CUSTOMER SERVICE: This is a front-line position providing excellent customer service to the general public, agencies, local unit officials and other county employees. Service is provided in person, by phone or email contact in a pleasant and professional manner. Individual must be able to communicate confidently, effectively, courteously and cooperatively.

JOB SKILLS: To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The following requirements are representative of the required knowledge, skills and abilities needed:

- Strong English grammar and spelling accuracy.
- Ability to read, analyze and interpret legal documents.
- Ability to respond effectively to inquiries or complaints.
- Ability to write correspondence effectively and accurately.
- Ability to communicate in an effective manner.

Computer/Mathematical Skills:

- Requires the ability to add, subtract, multiply, divide and utilize decimals.
- Strong computer literacy skills (Poly com, Microsoft Office Suite 2010, BS&A Software).
- Able to create excel spreadsheets.

Problem solving Abilities:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to handle difficult situations, problem solve and professionally resolve sometimes difficult conflicts.

Specialized Skills and Abilities:

- Knowledge of specific practices, standards, and/or guidelines associated with Probate Court proceedings.
- Ability to remain calm in stressful situations.
- Ability to work in a fast paced environment with frequent interruptions.
- Ability to work as a cooperative team player, offering to help others when needed, and considering larger organization/team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to team goals and objectives.
- Ability to type quick and accurately.
- High level of organizational skills and detail oriented.

MINIMUM EMPLOYMENT QUALIFICATIONS:

- High school diploma or equivalent. Associate Degree in related field. Bachelor Degree preferred.
- Four years of work in a court or legal setting with substantial word processing experience. Experience must provide working knowledge of criminal and civil justice systems and procedures, court policies and procedures, and related statutes and ordinances.
- Working knowledge of computers.
- Good communication skills with public and staff members

- Be able to multi-task and meet deadlines.
- Pass background check and drug screen per county policy.
- Must be certified as an Electronic Court Recorder by the Michigan Supreme Court.

WORKING CONDITIONS: Employee must be flexible in daily schedule; work under stress; remain calm and maintain focused; work with adults, youth and parents; and maintain regular attendance to efficiently process the volume of work. Employee will perform primarily in an office environment. Employee must perform work according to County policies.

PHYSICAL ABILITIES: The position requires but is not limited to the ability to perform the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements: Ability to access office, ability to communicate, ability to enter and access information from computers and electronic equipment, ability to lift and carry items up to 20 pounds, ability to file and retrieve documents and equipment.

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